

Kitsap 911 Board of Directors Meeting

June 6, 2023 (12:30 to 1:30)

Via Hybrid Option of Zoom or in-person at Norm Dicks Governance Center

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	Employee Recognition-Sheila Ring	(Kirton)
Action Items		
5	Approval of Minutes from 03/03/2023 <i>Page 3</i>	(Chair)
6	Approval of Resolution 2023-004 the 2024 Operating Budget, Service Fees, and Authorized Regular FTE Positions. <i>Page 32</i>	(Rogers/Kirton)
7	MCT Replacements <i>Page 46</i>	(Kirton)
Reports (time permitting)		
8	Staffing Report	(Jameson-Owens)
9	Goals and Tech Project Report <i>Page 48</i>	(Wecker)
10	Finance Report <i>Page 51</i>	(Rogers)
11	LMR Project Update	(Kirton/Peabody)
12	Executive Committee Report <ul style="list-style-type: none"> • Approved various warrants, payroll and electronic fund transfers • Received regular staff reports • Appointment of Chair and Vice Chair of Executive Committee • Adoption of Resolution 2023-003 Declaring Certain Personal Property as Surplus • Ratification of K911-067, ADCOMM Engineering • Ratification of K911-068, Wellspring Employee Assistance Program • Ratification of K911-069, Bainbridge Island Fire Resolution #03-2023 transfer its interest in equipment located on leased property on Mandus Olson Road with Bainbridge Island School District • Review 2024 Operating Budget 	(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 12:00 PM on June 5, 2023 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 6, 2023 12:30 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=OG9lUDMvaTNxdXhwTk1tR3VnWlJrdz09>

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US: +12532050468,,86829641818#,,,,*911# or +12532158782,,86829641818#,,,,*911#

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**Kitsap 911 Board of Directors Meeting on
March 7, 2023**

Via Virtual Meeting and Norm Dicks Governance Center

ATTENDING:

Board of Directors:

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)
Jeff Coughlin-City of Bremerton Council Member
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:

Katie Walters-Kitsap County Commissioner
Denis Frey- City of Bremerton Council Member

Guests:

Chief Jim Gillard- Vice Chair of SAB and Chief of Poulsbo Fire

Call to Order: Chair David Ellingson called the meeting to order at 12:30pm.

Additions: No Additions

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

Welcome new Kitsap 911 Board of Director Members; Welcome to new Board Members Director Katie Walters- Kitsap County Commissioners, and Director Jeff Coughlin- Bremerton City Council.

Approval of Minutes:

Director Robert Gelder made a motion to approve the minutes from 12/06/2022. Motion was seconded by Director Rob Putansuu. Motion Passed

Election of Chair and Vice Chair

Director Bob Muhleman made a motion to nominate Director David Ellingson as the Chair of the Kitsap 911 Board of Directors. Motion was seconded by Director Rob Putansuu.

Director Bob Muhleman made a motion to nominate Director Greg Wheeler as the Vice Chair of the Kitsap 911 Board of Directors. Motion was seconded by Director Rob Putansuu.

Appointment of Executive Committee Members

The Board of Directors appointed the following people to be on the Executive Committee Director Joe Deets, Director Greg Wheeler, Director John Gese, Director Dusty Wiley, and Chair David Ellingson.

Resolution 2022-010 Adopting the 2023 Operating, Non-Operation/Special Projects and Technical Enhancements, and Capital Project Budget Amendments

Finance Manager Steve Rogers reported that Resolution 2022-010 (2023 budget amendment) received unanimous support from the Executive Committee in their meeting on February 22nd. Mr. Rogers reported the following highlights.

- *Revenue outlook remains unchanged*
- *8% increase in labor section due to implementation of the new 2023-2025 CBA*
- *New PFML rate increase*
- *Pay raise for Radio Program Manager and Radio Program Assistant position*
- *Moving funds assigned for the CCTV and building access control system to committed section*
- *Radio Project budget revenues were updated with actual 2023 receipts from Proposition 2.*
- *Line 7 is a reclassification of radio project labor costs*
- *Line 11 is Proposition 2 money anticipated receiving.*

Directors Robert Gelder made a motion to approve Resolution 2023-010. Motion was seconded by Director Becky Erickson. Motion Passed.

Resolution 2023-002 Adopting to Reimburse Expenditures with Proceeds of a Borrowing

Finance Manager Steve Rogers stated that at the advice of our bond counsel, we are asking the Board to approve this resolution, which give us the ability to be reimbursed with bond proceeds for up to \$6M in expenditures related to our radio project. As a reminder, this resolution does not commit funds, nor does it force Kitsap 911 to issue bonds if approved. It is simply affords the latitude to recoup some of the costs with bond proceeds if we decide to bond in the future

Director Greg Wheeler made a motion to approve Resolution 2023-002 Adopting to Reimburse Expenditures with Proceeds of a Borrowing. Motion was seconded by Director Bob Muhleman. Motion Passed.

Annual Performance Measure Report

Deputy Director Maria Jameson-Owens presented the 2022 Performance Measure Report. This is the thirteenth-year of the report and it is available on www.kitsap911.org. The following were questions from the Board of Directors:

Director Coughlin asked what non-emergency calls are. Mrs. Jameson-Owens stated they are calls that come into 911 vs the nonemergency line.

Goals and Tech Project Report

Technical Systems Manager Brandon Wecker provided the following report and informed the Board that the numbers in the report have changed.:

**2022-7 Replace Inventory/Asset Management Software-This task was to replace Kitsap 911 inventory and asset management software with on selected last year. This project is complete, and we have locked Track-it Inventory down to read only.*

**2022-8 TSG Staffing Study- This is the task to review our current and planned staffing and determined what will be needed to meet required support levels as well as support the new LMR and microwave system. The drafted is expected to be complete and ready for review before the end of April.*

**2022-9 Replace Security System- This project is to replace Kitsap 911's Security System and*

cameras. There was a detailed project kick-off, following which we reviewed the new camera placement, placed order for long lead time parts, and begun cabling.

*2022-10 Replace K911 Roof Replacement- This project is complete.

*2022-12 MCT Replacement- This project is Kitsap 911's purchasing and providing of MCT replacements in 2023. Half of the equipment has been received. Technicians are inventorying them using the new software and have contracted with the imaging vendor for professional services for training and new imaging creation for the new MCTs.

*2022-13 CAD-to-CAD with South Sound 911- This project is creating a CAD-to-CAD link between Kitsap 911 and South Sound 911. Hexagon is working to secure project resources and they expect to have a schedule to us in the coming weeks for the work.

*2023-15 Office and MDM Replacement- This is the task renewing Kitsap 911 O365 quote for 3 years, as well as adding Microsoft Intune to our licenses and rolling it out to replace the current MDM solution. The agreement is complete and now we are working to setup and configure Intune, as all devices will need to be reenrolled once the replacement is ready to go live.

Finance Report

Finance Manager Steve Rogers provided a financial report for the month ended January 31, 2023. For revenues, we have received approximately \$1.6M which is right in-line with expectations. All in all, there were no big variances from budget, as both our excise tax and other revenues were under 1% over budget. With expenditures, we are under budget on the operations side by about 5%. For operating expenditures, the only deviation from the budget was in labor, but this finance report does not include the amended labor numbers presented previously in the budget amendment. This variance was expected and will be resolved with the resolution next month. A new change to the finance report is you will see the radio replacement project expenditure in one section and below it you will see all other capital and non-operational expenditures. For the radio replacement project, \$1.17M has been spent to date. For other capital projects only \$18K has been spent to date out of the \$2.36M appropriated. No reserves have been used to date and risks remain the same.

LMR Project Update

Technical System Manager Brandon Wecker presented the current status of the project (presentation attached). Kitsap 911 has been regularly communicating the progress to the Executive Committee and the Strategic Advisory Board.

Executive Committee Report

Mr. Kirton reported that 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 for contract K911-064 Petek and Associates, Peer Support
- Annual Review of Service Agreements

- Ratification of K911-066, Professional Service contract with Eadie Kaltenbacher for GIS Analyst and MSAG
- Approval of updates to GD-246 Employee Recognition

Good of the Order

Director Rob Putansuu asked for the next agenda to have the page number next to the item or have a hot link next to the agenda items making the agenda more standardized to other agencies.

Director Becky Erickson thanked Brandon Wecker and his crew for the helping with the Virginia Mason data center in Gig Harbor.

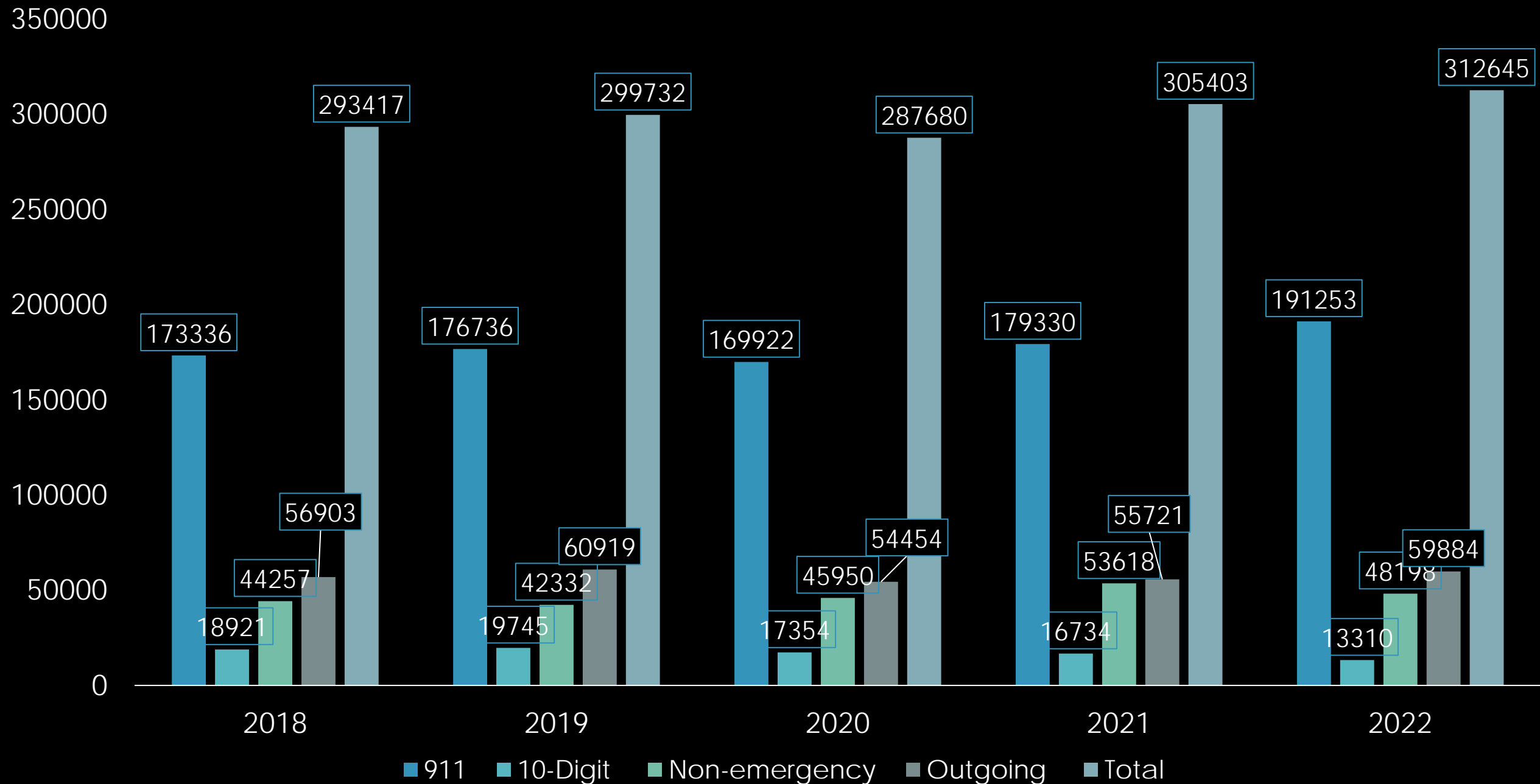
The meeting was adjourned at 1:27 PM.

The next scheduled meeting of the Kitsap 911 Board of Directors is June 6, 2023, at 12:30 Virtually or In-Person at Norm Dicks Government Chambers.

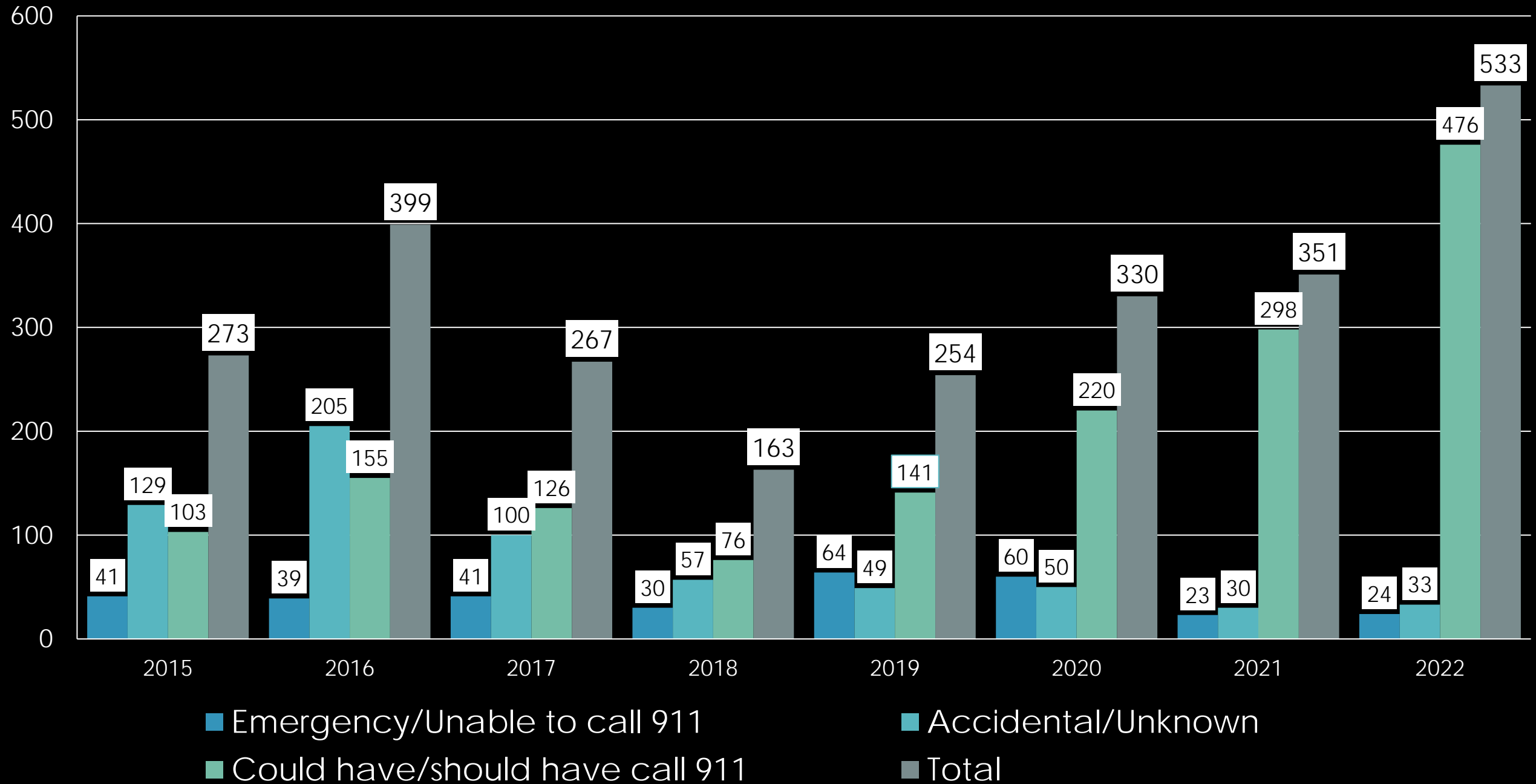


2022
PERFORMANCE
MEASURES

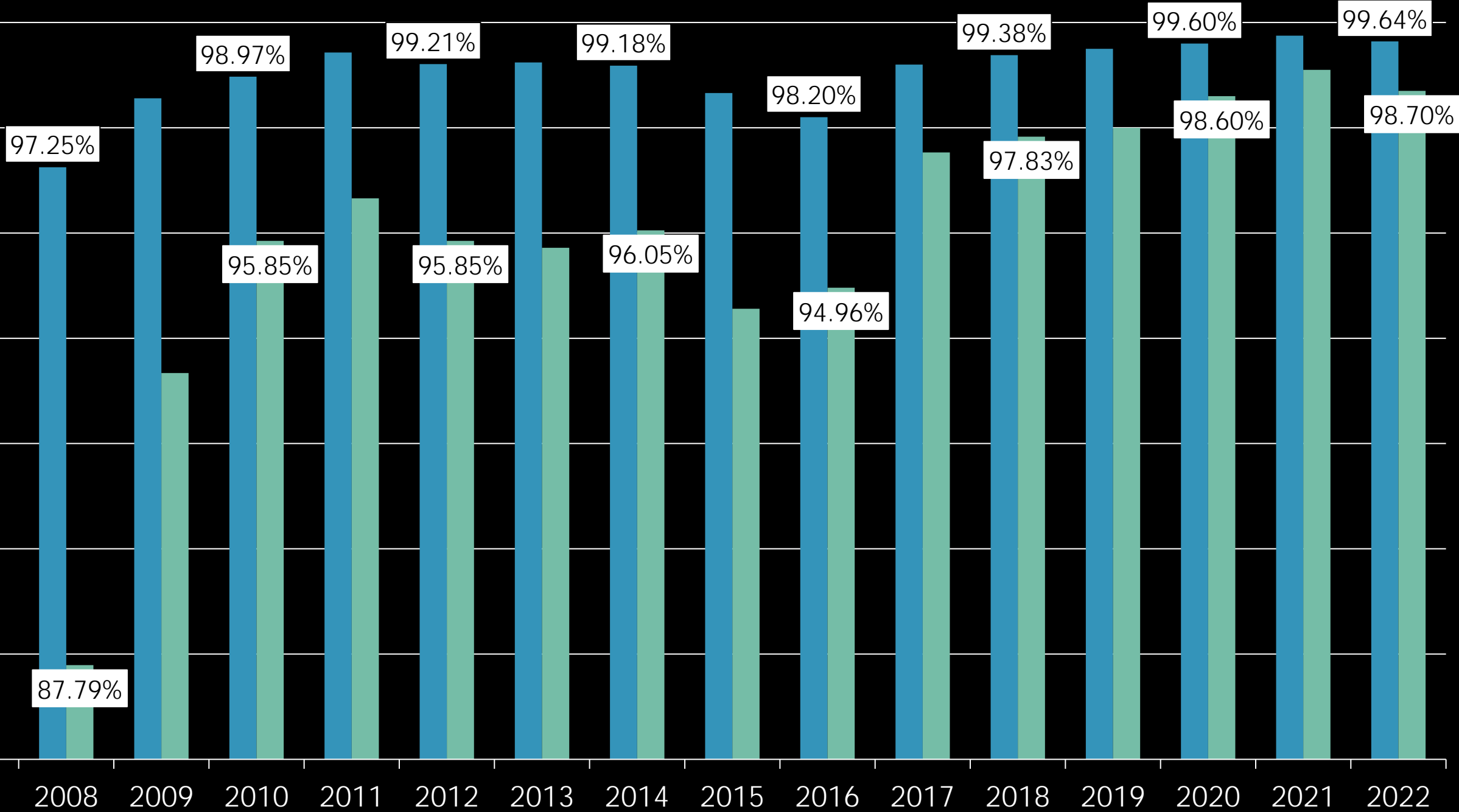
Calls Processed on the Dispatch Floor



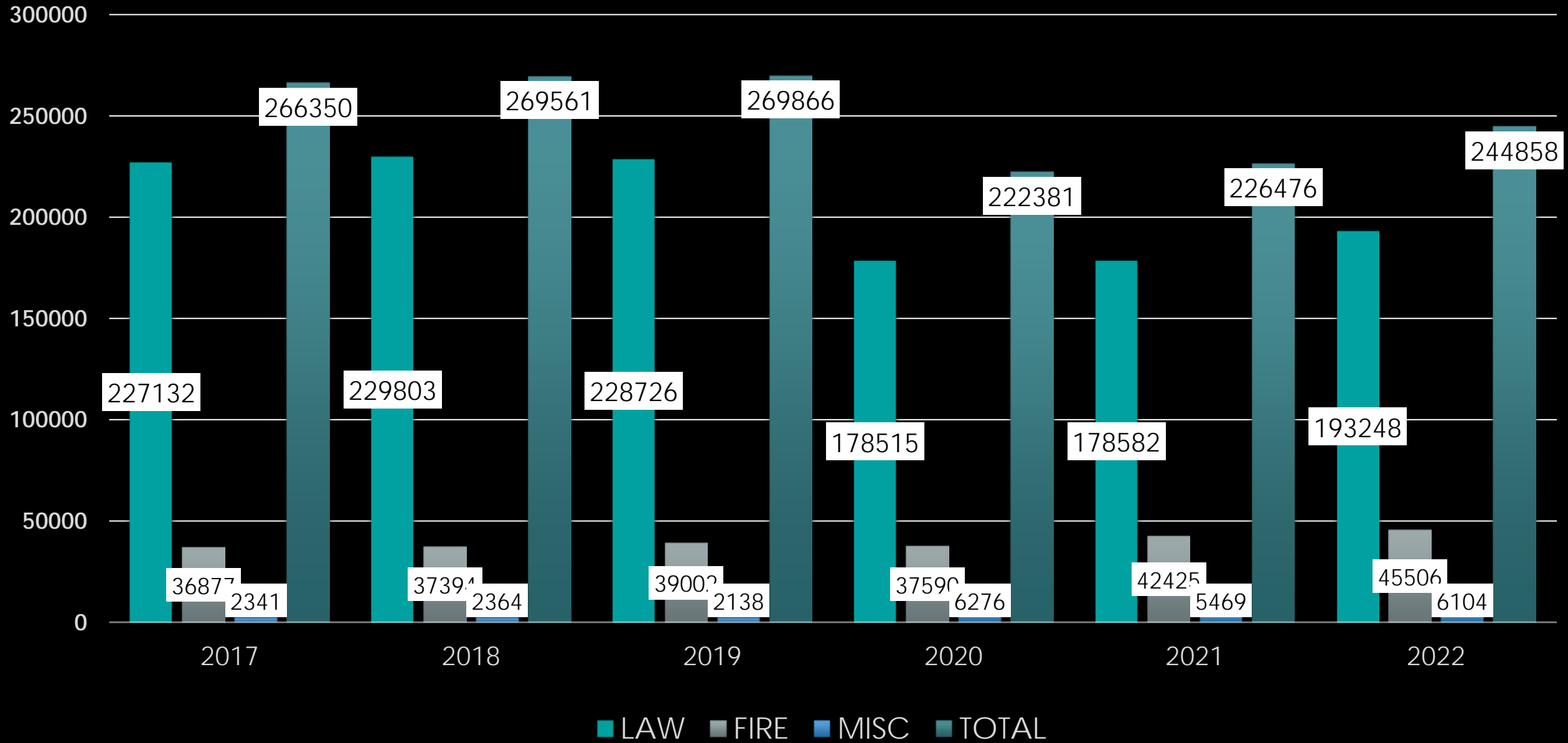
TEXT TO 911



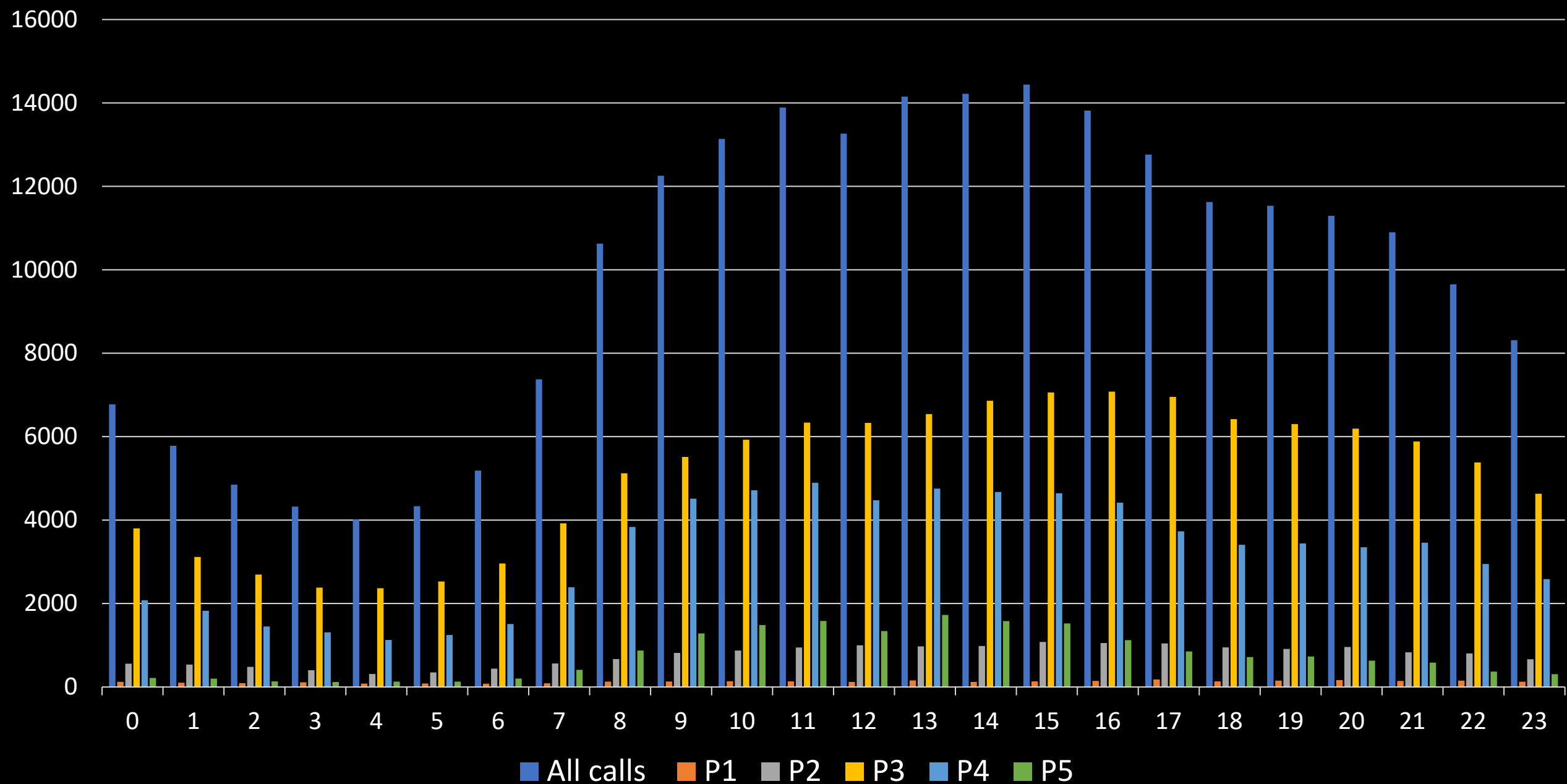
911 CALL ANSWERING



DISPATCHED EVENT HISTORY



Busiest Hours by Priority



Dispatch Performance Standards

Priority 1 Law Enforcement	2018	2019	2020	2021	2022
Average Dispatch Time Priority 1 Law Events	29	30	26	26	26
FIRE/EMS Standards	2018	2019	2020	2021	2022
90% Dispatched within 64 Seconds	84%	81.5%	75.6%	78.2%	75.6%
95% Dispatched within 106 Seconds	96%	96.6%	96%	96.5%	96%
Answered to Dispatched	:47	:47	:52	:50	:52

Fire/EMS Digital Alerting Impacts

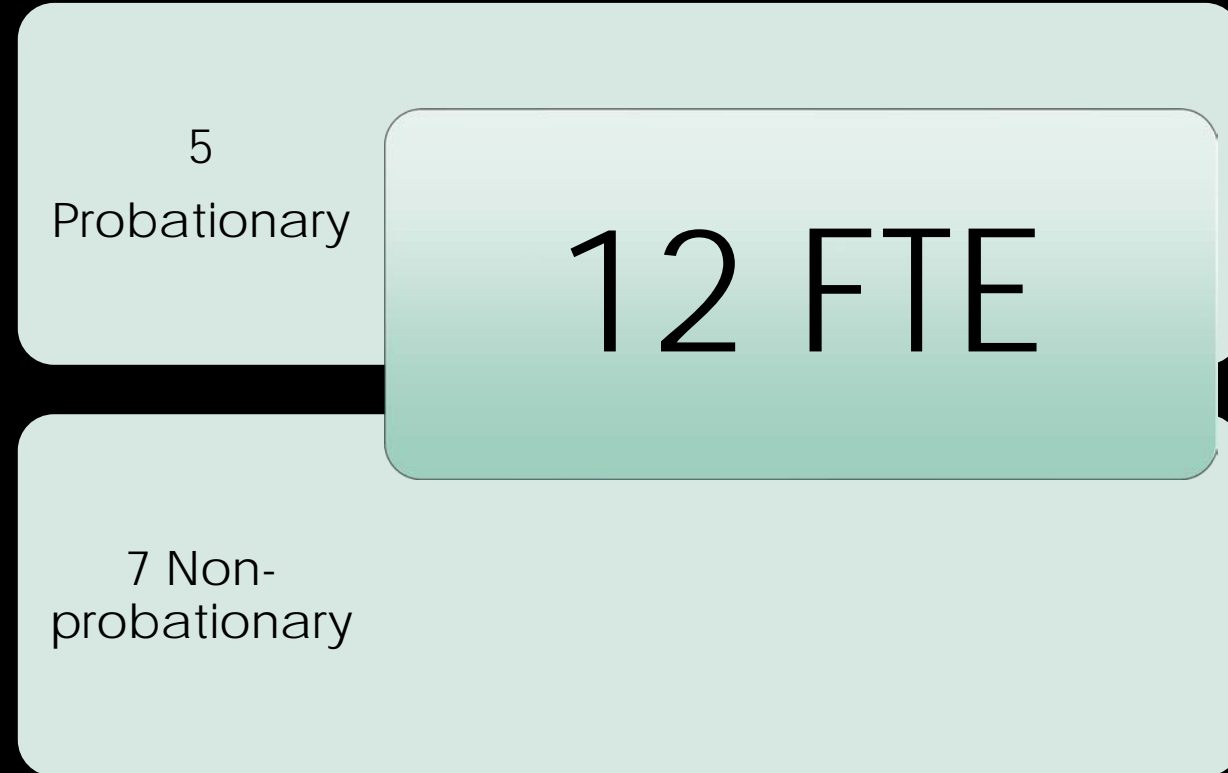
	ANAOLOG ALERTING	DIGITAL ALERTING
TONE START DELAY	5 TO 10 SECONDS	SIMULTANEOUS
VOICE DELAY	UP TO 3 SECONDS	SIMULTANEOUS
TONE DURATION	5 TO 26 SECONDS	SIMULTANEOUS
TOTAL TIME	13 TO 39 SECONDS	1.54 SECONDS

2022 Recruitments



Continuous Improvement Goal: Pull in applicants in order to fill maximum number of positions

Employee Exits



Staffing

Today

- Tech & Admin fully staffed
- 10 Operations Positions Short
- April Hiring
- Lateral position is continuously open



Our Employees

Average Tenure: 7.84 Years

Retention Rates:

Non-Probationary 82%

Probationary: 82.4%

Continuous Improvement Goal: Improve Non-probationary & Probationary Retention Rates

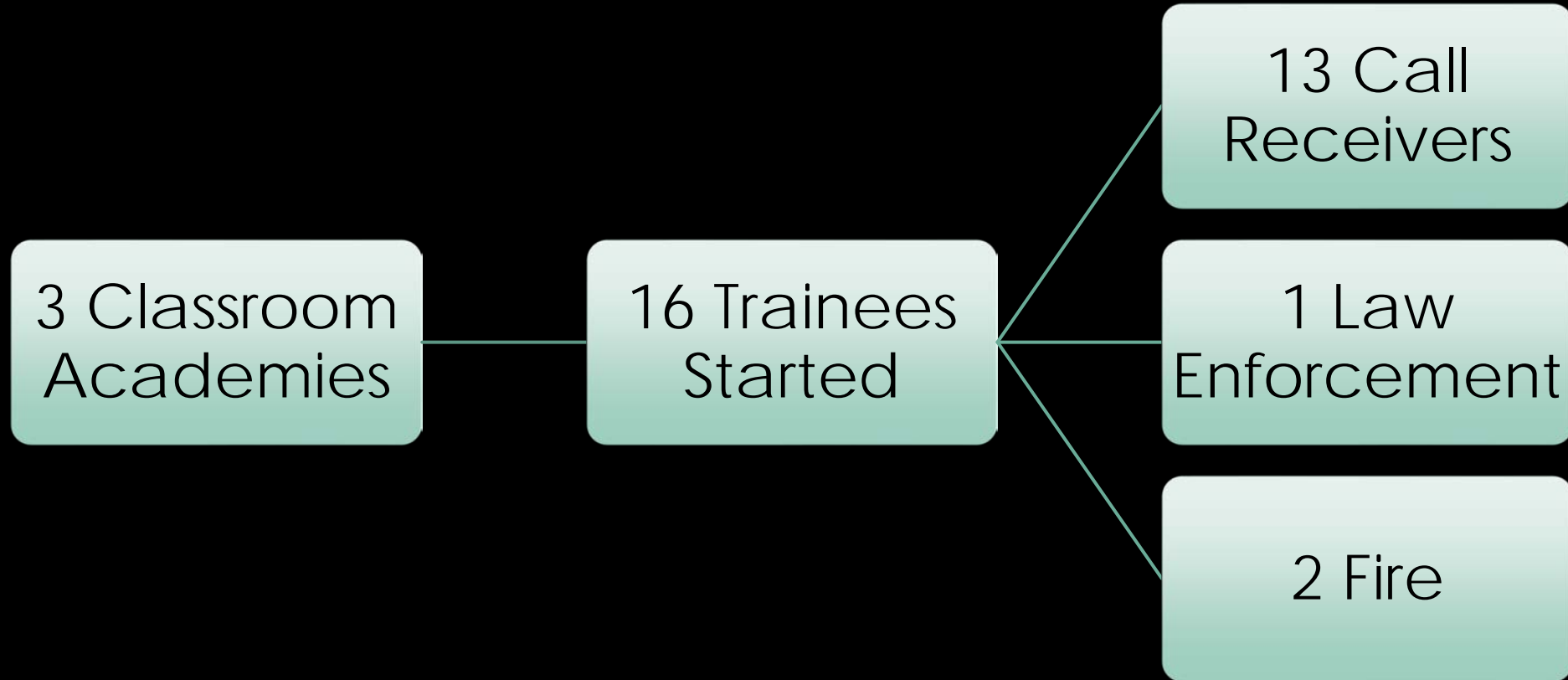
Our Employees

Average sick leave per employee per year:
69 hours

Hours of overtime worked:
18,700

Continuous Improvement Goal: Reduce Overtime

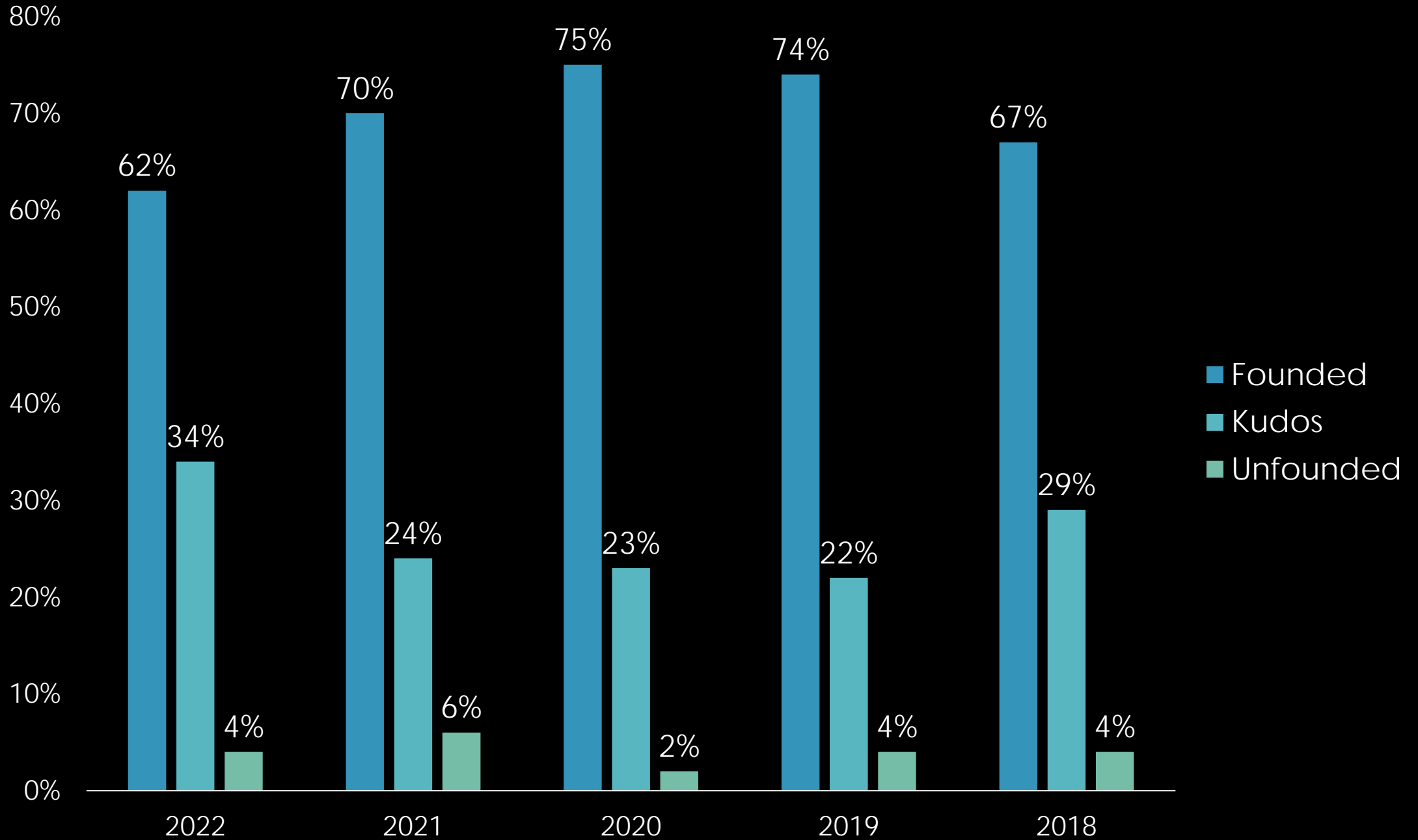
Training



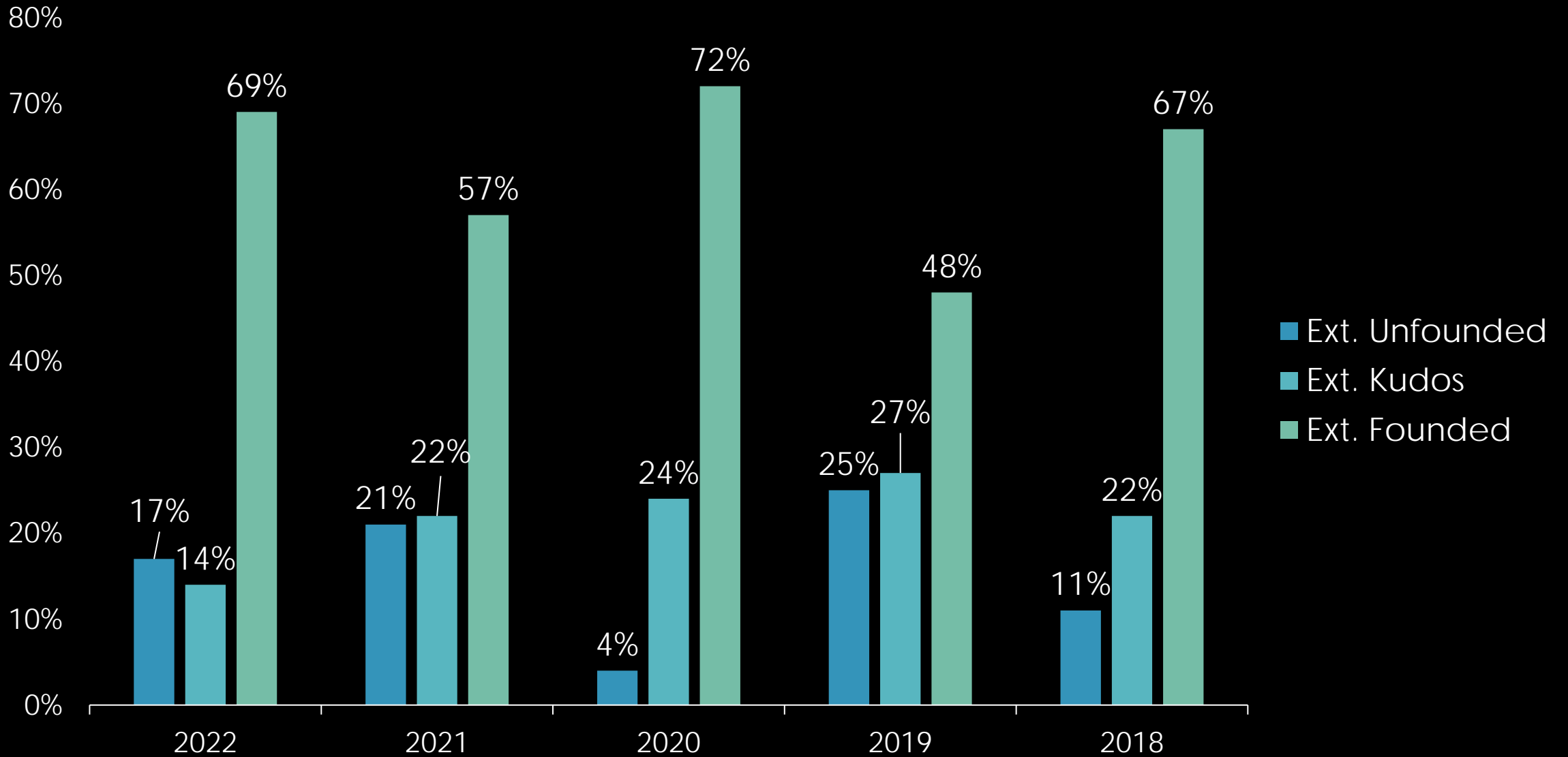
Continuous Improvement Goal: Build CTO Consistency

Continuous Improvement Goal: Evaluate Decreased Training Time

Performance Management

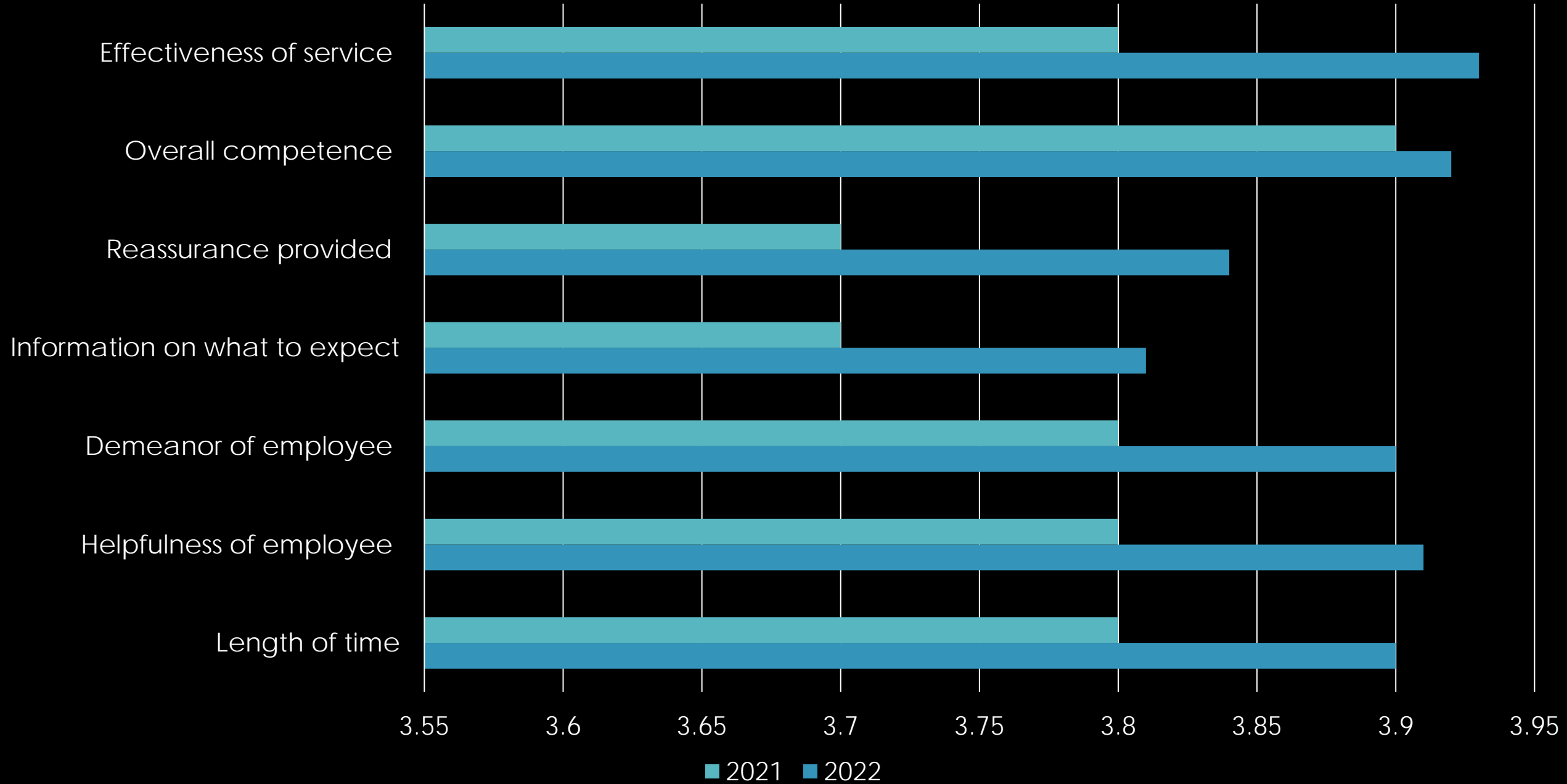


Performance Management

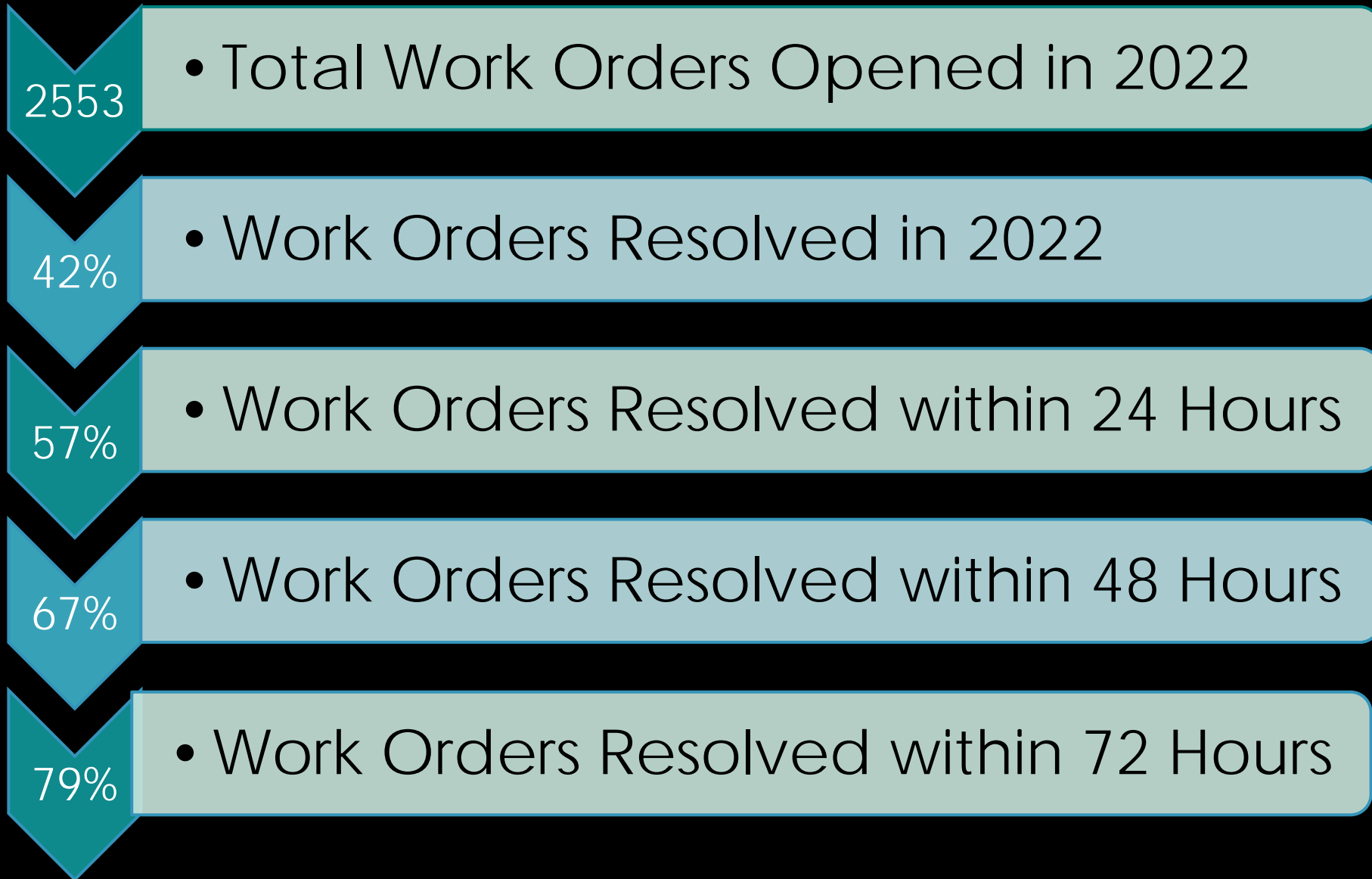


1 Internal Investigation

Customer Satisfaction Survey Results



Technology Group Workload



2553

- Total Work Orders Opened in 2022

42%

- Work Orders Resolved in 2022

57%

- Work Orders Resolved within 24 Hours

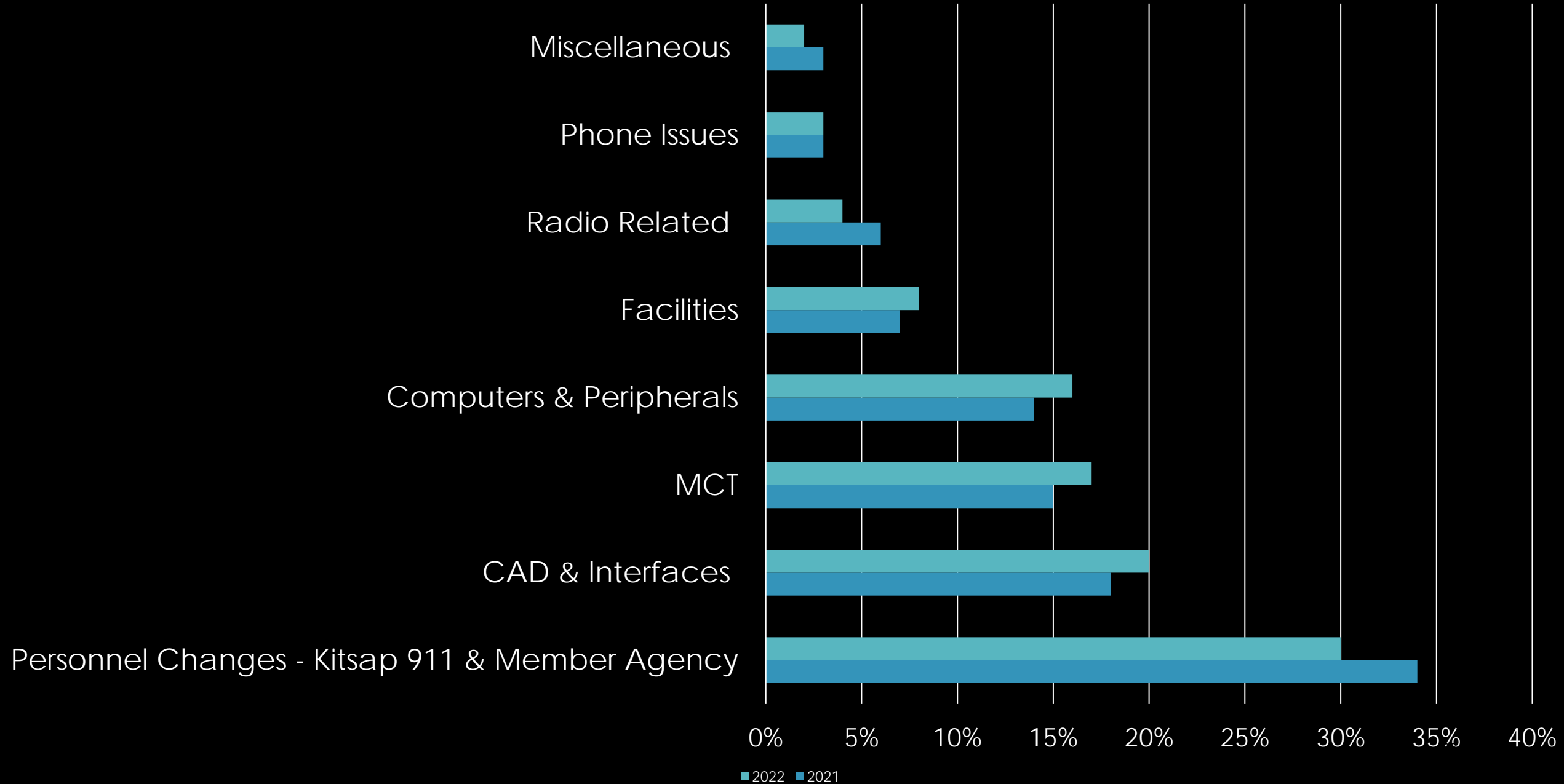
67%

- Work Orders Resolved within 48 Hours

79%

- Work Orders Resolved within 72 Hours

Work Order by Type



System Reliability

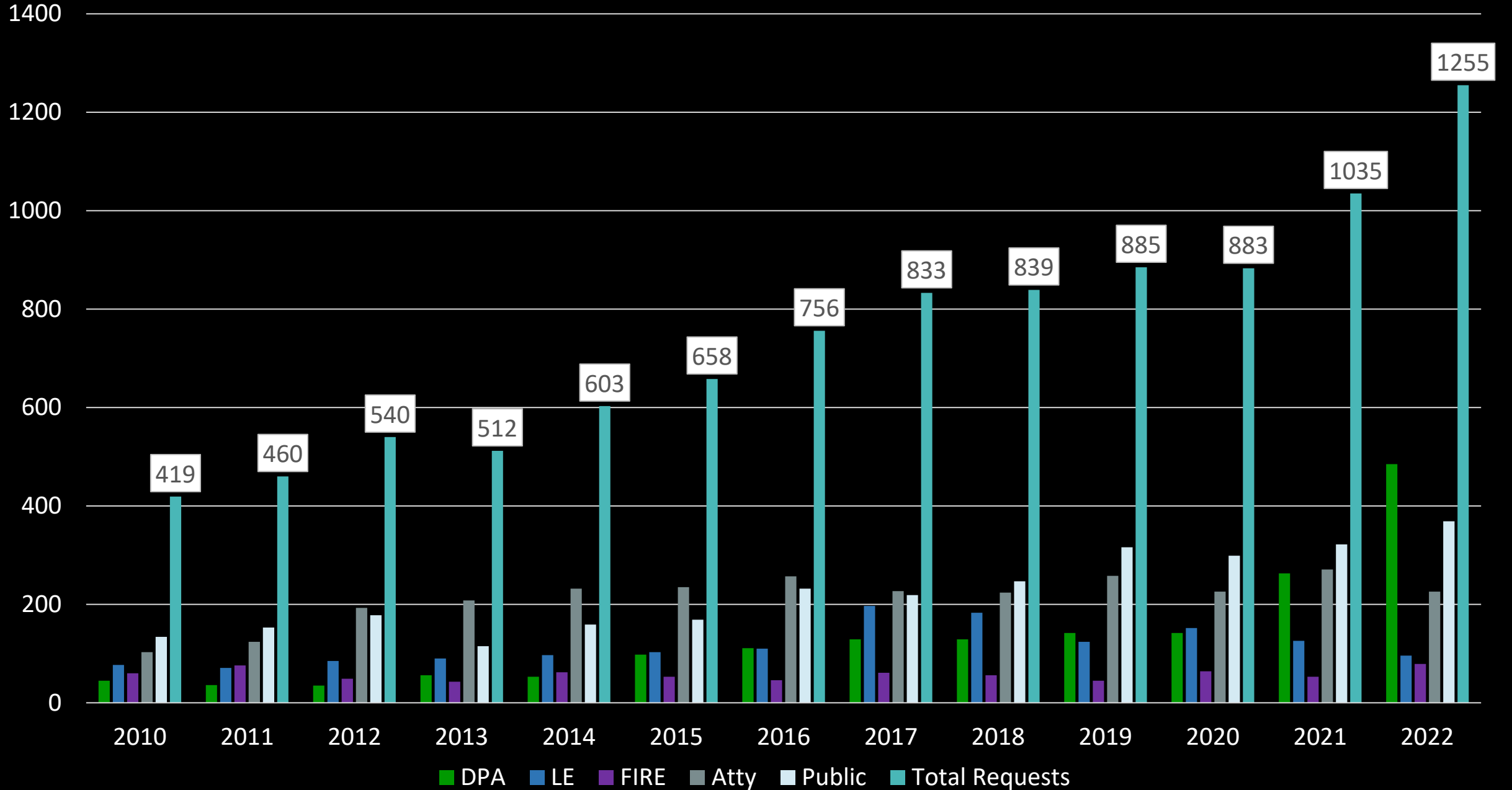
CAD	100%
Text to 911	100%
Radio	100%
MCT	99.887%
911 System	100%

MAP/CAD Address Accuracy

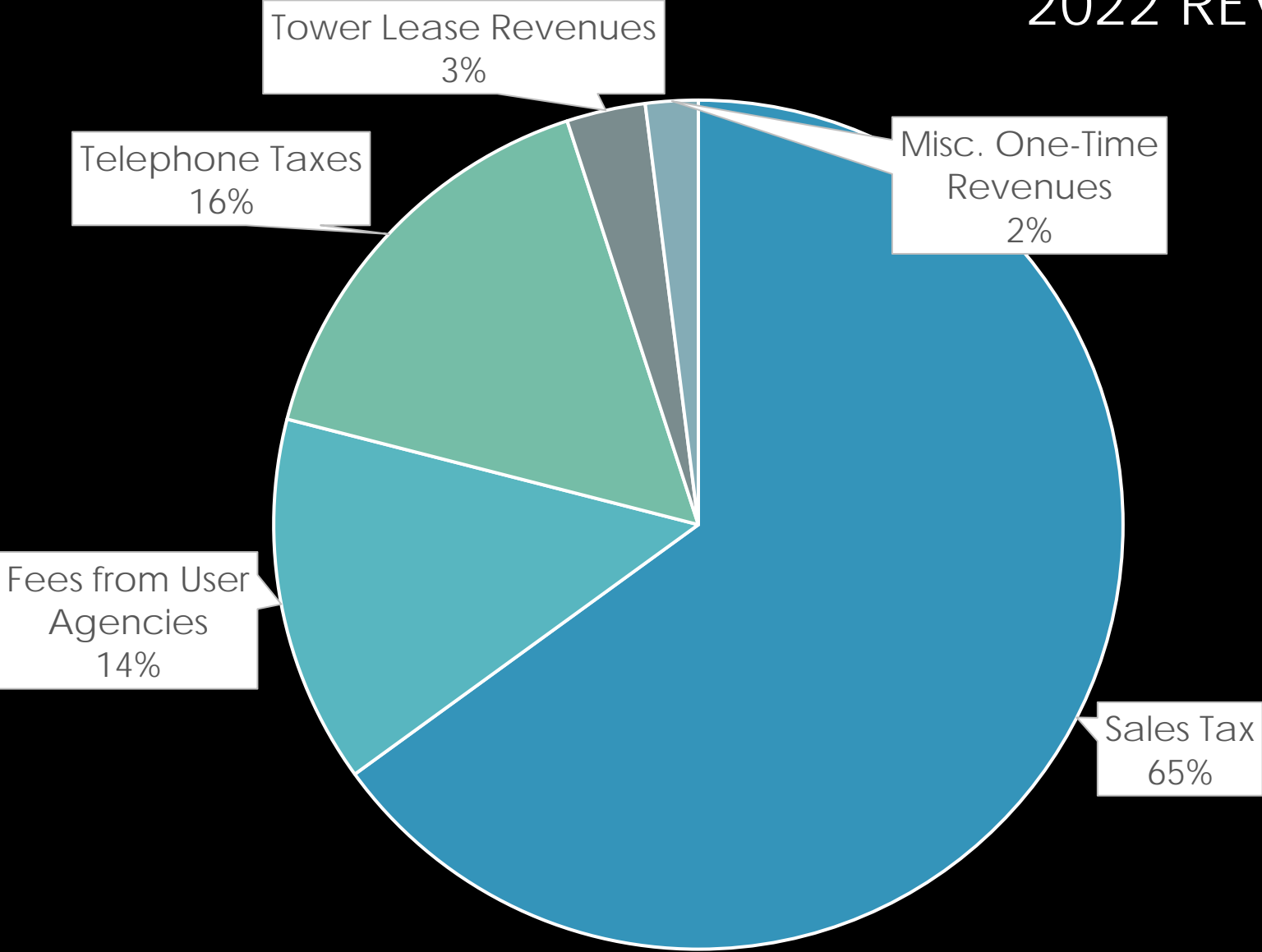
Critical errors (yearly average)	0
State Hub upload frequency (yearly average)	29 days

P.01 Grade of Service Compliant

PUBLIC DISCLOSURE REQUESTS

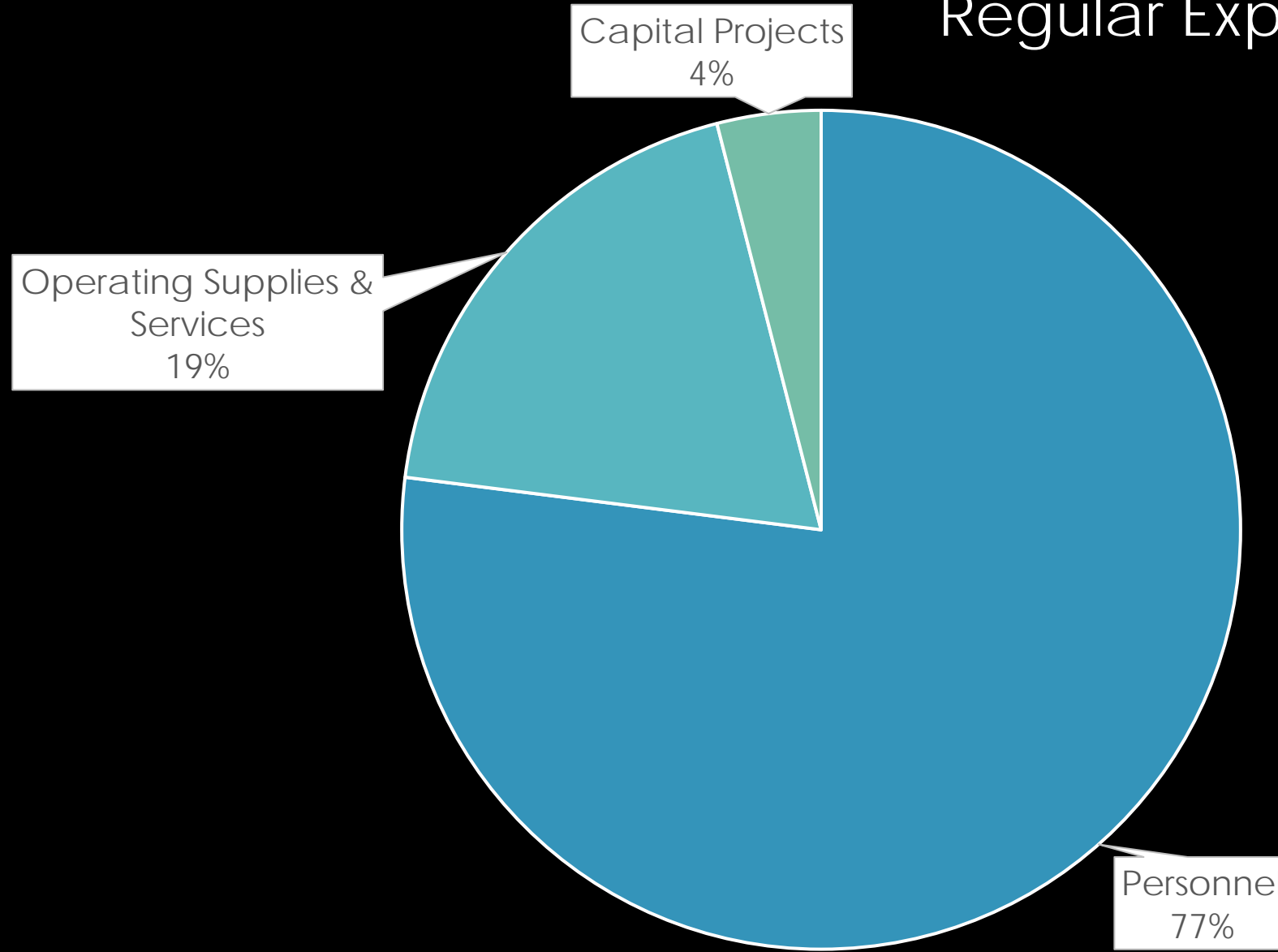


2022 REVENUES



■ Sales Tax ■ Fees from User Agencies ■ Telephone Taxes ■ Tower Lease Revenues ■ Misc. One-Time Revenues

Regular Expenditures



■ Personnel ■ Operating Supplies & Services ■ Capital Projects



We are Kitsap 911,
providing exceptional public safety
emergency communications services
every day.

Kitsap 911 Public Authority
2024 Budget Summary

		Proposed	Amended	Comparison Between	
		2024	2023	2024 and	2023
1	Total Estimated Beginning Fund Balance	2,664,818	6,759,933	(4,095,115)	-60.58%
2	Operating Revenues				
3	Sales and Excise Tax				
4	337.16.00.0000 Emergency Communications Sales Tax 1	7,040,065	6,613,461	426,604	6.45%
5	337.63.00.0000 Telephone Excise Tax	176,857	197,276	(20,419)	-10.35%
6	337.64.00.0000 Wireless Telephone Excise Tax	1,881,262	1,827,251	54,010	2.96%
7	337.64.00.0001 Prepaid Wireless Telephone Excise Tax	283,092	278,703	4,389	1.57%
8	337.65.00.0000 VoIP Telephone Excise Tax	305,113	307,643	(2,530)	-0.82%
9	361.40.00.0001 Penalties & Interest on Other Taxes	2,351	2,948	(597)	-20.24%
10	Subtotal Sales and Excise Tax	9,688,741	9,227,283	461,458	5.00%
11	Service Fees and Surcharges				
12	342.80.50.0001 Service Fees (County, Cities, Fire Districts, Tribes Base Fees)	2,054,684	2,054,641	43	0.00%
13	342.80.50.0002 Contract Revenues (Humane Society)	50,000	50,000	-	0.00%
14	342.80.50.0004 Service Fees (Operating Surcharges i.e. i/Leads, First Due)	243,234	238,173	5,061	2.12%
15	Subtotal Service Fees and Surcharges	2,347,918	2,342,814	5,104	0.22%
16	Other Regular Revenues				
17	362.50.00.0000 Tower Leases	399,991	390,432	9,558	2.45%
18	342.80.40.0002 Emergency Management Facility Maintenance Charges	-	82,277	(82,277)	-100.00%
19	334.01.80.0000 State E911 CPD Contract KC (WA State Military)	50,000	49,181	819	1.67%
20	361.11.00.0001 Investment Interest	37,776	30,000	7,776	25.92%
21	369.91.00.0000 Other Misc Revenue	9,367	10,726	(1,359)	-12.67%
22	Subtotal Other Regular Revenues	497,134	562,616	(65,482)	-11.64%
23	Grants and Other Revenues				
24	333.20.60.0000 State & Community HWY	970	447	523	117.14%
25	342.80.50.0000 MCT NPRV Surcharges	99,541	68,434	31,107	45.46%
26	Subtotal Grants and Other Revenues	100,511	68,881	31,631	45.92%
27	Total Operating Revenues	12,634,304	12,201,594	432,711	3.55%
28	Beginning Fund Balances and Total Operating Revenues	15,299,122	18,961,527	(3,662,404)	-19.31%

Kitsap 911 Public Authority
2024 Budget Summary

		Proposed	Amended	Comparison Between	
		2024	2023	2024 and	2023
29	Operating Expenditures				
30	Operating Wages, Salaries, and Benefits				
31	528.32.10.0000 Regular Salaries	8,643,162	7,848,400	794,762	10.13%
32	528.32.10.0001 Overtime Pay	755,747	674,787	80,959	12.00%
33	528.32.10.0002 Retention Pay	-	100,000	(100,000)	-100.00%
34	528.32.10.0003 Sick Leave Payout	6,685	3,951	2,734	69.22%
35	528.32.10.0004 Annual Leave Payout	27,644	30,527	(2,883)	-9.44%
36	528.32.10.0005 Shift Differential Pay	3,862	3,932	(70)	-1.79%
37	528.32.10.0006 Extra Help	44,583	51,311	(6,728)	-13.11%
38	528.32.10.0007 Out of Class Pay	5,000	-	5,000	0.00%
39	528.32.10.0008 Miscellaneous Pay	86,177	77,038	9,140	11.86%
40	528.32.10.0009 Salary/Benefit Attrition	(600,871)	(619,304)	18,432	-2.98%
41	528.32.10.0010 Recruitment Bonus	9,000	30,000	(21,000)	-70.00%
42	528.32.20.0001 Social Security	752,010	688,833	63,177	9.17%
43	528.32.20.0002 PERS Retirement	911,225	931,495	(20,270)	-2.18%
44	528.32.20.0003 Medical Insurance	1,095,723	1,105,945	(10,222)	-0.92%
45	528.32.20.0004 Dental Insurance	79,822	81,621	(1,798)	-2.20%
46	528.32.20.0005 Life Insurance	9,230	9,005	225	2.50%
47	528.32.20.0006 Meal Vouchers	20,084	19,200	884	4.60%
48	528.32.20.0008 Unemployment Compensation	39,321	36,017	3,303	9.17%
49	528.32.20.0010 Personnel Benefits	-	-	-	0.00%
50	528.32.20.0011 Industrial Insurance	41,971	36,820	5,151	13.99%
51	528.32.20.0012 PFMLA	21,038	19,622	1,415	7.21%
52	528.32.20.0013 Out of State Payroll Taxes	1,000	-	1,000	0.00%
53	Total Operating Wages, Salaries, and Benefits	11,952,413	11,129,201	823,213	7.40%

Kitsap 911 Public Authority
2024 Budget Summary

		Proposed 2024	Amended 2023	Comparison Between 2024 and 2023	
54	Operating Supplies and Services				
55	Supplies and Fuel				
56	528.32.31.0000 Office Supplies	14,816	18,535	(3,719)	-20.06%
57	528.32.31.0001 Tech Supplies	1,560	1,570	(10)	-0.64%
58	528.32.31.0002 Employee Recognition	10,448	8,635	1,813	21.00%
59	528.32.31.0003 Reference Materials	871	303	568	187.88%
60	528.32.31.0004 Janitorial Supplies	7,124	8,418	(1,294)	-15.37%
61	528.32.31.0005 PEC Supplies	5,000	5,000	-	0.00%
62	528.32.32.0000 Fuel-Generators	2,600	2,677	(77)	-2.89%
63	528.32.32.0002 Fuel-Towers	3,120	2,650	470	17.74%
64	528.32.32.0003 Fuel Vehicle	7,696	7,986	(290)	-3.63%
65	Subtotal Supplies and Fuel	53,235	55,773	(2,538)	-4.55%
66	Computer Equipment and Software				
67	528.32.35.0000 Small Tools & Equipment	14,495	17,843	(3,348)	-18.76%
68	528.32.35.0001 Computer Software	369,707	218,478	151,229	69.22%
69	528.32.35.0002 Computer Equipment	39,728	21,720	18,008	82.91%
70	528.32.35.0003 Small Computer Equipment	13,000	13,575	(575)	-4.24%
71	Subtotal Computer Equipment and Software	436,930	271,616	165,315	60.86%
72	Professional Services				
73	528.32.41.0000 Engineering & Architectural	5,200	2,166	3,034	140.09%
74	528.32.41.0001 Applicant Testing and Screening	41,952	11,580	30,372	262.28%
75	528.32.41.0002 Management Consulting	42,497	33,935	8,562	25.23%
76	528.32.41.0003 Legal Services	12,762	16,218	(3,456)	-21.31%
77	528.32.41.0004 Other Professional Service	238,043	77,275	160,768	208.05%
78	528.32.41.0005 Advertising	9,263	9,673	(410)	-4.24%
79	528.32.41.0006 Legal Settlement Costs	-	-	-	0.00%
80	528.32.41.0008 Translation Services	4,486	-	4,486	0.00%
81	Subtotal Professional Services	354,202	150,847	203,356	134.81%
82	Communication and Travel				
83	528.32.42.0000 Telephone	75,218	55,037	20,181	36.67%
84	528.32.42.0001 Cellular Telephone	23,067	23,069	(2)	-0.01%
85	528.32.42.0002 Postage	4,775	4,986	(211)	-4.24%
86	528.32.43.0000 Mileage	5,087	5,149	(62)	-1.21%
87	528.32.43.0001 Travel	47,097	43,968	3,129	7.12%
88	528.32.43.0002 Per Diem	16,228	15,439	790	5.11%
89	528.32.43.0003 Non-Employee Mileage	-	-	-	0.00%
90	528.32.43.0004 Non Employee Travel	520	543	(23)	-4.24%
91	Subtotal Communication and Travel	171,992	148,190	23,802	16.06%
92	Equipment Rental and Leases				
93	528.32.45.0000 Rental Expense	5,738	4,000	1,738	43.45%
94	591.28.70.0000 Lease Expense	174,465	166,030	8,435	5.08%
95	591.28.70.0001 SBITA Expense	-	-	-	0.00%
96	Subtotal Equipment Rental and Leases	180,203	170,030	10,173	5.98%




Kitsap 911 Public Authority
2024 Budget Summary

		Proposed 2024	Amended 2023	Comparison Between 2024 and 2023	
97	Building Insurance and Utilities				
98	528.32.46.0000 Insurance	81,628	114,942	(33,314)	-28.98%
99	528.32.47.0001 Utilities-Water	3,548	4,604	(1,056)	-22.94%
100	528.32.47.0002 Utilities-Sewer	5,280	3,583	1,697	47.34%
101	528.32.47.0003 Electricity Cencom	129,106	117,968	11,138	9.44%
102	528.32.47.0004 Electricity Tower Sites	30,060	30,491	(431)	-1.41%
103	528.32.47.0005 Utilities-Waste Disposal	7,003	5,910	1,094	18.50%
104	528.32.47.0006 Utilities-Backup Internet & Cable	6,212	5,978	234	3.92%
105	Subtotal Building Insurance and Utilities	262,837	283,476	(20,639)	-7.28%
106	Repairs and Maintenance				
107	528.32.48.0000 Repairs & Maintenance-Building	163,650	181,061	(17,411)	-9.62%
108	528.32.48.0001 Repairs & Maint-Improvements	12,480	13,032	(552)	-4.24%
109	528.32.48.0002 Repairs & Maint-Equipment	90,836	91,306	(470)	-0.52%
110	528.32.48.0003 Repairs & Maintenance-Computer Equipment	567,439	477,303	90,135	18.88%
111	Subtotal Repairs and Maintenance	834,404	762,702	71,702	9.40%
112	KCIS Network and Information Technology				
113	528.33.41.0011 KCIS Charges (I/Leads)	161,529	149,088	12,441	8.34%
114	528.32.41.0013 KCIS Charges (Network & Security)	139,063	133,714	5,349	4.00%
115	528.32.41.0016 KCIS Charges (GIS)	-	-	-	0.00%
116	Subtotal KCIS Network and Information Technology	300,591	282,802	17,789	6.29%
117	MCT Hardware and Software				
118	528.33.35.0000 Small Tools and Equipment (MCT System)	-	-	-	0.00%
119	528.33.35.0001 Computer Software (MCT System)	35,814	28,795	7,019	24.37%
120	528.33.35.0002 Small Computer Equipment (MCT System)	23,345	2,898	20,447	705.47%
121	528.33.41.0013 Network and Support (MCT System)	2,059	2,898	(839)	-28.95%
122	528.33.42.0001 Cellular Telephone (MCT System)	223,600	204,859	18,741	9.15%
123	528.33.48.0002 Repairs & Maint- Equipment (MCT System)	282	295	(12)	-4.23%
124	528.33.48.0003 Repairs & Maint-Comp Equip (MCT System)	79,359	137,304	(57,945)	-42.20%
125	Subtotal MCT Hardware and Software	364,459	377,049	(12,590)	-3.34%
126	Other Expenditures				
127	528.32.49.0000 Credit Card Processing Fees	18	19	(1)	-4.22%
128	528.32.49.0001 Bank Account Maintenance Fees	1,437	1,703	(266)	-15.62%
129	528.32.49.0002 Finance Charges & Late Fees	350	557	(207)	-37.13%
130	528.32.49.0003 Dues & Subscriptions	26,533	31,978	(5,445)	-17.03%
131	528.32.49.0004 Registration & Tuition	35,803	41,014	(5,211)	-12.71%
132	528.32.49.0005 Printing & Binding	1,889	1,738	151	8.69%
133	528.32.49.0009 Other Miscellaneous	11,401	15,470	(4,069)	-26.30%
134	Subtotal Other Expenditures	77,431	92,478	(15,047)	-16.27%
135	Total Operating Supplies and Services	3,036,285	2,594,963	441,322	17.01%
136	Total Operating Expenditures	14,988,699	13,724,164	1,264,534	9.21%

Service Fees (Agency Allocations)

Agency	Base	Ileads	First Due	Axon Hosting	Mobile Responder	2024 Alocations	2023 Total	Delta	
Kitsap County	\$ 574,888.76	\$ 67,134.48		\$ -	\$ 2,544.00	\$ 644,567.24	\$ 637,451.00	\$ 7,116.24	1%
Kitsap Coroner	8,316.65	-		-	1,431.00	9,747.65	9,277.00	470.65	5%
Poulsbo PD	73,606.96	8,082.09		1,988.28	636.00	84,313.33	85,496.00	(1,182.68)	-1%
Bainbridge Island PD	86,729.99	9,628.02		-	1,113.00	97,471.01	108,409.00	(10,937.99)	-10%
Port Orchard PD	133,631.43	15,153.14		1,988.28	795.00	151,567.85	156,118.00	(4,550.15)	-3%
Suquamish PD	58,232.53	6,270.94		-	159.00	64,662.47	57,779.00	6,883.47	12%
Pt. Gamble PD	52,702.27	-		-	477.00	53,179.27	47,183.00	5,996.27	13%
Bremerton PD	328,066.91	38,058.18		1,988.28	159.00	368,272.37	369,761.00	(1,488.63)	0%
Bremerton Fire	171,584.76		\$ 13,502.91	-	-	185,087.67	183,963.00	1,124.67	1%
North Kitsap F&R	54,083.32		12,469.94	-	159.00	66,712.26	67,570.00	(857.74)	-1%
Port Gamble Fire	4,477.72		1,032.97	-	954.00	6,464.69	6,481.00	(16.31)	0%
Central Kitsap F&R	171,173.02		13,502.91	-	1,272.00	185,947.93	182,411.00	3,536.93	2%
South Kitsap F&R	206,102.63		13,502.91	-	954.00	220,559.54	219,556.00	1,003.54	0%
Poulsbo Fire/FD18	73,967.12		13,502.91	-	1,272.00	88,742.03	88,240.00	502.03	1%
Bainbridge Island Fire	57,119.93		13,502.92	-	-	70,622.85	73,119.00	(2,496.15)	-3%
	\$ 2,054,683.98	\$ 144,326.85	\$ 81,017.47	\$ 5,964.84	\$ 11,925.00	\$ 2,297,918.14	\$ 2,292,814.00	\$ 5,104.14	

Units of Use Annual Comparison								
Agency	3-Year Average	2022		2021		2020		2019 Units
		Units	% Change	Units	% Change	Units	% Change	
Kitsap County	75,432	78,923	0.78%	78,310	13.39%	69,063	-15.66%	81,882
Kitsap Coroner	439	548	44.59%	379	-3.07%	391	-0.26%	392
Poulsbo PD	9,081	8,885	-15.91%	10,566	35.60%	7,792	-28.72%	10,931
Bainbridge Island PD	10,818	9,212	-39.09%	15,124	86.30%	8,118	-41.93%	13,979
Port Orchard PD	17,026	16,972	-11.72%	19,225	29.20%	14,880	-27.74%	20,591
Suquamish PD	7,046	8,558	38.32%	6,187	-3.24%	6,394	-2.61%	6,566
Pt. Gamble PD	6,314	9,092	98.04%	4,591	-12.72%	5,260	-27.20%	7,226
Bremerton PD	42,762	43,376	-3.08%	44,756	11.46%	40,155	-15.91%	47,752
Bremerton Fire	9,710	10,602	22.11%	8,682	-11.83%	9,847	9.89%	8,961
North Kitsap F&R	3,122	3,316	14.15%	2,905	-7.66%	3,146	3.55%	3,038
Port Gamble Fire	261	291	10.23%	264	15.79%	228	-14.93%	268
Central Kitsap F&R	9,686	10,726	26.78%	8,460	-14.31%	9,873	13.64%	8,688
South Kitsap F&R	11,722	12,585	18.07%	10,659	-10.59%	11,921	11.38%	10,703
Poulsbo Fire/FD18	4,020	4,324	16.96%	3,697	-8.44%	4,038	9.73%	3,680
Bainbridge Island Fire	3,038	3,174	3.73%	3,060	6.29%	2,879	-9.47%	3,180

Legend	
	Increase Year-Over-Year
	Decrease Year-Over-Year
	Top 3 Highest % Change

Kitsap 911 Authorized Regular FTE Positions

Classification	Grade	2024	2023
Administrative Specialist	Admin1	2	2
Administrative Assistant	EXAD2U	1	0
Public Records Specialist	PUBREC	0.5	0
Deputy Director	M4	1	1
Executive Director	ED	1	1
Finance Manager	M1	1	1
Human Resources Manager	M1	1	1
Assistant Director for Operations	M2	1	1
Professional Standards Program Manager	PM1	1	1
Public Safety Communications Assistant Supervisor	OS1	6	6
Public Safety Communications Supervisor	OS2	4	4
Public Safety Systems Analyst	T7	0	1
Public Safety Systems Engineer	T8	4	4
Public Safety Systems Master Technician	T6	2	2
Public Safety Systems Senior Technician	T4	1	1
Public Safety Systems Technician	T2	4	2
Public Safety Telecommunicator 1	OP2	12	12
Public Safety Telecommunicator 2	OP4	37	37
Public Safety Telecommunicator Trainee	OP1	0	0
Senior Public Safety Program Manager/Radio Engineer	PM1	1	1
Technical Services Manager	M2	1	1
Training Program Manager	PM1	1	1
Total		82.5	80

Kitsap 911 Public Authority

Resolution 2023-004

Adopting the 2024 Operating Budget, Service Fees, and Authorized Regular FTE Positions.

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 to 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. 2024 Operating Budget Adopted. The Board of Directors hereby adopts the 2024 Operating Budget, including operating revenues and appropriations as attached in Exhibit 1.

Section 2. 2024 Service Fees Adopted. The Board of Directors hereby adopts the 2024 Service Fees as attached in Exhibit 2.

Section 3. Authorized Regular FTE Positions. The Board of Directors hereby adopts the 2024 Authorized Regular FTE Positions as attached in Exhibit 3.

Section 4. 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 6, 2023, 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

Kitsap 911 Public Authority
2024 Budget Summary

**Proposed
 2024**

1	Total Estimated Beginning Fund Balance	2,664,818
2	Operating Revenues	
3	Sales and Excise Tax	
4	337.16.00.0000 Emergency Communications Sales Tax 1	7,040,065
5	337.63.00.0000 Telephone Excise Tax	176,857
6	337.64.00.0000 Wireless Telephone Excise Tax	1,881,262
7	337.64.00.0001 Prepaid Wireless Telephone Excise Tax	283,092
8	337.65.00.0000 VoIP Telephone Excise Tax	305,113
9	361.40.00.0001 Penalties & Interest on Other Taxes	2,351
10	Subtotal Sales and Excise Tax	9,688,741
11	Service Fees and Surcharges	
12	342.80.50.0001 Service Fees (County, Cities, Fire Districts, Tribes Base Fees)	2,054,684
13	342.80.50.0002 Contract Revenues (Humane Society)	50,000
14	342.80.50.0004 Service Fees (Operating Surcharges i.e. i/Leads, First Due)	243,234
15	Subtotal Service Fees and Surcharges	2,347,918
16	Other Regular Revenues	
17	362.50.00.0000 Tower Leases	399,991
18	342.80.40.0002 Emergency Management Facility Maintenance Charges	-
19	334.01.80.0000 State E911 CPD Contract KC (WA State Military)	50,000
20	361.11.00.0001 Investment Interest	37,776
21	369.91.00.0000 Other Misc Revenue	9,367
22	Subtotal Other Regular Revenues	497,134
23	Grants and Other Revenues	
24	333.20.60.0000 State & Community HWY	970
25	342.80.50.0000 MCT NPRV Surcharges	99,541
26	Subtotal Grants and Other Revenues	100,511
27	Total Operating Revenues	12,634,304
28	Beginning Fund Balances and Total Operating Revenues	15,299,122

Kitsap 911 Public Authority
2024 Budget Summary

**Proposed
 2024**

		Proposed 2024
29	Operating Expenditures	
30	Operating Wages, Salaries, and Benefits	
31	528.32.10.0000 Regular Salaries	8,643,162
32	528.32.10.0001 Overtime Pay	755,747
33	528.32.10.0002 Retention Pay	-
34	528.32.10.0003 Sick Leave Payout	6,685
35	528.32.10.0004 Annual Leave Payout	27,644
36	528.32.10.0005 Shift Differential Pay	3,862
37	528.32.10.0006 Extra Help	44,583
38	528.32.10.0007 Out of Class Pay	5,000
39	528.32.10.0008 Miscellaneous Pay	86,177
40	528.32.10.0009 Salary/Benefit Attrition	(600,871)
41	528.32.10.0010 Recruitment Bonus	9,000
42	528.32.20.0001 Social Security	752,010
43	528.32.20.0002 PERS Retirement	911,225
44	528.32.20.0003 Medical Insurance	1,095,723
45	528.32.20.0004 Dental Insurance	79,822
46	528.32.20.0005 Life Insurance	9,230
47	528.32.20.0006 Meal Vouchers	20,084
48	528.32.20.0008 Unemployment Compensation	39,321
49	528.32.20.0010 Personnel Benefits	-
50	528.32.20.0011 Industrial Insurance	41,971
51	528.32.20.0012 PFMLA	21,038
52	528.32.20.0013 Out of State Payroll Taxes	1,000
53	Total Operating Wages, Salaries, and Benefits	11,952,413

Kitsap 911 Public Authority
2024 Budget Summary

**Proposed
 2024**

54	Operating Supplies and Services	
55	Supplies and Fuel	
56	528.32.31.0000 Office Supplies	14,816
57	528.32.31.0001 Tech Supplies	1,560
58	528.32.31.0002 Employee Recognition	10,448
59	528.32.31.0003 Reference Materials	871
60	528.32.31.0004 Janitorial Supplies	7,124
61	528.32.31.0005 PEC Supplies	5,000
62	528.32.32.0000 Fuel-Generators	2,600
63	528.32.32.0002 Fuel-Towers	3,120
64	528.32.32.0003 Fuel Vehicle	7,696
65	Subtotal Supplies and Fuel	53,235
66	Computer Equipment and Software	
67	528.32.35.0000 Small Tools & Equipment	14,495
68	528.32.35.0001 Computer Software	369,707
69	528.32.35.0002 Computer Equipment	39,728
70	528.32.35.0003 Small Computer Equipment	13,000
71	Subtotal Computer Equipment and Software	436,930
72	Professional Services	
73	528.32.41.0000 Engineering & Architectural	5,200
74	528.32.41.0001 Applicant Testing and Screening	41,952
75	528.32.41.0002 Management Consulting	42,497
76	528.32.41.0003 Legal Services	12,762
77	528.32.41.0004 Other Professional Service	238,043
78	528.32.41.0005 Advertising	9,263
79	528.32.41.0006 Legal Settlement Costs	-
80	528.32.41.0008 Translation Services	4,486
81	Subtotal Professional Services	354,202
82	Communication and Travel	
83	528.32.42.0000 Telephone	75,218
84	528.32.42.0001 Cellular Telephone	23,067
85	528.32.42.0002 Postage	4,775
86	528.32.43.0000 Mileage	5,087
87	528.32.43.0001 Travel	47,097
88	528.32.43.0002 Per Diem	16,228
89	528.32.43.0003 Non-Employee Mileage	-
90	528.32.43.0004 Non Employee Travel	520
91	Subtotal Communication and Travel	171,992
92	Equipment Rental and Leases	
93	528.32.45.0000 Rental Expense	5,738
94	591.28.70.0000 Lease Expense	174,465
95	591.28.70.0001 SBITA Expense	-
96	Subtotal Equipment Rental and Leases	180,203

Kitsap 911 Public Authority
2024 Budget Summary

**Proposed
2024**

97	Building Insurance and Utilities		
98	528.32.46.0000	Insurance	81,628
99	528.32.47.0001	Utilities-Water	3,548
100	528.32.47.0002	Utilities-Sewer	5,280
101	528.32.47.0003	Electricity Cencom	129,106
102	528.32.47.0004	Electricity Tower Sites	30,060
103	528.32.47.0005	Utilities-Waste Disposal	7,003
104	528.32.47.0006	Utilities-Backup Internet & Cable	6,212
105	Subtotal Building Insurance and Utilities		262,837
106	Repairs and Maintenance		
107	528.32.48.0000	Repairs & Maintenance-Building	163,650
108	528.32.48.0001	Repairs & Maint-Improvements	12,480
109	528.32.48.0002	Repairs & Maint-Equipment	90,836
110	528.32.48.0003	Repairs & Maintenance-Computer Equipment	567,439
111	Subtotal Repairs and Maintenance		834,404
112	KCIS Network and Information Technology		
113	528.33.41.0011	KCIS Charges (I/Leads)	161,529
114	528.32.41.0013	KCIS Charges (Network & Security)	139,063
115	528.32.41.0016	KCIS Charges (GIS)	-
116	Subtotal KCIS Network and Information Technology		300,591
117	MCT Hardware and Software		
118	528.33.35.0000	Small Tools and Equipment (MCT System)	-
119	528.33.35.0001	Computer Software (MCT System)	35,814
120	528.33.35.0002	Small Computer Equipment (MCT System)	23,345
121	528.33.41.0013	Network and Support (MCT System)	2,059
122	528.33.42.0001	Cellular Telephone (MCT System)	223,600
123	528.33.48.0002	Repairs & Maint- Equipment (MCT System)	282
124	528.33.48.0003	Repairs & Maint-Comp Equip (MCT System)	79,359
125	Subtotal MCT Hardware and Software		364,459
126	Other Expenditures		
127	528.32.49.0000	Credit Card Processing Fees	18
128	528.32.49.0001	Bank Account Maintenance Fees	1,437
129	528.32.49.0002	Finance Charges & Late Fees	350
130	528.32.49.0003	Dues & Subscriptions	26,533
131	528.32.49.0004	Registration & Tuition	35,803
132	528.32.49.0005	Printing & Binding	1,889
133	528.32.49.0009	Other Miscellaneous	11,401
134	Subtotal Other Expenditures		77,431
135	Total Operating Supplies and Services		3,036,285
136	Total Operating Expenditures		14,988,699

Service Fees (Agency Allocations)

Agency	Base	lleads	First Due	Axon Hosting	Mobile Responder	2024 Allocations
Kitsap County	\$ 574,888.76	\$ 67,134.48		\$ -	\$ 2,544.00	\$ 644,567.24
Kitsap Coroner	8,316.65	-		-	1,431.00	9,747.65
Poulsbo PD	73,606.96	8,082.09		1,988.28	636.00	84,313.33
Bainbridge Island PD	86,729.99	9,628.02		-	1,113.00	97,471.01
Port Orchard PD	133,631.43	15,153.14		1,988.28	795.00	151,567.85
Suquamish PD	58,232.53	6,270.94		-	159.00	64,662.47
Pt. Gamble PD	52,702.27	-		-	477.00	53,179.27
Bremerton PD	328,066.91	38,058.18		1,988.28	159.00	368,272.37
Bremerton Fire	171,584.76		\$ 13,502.91	-	-	185,087.67
North Kitsap F&R	54,083.32		12,469.94	-	159.00	66,712.26
Port Gamble Fire	4,477.72		1,032.97	-	954.00	6,464.69
Central Kitsap F&R	171,173.02		13,502.91	-	1,272.00	185,947.93
South Kitsap F&R	206,102.63		13,502.91	-	954.00	220,559.54
Poulsbo Fire/FD18	73,967.12		13,502.91	-	1,272.00	88,742.03
Bainbridge Island Fire	57,119.93		13,502.92	-	-	70,622.85
	\$ 2,054,683.98	\$ 144,326.85	\$ 81,017.47	\$ 5,964.84	\$ 11,925.00	\$ 2,297,918.14

Kitsap 911 Authorized Regular FTE Positions

Classification	Grade	2024
Administrative Specialist	Admin1	2
Administrative Assistant	EXAD2U	1
Public Records Specialist	PUBREC	0.5
Deputy Director	M4	1
Executive Director	ED	1
Finance Manager	M1	1
Human Resources Manager	M1	1
Assistant Director for Operations	M2	1
Professional Standards Program Manager	PM1	1
Public Safety Communications Assistant Supervisor	OS1	6
Public Safety Communications Supervisor	OS2	4
Public Safety Systems Analyst	T7	0
Public Safety Systems Engineer	T8	4
Public Safety Systems Master Technician	T6	2
Public Safety Systems Senior Technician	T4	1
Public Safety Systems Technician	T2	4
Public Safety Telecommunicator 1	OP2	12
Public Safety Telecommunicator 2	OP4	37
Public Safety Telecommunicator Trainee	OP1	0
Senior Public Safety Program Manager/Radio Engineer	PM1	1
Technical Services Manager	M2	1
Training Program Manager	PM1	1
Total		82.5

Kitsap 911

Governing Directive

Purpose: This document outlines the responsibilities of Kitsap 911 and the law enforcement, fire, and other agencies for whom dispatch services are provided “agencies” when Kitsap 911 funds are used for Mobile Computer Terminal (MCT) replacements.

Definitions

Primary Response Vehicle (Law Enforcement): All uniformed officers (patrol, traffic, etc.) and 1st line supervisors that respond to calls, as well as the Marine Units & Coroners Vans.

Primary Response Vehicle (Fire): Medic & Backup Medic, Engine, Aid, Ladder, Marine, Career & Volunteer Duty Chief Vehicle (Assigned to 24-hour shift).

Non-Primary Response Vehicle: Any unit/vehicle that does not meet the definition of Primary Response Vehicle Including but not limited to, spare vehicles, backup vehicles, reserve vehicles, fire vehicles with Xray or Adam designator, fire vehicles not staffed on a 24/7 basis and/or any vehicle equipped with all MCT hardware except the actual MCT Computer.

Policy

1. Use of Kitsap 911 Funds to purchase Mobile Computer Terminals (MCT) is subject to either funding appropriation by the Board of Directors, Response Agency Reimbursement, or both.
2. When appropriated, Kitsap 911 funds may be used to purchase MCTS for Primary Response Vehicles (PRV), subject to a standardized equipment list adopted by Kitsap 911.
 - a. Response Agencies may order non-standard equipment subject to entering into a service and support agreement with Kitsap 911, provided the agency is responsible for any additional charges associated with their hardware selection. The Service and Support Agreement will outline financial and technical support responsibilities as agreed upon between Kitsap 911 and the response agency.
3. When the Board of Directors authorizes a “full round” of MCT replacements, Kitsap 911 will budget and pay for replacement of all Primary Response Vehicles in the fleet at the time of the Board action.
4. When the Board of Directors authorizes a “partial round” of MCT replacements, funds will be equitably allocated based on each agency’s proportion of the PRV fleet.

5. Actual replacement will occur as individual MCTs reach end of life, or according to a standard replacement schedule as adopted by Kitsap 911.
6. The definition of Primary Response Vehicles may be adjusted from time to time with the approval of the Executive Committee.
7. Agencies are responsible for initial hardware purchase costs when adding a new Primary Response Vehicle to their fleet.
8. Agencies are responsible for hardware, software, and licensing fees for any Non-Primary Response Vehicle.
9. Agency charges will be billed as a surcharge based on the agency's specific share of the cost.

Kitsap 911 2023 Key Projects and Initiatives

Technical Projects			Estimated			
Proj/Task#	Project/Initiative		Priority	Start	Completion	Status
2019	1	Backup Center - develop plans to leverage remote 911 to provide a more geo-diverse backup	3	9/30/2022	TBD	In Progress
2019	2	SUPPORT - RMS/JMS Replacement (Support KCIS)	3		6/30/2023	At Risk
2019	3	Replace UPS	5	4Q 2022	TBD	In Progress
2020	4	Evaluate feasibility of bringing all IT functions in house	4			
2020	5	Evaluate how to manage incoming data and media (NG911, Cameras, etc.)	3			Pending
2021	6	Closest Fire Unit Dispatch- Changing Gears Deployments	2	6/1/2021	Q4 2024	Delayed Start - In Progress
2022	7	Replace inventory/asset management software	4	9/30/2022	Q1 2023	Complete+
2022	8	Complete 10-year TSG Staffing Analysis	2	12/28/2022	Q2 2023	In Progress
2022	9	Security System Replacement	2	4Q 2022	Q3 2023	In Progress
2022	10	Replace Kitsap 911 Roof	3	1/16/2023	Q1 2023	Complete+
2022	11	Replace Blue Truck	4	11/1/2022	Q3 2023	At Risk
2022	12	MCT Replacement	1	10/19/2022	Q2 2023	In Progress
2022	13	Cad to Cad Interface with South Sound 911	2	Q3 2022	Q4 2023	In Progress
2023	14	Data Logging Software	3	Q2 2023	Q4 2023	Not Started
2023	15	Office and MDM Replacement	3	1/15/2023	Q2 2023	In Progress
2023	16	Upgrade Accounting Software	4	Q4 2022	Q1 2023	Complete+
2023	17	Secondary Edge Frontier License	3	Q3 2023	TBD	Not Started
2023	18	Improve redundancy of VX Rail Infrastructure	3	4/1/2023	Q4 2023	⁴⁸ In Progress

Proj/Task#		Project/Initiative	Priority	Start	Completion	Status
2023	19	Offsite Backup Enhancements	3	Q2 2023	Q4 2024	In Progress
2023	20	Network Security Analysis	3	Q3 2023	Q4 2023	Not Started
2023	21	First Due Interface for Edge Frontier	4	Q4 2023	TBD	Not Started
2023	22	Move Up Module	4			Pending
2023	23	Replace AV System	4	Q4 2023	TBD	Not Started
2023	24	Dispatch Floor Project - Carpet	3	Q4 2023	TBD	Not Started
2023	25	Dispatch Floor Project - Soundproofing	3	Q4 2023	TBD	Not Started
2023	26	Dispatch Floor Project - Console Furniture	2	Q4 2023	TBD	Not Started
2023	27	Support Fire Service Efforts to Improve EMS Wait times with SMMC	3	Q1 2023	TBD	In Progress

Microwave Replacement Project (Multi-Year)			Estimated			
Task#		Milestone	Priority	Start	Completion	Status
MV	1	Onsite training for Staff	2	2/27/2023	3/3/2023	Complete
MV	2	Factory Staging Assessment Testing	1	3/6/2023	3/10/2023	Complete
MV	3	Indoor Equipment Installation	2	5/15/2023	8/1/2023	In Progress
MV	4	Outdoor Equipment Installation	2	7/1/2023	11/1/2023	
MV	5	Project Completion	2		Q1 2024	

LMR Replacement Project (Multi -Year)			Estimated			
Task#		Milestone	Priority	Start	Completion	Status
LMR	1	Vendor Demonstations	3	2/15/2023	3/24/2023	Complete
LMR	2	First cut of RFP proposals	2	3/20/2023	3/27/2023	Complete
LMR	3	RFP Interviews and Reference Checks	3	3/27/2023	4/7/2023	Late

Proj/Task#		Project/Initiative	Priority	Start	Completion	Status
LMR	4	Final Vendor Selection Recommendation	2	9/29/2023	TBD	
LMR	5	Contract Negotiations with awarded responder	2	TBD	TBD	
LMR	6	Project Kick off and begin system design work	1	Q4 2023	TBD	

Executive Summary

Kitsap 911 Board of Directors

Summary: For the year-to-date period ended April 30, 2023 (33.33% of the year elapsed), revenues were above, and operating expenditures were below expectations.

Revenues: As of April 2023, we have received approximately \$6.3M (33.41%) of projected annual revenues, exceeding our year-to-date forecast of \$6.1M (32.52%) by approximately \$168K (0.89%).

Revenues	Expected	Actual	Variance	
Sales Tax 1	\$2.09 M 31.63%	\$2.19 M 33.08%	\$0.10 M 1.45%	●
Sales Tax 2	\$2.09 M 31.63%	\$2.19 M 33.08%	\$0.10 M 1.45%	●
Excise Tax	\$0.90 M 34.62%	\$0.89 M 33.93%	-\$0.02 M -0.69%	◆
Other Revenues	\$1.03 M 34.62%	\$1.02 M 34.42%	-\$0.01 M -0.20%	◆
Total Revenue	\$6.12 M 32.52%	\$6.29 M 33.41%	\$0.17 M 0.89%	●

We have received approximately \$4.4M (33.08%) in total sales tax revenues, which was above our year-to-date forecast of \$4.2M (31.63%) by approximately \$191K (2.89%). Total sales tax revenues are divided evenly on the table above between our two 1/10th of 1% allocations, each receiving \$2.2M year-to-date.

We have received approximately \$887K (33.93%) of the total projected excise tax revenues, which was in-line with our year-to-date forecast of \$905K (34.62%), below expectations by approximately \$18K (0.69%).

Other revenues received were \$1.0M (34.42%), which was in-line with our year-to-date forecast of \$1.0M 34.62%), under expectations by approximately \$6K (0.20%). For April 2023, the variance from budget was due to lower than anticipated user agency fee receipts.

Operating Expenditures: As of April 2023, we have expended approximately \$5.0M (36.14%) of our total operating expenditures appropriation, which was under our year-to-date expectation of \$5.3M (38.85%) by approximately \$371K (2.71%).

Operating Expenditures	Expected	Actual	Variance	
Operating Salaries & Benefits	\$4.09 M 36.78%	\$3.95 M 35.45%	\$0.15 M 1.33%	●
Operating Non-Labor	\$1.24 M 47.70%	\$1.01 M 39.11%	\$0.22 M 8.59%	●
Total Operating Expenditures	\$5.33 M 38.85%	\$4.96 M 36.14%	\$0.37 M -2.71%	●

We have expended approximately \$3.9M (35.45%) of our total operating salaries and benefits budget, which was under our year-to-date goal of \$4.1M (36.78%), under budget by approximately \$148K (3.62%).

We have expended approximately \$1.0M (39.11%) of the total Operating Supplies, Services, and Inter-fund expenditures, which was below our year-to-date goal of \$1.2M (47.70%), under expectations by approximately \$223K (8.59%).

Radio, LMR, and MCT Replacement Project Expenditures: As of April 2023, we have expended approximately \$3.1M (30.74%) of our total annual appropriation of \$10.2M.

Radio, LMR, & MCT Replacement Projects	Appropriation	YTD	Remaining	
Technical Projects	\$9.83 M 100.00%	\$3.03 M 30.78%	\$6.80 M 69.22%	●
Non-Operating Labor	\$0.36 M 100.00%	\$0.10 M 29.45%	\$0.25 M 70.55%	●
Total Non-Operating Expenditures	\$10.18 M 100.00%	\$3.13 M 30.74%	\$7.05 M 69.26%	●

Other Capital Projects and Non-Operating Expenditures: As of April 2023, we have expended approximately \$381K (14.67%) of our total annual appropriation of \$2.6M.

Other Non-Operating Expenditures	Appropriation	YTD	Remaining	
Technical Projects	\$2.52 M 100.00%	\$0.38 M 15.09%	\$2.14 M 84.91%	●
Non-Operating Supplies and Services	\$0.09 M 100.00%	\$0.00 M 2.08%	\$0.08 M 97.92%	●
Total Non-Operating Expenditures	\$2.60 M 100.00%	\$0.38 M 14.67%	\$2.22 M 85.33%	●

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

Risks: A slowing economy, 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 04/30/2023

Description	2023 Annual Budget	April 2023 Expected Budget \$	April 2023 Expected Budget %	April 2023 YTD	Delta to Annual Budget		Delta to YTD Budget		
					\$	%	\$	%	
Revenues									
Sales Tax 1	\$ 6,613,461	\$ 2,091,838	31.63%	\$ 2,187,534	\$4,425,927	33.08%	\$95,696	104.57%	
Sales Tax 2	6,613,461	2,091,838	31.63%	2,187,534	4,425,927	33.08%	95,696	104.57%	
Telephone Excise Tax	2,613,822	904,784	34.62%	886,955	1,726,867	33.93%	(17,829)	98.03%	
Other Revenues	2,974,311	1,029,569	34.62%	1,023,713	1,950,598	34.42%	(5,856)	99.43%	
Total Revenues	\$18,815,055	\$6,118,029	32.52%	\$ 6,285,736	\$12,529,319	33.41%	\$167,707	102.74%	
Operating Expenditures									
Operating Labor									
Salaries	\$ 8,819,946	\$ 3,229,457	36.62%	\$ 3,015,848	\$5,804,099	34.19%	(\$213,609)	93.39%	
Payroll Taxes	781,293	273,453	35.00%	260,187	521,106	33.30%	(13,265)	95.15%	
Benefits	2,147,265	805,224	37.50%	669,688	1,477,577	31.19%	(135,536)	83.17%	
Budgeted Attrition	(619,304)	(214,374)	34.62%	-	(619,304)	0.00%	214,374	0.00%	
Total Labor	\$ 11,129,201	\$ 4,093,760	36.78%	\$ 3,945,723	\$7,183,477	35.45%	(\$148,037)	96.38%	
Operating Supplies and Services									
Supplies	\$ 359,082	\$ 168,194	46.84%	\$ 114,532	\$244,551	31.90%	(\$53,663)	68.09%	
Professional Services	423,976	113,583	26.79%	163,789	260,187	38.63%	50,206	144.20%	
Communications	287,950	97,558	33.88%	76,687	211,263	26.63%	(20,871)	78.61%	
Travel	65,098	18,364	28.21%	7,464	57,635	11.47%	(10,900)	40.64%	
Advertising	9,673	4,811	49.74%	1,566	8,107	16.19%	(3,245)	32.55%	
Operating Rents/Leases	170,030	33,411	19.65%	54,169	115,862	31.86%	20,758	162.13%	
Insurance	114,942	114,942	100.00%	95,195	19,747	82.82%	(19,747)	82.82%	
Utilities	168,534	58,144	34.50%	61,173	107,361	36.30%	3,028	105.21%	
Repairs & Maintenance	900,301	584,295	64.90%	425,335	474,966	47.24%	(158,961)	72.79%	
Miscellaneous	92,478	43,086	46.59%	13,894	78,584	15.02%	(29,191)	32.25%	
Total Supplies and Services	2,592,065	1,236,389	47.70%	1,013,803	\$1,578,262	39.11%	(\$222,586)	82.00%	
Total Operating Expenditures	\$ 13,721,266	\$ 5,330,149	38.85%	\$ 4,959,526	\$8,761,740	36.14%	(\$370,622)	93.05%	
Capital and Other Non-Operating Expenditures									
Radio, LMR, and MCT Replacement Projects									
Technical Projects	\$ 9,827,857			\$ 3,026,997	\$6,800,860	30.80%			
Non-Operating Labor	356,021			104,835	251,186	29.45%			
Non-Operating Supplies and Services	-			-	-	0.00%			
Total Non-Operating Expenditures	10,183,878			3,131,832	\$7,052,046	30.75%			
Other Capital and Non-Operating Expenditures									
Technical Projects	\$ 2,515,584			378,143	\$2,137,441	15.03%			
Non-Operating Supplies and Services	85,000			1,767	83,233	2.08%			
Total Non-Operating Expenditures	2,600,584			379,909	\$2,220,675	14.61%			
Total Expenditures	\$ 26,505,728			\$ 8,471,267	\$18,034,461	31.96%			



Kitsap 911

Fund Balance Summary

Net Fund Position	as of 04/30/2023
Temporary Investment Balance	\$ 6,573,534.91
Cash Balance	
Warrant Account	1,517,319.21
Payroll Account	604,875.20
Flex Spending Account	34,368.24
Petty Cash	400.00
Cash Subtotal	<u>2,156,962.65</u>
Total Cash and Cash Equivalents	<u>8,730,497.56</u>
Add: Outstanding Warrants	15,069.57
Less: Outstanding Receipts	-
Net Fund Position	<u>\$ 8,745,567.13</u>

Funds Committed for Capital and Non-Operating Projects
As of April 2023

Funds Committed for Non-Operating Projects and Expenditures

Job Code	Project	Estimated Project Total	Total Funds Appropriated	Current Month Expenditures	YTD Expenditures	LTD Expenditures	Budgeted Funds Remaining	Approved via Resolution No.
64	Dispatch Floor Project - Console Furniture	\$ 500,000.00	\$ 500,000.00	\$ -	\$ -	\$ -	\$ 500,000.00	2022-007
61	CCTV and Access Control Replacement	500,000.00	500,000.00	-	-	-	500,000.00	2023-001
40	UPS Hardware Replacement	300,000.00	300,000.00	-	-	-	300,000.00	2022-007
62	Carver Roof Replacement	250,000.00	250,000.00	-	138,547.50	138,547.50	111,452.50	2022-007
67	Replace AV System	250,000.00	250,000.00	-	-	-	250,000.00	2022-007
68	VX Rail Infrastructure	200,000.00	200,000.00	-	-	-	200,000.00	2022-007
65	Dispatch Floor Project - Carpet	150,000.00	150,000.00	-	-	-	150,000.00	2022-007
66	Dispatch Floor Project - Soundproofing	150,000.00	150,000.00	-	-	-	150,000.00	2022-007
69	Move-up Module	100,000.00	100,000.00	-	-	-	100,000.00	2022-007
55	Replace Blue Truck	80,000.00	80,000.00	-	-	-	80,000.00	2022-002
44	Server Virtualization & Cyber Security	55,000.00	55,000.00	3,142.98	3,142.98	3,142.98	51,857.02	2022-002
70	Data Logging Software	50,000.00	50,000.00	-	-	-	50,000.00	2022-007
71	First Due Interface	50,000.00	50,000.00	-	-	-	50,000.00	2022-007
72	Network Security Analysis	50,000.00	50,000.00	-	-	-	50,000.00	2022-007
56	Replace Supervisor & Training Room PCs	23,000.00	23,000.00	-	-	-	23,000.00	2022-002
74	Office and MDM Replacement	20,000.00	20,000.00	-	-	-	20,000.00	2022-007
75	Offsite Backup Enhancements	20,000.00	20,000.00	-	-	-	20,000.00	2022-007
49	Antenna Repairs	20,000.00	20,000.00	-	-	-	20,000.00	2022-002
73	Secondary Edge Frontier Licenses	15,000.00	15,000.00	-	-	-	15,000.00	2022-007
Subtotal Capital Projects		\$ 2,783,000.00	\$ 2,783,000.00	\$ 3,142.98	\$ 141,690.48	\$ 141,690.48	\$ 2,641,309.52	

Funds Committed for Capital Projects

Job Code	Project	Estimated Project Total	Total Funds Committed	Current Month Expenditures	YTD Expenditures	LTD Expenditures	Budgeted Funds Remaining	Approved via Resolution No.
58	LMR Replacement Project	\$ 39,000,000.00	\$ 4,000,000.00	\$ 748.52	\$ 748.52	\$ 748.52	\$ 3,999,251.48	2022-010
63	MCT Replacement	3,740,000.00	3,740,000.00	750.65	2,788,257.55	2,788,257.55	951,742.45	2022-010
57	Microwave System	2,000,000.00	2,000,000.00	167,044.71	342,826.03	342,826.03	1,657,173.97	2022-002
Subtotal Non-Operating Projects		\$ 44,740,000.00	\$ 9,740,000.00	\$ 168,543.88	\$ 3,131,832.10	\$ 3,131,832.10	\$ 6,608,167.90	
Total Capital and Non-Operating Projects		\$ 47,523,000.00	\$ 12,523,000.00	\$ 171,686.86	\$ 3,273,522.58	\$ 3,273,522.58	\$ 9,249,477.42	

Funds Assigned

As of April 2023

Job Code	Project	Year Assigned	Total Funds Assigned	Current Month Expenditures	YTD Expenditures	LTD Expenditures	Assigned Funds Remaining
	Stabilization Fund	2023	\$ 2,188,277.00	\$ -	\$ -	\$ -	\$ 2,188,277.00
	Microwave System (Equipment and Installation) - Cash Flow	2023	2,187,534.02	-	-	-	2,187,534.02
	Payroll Cashflow	2023	350,000.00	-	-	-	350,000.00
29	Unexpended Fire Alerting Project Funds	2022	128,192.11	265.84	265.84	265.84	127,926.27
26	Backup Center	2022	108,673.07	-	-	-	108,673.07
50	Simulcast Tuning	2022	13,125.00	-	-	-	13,125.00
Total Assigned Funds			\$ 4,975,801.20	\$ 265.84	\$ 265.84	\$ 265.84	\$ 4,975,535.36