

Kitsap 911 Board of Directors Meeting

June 7, 2022 (2:00 to 3:00)

Virtual Meeting

A G E N D A

1	Call to Order	(Chair)
2	Additions to the agenda	(Chair)
3	Public Comment (Limited to 2 minutes per speaker)	(Kirton)
4.	Welcome new Kitsap 911 Board of Directors Members- Director Michael Goodnow and Director Denise Frey	(Chair)
Action Items		
5	Approval of Minutes from 03/01/2022	(Chair)
6	Awarding Digital Communication System-Microwave Equipment & Services RFP	(Kirton/Peabody)
7	Resolution 2022-002 Amending the 2022 Budget	(Rogers/Kirton)
8	Resolution 2022-006 Adoption of the 2023 Service Fees	(Rogers/Kirton)
Reports (time permitting)		
9	Goals and Tech Project Report	(Wecker)
10	Staffing Report	(Taylor)
11	Finance Report	(Rogers)
12	<p>Executive Committee Report</p> <ul style="list-style-type: none"> • Approved various warrants, payroll and electronic fund transfers • Received regular staff reports • Ratification of Retention Bonus MOU between Kitsap 911 and Kitsap 911 Employee Guild • Approve Governing Directive 246-Employee Recognition update • Adoption of Resolution 2022-003 Adopting a Sing-On Bonuses for Eligible lateral new hires • Annual Review of Service Agreements • Microwave Vendor Recommendation Selection • Adoption of Resolution 2022-004 Requiring Meetings of the Executive Committee and the Board of Directors to be Held Without a Physical location to Protect the Health and Safety of Board Members, Staff and Public <p>Actions taken by Executive Director under Resolution 2020-003 Declaring an Emergency</p> <ul style="list-style-type: none"> • No Actions Take 	(Kirton/Wiley)
13	Good of the Order	(All)
14	Adjourn	(Chair)

Public Comment may be submitted to pubcomment@kitsap911.org All comments received prior to 1:30 PM on June 6, 2022 will be included in the public comment report (item 3 of the agenda). Comments received after that will be distributed to Kitsap 911 Board members after the meeting concludes. Members of the public may also comment during the meeting via zoom.

When: June 7, 2022 2:00 PM Pacific Time (US and Canada)

Topic: Kitsap 911 Board of Directors

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86829641818?pwd=T0NzeXNWZlNHY1djMIQ4VzVST2Y2QT09>

Passcode: 0911

Or One tap mobile :

US: +12532158782,,86829641818#,,,,*0911# or +13462487799,,86829641818#,,,,*0911#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 720 707 2699 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 868 2964 1818

Passcode: 0911

International numbers available: <https://us06web.zoom.us/j/86829641818?pwd=T0NzeXNWZlNHY1djMIQ4VzVST2Y2QT09>



**Kitsap 911 Board of Directors Meeting on
March 1, 2022
Via Virtual Meeting**

ATTENDING:

Board of Directors:

Ed Wolfe-Kitsap County Commissioner
Charlotte Garrido, Kitsap County Commissioner
Robert Gelder- Kitsap County Commissioner
Sheriff John Gese- Kitsap County
Joe Deets-City of Bainbridge Island
Becky Erickson- City of Poulsbo Mayor
Rob Putaansuu- City of Port Orchard Mayor
Greg Wheeler-City of Bremerton Mayor (Vice Chair)
David Ellingson-Fire Commissioner (Chair)
Dusty Wiley-Fire Commissioner
Bob Muhleman- Fire Commissioner

Staff:

Richard Kirton- Executive Director
Maria Jameson-Owens-Deputy Director
Rachael Taylor-Human Resource Manager
Brandon Wecker-Technician Service Manager
Jamie Donley- Deputy Operations Manager
Steve Rogers-Financial Manager
Stephanie Browning- Administrative Specialist

Absent:

Michael Goodnow -City of Bremerton Council Member
Leslie Daus- City of Bremerton Council Member

Guests:

Jim Nelson-Bond Advisory

Cynthia Weed-Bond Council

Chief Joe Clark- Vice Chair of SAB and Police Chief of Bainbridge Island

Chief Pat McGanney- Chair of SAB and Chief of South Kitsap Fire and Rescue

Call to Order: Chair David Ellingson called the meeting to order at 12:31pm.

Additions: None

Public Comment: No public comment was received prior to the start of the meeting and no public in attendance.

Welcome new Kitsap 911 Board of Director Members: The new Kitsap 911 Board Member from the City of Bremerton is Michael Goodnow

Approval of Minutes:

Director Robert Gelder made a motion to approve minutes from 07/23/2021, 09/07/2021, and 12/07/2021. Motion was seconded by Directors Joe Deets. Motion Passed

Ratio project status and Adoption of Resolution 2022-001 Reimbursement Resolution

Mr. Kirton gave a brief overview of the radio project. To date, no decisions have been made with respect to whether or not to bond, when to bond, or for how much to bond, as all such decisions will be made with the full participation of the Board. There are some upcoming expenses related to the project, including the salary of the radio program manager, Scott Peabody, that starts on March 15th, as well as some initial milestone payments for the microwave system once the contract has been awarded. Finance Manager Steve Rogers and Bond Advisor Jim Nelson provided additional information regarding the Reimbursement Resolution being presented. Mr. Rogers said this resolution was discussed at the most recent Executive Committee meeting and was asked to bring it before the Board of Directors. He said that a bond reimbursement resolution is standard practice to have approved well before financing decisions have been made. It does not obligate Kitsap 911 in any way, but allows the latitude to use future bond proceeds to reimburse ourselves for any cash spent before the bond is issued. Having this resolution in place was recommended by Kitsap 911 Bond Advisor Jim Nelson and Bond Council Cynthia Weed. Director Erickson asked how we know that the project will cost \$41 million. Mr. Rogers said this is based off a preliminary estimate. Director Erickson said this resolution would open the checkbook up to \$41 million and that it “piece-meals” the project without having any definitive decisions. She feels that this is premature before we see plans for the radio system. Cynthia Weed reiterated that this resolution does not permit or authorize Kitsap 911 to spend any money; any of those decisions would need to be approved by the board. It just says if by any circumstance you do spend money you are permitted to use tax exempt bonds to recoup those expenditures. The Board does not have to approve the resolution for \$41 million – it could be for

any amount. If by chance you do spend money on the project in the future though, you would do a reimbursement request for the expenditures, in order to comply with IRS guidelines. Director Wolfe commented that when he hears IRS format, his radar goes up. He asked whether this document obligates the board to reimburse if funds are spent. Ms. Weed stated no, and that that decision is a future decision. If Kitsap 911 makes the decision to bond, having this resolution approved will be helpful, but there is no commitment at any level. Jim Nelson stated this is a common practice and they approved one with South Kitsap Fire and Rescue. Also, if you don't have a bond reimbursement resolution in place and you spend cash now for capital improvements and more than 60 days expire, then you lose the ability to replenish with bond proceeds. It is more of a safety net and does not in any way commit you to issue bonds in future. Director Wheeler stated our role as a board is to ensure we have the safeguards in place and the policies for expenditures. He commented that for all expenditures, there ought to be a code in the budget that is established. A concern he has is that something coded is in consent agenda and not under separate scrutiny; we need to make sure approval process transfers into this specific project. He asked what the scenario will look like if we start approving funds. Director Kirton stated the Board of Directors exercises their fiduciary responsibility for the budget and the awarding of the contract. The Microwave contract award will be brought to the Executive Committee to awarded and the intention is to bring the larger LMR contract to the full Board of Directors for award. Beyond that, the normal Financial Policies that we already have in place dictate how to approve. Director Wheeler said it sounds like there is an adequate process in place and this will flow into that process. He is open to hear more conversations, as it's a substantial project.

Director Gelder said he understands the concept of cost recovery. The issue is with the way the resolution is worded. He doesn't see the salary spelled out in the language of the resolution but is also missing how this is tied to overall timeline of the overall project. We know this project will take time. It would be helpful to see the entire project timeline, when it is expected to implement them, and do a reimbursement resolution based on each one of the issuances. Mr. Kirton understands, and as far as hardware and equipment are concerned, the first piece of the project is the microwave system. The RFP was opened early this month and we expect to bring it back to the Executive Committee in April to award the contract. Kitsap 911 has cash in-hand in order to pay for that part of the project – the issue that prompted this resolution is the larger LMR project. We will likely need to bond for it, as it is slower-moving and we want to make sure if the Board chooses to use bond proceeds to reimbursement the fund for microwave project, that we have the documentation in place. Jim Nelson said a likely scenario is the issuance of two series of bonds, which is where the \$41 million figure is coming from, so both series are included in that amount. Director Erickson said she has raw fear and is worried. The resolution in front of us says \$41 million, which means effectively we could spend a series of money and go back to the bond and get reimbursed. In her mind, we do not have the checks and controls on this project that are necessary to move forward. This first came to the Executive Committee and responded that this needs to go to the full board. The profoundness of this decision should be done at this board. With the structure of Kitsap 911, we don't currently have the fiduciary controls for this. Her question is why \$41 million. Before you issue any bonds, you do a reimbursement resolution, and we know how this works. We internally do not have controls or the information we need to make this decision for this specific project. She would like to table this motion and do more homework on this project. This is a mission-critical operation, and we need to understand it better.

Director Becky Erickson made a motion to table discussion Resolution 2022-001. Motion was seconded by Directors Rob Putaansuu.

Comments: Director Deets said this is a good discussion and listening to Director Erickson, is in favor of tabling to get more information.

Director Wheeler said we should table this motion, and we will be looking for a timeline. He asked if this requires a consultant and what will be used to pay for this? Do we then reconvene to discuss the expenditure? He wants to have a clear path on what we are tabling for. Director Ellingson says part of the overall plan is that we hired the program manager that will develop the plan and the timelines when he begins on March 15. We will have this information once he has started working on it.

Director Wiley said he is confused on this resolution as it was done at the fire district and helped us out and does not mean we are bonding for this, and reimbursement is very important to us.

Director Putansuu said Wheeler brings up a good point on tabling since this too nebulous and we need more parameters and some of the plan before he is ready to support.

Director Erickson commented that this is premature, and we need to plan.

Two Opposed, Director Dusty Wiley and Director Bob Muhleman. Motion Passed.

Resolution 2022-002 Amending the 2022 Budget

Executive Director Richard Kirton asked to pull this Resolution from the agenda. Kitsap 911 will go back to the Executive Committee and have further conversations. This budget amendment will be brought back at a later time. Director Rob Gelder it will be helpful to include a comparison and variance for the changes of the current adopted budget.

Election of Chair and Vice Chair

Director Bob Muhleman made a motion to elected David Ellingson as the Chair of the Kitsap 911 Board of Directors. Motion was seconded by Directors Becky Erickson. Motion Passed.

Director Becky Erickson made a motion to elected Greg Wheeler as the Vice Chair of the Kitsap 911 Board of Directors. Motion was seconded by Directors Rob Gelder. Motion Passed.

Appointment of Executive Committee Members

Chair Ellingson stated he will be on the Executive Committee as the Chair of the Board of Directors, Director Dusty Wiley has been appointed to represent the Fire Commissioners, Vice Chair Greg Wheeler will represent City of Bremerton. The County will have the Sheriff represent and the small cities appointed Director Joe Deets. Other non-voting members are the Chair and the Vice Chair of the SAB and attend regularly.

Goals and Tech Project Report

Technical Systems Manager Brandon Wecker provided the following report:

* Kitsap 911 made a job offer to the Program Manager and it was accepted, and he will begin on

March 15th. The second position authorized to fill was the network security position. The opening has closed, and one candidate had potential but did not have the job experience. The position job description has been updated and again accepting applications.

*Continuous Improvement for Technical Division- One of the continuous improvements is the MCT turnaround time. There is a new imaging solution purchased last year that the technicians have been leveraging and deployed ConnectWise, which allows PC management in-house and allows for troubleshooting and patching. Also working on tower site improvements and the main focus is working on a proof on concept for tower site cameras.

*2022-01 LMR Replacement and hiring onboard radio program manager-Kitsap 911 has completed the preliminary review of the microwave RFP to make sure the submitted packages were complete and we have begun the internal technical review. Once the apparent low-cost and responsive bidder has been established the recommend will go to the Executive Committee. The radio program manager will help with these next steps.

*2021-03 Server Virtualization and Cyber Security Enhancement and Remote 911 Mutual Aid- This is the effort to upgrade the infrastructure to better support remote 911 and to evaluate the possibility to extend to other PSAPS. The primary technician assigned to the project was out on medical leave and anticipate a June 1st completion date.

*2021-04 Complete Antenna Repairs-This is the effort to repair the antennas based on the sweep last year. The new antenna arrived at the installed last week and this will be installed in upcoming weeks.

*2021-05 Replace Gold Mt Fuel Tank- This project will replace the current tank with like model of same capacity and added leak detection and fuel polishing capabilities. There have been significant supply delays and we are still waiting on tank delivery. About six weeks of work is expected, once the tank is delivered.

*2019-05 ASAP to PSAP- This project will allow alarm companies to automatically create events when an alarm is activated into CAD. This cutover has been completed with 13 alarm companies and we are the first in Washington State to be able to do this.

*2022-07 Replace Helpdesk Software- This is the effort to replace the help desk software, a replacement has been selected and are currently working on the implantation plan before the current software expires.

*2022-08 Replace Vehicle gates at 911 Carver- This project will replace the current vehicle gate controllers. The final vendor selection has been completed but we are seeing a 12–14-week delay on parts and will update the completion timeline once the parts are received

*2021-10 Closest Fire Unit Dispatch- Changing Gears-This effort was to update run cards for changing gears to AVL deployment. This was held off due to a bug the vendor had, and the vendor has figured out a fix but its in a newer version, so Kitsap 911 is working with the vendor to get the fix to our version of CAD.

**2019-02 Alerting-* This project would deploy a digital alerting system in all fire stations along with a text-to-speech component. The final issues deal with the monitors at the stations. There was an update to the time sync and installed a better monitoring the project to help identify why they are not reconnecting.

Annual Performance Measure Report

Deputy Director Maria Jameson-Owens presented the 2021 Performance Measure Report. This is the twelfth year of the report. This report is available on www.kitsap911.org. The following were questions asked from the Board of Directors:

**Director Ellingson said SB5555 will be putting out new training requirements and will impact how we train and certify Kitsap 911 employees. Mrs. Jameson said yes that will have an impact. This Thursday all of the supervisors, training manager, HR manager are meeting to see how Kitsap 911 can decrease the amount of training time right now and change the training process and decrease the time significantly.*

Finance Report

Finance Manager Steve Rogers provided a financial report for the month ended January 31, 2022. 1.2 million in combined revenues have been received, which is 1% over the projections. The revenues did not have any significant fluctuations. 1.2 million have expended in operating expenditures most of which was labor. With non-labor right around expectations. There is a slight verbiage change from 2021 reports.

Executive Committee Report

Mr. Kirton reported the executive committee has been meeting virtually regularly and have done the following:

- Approved various warrants, payroll, and electronic fund transfers
- Received regular staff reports
- Ratification of contract K911-050 Evergreen Health Line
- Ratification of amendment to contract K911-045 A WA State Military Department
- Adoption of Resolution 2021-006 Adopting Wage and Salary Ranges for Unrepresented Administrative and Management Employees
- Adoption of Resolution 2021-007 Declaring Certain Personal Property as Surplus

Actions taken by the Executive Director under Resolution 2020-003 Declaring an Emergency:

- None

Emerging Issues

Mr. Kirton stated staffing on a national basis is 911 challenged. SB5555 is currently in the house rules committee and will declare 911 public safety telecommunicators as emergency responders and establish minimum training and certifications. There currently are no statewide training requirements and this bill will rectify this.

Good of the Order

Director Becky Erickson expressed that she would like to have more conversations on spending limitation and signing authority as we go into big projects. Also thinks the financial structure would be more able to identify activities in the agency and accounting for them rather than lumped together. For instance, the salaries just on the dispatch floor, administrative salary etc. Feels like she does not understand as much as she should. Mr. Kirton has reached out and she will sit down and have further conversation. Chair Ellingson said there is a policy in the Governing Directives that states signature authority, and they are in place. The Executive Director can sign no more than \$10k if it's an unbudgeted item.

Director Wheeler supports for the time being having expenditure decisions for the \$41 million project be at the full board. Mr. Kirton pointed out there has been no money appropriated for this project and no money has been spent. Kitsap 911 understands this is a lot of money and want to do this right. Director Wheeler proposed that this should be discussed at the next Executive Committee meeting.

The meeting was adjourned at 2:01 PM.

***The next scheduled meeting of the Kitsap 911 Board of Directors is June 7, 2022, at 2:00
Virtually***

Beginning Operating Fund Balances

Account Description		Amendment 2022	Adopted 2022
1	308.31.00.0000 Beginning Restricted FSA Balance	1,254	3,535
2	308.31.00.0001 Beginning Restricted Stabilization Fund Balance	2,074,437	1,204,219
3	308.51.00.0001 Beginning Assigned Balance	3,025,613	2,519,684
4	308.91.00.0001 Beginning Unassigned Balance	860,595	385,759
5	308.41.00.0001 Beginning Committed Balance	472,895	309,954
6	Total Estimated Beginning Fund Balance	6,434,794	4,423,152

Operating and Special Revenues

Account Description		Amendment 2022	Adopted 2022	Delta (2022 Amendment)	
				\$	%
7	337.16.00.0000 Emergency Communications Sales Tax 1	6,420,836	6,176,638	244,198	4.0%
8	337.361... Telephone Excise Taxes (Wireline, Wireless, and VoIP)	2,565,865	2,565,865	-	0.0%
9	342.80.50.0001 Service Fees (County, Cities, Fire Districts, Tribes Base Fees)	2,054,717	2,054,717	-	0.0%
10	342.80.50.0004 Service Fees (Operating Surcharges i.e. i/Leads, First Due)	259,321	259,321	-	0.0%
11	342.80.50.0002 Contract Revenues (Humane Society)	50,000	50,000	-	0.0%
12	362.50.00.0000 Tower Leases	386,502	386,502	-	0.0%
13	342.80.40.0002 Emergency Management Facility Maintenance Charges	77,281	77,281	-	0.0%
14	334.01.80.0000 State E911 CPD Contract KC (WA State Military)	48,803	48,803	-	0.0%
15	361.11.00.0001 Investment Interest	30,000	30,000	-	0.0%
16	Subtotal Operating Revenues	11,893,325	11,649,127	244,198	2.1%
17	369.91, 333.20 Grants and Other Misc. Revenues	212,074	17,074	195,000	1142.1%
18	342.80.50.0000 MCT NPRV Surcharges	68,434	68,434	-	0.0%
19	Subtotal Special and One-Time Revenues	280,508	85,508	195,000	228.0%
20	Total Revenues	12,173,834	11,734,635	439,198	3.7%

Operating Appropriations

Account Description		Amendment 2022	Adopted 2022	Delta (2022 Amendment)	
				\$	%
21	528.32.10.0000 Regular Salaries	6,880,559	6,439,793	440,766	6.8%
22	528.32.10.0001 Overtime Pay	603,679	603,679	-	0.0%
23	528.32.10.0003 Sick Leave Payout	1,384	1,384	-	0.0%
24	528.32.10.0004 Annual Leave Payout	24,780	24,780	-	0.0%
25	528.32.10.0005 Shift Differential Pay	3,374	3,374	-	0.0%
26	528.32.10.0006 Extra Help	49,613	48,245	1,368	2.8%
27	528.32.10.0007 Out of Class Pay	23,868	23,868	-	0.0%
28	528.32.10.0008 Miscellaneous Pay	151,726	151,726	-	0.0%
29	528.32.10.0009 Salary/Benefit Attrition	(458,703)	(434,165)	(24,538)	5.7%
30	528.32.20.0001 Social Security	521,001	487,178	33,823	6.9%
31	528.32.20.0002 PERS Retirement	693,972	648,793	45,178	7.0%
32	528.32.20.0003 Medical Insurance	1,073,885	1,054,398	19,486	1.8%
33	528.32.20.0004 Dental Insurance	76,386	75,002	1,384	1.8%
34	528.32.20.0005 Life Insurance	8,892	8,780	113	1.3%
35	528.32.20.0008 Unemployment Compensation	33,947	31,842	2,105	6.6%
36	528.32.20.0011 Industrial Insurance	36,241	35,825	415	1.2%
37	528.32.20.0012 PFMLA	10,094	9,439	654	6.9%
38	Subtotal Operating Wages, Salaries, and Benefits	9,734,695	9,213,939	520,756	5.7%
39	528.32.31 Office/Operating Supplies	41,875	41,875	-	0.0%
40	528.32.32 Fuel Consumed	10,600	10,600	-	0.0%
41	528.32.35.0000 Small Tools & Equipment	53,000	53,000	-	0.0%
42	528.32.35.0001 Computer Software	202,716	202,716	-	0.0%
43	528.32.35.0002 Computer Equipment	106,000	106,000	-	0.0%
44	528.32.35.0003 Small Computer Equipment	21,200	21,200	-	0.0%
45	528.32.41.0000 Engineering & Architectural	4,153	4,153	-	0.0%
46	528.32.41.0001 Medical Background checks	11,172	11,172	-	0.0%
47	528.32.41.0002 Management Consulting	61,856	61,856	-	0.0%
48	528.32.41.0003 Legal Services	14,992	14,992	-	0.0%
49	528.32.41.0004 Other Professional Service	67,715	67,715	-	0.0%
50	528.32.41.0005 Advertising	2,869	2,869	-	0.0%
51	528.32.42.0000 Telephone	43,935	43,935	-	0.0%
52	528.32.42.0001 Cellular Telephone	15,865	15,865	-	0.0%
53	528.32.42.0002 Postage	3,000	3,000	-	0.0%
54	528.32.43.0000 Mileage	4,061	4,061	-	0.0%
55	528.32.43.0001 Travel	33,610	33,610	-	0.0%
56	528.32.43.0002 Per Diem	11,354	11,354	-	0.0%
57	528.32.43.0003 Non-Employee Mileage	256	256	-	0.0%
58	528.32.43.0004 Non Employee Travel	456	456	-	0.0%
59	528.32.45.0000 Rental Expense	22,764	22,764	-	0.0%
60	591.28.70.0000 Lease Expense	161,522	161,522	-	0.0%
61	528.32.46.0000 Insurance	112,190	112,190	-	0.0%
62	528.32.47.0001 Utilities-Water	5,863	5,863	-	0.0%
63	528.32.47.0002 Utilities-Sewer	2,367	2,367	-	0.0%
64	528.32.47.03,04 Utilities-Electricity	130,193	130,193	-	0.0%
65	528.32.47.0005 Utilities-Waste Disposal	4,419	4,419	-	0.0%
66	528.32.47.0006 Utilities-Backup Internet & Cable	5,611	5,611	-	0.0%
67	528.32.48.0000 Repairs & Maintenance-Building	204,109	204,109	-	0.0%
68	528.32.48.01,02 Repairs & Maintenance-Equipment	109,074	109,074	-	0.0%
69	528.32.48.0003 Repairs & Maintenance-Computer Equipment	419,102	419,102	-	0.0%
70	528.32.49.00-02 Bank and Finance Charges	1,156	1,156	-	0.0%
71	528.32.49.0003 Dues & Subscriptions	14,419	14,419	-	0.0%
72	528.32.49.0004 Registration & Tuition	24,818	24,818	-	0.0%
73	528.32.49.0005 Printing & Binding	2,270	2,270	-	0.0%
74	528.32.49.0009 Other Miscellaneous	17,667	17,667	-	0.0%
75	528.32.41.0013 KCIS Charges (Network & Security)	123,125	123,125	-	0.0%
76	528.33.35.0001 Computer Software (MCT System)	2,829	2,829	-	0.0%
77	528.33.35.0002 Small Computer Equipment (MCT System)	26,263	26,263	-	0.0%
78	528.33.42.0001 Cellular Telephone (MCT System)	233,200	233,200	-	0.0%
80	528.33.48.0003 Repairs & Maint-Comp Equip (MCT System)	114,937	114,937	-	0.0%
81	528.33.41.0011 KCIS Charges (I/Leads)	172,687	172,687	-	0.0%
82	Subtotal Operating Supplies and Services	2,621,270	2,621,270	-	0.0%
83	Total Operating Budget Appropriation	12,355,965	11,835,210	520,756	4.4%

Non-Operating/Special Projects and Technical Enhancements

Account or Project Description		Amendment 2022	Adopted 2022	Delta (2022 Amendment)	
				\$	%
84	528.90. 10 & 20 Non-Operating Labor	10,397	10,397	-	0.0%
85	528.90. 30 - 49 Non-Operating Supplies and Services	-	-	-	0.0%
86	1 MCT NPRVs	90,100	90,100	-	0.0%
87	2 Server Virtualization and Cyber Security	55,000	55,000	-	0.0%
88	3 First Due Annual Maintenance	76,227	76,227	-	0.0%
89	4 Replace Gate at 911 Carver	65,000	50,000	15,000	30.0%
90	5 Gold Mountain Fuel Tank Replacement	200,000	200,000	-	0.0%
91	6 Additional Kitsap 911 Network Hardware	40,000	40,000	-	0.0%
92	7 Helpdesk Software Replacement	15,000	10,000	5,000	50.0%
93	8 Inventory Software Replacement	10,000	10,000	-	0.0%
94	9 Replace Blue Truck	80,000	-	80,000	0.0%
95	10 Replace supervisors/training room PCs	23,000	-	23,000	0.0%
96	11 Antenna Repairs	20,000	-	20,000	0.0%
97	Subtotal Non-Operating and Capital Projects Appropriation	684,723	541,723	143,000	26.4%
98	Total Appropriation (Operating and Non-Operating)	13,040,689	12,376,933		
99	Estimated 2022 Ending Operating Fund Balance	5,567,939	3,678,832		
100	Non-Spendable Funds	-	-		
101	Reserved Funds (Stabilization Fund)	2,100,514	2,012,329		
102	Committed Funds	-	365,000		
103	Assigned Funds (Other)	2,393,320	-		
104	Unreserved Funds	1,074,104	1,301,503		
105	Total Appropriation (Operating/Non-Operating) + Ending Fund Balance	18,608,627	16,055,765		

Capital Project Revenues (Radio Replacement)

Account Description		Amendment 2022	Adopted 2022	Delta (2022 Amendment)	
				\$	%
106	337.16.00.0001 Emergency Communications Sales Tax 2	3,745,488	-	3,745,488	0.0%

Capital (Radio Replacement) Appropriation

Project Description		Amendment 2022	Adopted 2022	Delta (2022 Amendment)	
				\$	%
107	Microwave System	2,000,000	100,000	1,900,000	1900.0%
108	Capital Project Labor	181,154	-	181,154	0.0%
109	Total Capital Project Appropriation (Radio Replacement)	2,181,154	100,000	2,081,154	2081.2%
110	Capital Project Ending Fund Balance	1,564,334	(100,000)		
111	Assigned Funds (Radio Replacement)	1,564,334	1,150,000		
112	Total Appropriation (Capital Projects) + Ending Fund Balance	3,745,488	-		

Kitsap 911 Public Authority

Resolution 2022-002

Amending the 2022 Budget

WHEREAS, on April 25, 2016 the Board of County Commissioners adopted ordinance 532-2016 enacting chapter 2.110 of the Kitsap County code (the “Ordinance”), creating the Kitsap 911 Public Authority; approving a charter therefor; establishing a Board of Directors to govern the affairs of Kitsap 911; and providing how Kitsap 911 shall conduct its affairs; and

WHEREAS, Kitsap 911 (the “Authority”) is a public corporation organized pursuant to RCW 35.21.730; and

WHEREAS, the charter requires the Board of Directors adopt the budget and the Bylaws establishes the Service Fee Formula for certain agencies.

NOW, THEREFORE, BE IT RESOLVED by the Kitsap 911 Board of Directors as follows:

Section 1. 2022 Budget Amendment Adopted. The Board of Directors hereby amends the 2022 Budget as attached in exhibit 1.

Section 3. Severability. If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Resolution are declared to be severable.

Section 4. Effective Date. This resolution shall become effective immediately upon adoption and signature as provided by law.

MOVED AND PASSED at a regular meeting of the Kitsap 911 Board of Directors on June 7, 2022 of which all Directors were notified, and a quorum was present.

KITSAP 911 BOARD OF DIRECTORS

DAVID ELLINGSON, CHAIR

ATTEST:

Richard A. Kirton, Executive Director

Beginning Operating Fund Balances

	Account Description	Amendment 2022
1	308.31.00.0000 Beginning Restricted FSA Balance	1,254
2	308.31.00.0001 Beginning Restricted Stabilization Fund Balance	2,074,437
3	308.51.00.0001 Beginning Assigned Balance	3,025,613
4	308.91.00.0001 Beginning Unassigned Balance	860,595
5	308.41.00.0001 Beginning Committed Balance	472,895
6	Total Estimated Beginning Fund Balance	6,434,794

Operating and Special Revenues

	Account Description	Amendment 2022
7	337.16.00.0000 Emergency Communications Sales Tax 1	6,420,836
8	337.361... Telephone Excise Taxes (Wireline, Wireless, and VoIP)	2,565,865
9	342.80.50.0001 Service Fees (County,Cities, Fire Districts, Tribes Base Fees)	2,054,717
10	342.80.50.0004 Service Fees (Operating Surcharges i.e. i/Leads, First Due)	259,321
11	342.80.50.0002 Contract Revenues (Humane Society)	50,000
12	362.50.00.0000 Tower Leases	386,502
13	342.80.40.0002 Emergency Management Facility Maintenance Charges	77,281
14	334.01.80.0000 State E911 CPD Contract KC (WA State Military)	48,803
15	361.11.00.0001 Investment Interest	30,000
16	Subtotal Operating Revenues	11,893,325
17	369.91, 333.20 Grants and Other Misc. Revenues	212,074
18	342.80.50.0000 MCT NPRV Surcharges	68,434
19	Subtotal Special and One-Time Revenues	280,508
20	Total Revenues	12,173,834

Operating Appropriations

	Account Description	Amendment 2022
21	528.32.10.0000 Regular Salaries	6,880,559
22	528.32.10.0001 Overtime Pay	603,679
23	528.32.10.0003 Sick Leave Payout	1,384
24	528.32.10.0004 Annual Leave Payout	24,780
25	528.32.10.0005 Shift Differential Pay	3,374
26	528.32.10.0006 Extra Help	49,613
27	528.32.10.0007 Out of Class Pay	23,868
28	528.32.10.0008 Miscellaneous Pay	151,726
29	528.32.10.0009 Salary/Benefit Attrition	(458,703)
30	528.32.20.0001 Social Security	521,001
31	528.32.20.0002 PERS Retirement	693,972
32	528.32.20.0003 Medical Insurance	1,073,885
33	528.32.20.0004 Dental Insurance	76,386
34	528.32.20.0005 Life Insurance	8,892
35	528.32.20.0008 Unemployment Compensation	33,947
36	528.32.20.0011 Industrial Insurance	36,241
37	528.32.20.0012 PFMLA	10,094
38	Subtotal Operating Wages, Salaries, and Benefits	9,734,695
39	528.32.31 Office/Operating Supplies	41,875
40	528.32.32 Fuel Consumed	10,600
41	528.32.35.0000 Small Tools & Equipment	53,000
42	528.32.35.0001 Computer Software	202,716
43	528.32.35.0002 Computer Equipment	106,000
44	528.32.35.0003 Small Computer Equipment	21,200
45	528.32.41.0000 Engineering & Architectural	4,153
46	528.32.41.0001 Medical Background checks	11,172
47	528.32.41.0002 Management Consulting	61,856
48	528.32.41.0003 Legal Services	14,992
49	528.32.41.0004 Other Professional Service	67,715
50	528.32.41.0005 Advertising	2,869
51	528.32.42.0000 Telephone	43,935
52	528.32.42.0001 Cellular Telephone	15,865
53	528.32.42.0002 Postage	3,000
54	528.32.43.0000 Mileage	4,061
55	528.32.43.0001 Travel	33,610
56	528.32.43.0002 Per Diem	11,354
57	528.32.43.0003 Non-Employee Mileage	256
58	528.32.43.0004 Non Employee Travel	456
59	528.32.45.0000 Rental Expense	22,764
60	591.28.70.0000 Lease Expense	161,522
61	528.32.46.0000 Insurance	112,190
62	528.32.47.0001 Utilities-Water	5,863
63	528.32.47.0002 Utilities-Sewer	2,367
64	528.32.47.03.04 Utilities-Electricity	130,193
65	528.32.47.0005 Utilities-Waste Disposal	4,419
66	528.32.47.0006 Utilities-Backup Internet & Cable	5,611
67	528.32.48.0000 Repairs & Maintenance-Building	204,109
68	528.32.48.01.02 Repairs & Maintenance-Equipment	109,074
69	528.32.48.0003 Repairs & Maintenance-Computer Equipment	419,102
70	528.32.49.00-02 Bank and Finance Charges	1,156
71	528.32.49.0003 Dues & Subscriptions	14,419
72	528.32.49.0004 Registration & Tuition	24,818
73	528.32.49.0005 Printing & Binding	2,270
74	528.32.49.0009 Other Miscellaneous	17,667
75	528.32.41.0013 KCIS Charges (Network & Security)	123,125
76	528.33.35.0001 Computer Software (MCT System)	2,829
77	528.33.35.0002 Small Computer Equipment (MCT System)	26,263
78	528.33.42.0001 Cellular Telephone (MCT System)	233,200
80	528.33.48.0003 Repairs & Maint-Comp Equip (MCT System)	114,937
81	528.33.41.0011 KCIS Charges (I/Leads)	172,687
82	Subtotal Operating Supplies and Services	2,621,270
83	Total Operating Budget Appropriation	12,355,965

Non-Operating/Special Projects and Technical Enhancements

Account or Project Description		Amendment 2022
84	528.90. 10 & 20 Non-Operating Labor	10,397
85	528.90. 30 - 49 Non-Operating Supplies and Services	-
86	1 MCT NPRVs	90,100
87	2 Server Virtualization and Cyber Security	55,000
88	3 First Due Annual Maintenance	76,227
89	4 Replace Gate at 911 Carver	65,000
90	5 Gold Mountain Fuel Tank Replacement	200,000
91	6 Additional Kitsap 911 Network Hardware	40,000
92	7 Helpdesk Software Replacement	15,000
93	8 Inventory Software Replacement	10,000
94	9 Replace Blue Truck	80,000
95	10 Replace supervisors/training room PCs	23,000
96	11 Antenna Repairs	20,000
97	Subtotal Non-Operating and Capital Projects Appropriation	684,723
98	Total Appropriation (Operating and Non-Operating)	13,040,689
99	Estimated 2022 Ending Operating Fund Balance	5,567,939
100	Non-Spendable Funds	-
101	Reserved Funds (Stabilization Fund)	2,100,514
102	Committed Funds	-
103	Assigned Funds (Other)	2,393,320
104	Unreserved Funds	1,074,104
105	Total Appropriation (Operating/Non-Operating) + Ending Fund Balance	18,608,627

Capital Project Revenues (Radio Replacement)

Account Description		Amendment 2022
106	337.16.00.0001 Emergency Communications Sales Tax 2	3,745,488

Capital (Radio Replacement) Appropriation

Project Description		Amendment 2022
107	Microwave System	2,000,000
108	Capital Project Labor	181,154
109	Total Capital Project Appropriation (Radio Replacement)	2,181,154
110	Capital Project Ending Fund Balance	1,564,334
111	Assigned Funds (Radio Replacement)	1,564,334
112	Total Appropriation (Capital Projects) + Ending Fund Balance	3,745,488

Kitsap 911 Public Authority

Resolution 2022-006

Adopting the 2023 Service Fees

WHEREAS, on April 25, 2016 the Board of County Commissioners adopted ordinance 532-2016 enacting chapter 2.110 of the Kitsap County code (the “Ordinance”), creating the Kitsap 911 Public Authority; approving a charter therefor; establishing a Board of Directors to govern the affairs of Kitsap 911; and providing how Kitsap 911 shall conduct its affairs; and

WHEREAS, Kitsap 911 (the “Authority”) is a public corporation organized pursuant to RCW 35.21.730; and

WHEREAS, the charter requires the Board of Directors adopt the budget and the Bylaws establishes the Service Fee Formula for certain agencies.

NOW, THEREFORE, BE IT RESOLVED by the Kitsap 911 Board of Directors as follows:

Section 1. 2023 Service Fees Adopted. The Board of Directors hereby adopts the 2023 Service Fees as attached in Exhibit 1.

Section 3. Severability. If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Resolution are declared to be severable.

Section 4. Effective Date. This resolution shall become effective immediately upon adoption and signature as provided by law.

MOVED AND PASSED at a regular meeting of the Kitsap 911 Board of Directors on June 7, 2022, of which all Directors were notified, and a quorum was present.

KITSAP 911 BOARD OF DIRECTORS

DAVID ELLINGSON, CHAIR

ATTEST:

Richard A. Kirton, Executive Director

Service Fees (Agency Allocations)

	Base	Ileads	First Due	Mobile Responder	2023 Alocations	2022 Total	Delta	
Kitsap County	\$ 567,054.39	\$ 68,012.02		\$ 2,385.00	\$ 637,451	\$ 633,733.71	\$ 3,718	1%
Kitsap Coroner	7,846.39	-		1,431.00	9,277.39	9,155.77	122	1%
Poulsbo PD	76,806.87	8,689.07		-	85,495.94	95,380.00	(9,884)	-10%
Bainbridge Island PD	96,253.49	11,042.23		1,113.00	108,408.72	139,873.92	(31,465)	-22%
Port Orchard PD	139,096.36	16,226.48		795.00	156,117.84	162,801.28	(6,683)	-4%
Suquamish PD	51,939.61	5,679.98		159.00	57,778.59	55,215.46	2,563	5%
Pt. Gamble PD	46,864.66	-		318.00	47,182.66	34,281.58	12,901	38%
Bremerton PD	330,245.46	39,356.69		159.00	369,761.15	352,255.70	17,505	5%
Bremerton Fire	170,877.79		\$ 13,085.62	-	183,963.41	243,374.06	(59,411)	-24%
North Kitsap F&R	55,326.34		12,084.56	159.00	67,569.90	82,933.40	(15,363)	-19%
Port Gamble Fire	4,525.75		1,001.05	954.00	6,480.80	7,150.56	(670)	-9%
Central Kitsap F&R	168,053.72		13,085.61	1,272.00	182,411.33	228,987.30	(46,576)	-20%
South Kitsap F&R	205,834.68		13,085.61	636.00	219,556.29	286,024.80	(66,469)	-23%
Poulsbo Fire/FD18	73,881.92		13,085.61	1,272.00	88,239.53	112,384.61	(24,145)	-21%
Bainbridge Island Fire	60,033.12		13,085.62	-	73,118.74	98,921.00	(25,802)	-26%
	<u>\$ 2,054,640.53</u>	<u>\$ 149,006.47</u>	<u>\$ 78,513.68</u>	<u>\$ 10,653.00</u>	<u>\$ 2,292,813.68</u>	<u>\$ 2,542,473.13</u>	<u>\$ (249,659.45)</u>	

Kitsap 911 2022 Key Projects and Initiatives

Rev. 5/20/2022

Technical Projects			Estimated				NOTES
Proj/Task#	Project/Initiative	Priority	Start	Completion	Status		
2022	1	LMR Replacement- Hire/Onboard Radio Program Manager	1	12/9/2021	3/21/2022	Complete	after RPM has been onboarded we will update rough timeline and plan, and Release RFP.
2019	2	Alerting	1	2019	3/31/2022	In Progress	Complete deployment punch list and transiotin to support model
2021	3	Server Virtualizaiton and Cyber Security enhancements and Remote 911 Mutual Aid	2	6/1/2021	6/1/2022	In Progress	Grant work complete 1/31/22, follow on work by 6/1/22. Move of servers will take place 5/23, then we will be completely migrated.
2021	4	Complete Antenna repairs	2	6/1/2021	3/3/2022	Complete	Completed antenna repairs. Separate item will be created to conduct another round of drive testing, then develop action plan for current radio system
2021	5	Replace Gold Mtn Fuel Tank	1	6/17/2021	5/6/2022	Complete	All work has been completed.
2022	6	Microwave Replacement- Select Vendor and Develop Implementation Plan	1	2/9/2022	10/31/2022	Pending	Brief SAB on 4/26, exec on 5/11, and then notify vendors about apparent successful bidder, and then we will brief the board to get approval to award contract on 6/7.
2022	7	Replace helpdesk software	3	1/6/2022	7/1/2022	In Progress	Working on implementation. Looking to extend the completion date due to changes in staffing and priority of primary assigned technician.
2022	8	Replace vehicle gates at 911 Carver	3	9/2/2021	8/31/2022	In Progress	Last update from vendor said still 10 weeks out on parts will give a more accurate timeline after vendor says the parts have shipped. Put a deadline that includes the 10
2020	9	Evaluate feasibility of bringing all IT functions in house	4				work will begin after network engineer has been hired.
2021	10	Closest Fire Unit Dispatch- Changing Gears Deployments	2	6/1/2021	TBD	Pending	Work will begin once Hexagon AVL bug fix has been deployed or NLT June 1, 2022. Hexagon bug fix currently being tested in TEST environment.
2019	11	Backup Center - develop plans to leverage remote 911 to provide a more geo-diverse backup	3			Pending	proof of concept testing in January. Plan development will begin once testing complete
2019	12	SUPPORT - RMS/JMS Replacement (Support KCIS)	3			Pending	This is a county project. We will do our best to support their requested timelines.
2019	13	Replace UPS	5			Pending	Subject to funding
2020	14	Curb repair and parking lot striping	4	5/1/2022	3Q 2022	In Progress	Securing quotes for work and preliminary cleaning work.
2020	15	Facilitate discussion with fire RE Fire RMS	3			Pending	Work will begin after our engineer returns from extended medical leave
2020	16	Evaluate how to manage incoming data and media (NG911, Cameras, etc.)	3			Pending	work will begin after network engineer has been hired, colaborative effort between ops and tsg
2022	17	Replace inventory/asset management software	4			Pending	Work will begin after #7 is complete and inventory for the year is mostly finished.
	18	Complete 10-year TSG Staffing Analysis	2			Pending	Will be completed after LMR vendor selected

Executive Summary

Kitsap 911 Board of Directors

Summary: For the four months ended April 30, 2022 (33.33% of the year elapsed), both revenues and expenditures were in-line with expectations.

Revenues: As of April 2022, we have received approximately \$4.3M (36.61%) of projected annual revenues, exceeding our year-to-date forecast of \$3.9M (33.08%) by approximately \$414K (3.53%).

	Expected \$	Actual \$	Variance \$	
Total Revenue	3.88 M	4.30 M	0.41 M	●
Sales Tax	1.96 M	2.12 M	0.16 M	●
Excise Tax	0.89 M	0.86 M	-0.03 M	◆
Other Revenues	1.04 M	1.32 M	0.28 M	●

	Expected %	Actual %	Variance %	
Total Revenue	33.08%	36.61%	3.53%	●
Sales Tax	31.70%	34.30%	2.60%	●
Excise Tax	34.62%	33.45%	-1.17%	◆
Other Revenues	34.62%	44.10%	9.48%	●

We have received approximately \$2.1M (34.30%) of the total projected sales tax revenues, which was above our year-to-date forecast of \$2.0M (31.70%), exceeding expectations by approximately \$160K (2.60%).

We have received approximately \$858K (33.45%) of the total projected excise tax revenues, which was in-line our year-to-date forecast of \$888K (34.62%), only under expectations by approximately \$30K (1.17%).

Other revenues received were \$1.3M (44.10%), which was above our year-to-date forecast of \$1.0M (34.62%), exceeding expectations by approximately \$284K (9.48%). The unpredictable nature of MCT repair hardware purchases and the timing of related reimbursements routinely cause fluctuations in this category, however for April 2022, normal timing differences in the receipt of user agency fees was the primary driver.

Operating Expenditures: As of April 2022, we have expended approximately \$4.3M (36.54%) of our total operating expenditures appropriation, which was less than our year-to-date expectation of \$4.4M (37.50%) by approximately \$114K.

	Expected \$	Actual \$	Variance \$	
Total Operating Expenditures	4.44 M	4.32 M	0.11 M	●
Operating Salaries & Benefits	3.17 M	3.20 M	-0.03 M	◆
Operating Non-Labor	1.27 M	1.12 M	0.15 M	●

	Expected %	Actual %	Variance %	
Total Operating Expenditures	37.50%	36.54%	0.96%	●
Operating Salaries & Benefits	34.39%	34.75%	-0.36%	◆
Operating Non-Labor	48.42%	42.82%	5.60%	●

We have expended approximately \$3.2M (34.75%) of our total salaries and benefits budget, which was above our year-to-date goal of \$3.2M (34.39%) by approximately \$33K (1.04%). In the second quarter, we will present a budget amendment to reflect our updated labor expenditure expectations given the changes approved by the Board that went into effect earlier this year.

We have expended approximately \$1.1M (42.82%) of the total Operating Supplies, Services, and Inter-fund expenditures, which was under our year-to-date goal of \$1.3M (48.42%), under expectations by approximately \$147K (5.60%).

Non-Operating Expenditures: As of April 2022, we have expended approximately \$42K (6.52%) of our total annual appropriation of \$642K. In the second quarter, we will present a budget amendment to reflect our updated expectations for this year’s capital projects and other non-operating expenditures.

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

Risks: The cost impact from rising inflation, supply chain disruption, and the shortage of certain supplies and services pose the greatest risk to our revenues, primarily because Kitsap 911’s main source of revenue is derived from taxable retail sales in Kitsap County. We will continue to monitor these and other risks over the coming months.



Kitsap 911

Monthly Financials for the Month Ended 04/30/2022

Description	2022 Annual Budget	April 2022 Expected Budget \$	April 2022 Expected Budget %	April 2022 Actual	Delta to Annual Budget		Delta to YTD Budget		
					\$	%	\$	%	
Revenues									
Sales Tax	\$6,176,638.08	\$ 1,957,994	31.70%	\$ 2,118,350	\$4,058,288	34.30%	\$160,355	108.19%	
Telephone Excise Tax	2,565,865	888,184	34.62%	858,362	1,707,503	33.45%	(29,822)	96.64%	
Other Revenues	2,992,132	1,035,738	34.62%	1,319,507	1,672,625	44.10%	283,769	127.40%	
Total Revenues	\$11,734,635	\$3,881,916	33.08%	\$ 4,296,219	\$7,438,417	36.61%	\$414,302	110.67%	
Operating Expenditures									
Operating Labor									
Salaries	\$ 7,296,847	\$ 2,525,832	34.62%	\$ 2,358,230	\$4,938,617	32.32%	(\$167,602)	93.36%	
Payroll Taxes	564,284	197,499	35.00%	201,570	362,714	35.72%	4,071	102.06%	
Benefits	1,786,973	595,658	33.33%	641,879	1,145,094	35.92%	46,222	107.76%	
Budgeted Attrition	(434,165)	(150,288)	34.62%	0	(434,165)	0.00%	150,288	0.00%	
Total Labor	\$ 9,213,939	\$ 3,168,701	34.39%	\$ 3,201,679	\$6,012,260	34.75%	\$32,978	101.04%	
Operating Supplies and Services									
Supplies	\$ 464,483	\$ 371,586	80.00%	\$ 247,654	\$216,829	53.32%	(\$123,932)	66.65%	
Professional Services	455,699	144,634	31.74%	150,426	305,274	33.01%	5,791	104.00%	
Communications	296,001	105,430	35.62%	91,592	204,408	30.94%	(13,838)	86.88%	
Travel	49,737	12,430	24.99%	3,244	46,493	6.52%	(9,186)	26.10%	
Advertising	2,869	1,443	50.29%	2,449	420	85.35%	1,006	169.73%	
Operating Rents/Leases	184,286	37,349	20.27%	49,588	134,698	26.91%	12,239	132.77%	
Insurance	112,190	38,592	34.40%	74,751	37,439	66.63%	36,159	0.00%	
Utilities	148,452	53,778	36.23%	54,999	93,453	37.05%	1,221	102.27%	
Repairs & Maintenance	847,223	478,156	56.44%	415,771	431,451	49.07%	(62,385)	86.95%	
Miscellaneous	60,330	25,736	42.66%	31,850	28,481	52.79%	6,114	123.76%	
Total Non-Labor	2,621,270	1,269,135	48.42%	1,122,324	\$1,498,946	42.82%	(\$146,810)	88.43%	
Total Operating Expenditures	\$ 11,835,210	\$ 4,437,836	37.50%	\$ 4,324,004	\$7,511,206	36.54%	(\$113,832)	97.43%	
Non-Operating Expenditures									
Capital Expenditures									
Technical Projects	\$ 481,327	\$ 481,327	100.00%	\$ -	\$481,327	0.00%			
Non-Operating Labor	10,397	5,941	57.14%	32,550	(22,153)	313.08%			
Non-Operating Supplies and Services	150,000	150,000	100.00%	9,319	140,681	6.21%			
Total Non-Operating Expenditures	641,723	637,268	99.31%	41,869	\$599,855	6.52%			
Total Expenditures	\$ 12,476,933	\$ 5,075,103	40.68%	\$ 4,365,872	\$8,111,061	34.99%			



Kitsap 911

Fund Balance Detail

as of
04/30/2022

Nonspendable	
None	
Total Nonspendable	\$ -
Restricted	
Stabilization Fund	\$ 2,011,985.64
Fire Alerting Project	139,302.00
Flex Spending Account	30,150.63
Total Restricted	\$ 2,181,438.27
Committed	
<u>Capital Projects and Technical Enhancements</u>	
Server Virtualization and Cyber Security	\$ 55,000.00
Microwave System (Engineering)	100,000.00
Additional Network Hardware	40,000.00
Replace Gate at 911 Carver	50,000.00
Gold Mountain Fuel Tank Replacement	200,000.00
Helpdesk Software Replacement	10,000.00
Inventory Software Replacement	10,000.00
Subtotal	465,000.00
<u>Other Non-Operating Expenditures</u>	
MCT NPRVs	\$ 90,100.00
Subtotal	90,100.00
Total Committed	\$ 555,100.00
Assigned	
Equipment and Software Replacement	\$ 683,000.00
Payroll Cashflow	307,754.09
Backup Center	108,673.07
Tower Site Improvements	15,000.00
Simulcast Tuning	13,125.00
Election Costs for SB5272	150,000.00
Replace Blue Truck	80,000.00
Replace Supervisors/Training Room PCs	23,000.00
Antenna Repairs	20,000.00
Microwave System (Equipment and Installation) - Cash Flow	1,900,000.00
Total Assigned	\$ 3,300,552.16



Kitsap 911

Fund Balance Detail

as of
04/30/2022

Nonspendable	
None	
Total Nonspendable	\$ -
Restricted	
Stabilization Fund	\$ 2,011,985.64
Fire Alerting Project	139,302.00
Flex Spending Account	30,150.63
Total Restricted	\$ 2,181,438.27
Committed	
<u>Capital Projects and Technical Enhancements</u>	
Server Virtualization and Cyber Security	\$ 55,000.00
Microwave System (Engineering)	100,000.00
Additional Network Hardware	40,000.00
Replace Gate at 911 Carver	50,000.00
Gold Mountain Fuel Tank Replacement	200,000.00
Helpdesk Software Replacement	10,000.00
Inventory Software Replacement	10,000.00
Subtotal	465,000.00
<u>Other Non-Operating Expenditures</u>	
MCT NPRVs	\$ 90,100.00
Subtotal	90,100.00
Total Committed	\$ 555,100.00
Assigned	
Equipment and Software Replacement	\$ 683,000.00
Payroll Cashflow	307,754.09
Backup Center	108,673.07
Tower Site Improvements	15,000.00
Simulcast Tuning	13,125.00
Election Costs for SB5272	150,000.00
Replace Blue Truck	80,000.00
Replace supervisors/training room PCs	23,000.00
Antenna Repairs	20,000.00
Microwave System (Equipment and installation)	1,900,000.00
Total Assigned	\$ 3,300,552.16



Kitsap 911

Fund Balance Summary

		as of
Net Fund Position		04/30/2022
Temporary Investment Balance	\$ 5,078,433.74	
Cash Balance		
Warrant Account	988,595.83	
Payroll Account	307,754.09	
Flex Spending Account	30,150.63	
Petty Cash	780.65	
Cash Subtotal	1,327,281.20	
Total Cash and Cash Equivalents	6,405,714.94	
Add: Outstanding Warrants	40,753.10	
Less: Outstanding Receivables	-	
Net Fund Position	\$ 6,446,468.04	

		as of
Cash and Investment Categories		04/30/2022
Fund Balances		
Nonspendable	-	
Restricted	\$ 2,181,438.27	
Committed	631,326.87	
Assigned	3,300,552.16	
Unassigned	333,150.74	
Total Fund Balance	\$ 6,446,468.04	

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.