

Kitsap 911 Executive Committee Meeting
January 25, 2023 ~ 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. Additions to Agenda (Chair)
4. Introduction of new SAB Chair and Vice Chair (Chair)
5. Approval of Payment of Claims - Fund 89822 (Operating Fund) (Chair)
 - a. A/P Warrant Numbers 5336 through 5425
Total: \$982,683.52
 - b. Payroll Dated: 12/23/2022, 01/06/2023 and 01/20/2023
Total: \$1,717,407.94
6. Ratification of Executed Contracts
 - a. None
7. Action Item (Kirton)
 - a. Annual Review of Service Agreements
8. Discussion Items
 - a. None
9. Staff Reports (time-permitting) (Peabody)
 - a. LMR Project Update (Rogers)
 - b. Finance Report (Jameson)
 - c. Staffing Report (Kirton/Wecker)
 - d. Goals Update (Kirton)
 - e. Emerging Issues
10. Good of the Order
11. Adjourn

Topic: Kitsap 911 Executive Committee
Time: Jan 25, 2023 1:00PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87067478180?pwd=L0FYWjhWk0tzcDlacUlyMll3TDlSZz09>

Meeting ID: 870 6747 8180

Passcode: 911

One tap mobile

+12532050468,,87067478180#,,, *911# US

+12532158782,,87067478180#,,, *911# US (Tacoma)

Dial by your location

- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 719 359 4580 US
- +1 720 707 2699 US (Denver)
- +1 689 278 1000 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US

Meeting ID: 870 6747 8180

Passcode: 911

Find your local number: <https://us06web.zoom.us/j/87067478180>

ACCOUNTS PAYABLE

Kitsap 911

Time: 14:44:26 Date: 12/08/2022

As Of: 12/12/2022

Page: 1


5330-5348

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
6161	12/06/2022	12/12/2022	479 AT&T MOBILITY LLC	349.45	10/20-11/19/2022
6162	12/06/2022	12/12/2022	198 FEDEX	2.34	Dec 2, 2022 Statement
6164	12/08/2022	12/12/2022	210 KELLEY IMAGING	242.70	12/15-01/14/2022
6165	12/06/2022	12/12/2022	376 KITSAP COUNTY I.S. DEPT	15,132.01	December 2022
6166	12/07/2022	12/12/2022	438 LOCALITY MEDIA, INC	78,657.74	2023 First Due Suite Renewal
6163	12/06/2022	12/12/2022	476 MARK SIPES, HARBOR ENGRAVING	74.67	Commision Ed Wolfe Retirement plaque
6167	12/07/2022	12/12/2022	519 NATIONAL TESTING NETWORK	92.00	November Hiring Testing
6168	12/07/2022	12/12/2022	235 PHILLIPS 66 CO/SYNCB	38.78	Current Statement balance as of 12/08/2022
6169	12/07/2022	12/12/2022	411093 ROGERS, STEVEN D	14.85	Reimbursement
6170	12/05/2022	12/12/2022	245 SELECT ADVANTAGE	175.00	November 2022 911 Dispatcher Assessment
6171	12/05/2022	12/12/2022	457 SHELL SMALL BUSINESS	60.43	Current receipts on hand as of 12/08/2022
6172	12/05/2022	12/12/2022	311 T-MOBILE	10.46	10/21-11/20/2022
6173	12/05/2022	12/12/2022	163 WM CORPORTATE SERVICES INC	520.86	11/01-11/30/2022
Report Total:				95,371.29	

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
 ATTACHED DOCUMENTS ARE ORIGINALS
 AND CERTIFIED BY
 EXECUTIVE COMMITTEE CHAIR

 <u>Stan Rog</u>	12/9/22 <u>12/09/2022</u>
<u>Stephanie Browning</u>	<u>12/08/2022</u>

ACCOUNTS PAYABLE

Warrant 5349-5357

As Of: 12/15/2022

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
6183	12/13/2022	12/15/2022	276 AFLAC	228.74	AFLAC Check refund error-Burrell
6176	12/01/2022	12/15/2022	573 BAGWELL LAW PLLC	1,189.50	11/01-11/30/2022
6177	12/01/2022	12/15/2022	322 CENTURYLINK	183.65	11/04-12/03/2022
6178	12/13/2022	12/15/2022	461 CHEVRON AND TEXACO	202.12	Current statement balance as of 12/13/2022
6179	12/08/2022	12/15/2022	216 LANGUAGE LINE SERVICES, INC.	188.46	11/01-11/30/2022
6180	12/08/2022	12/15/2022	561 LUMEN, LEVEL3 COMMUNICATIONS LLC	1,345.39	12/01-12/31/2022
6181	12/13/2022	12/15/2022	261 PETEK & ASSOCIATES	2,695.00	Pre-employment Psychologist Evaluation
6182	12/08/2022	12/15/2022	241 PUGET SOUND ENERGY	12,842.62	December 2022 Electrical
6175	12/07/2022	12/15/2022	263 US BANK	3,993.23	11/25/2022 Statement
Report Total:				22,868.71	

STATE OF WASHINGTON - COUNTY OF KITSAP

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APPROVED BY

AUDITING OFFICER

ATTACHED DOCUMENTS ARE ORIGINALS

AND CERTIFIED BY

EXECUTIVE COMMITTEE CHAIR

<i>Stephanie Browning</i>	12/14/2022
<i>Stephanie Browning</i>	12/14/2022

ACCOUNTS PAYABLE

Warrants 5358-5378

As Of: 12/27/2022

Time: 16:30:50 Date: 12/22/2022

Page: 1

Kitsap 911

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
6199	12/20/2022	12/27/2022	154 ABM JANITORIAL SERVICES	426.72	November 2022 Janitorial Services extra
6200	12/22/2022	12/27/2022	411088 BENNETT, CHAD R	176.86	Reimbersement for Training in Olympia
6201	12/22/2022	12/27/2022	165 BUSINESS TELECOM PRODUCTS, INC.	2,907.60	2022-0606, 2022-1011A, 2022-0825
6202	12/15/2022	12/27/2022	167 CDW GOVERNMENT	36.66	MS VISIO
6203	12/22/2022	12/27/2022	470 COMCAST	483.43	12/18-01/17/2023
6204	12/13/2022	12/27/2022	190 DELL MARKETING L.P.	2,369.13	2022-1116
6205	12/13/2022	12/27/2022	190 DELL MARKETING L.P.	3,770.55	2022-0406C
6206	12/05/2022	12/27/2022	564 DOORDASH INC	676.60	November 2022 Meal expensed
6207	12/19/2022	12/27/2022	555 EVERGREEN HEALTH	779.00	11/01-30/2022
6208	12/22/2022	12/27/2022	198 FEDEX	33.93	December 16, 2022 Statement
6209	12/13/2022	12/27/2022	199 FERRELLGAS	590.19	Teal Lake
6210	12/22/2022	12/27/2022	398 GOSERCO, INC	10,477.72	Maintaince 01/01/23-12/31/2023
6211	12/22/2022	12/27/2022	576 HERMANSON COMPANY, LLP	1,388.88	Prevenative maintenance 2022-1117B
6212	12/21/2022	12/27/2022	207 INTERGRAPH CORPORATION	17,240.94	CAD to CAD with South Sound 911 SOW
6215	12/14/2022	12/27/2022	170 KITSAP 911 PETTY CASH	177.25	replenish petty cash funds
6213	12/06/2022	12/27/2022	225 OFFICE DEPOT	7.29	2022-1129
6214	12/14/2022	12/27/2022	233 PENINSULA SERVICES	20.00	CD #102109 (11/04/2022)
6216	12/22/2022	12/27/2022	264 VERIZON WIRELESS	18,762.46	11/11-12/10/2022
6218	12/22/2022	12/27/2022	266 WA STATE PATROL	1,800.00	Access user Fee
6217	12/22/2022	12/27/2022	425 WASHINGTON STATE AUDITORS OFFICE	5,340.60	20-21 Accountability and Financial Audit
6219	12/14/2022	12/27/2022	267 WCP SOLUTIONS	360.27	2022-1209
6220	12/14/2022	12/27/2022	352 WFCA	6,000.00	2023 Membership Dues
Report Total:				73,826.08	

STATE OF WASHINGTON - COUNTY OF KITSAP

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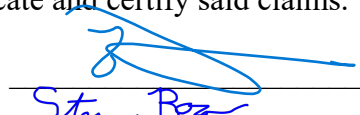
APPROVED BY

AUDITING OFFICER

ATTACHED DOCUMENTS ARE ORIGINALS

AND CERTIFIED BY

EXECUTIVE COMMITTEE CHAIR


Stan Rog 12/23/22
Stephanie Browning 12/22/2022

ACCOUNTS PAYABLE

Kitsap 911

Time: 14:56:03 Date: 01/13/2023

As Of: 01/18/2023

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
6232	01/11/2023	01/18/2023	412 ALL ABOUT TRANSMISSIONS & AUTO	534.65	2022-1027
6233	01/11/2023	01/18/2023	479 AT&T MOBILITY LLC	343.63	11/20-12/19/2022
6234	01/11/2023	01/18/2023	552 CBT NUGGETS, LLC	1,962.33	Learner IT Training 02/02/23-02/02/24 2022-1219
6235	01/11/2023	01/18/2023	172 CENTURYLINK	3,379.07	12/16-01/16/2023
6236	01/11/2023	01/18/2023	461 CHEVRON AND TEXACO	130.51	Current Statement Balance
6237	01/11/2023	01/18/2023	174 CITY OF BREMERTON	569.06	11/07-12/05/22
6238	01/11/2023	01/18/2023	483 CONNECTWISE	2,194.92	01/01-01/31/2023
6239	12/27/2022	01/18/2023	565 CYBER CENTAURS, LLC	17,989.48	Kitsap 911 Inspection and Final Payment
6240	12/26/2022	01/18/2023	188 DATEC INCORPORATED	3,805.63	2022-0919
6241	01/04/2023	01/18/2023	564 DOORDASH INC	584.96	December 2022 Expenses
6242	01/11/2023	01/18/2023	198 FEDEX	26.68	Jan 06, 2023 Statement
6243	12/13/2022	01/18/2023	199 FERRELLGAS	628.05	Mandus Olson
6244	01/11/2023	01/18/2023	201 GTP ACQUISITION PARTNERS I LLC	4,654.78	View Park Tower Rental
6245	12/20/2022	01/18/2023	576 HERMANSON COMPANY, LLP	891.07	3027 Olympus Drive Preventative Maintenance
6246	01/03/2023	01/18/2023	576 HERMANSON COMPANY, LLP	525.96	Purdy Site
6247	01/03/2023	01/18/2023	576 HERMANSON COMPANY, LLP	891.07	Mandus Olson preventative maintenance
6248	01/03/2023	01/18/2023	576 HERMANSON COMPANY, LLP	891.07	View Park Preventative maintenance
6249	01/03/2023	01/18/2023	576 HERMANSON COMPANY, LLP	1,369.37	Hansville Rd preventative maintenance
6250	01/03/2023	01/18/2023	576 HERMANSON COMPANY, LLP	1,369.37	Newberry Hill preventative maintenance
6251	01/03/2023	01/18/2023	576 HERMANSON COMPANY, LLP	1,369.37	Orchard Heights preventative maintenance
6252	01/03/2023	01/18/2023	576 HERMANSON COMPANY, LLP	1,375.75	Teal Lake preventative maintenance
6264	01/06/2023	01/18/2023	570 HIS HANDS MAINTENANCE	993.72	January 2023 Landscaping
6253	12/21/2022	01/18/2023	207 INTERGRAPH CORPORATION	328,063.32	02/01-01/31/2024 annual
6254	12/21/2022	01/18/2023	210 KELLEY IMAGING	242.70	01/15/02/14/2023
6255	01/11/2023	01/18/2023	216 LANGUAGE LINE SERVICES, INC.	459.25	12/01-12/31/2022
6256	01/04/2023	01/18/2023	217 LEGACY TELECOMMUNICATIONS	511.60	2022-1208
6258	01/11/2023	01/18/2023	534 LIONBRIDGE TECHNOLOGIES, LLC	27.30	December 2022 Telephonic
6257	01/11/2023	01/18/2023	561 LUMEN, LEVEL3 COMMUNICATIONS LLC	1,365.72	01/01-01/31/2023
6259	01/10/2023	01/18/2023	519 NATIONAL TESTING NETWORK	92.00	December 2022
6260	01/04/2023	01/18/2023	224 NILSSON AUDIOLOGY	68.00	New employment Audiogram
6261	12/22/2022	01/18/2023	224 NILSSON AUDIOLOGY	340.00	Applicant Audiogram
6262	01/03/2023	01/18/2023	507 NORTHWEST OPEN ACCESS NETWORK	312.00	Dec 2022
6263	01/06/2023	01/18/2023	538 OLYMPIC PRESORT	5,203.14	Business Mailers
6271	01/03/2023	01/18/2023	411152 PEABODY, RONALD S	1,766.60	Reimbursement
6265	01/06/2023	01/18/2023	232 PENINSULA LIGHT CO.	126.48	11/15-12/15/2022
6266	01/06/2023	01/18/2023	233 PENINSULA SERVICES	40.00	CD #102487 (12/02/22 and 12/30/2022)
6267	01/11/2023	01/18/2023	235 PHILLIPS 66 CO/SYNCB	145.79	Current Balance as of 01/12/2023
6268	01/11/2023	01/18/2023	240 PUBLIC UTILITY DISTRICT	202.58	11/09-12/11/22
6269	01/11/2023	01/18/2023	241 PUGET SOUND ENERGY	12,068.15	January 2023 Electrical

ACCOUNTS PAYABLE

Kitsap 911

Warrants 5379-5425

Time: 14:56:03 Date: 01/13/2023

As Of: 01/18/2023

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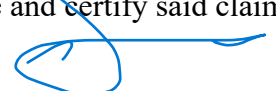
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6270	01/06/2023	01/18/2023	462 RACOM CORPORATION	167,015.71	Microwave System 10% completion of equipment of design
6272	01/09/2023	01/18/2023	245 SELECT ADVANTAGE	150.00	December 2022 Dispatcher Assessment
6273	01/11/2023	01/18/2023	457 SHELL SMALL BUSINESS	40.17	Current Statement balance 01/12/2022
6274	01/05/2023	01/18/2023	496 SMARSH INC	3,567.12	12/11/2022-12/10/2023
6275	01/09/2023	01/18/2023	289 SOUTH KITSAP FIRE & RESCUE	1,363.22	December 2022 TMobile Split
6276	12/23/2022	01/18/2023	447 STAR MICROWAVE	750.00	2022-1202A
6277	12/23/2022	01/18/2023	447 STAR MICROWAVE	780.00	2022-1123B
6278	01/12/2023	01/18/2023	447 STAR MICROWAVE	980.00	2022-1123A
6279	12/22/2022	01/18/2023	577 STRYKER SALES LLC	197.55	AED Battery Replacement
6280	01/11/2023	01/18/2023	253 SUQUAMISH INDIAN TRIBE	32,168.46	Annual Tower Lease 01/01/23-12/31/2023
6282	01/11/2023	01/18/2023	311 T-MOBILE	10.46	11/21-12/20/22
6281	12/22/2022	01/18/2023	259 THE DOCTORS CLINIC	81.00	NOV 22 Medical Testing
6283	01/11/2023	01/18/2023	273 TPSC	87,972.85	January 2023 Medical
6229	01/04/2023	01/18/2023	263 US BANK	1,422.37	12/26/2022 Statement
6284	01/09/2023	01/18/2023	265 VIKING FENCE	1,157.52	2022-1108
6286	01/05/2023	01/18/2023	309 WA CITIES	95,195.00	Liability and or Program Assessment for 2023
6285	01/11/2023	01/18/2023	266 WA STATE PATROL	71.25	Fingerprint
6287	01/03/2023	01/18/2023	267 WCP SOLUTIONS	179.63	2022-1223

Report Total: 790,617.44

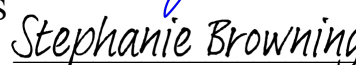
STATE OF WASHINGTON - COUNTY OF KITSAP

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



 Stan Rog 01/13/2023



 Stephanie Browning 01/13/2023



Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE


Pay Date: 12/23/2022
Pay Period: 12/05/2022 to 12/18/2022

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 394,028.43
941 Tax (Withholding, Social Security & Medicare)	174,715.74
Unemployment	2,336.26
Labor & Industries	1,482.32
PFMLA	2,623.34
PERS 2 & PERS 3	99,245.69
Washington State Deferred Comp	2,391.31
Mission Square Deferred Comp and Roth IRA	3,315.58
AFLAC	685.57
Guild Dues	1,638.00
Total Payroll	\$ 682,462.24

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
PPO 100	\$ 3,951.31	\$ 33,191.02	\$ 37,142.33
Kaiser HMO	483.40	2,739.34	3,222.74
Delta Dental	468.49	2,572.49	3,040.98
Life Insurance	145.42	314.23	459.65
Total Health Care & Other Benefits/Deductions			\$ 43,865.70

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: \$ 726,327.94
Transferred to Payroll Account \$ 682,462.24



Prepared By (Kitsap 911)

12/21/2022

DATE



Authorized Signature (Kitsap 911)

Executive Committee Chair

12/21/22

DATE
1-19-23

DATE



Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 01/06/2023
Pay Period: 12/19/2022 to 01/01/2023

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 277,452.60
941 Tax (Withholding, Social Security & Medicare)	114,726.49
Unemployment	788.72
Labor & Industries	1,318.99
PFMLA	3,161.15
PERS 2 & PERS 3	61,070.51
Washington State Deferred Comp	2,485.50
Mission Square Deferred Comp and Roth IRA	3,523.67
AFLAC	687.95
Flex Spending - Health Equity	45,000.00
Guild Dues	1,578.00
Total Payroll	\$ 511,793.58

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
PPO 100	\$ 1,733.91	\$ 38,744.51	\$ 40,478.42
Delta Dental	143.76	2,945.16	3,088.92
Life Insurance	145.43	304.85	450.28
Total Health Care & Other Benefits/Deductions			\$ 44,017.62

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:	<u>\$ 555,811.20</u>
Transferred to Payroll Account	<u>\$ 511,793.58</u>

<u>Stan Rog</u>	<u>01/03/2023</u>
Prepared By (Kitsap 911)	DATE
<u>[Signature]</u>	<u>01/03/2023</u>
Authorized Signature (Kitsap 911)	DATE
<u>[Signature]</u>	<u>1-19-23</u>
Executive Committee Chair	DATE



Kitsap 911

AFFIDAVIT FOR PAYROLL ISSUE

Pay Date: 01/20/2023
Pay Period: 01/02/2023 to 01/15/2023

Pay Detail - FD00822	
Item	Amount
Net Payroll	\$ 230,678.87
941 Tax (Withholding, Social Security & Medicare)	91,118.79
Unemployment	621.75
Labor & Industries	1,432.43
PFMLA	2,612.69
PERS 2 & PERS 3	55,927.79
Washington State Deferred Comp	1,726.62
Mission Square Deferred Comp and Roth IRA	3,628.30
AFLAC	687.95
Guild Dues	1,609.50
Total Payroll	\$ 390,044.69

Healthcare & Other Benefits/Deductions - Paid from Accounts Payable or by EFT			
Item	Employee Portion	Kitsap 911 Portion	Total
Health Insurance	\$ 1,628.26	\$ 39,953.35	\$ 41,581.61
Dental Insurance	98.90	3,061.24	3,160.14
Life Insurance	172.82	309.54	482.36
Total Health Care & Other Benefits/Deductions			\$ 45,224.11

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:	<u>\$ 435,268.80</u>
Transferred to Payroll Account	<u>\$ 390,044.69</u>

Sten Roz
 Prepared By (Kitsap 911)

01/17/2023
 DATE

[Signature]
 Authorized Signature (Kitsap 911)

01/17/2023
 DATE

[Signature]
 Executive Committee Chair

1-19-23
 DATE

Executive Summary

Kitsap 911 Board of Directors

Summary: For the year ended December 31, 2022 (100.00% of the year elapsed), both revenues and expenditures were favorable when compared with annual expectations.

Revenues: As of December 2022, we received approximately \$17.0M (106.68%) of projected annual revenues, exceeding our year-to-date forecast of \$16.0M by approximately \$1.1M (6.68%).

	Expected \$	Actual \$	Variance \$	
Sales Tax 1	6.42 M	6.90 M	0.48 M	●
Sales Tax 2	3.75 M	4.17 M	0.43 M	●
Excise Tax	2.57 M	2.65 M	0.09 M	●
Other Revenues	3.19 M	3.26 M	0.07 M	●
Total Revenue	15.92 M	16.98 M	1.06 M	●

	Expected %	Actual %	Variance %	
Sales Tax 1	100.00%	107.49%	7.49%	●
Sales Tax 2	100.00%	111.35%	11.35%	●
Excise Tax	100.00%	103.40%	3.40%	●
Other Revenues	100.00%	102.18%	2.18%	●
Total Revenue	100.00%	106.68%	6.68%	●

We received approximately \$6.9M (107.49%) in operating sales tax revenues, which was above our annual forecast of \$6.4M, over expectations by approximately \$481K (7.49%).

We received approximately \$4.2M (111.35%) from the 2nd 1/10th of 1% of sales tax revenues, which was above our annual forecast of \$3.7M, over expectations by approximately \$4.5K (11.35%).

We received approximately \$2.7M (103.40%) of the total projected excise tax revenues, which was above our annual forecast of \$2.6M, over expectations by approximately \$87K (3.40%).

Other revenues received were \$3.3M (102.18%), which was above our annual forecast of \$3.2M, over expectations by approximately \$70K (2.18%). The unpredictable nature of MCT repair hardware purchases and the timing of related reimbursements routinely cause fluctuations in this category, however for December 2022, normal timing differences in agency user fees and tower lease revenues was the primary driver behind the fluctuation. For the year, the majority of the overage was due to investment income; the delayed timing of large payments related to the Radio Replacement project allowed for an investment balance that was larger than originally expected to be maintained throughout the year.

Operating Expenditures: As of December 2022, we expended approximately \$12.0M (96.95%) of our total operating expenditures appropriation, which was less than our annual expectation of \$12.4M by approximately \$376K (3.05%).

	Expected \$	Actual \$	Variance \$	
Operating Salaries & Benefits	9.73 M	9.59 M	0.15 M	●
Operating Non-Labor	2.62 M	2.39 M	0.23 M	●
Total Operating Expenditures	12.36 M	11.98 M	0.38 M	●

	Expected %	Actual %	Variance %	
Operating Salaries & Benefits	100.00%	98.47%	1.53%	●
Operating Non-Labor	100.00%	91.31%	8.69%	●
Total Operating Expenditures	100.00%	96.95%	3.05%	●

We expended approximately \$9.6M (98.47%) of our total operating salaries and benefits budget, which was below our annual goal of \$9.7M by approximately \$149K (1.53%).

We expended approximately \$2.4M (91.31%) of the total Operating Supplies, Services, and Inter-fund expenditures, which was below our annual goal of \$2.6M, under expectations by approximately \$228K (8.69%).

Non-Operating Expenditures: As of December 2022, we expended approximately \$552K (19.25%) of our total annual appropriation of \$2.9M.

	Expected \$	Actual \$	Variance \$	
Technical Projects	2.52 M	0.34 M	2.18 M	●
Non-Operating Labor	0.19 M	0.20 M	-0.01 M	◆
Non-Operating Supplies and Services	0.15 M	0.01 M	0.14 M	●
Total Non-Operating Expenditures	2.87 M	0.55 M	2.31 M	●

	Expected %	Actual %	Variance %	
Technical Projects	100.00%	13.65%	86.35%	●
Non-Operating Labor	100.00%	102.71%	-2.71%	◆
Non-Operating Supplies and Services	100.00%	6.90%	93.10%	●
Total Non-Operating Expenditures	100.00%	19.25%	80.75%	●

Reserves: No reserves were used during 2022.

Risks: The cost impact from 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

Fund Balance Detail

as of
12/31/2022

Nonspendable	
None	
Total Nonspendable	\$ -
Restricted	
Flex Spending Account	9,375.27
Total Restricted	\$ 9,375.27
Committed	
<u>Capital Projects and Technical Enhancements</u>	
Server Virtualization and Cyber Security	\$ 55,000.00
Microwave System (Engineering)	1,998,596.85
CCTV and Access Control Replacement	500,000.00
Additional Network Hardware	40,000.00
Antenna Repairs	20,000.00
Replace Gate at 911 Carver	8,816.60
Gold Mountain Fuel Tank Replacement	47,211.35
Helpdesk Software Replacement	4,950.20
Inventory Software Replacement	2,742.70
Subtotal	2,677,317.70
<u>Other Non-Operating Expenditures</u>	
MCT NPRVs	\$ 87,178.80
Subtotal	87,178.80
Total Committed	\$ 2,764,496.50
Assigned	
Stabilization Fund	\$ 2,011,985.64
Equipment and Software Replacement	500,000.00
Payroll Cashflow	1,013,948.92
Unexpended Fire Alerting Project Funds	128,192.11
Backup Center	108,673.07
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
Microwave System (Equipment and Installation) - Cash Flow	4,170,537.28
Total Assigned	\$ 8,199,462.02



Kitsap 911

Fund Balance Summary

		as of
Net Fund Position		12/31/2022
Temporary Investment Balance	\$ 8,295,229.49	
Cash Balance		
Warrant Account	1,611,514.63	
Payroll Account	1,013,948.92	
Flex Spending Account	9,375.27	
Petty Cash	402.15	
Cash Subtotal	2,635,240.97	
Total Cash and Cash Equivalents	10,930,470.46	
Add: Outstanding Warrants	77,960.47	
Less: Outstanding Receipts		
Net Fund Position	\$ 11,008,430.93	

		as of
Cash and Investment Categories		12/31/2022
Fund Balances		
Nonspendable	-	
Restricted	\$ 9,375.27	
Committed	2,764,496.50	
Assigned	8,199,462.02	
Unassigned	35,097.14	
Total Fund Balance	\$ 11,008,430.93	

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 12/31/2022

Description	2022 Annual Budget	December 2022 Expected Budget %	December 2022 Actual	Delta to Annual Budget	
				\$	%
Revenues					
Sales Tax 1	\$6,420,836.15	100.00%	\$ 6,902,025	(\$481,189)	107.49%
Sales Tax 2	3,745,488	100.00%	4,170,537	(425,050)	111.35%
Telephone Excise Tax	2,565,865	100.00%	2,653,081	(87,216)	103.40%
Other Revenues	3,187,132	100.00%	3,256,665	(69,533)	102.18%
Total Revenues	\$15,919,321	100.00%	\$ 16,982,308	(\$1,062,987)	106.68%
Operating Expenditures					
Operating Labor					
Salaries	\$ 7,738,981	100.00%	\$ 7,329,342	\$409,639	94.71%
Payroll Taxes	601,282	100.00%	581,344	19,938	96.68%
Benefits	1,853,135	100.00%	1,675,491	177,644	90.41%
Budgeted Attrition	(458,703)	100.00%	0	(458,703)	0.00%
Total Labor	\$ 9,734,695	100.00%	\$ 9,586,176	\$148,519	98.47%
Operating Supplies and Services					
Supplies	\$ 464,483	100.00%	\$ 537,981	(\$73,498)	115.82%
Professional Services	455,699	100.00%	369,518	86,182	81.09%
Communications	296,001	100.00%	282,766	13,235	95.53%
Travel	49,737	100.00%	28,347	21,390	56.99%
Advertising	2,869	100.00%	3,862	(993)	134.59%
Operating Rents/Leases	184,286	100.00%	164,090	20,196	89.04%
Insurance	112,190	100.00%	74,751	37,439	66.63%
Utilities	148,452	100.00%	164,575	(16,123)	110.86%
Repairs & Maintenance	847,223	100.00%	695,327	151,896	82.07%
Miscellaneous	60,330	100.00%	72,273	(11,943)	119.80%
Total Non-Labor	2,621,270	100.00%	2,393,489	\$227,782	91.31%
Total Operating Expenditures	\$ 12,355,965	100.00%	\$ 11,979,665	\$376,300	96.95%
Non-Operating Expenditures					
Capital Expenditures					
Technical Projects	\$ 2,524,327	100.00%	\$ 344,514	\$2,179,813	13.65%
Non-Operating Labor	191,551	100.00%	196,746	(5,195)	102.71%
Non-Operating Supplies and Services	150,000	100.00%	10,350	139,650	6.90%
Total Non-Operating Expenditures:	2,865,878	100.00%	551,610	\$2,314,267	19.25%
Total Expenditures	\$ 15,221,843	100.00%	\$ 12,531,275	\$2,690,568	82.32%

Kitsap 911 2022 Key Projects and Initiatives

Rev. 12/22/2022

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	10/1/2022	Complete-	Complete deployment punch list and transition to support model. No issues as of 10/1, the agencies have agreed to transition to a support model.
2021	3	Server Virtualizaiton and Cyber Security enhancements and Remote 911 Mutual Aid	2	6/1/2021	6/1/2022	Complete	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. Follow up work completed on time.
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	Complete	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	Complete--	Working on implementation.This project will be late 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	Complete+	Vendor will be starting the work in June with an expected 2-3 week completion timeline
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	In Progress	Work will begin once Hexagon AVL bug fix has been deployed or NLT June 1, 2022. Hexagon bug fix Did not work, back to working on a new fix. HeXagon work in not
2019	11	Backup Center - develop plans to leverage remote 911 to provide a more geo-diverse backup	3	9/30/2022	TBD	In Progress	Proof of concept testing in January. Plan development will begin once testing complete. Build location reviewed, currently reviewing the proposed lease agreement.
2019	12	SUPPORT - RMS/JMS Replacement (Support KCIS)	3		6/30/2023	At Risk	This is a county project. We will do our best to support their requested timelines. Timeline updated to reflect recent information received by Kitsap County
2019	13	Replace UPS	5	4Q 2022	TBD	In Progress	Refreshing quotes for replacing the UPS with a redundant system. Will update completion time based on parts lead times
2020	14	Curb repair and parking lot striping	4	5/1/2022	3Q 2022	Complete+	Reviewing quotes for work and preliminary cleaning work.
2020	15	Facilitate discussion with fire RE Fire RMS	3	7/26/2022	10/31/2022	Complete-	Approved by SAB, Virtual Server will be setup by end of September, then work with SKFR to setup ESO and move Pulsepoint Database. Then cutover to the new server in
2020	16	Evaluate how to manage incoming data and media (NG911, Cameras, etc.)	3			Pending	work will begin after network engineer has been hired, coloborative effort between ops and tsg
2022	17	Replace inventory/asset management software	4	9/30/2022	Q1 2023	In Progress	We have purchased the selected software and are working on an implementation plan which will start when the inventory process is substantially complete.
	18	Complete 10-year TSG Staffing Analysis	2	12/28/2022	Q2 2023	In Progress	Project Kicked off 12/21/2022