

Kitsap 911 Board of Directors Meeting

September 5, 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)
Action Items		
4	Approval of Minutes from 06/06/2023 and 08/09/2023	(Chair)
Discussion Item		
5	2024 Meeting Schedule	(Kirton)
Reports (time permitting)		
6	Staffing Report	(Jameson-Owens)
7	Goals and Tech Project Report	(Wecker)
8	Finance Report	(Kirton)
9	LMR Project Update	(Kirton/Peabody)
10	Executive Committee Report <ul style="list-style-type: none">• Approved various warrants, payroll and electronic fund transfers.• Received regular staff reports• Ratification of K911-059 Clearwire	(Kirton/Wiley)
11	Good of the Order	(All)
12	Adjourn	(Chair)

Public Comment may be submitted to pubcomment@kitsap911.org All comments received prior to 12:00 PM on September 4, 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: September 5, 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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**Kitsap 911 Board of Directors Meeting on
June 6, 2023**

Via Virtual Meeting and Norm Dicks Governance Center

ATTENDING:

Board of Directors:

Charlotte Garrido, Kitsap County Commissioner
Katie Walters- 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
Brandon Wecker-Technician Service Manager
Jamie Donley- Deputy Operations Manager
Steve Rogers-Financial Manager
Scott Peabody-Radio Program Manager
Stephanie Browning- Administrative Specialist
Rachelle Tate-Administrative Specialist

Absent:

Denise Frey- City of Bremerton Council Member

Guests:

Sheila Ring-Kitsap 911

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.

Employee Recognition- Deputy Director Maria Jameson-Owens introduced Sheila Ring who has been with Kitsap 911 on-and-off for almost 15 years. She was nominated and won the Washington State APCO Telecommunicator of the Year Award for a critical incident that involved weapons and 200 people at a tavern in Bremerton. The board offered her their congratulations and thanked her.

Approval of Minutes:

Director Bob Muhleman made a motion to approve the minutes from 03/03/2023. Motion was seconded by Director Katie Walters. Motion Passed.

Approval of Resolution 2023-004 the 2024 Operating Budget, Service Fees, and Authorized Regular FTE Positions.

Finance Manager Steve Rogers presented the 2024 Operating Budget. He highlighted the following.

**Revenue has a modest growth curve of 6%*

**Excise Taxes are expected to be roughly flat besides land lines which will be dropping*

**3.5% more in operating revenues*

**Labor cost increase approx. 7%*

**Computer Software and Hardware costs increase mostly for license costs, but a portion and most hardware are due to routine PC Replacements.*

**SBITA is a new line item, which is a subscription-based information technology arrangement.*

The State Auditor's Office is requiring us to differentiate between SBITA and non SBITA software. Kitsap 911 is in the process of implementing the new guidance and read through every software agreement to see what needs to be classified.

**Utility numbers are based on current usage and is a 9% increase.*

**MCT repair costs will hopefully decrease with new MCTs*

**The overall operating budget increased by 9.2% and 98% of this from labor changes; excluding these items the budget is roughly flat.*

**Units of Use comparison are included for the user agencies.*

**Due to the growth and demand on the Administrative and Technical services groups, additional positions are requested in both. In Admin is a 1.0 Administrative Assistant and a .50 Public Records Specialist; these positions are badly needed to compensate for the steady increase in administrative work over the past few years. The Technical Services group is requesting to add 2 new Public Safety Systems Technicians primarily to help with MCTs.*

Director Coughlin asked Mr. Rogers to confirm that total revenues are 12.4M and expenditures are 15M with a loss of 2.4M. Mr. Rogers stated that is mostly correct; Kitsap 911 has 2 allocations of the 1/10th of 1% of sales tax, and for reporting, we keep the second 1/10th assigned for capital projects, which is why you don't see it in the operating budget.

Director Rob Putansuu made a motion to approve Resolution 2023-004. Motion was seconded by Director Joe Deets. Motion Passed.

MCT Replacement

Executive Director Kirton stated the document in reference the MCT Replacement begins on page 46 of the agenda packet. The Kitsap 911 Executive Committee approved, and the Board of Directors ratified and appropriate funds for replacement of MCTs Replacement.. The motion was to do a round of replacements for primary response vehicles, the current fleet. We have begun the process of rolling these MCTs out to the user agencies. During the process there were questions about how we would handle agencies who recently purchased MCTs that were not ready to be replaced and other questions about fleet growth. The Governing Directive outlines the user agency's and Kitsap 911's responsibilities as well as the definitions for primary response vehicles. For example, we will have funds set aside for the replacement based on the initial appropriation for agencies that purchased MCTs that are not ready to be replaced. If an agency adds new primary response vehicles, that agency would be responsible for the first MCT but once it is in the primary response vehicle fleet, Kitsap 911 would replace it, subject to future appropriation and approval from the board.

Chair Ellingson asked if this was run-through the SAB (Strategic Advisory Board), and if they weighed in on the proposal. Mr. Kirton said there have been many discussions with the SAB and does not feel that we have consensus from the SAB on this issue.

Director Erickson stated as an agency that went out and bought our MCTs a little bit ago, this keeps all our agencies on the straight and narrow. We have had some agencies decide they want a bunch of MCTs all of a sudden and that Kitsap 911 was supposed to purchase them and that isn't fair. This policy is we replace MCTs that have been issued. Keeps everything fair.

Director Wheeler asked for a summary of an opposing viewpoint to this directive. Mr. Kirton said some agencies would like to see a significant expansion of Kitsap 911 responsibility and decrease in their financial responsibility. There are ongoing discussions on the definition of primary response vehicle and included in this directive is methodology for the Executive Committee to approve changes to the definition and of course actions of the Executive Committee are subject to review of the Board of Directors. This will give us the opportunity to continue discussion and bring forward any recommended changes.

Director Becky Erickson made a motion to approve the MCT Replacement Directive. Motion was seconded by Director Greg Wheeler. Motion Passed.

Staffing Report

Deputy Director Maria Jameson-Owens reported as of today Kitsap 911 is short eight positions on the operations floor. Currently, there is a hiring session taking place and the plan is to hire four new trainees. There are three dispatchers in law enforcement training and eight in call receiving training. Another hiring is planned for January. The Administrative and Technical divisions are fully staffed.

Director Deets asked if there is anything significant that we attribute to this improvement. Mrs. Jameson-Owens said Kitsap 911 continues to work on recruitment strategies. There is a retention bonus, recruitment bonus for laterals, and efforts for an intentional culture at Kitsap 911. We are continuing to work on the workplace environment to make it a place people want to work and stay working.

Director Erickson asked if the dispatch center is still working remotely? Mrs. Jameson-Owens said the dispatch center was never fully remote; there have always been people in the center. During times of COVID, remote kits were given out to some employees to work remotely. There is still ongoing testing of these capabilities. At Kitsap 911, there are isolation places in the facility and the trailer set up if someone is ill.

Goals and Tech Project Report

Technical Systems Manager Brandon Wecker provided the following report:

*2019-2 Support the County RMS/JMS- Kitsap County had their cutover on May 21st and Kitsap 911 worked with them to help deploy the new software to the MCTs prior to the cutover. Technicians also assisted them with tools to help users with the cutover.

*2019-3 Replace UPS System at Kitsap 911- The RFP for this replacement will be posted this week.

*2022-9 Replace Security System- This project is to replace Kitsap 911's Security System and cameras. Kitsap 911 has cutover to the new cameras and issued new badges. Now we are working on cutting over all the doors to the new card reader.

*2022-12 MCT Replacement- This project is Kitsap 911's purchasing and providing of MCT replacements in 2023. Kitsap 911 has begun the process of imaging the MCTs. 150 of the 300 MCTs are already imaged and issuing of completed MCTs to user agencies has begun.

*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. A virtual private network has been set up between the two agencies and the vendor has successfully completed the connection testing and is now working on pairing up the units and event mapping.

*2023-15 Office and MDM Replacement- This is the task of replacing our mobile device management solution with Microsoft Intune version. This replacement is being rolled out to all android devices in the next two weeks.

*2023-16 Upgrade Accounting Software- This was the task of moving the accounting software into the cloud. This process started early in 2022 and wrapped up in quarter one of 2023.

*2023-19 Offsite backup enhancements- This is improving our offsite critical systems at redundant locations and evaluating cold storage options.

Director Erickson asked how the I-Leads process was going. Mr. Wecker said the County cutover on the 21st and it was a successful cutover. They still have a number of post-cutover items to work through but for Kitsap 911, it went well.

Finance Report

Finance Manager Steve Rogers provided a financial report for the month ended April 30, 2023. For revenues, we are right in-line with expectations. Seeing a little deviation in budget in excise tax but not something to be alarmed about. For operating expenditures, labor was under budget by 148K and non-labor was also under by 243K. For the radio LMR and MCT Replacement projects, 3.1M has been expended. No reserves have been used to date and risks remain the same.

LMR Project Update

Radio Program Manager Scott Peabody presented the current status of the project. With the Microwave System, the indoor portion of the equipment has been installed. The FCC licenses process has been started and usually takes 30-45 days, so we should get our licenses sometime in July. We are removing obstructions from many of the microwave paths and then we will install the remainder of equipment. With respect to the radio system, we are currently building consensus with the recommendation of the vendor selection from the Radio Steering Committee and the Strategic Advisory Board (SAB). The fire representatives on the steering committee need a little more time.

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
- Adoption of Chair and Vice Chair of Executive Committee
- Adoption of Resolution 2023-003 Declaring Certain Personal Property as Surplus
- Ratification of K911-067, ADCOM Engineering
- Ratification of K911-068, Wellspring Employee Assistance Program
- Ratification of K911-069, Bainbridge Island Fire Resolution #03-2023
- Review of 2024 Operating Budget

Good of the Order

Director Wheeler commends the work of Kitsap 911 Sheila Ring that worked with the Bremerton bar call. Fortunately, those days are becoming further and further in the past and those situations are rare.

Director Erickson said there was a period when Mr. Wecker went down with her to the mission control at St. Michaels Hospital. She asked if anything was completed on mapping that data. Mr. Wecker stated we are still working on it and will have an update for the next meeting. Director Erickson said thank you and this team has done a great job.

The meeting was adjourned at 1:07 PM.

The next scheduled meeting of the Kitsap 911 Board of Directors is September 5, 2023, at 12:30 Virtually or In-Person at Norm Dicks Government Chambers.



**Special Kitsap 911 Board of Directors Meeting on
August 9, 2023
Via Virtual Meeting and Kitsap 911**

ATTENDING:

Board of Directors:

Katie Walters-Kitsap County Commissioner
Joe Deets-City of Bainbridge Island
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
Brandon Wecker-Technician Service Manager
Jamie Donley- Deputy Operations Manager
Steve Rogers-Financial Manager
Scott Peabody- Radio Project Manager
Stephanie Browning- Administrative Specialist

Absent:

Denis Frey- City of Bremerton Council Member
Charlotte Garrido-Kitsap County Commissioner
Becky Erickson- City of Poulsbo Mayor
Christin Rolfes- Kitsap County Commissioner
Sheriff John Gese- Kitsap County

Guests:

Chief Jim Gillard
Pat Donley
Jay Lovato
Jason Jerrel
Chief Jeff Faucett
Brad Steiner- ATT/FirstNet
Chad Luna
Teri Maa-JVCKennwick
Will
Calos Delatorre
Mark Nelson-Kitsap 911
Terry Brennon- RACOM
Sarah's I-phone
Mike Miller
Alex Boeddeker
John Clark
Eric Olsen
Mike Miller
Ken Bagwell-Kitsap 911 Legal Council
Chief Rob Harding

Call to Order: Chair David Ellingson called the meeting to order at 1:01 pm.

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

Approval of Interlocal Agreement for E911 Services and Reimbursements of Eligible Expenses with Kitsap County

Executive Director Richard Kirton briefed the Board of Directors on the contract and requested that the Board approve it.

Director Dusty Wiley made a motion to approve the Interlocal Agreement for E911 and Reimbursements of Eligible Expenses with Kitsap County. Motion was seconded by Directors Bob Muhleman. Motion Carried.

Radio Vendor Selection

Radio Project Manager Scott Peabody presented the recommendation (presentation attached) There was a unanimous recommendation from the Radio Steering Committee and the Strategic Advisory Board for the Radio Land Mobile RFP Vendor Selection. They recommend RACOM

as the primary vendor for the P25 radio system. More than 50 people participated in the RFP evaluation and all were truly engaged. Director Joe Deets stated that it was a great presentation, and he was supportive in both the decision and the decision process, but had a few requests. In relation to the contract, he would like to add to the motion that the Fire Chiefs review the contract before it is executed. Director Kirton said the process would be to take the contract through the SAB and up to the Executive Committee. Director Deets said that is excellent. The other item is that he would like to see the underlying financial data, since this project is being broken down into three phases. Mr. Kirton said the original budget includes this project, the microwave project, and towers. The 2nd 1/10th of 1% has been set aside and assigned for this project. He will come back with a budget amendment to move the radio, capital, LMR money from the reserves into the appropriations.

Director Putansuu asked to modify the motion language and not state “award” but rather use “select”.

Director Bob Muhleman made a motion to authorize staff to select the Radio RFP to RACOM, notify all RFP bidders, and begin contract negotiations. Motion was seconded by Director Dusty Wiley. Motion Carried

The meeting was adjourned at 1:35 PM.

The next scheduled meeting of the Kitsap 911 Board of Directors is September 5, 2023, at 12:30 Virtually or In-Person at Norm Dicks Government Chambers.

Special Board of Directors and Executive Committee Update

August 9, 2023

R. Scott Peabody, P.E.

speabody@kitsap911.org

360 552-8402



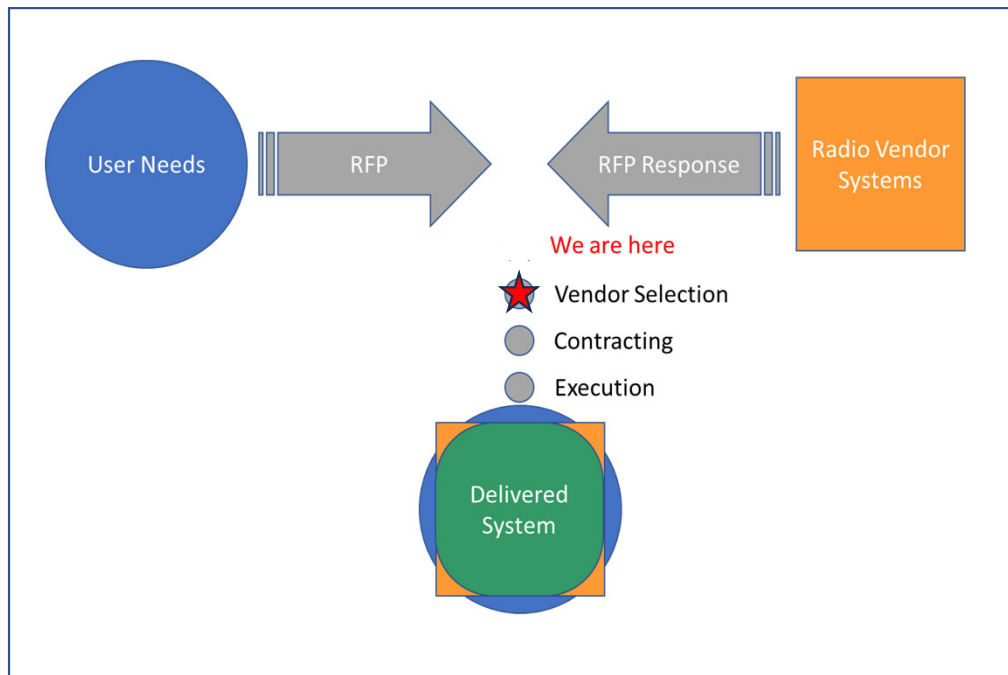


Topics

- Request for Approval to Award RFP
- Unanimous Recommendations
 - Radio Steering Committee
 - Strategic Advisory Board
- Evaluation Criteria and Results
- Next Steps



Vendor Selection Progress



- **Unanimous Recommendations:**
 - ✓ 6/13 Radio Steering Committee
 - ✓ 6/27 SAB
- **Next Steps:**
 - 8/9 Special BOD and Exec. Comm. Meeting
 - 1. Present Decision Package
 - 2. Request Approval to Notify Bidders



Radio Committee Recommendation

unanimously

The Radio Steering Committee[^] recommends RACOM as the primary vendor for the P25 radio system with the following clarifications:

- 1. As proposed, the console system upgrade will be contracted directly with Zetron.*
- 2. The Kitsap Fire Agencies and Kitsap 911 will continue to evaluate the fire portables certified to NFPA 1802 standard with a subsequent notification when a determination is made.*



SAB Recommendation



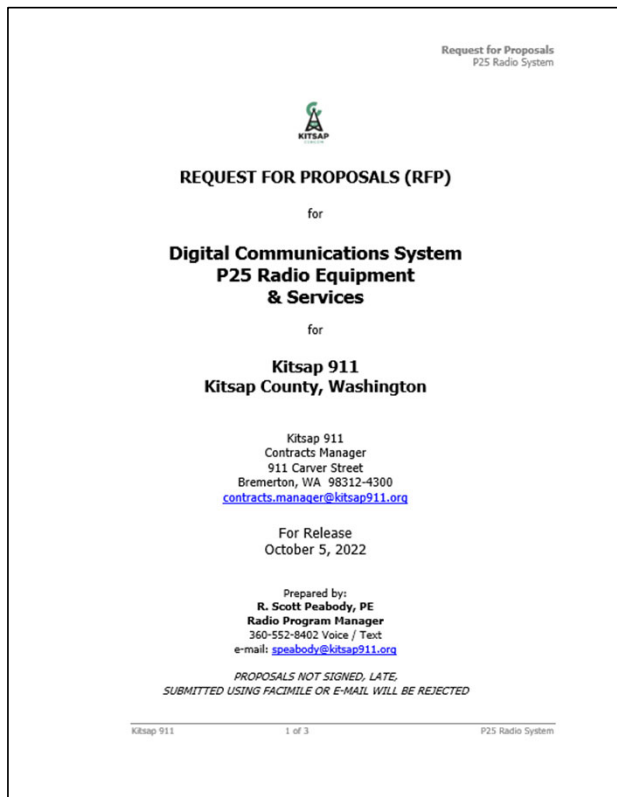
unanimously

The SAB[^] recommends RACOM as the primary vendor for the P25 radio system with the following clarifications:

- 1. As proposed, the console system upgrade will be contracted directly with Zetron.*
- 2. The Kitsap Fire Agencies and Kitsap 911 will continue to evaluate the fire portables certified to NFPA 1802 standard with a subsequent notification when a determination is made.*



Published Evaluation Criteria



- **Procurement under RCW 39.04.270**
“The request for proposal shall identify significant evaluation factors, including price, and their relative importance.”
- **Two Phase Evaluation**



Published Two Phase Evaluations

1 Pass
Fail

Evaluation Criteria – Phase 1	
Factor	Importance
Timely Submittal of Proposal	Pass/Fail
Proposal Package Security	Pass/Fail
Proposal Copies	Pass/Fail
Proposal Letter with Pricing Form <ul style="list-style-type: none"> See Exhibit P Proposal Format Include Pricing Form in Excel Format 	Pass/Fail
Exhibit F Mandatory Bidder Responsibility Checklist	Pass/Fail
Exhibit G Certification of Compliance with Wage Payment Statutes	Pass/Fail
Exhibit H Non-collusion Affidavit	Pass/Fail
Exhibit I RFP Addenda Acknowledgement	Pass/Fail
Exhibit J Vendor Information	Pass/Fail
Exhibit K References Forms (Customers and Subcontractors)	Pass/Fail
Exhibit L Proposal Bond Form	Pass/Fail
Exhibit M Performance Bond Form	Pass/Fail
Exhibit N Payment Bond Form	Pass/Fail
Proposal description, coverage maps, P25 Statement of User Needs (PDF and Word formats), and Requirements Compliance Matrix (PDF and Word formats)	Pass/Fail

2 Significant
Factors



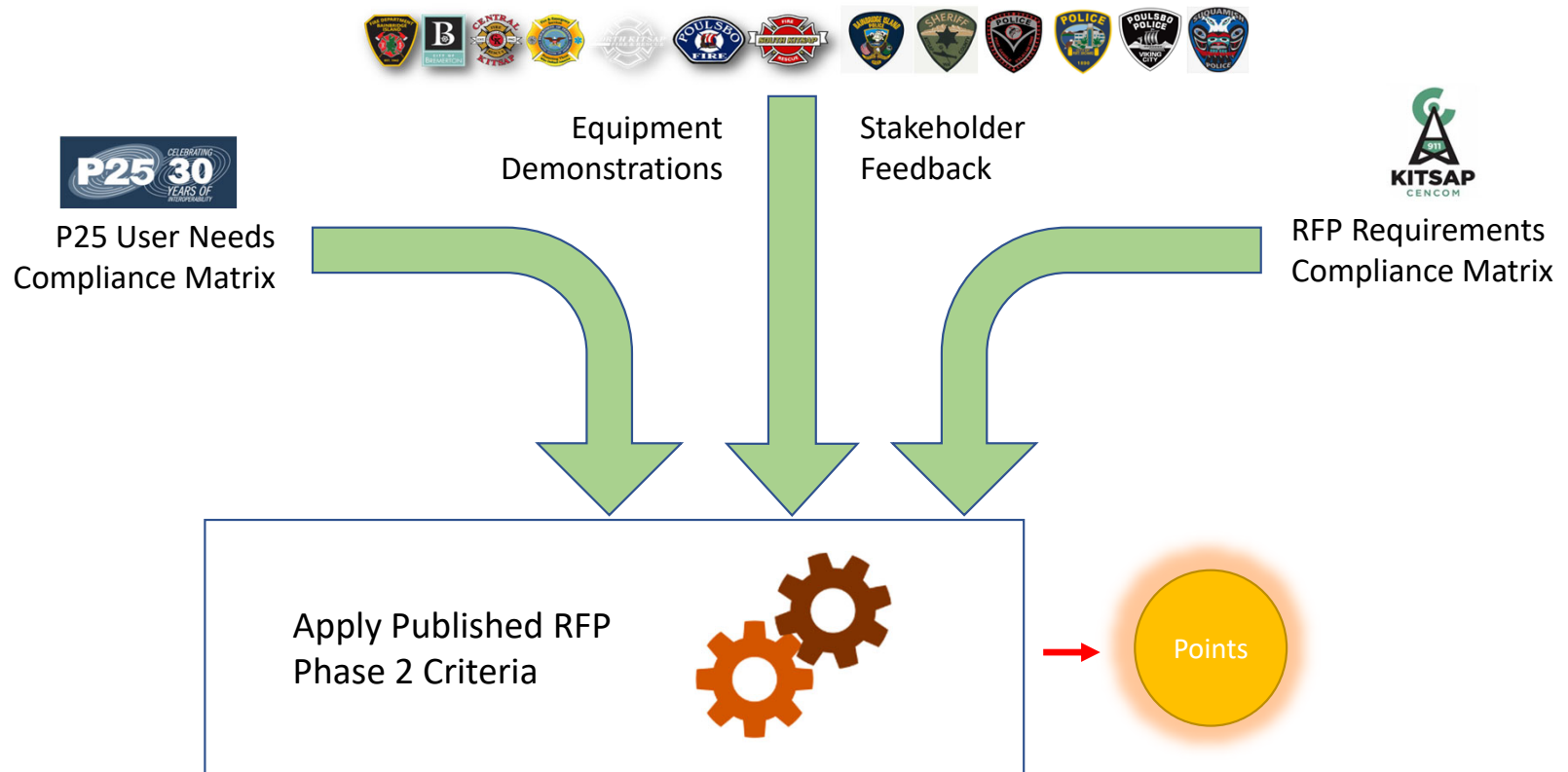
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Evaluation Criteria – Phase 2	
Factor	Importance
Project Understanding and Approach	20
Qualifications and Experience	10
User Radio Equipment and Services	20
Console System Equipment and Services	20
Radio Infrastructure and Backhaul Equipment and Services	20
Coverage and Interoperability	20
Interviews with Project Teams	10
References Interviews	10
Expectation of Delivery Performance Based on Past Delivery Performance	20
Equipment Demonstrations	10
Annualized Costs for Equipment, Services, and Recurring Expenditures for Comparable Systems	40
Total	200

Four Proposals Passed into the Phase 2 Evaluation

Evaluation Process

More than 50 people participated in the RFP evaluation!



Demonstrations Focus: User Experience

Evaluation Criteria – Phase 2	
Factor	Importance
Project Understanding and Approach	20
Qualifications and Experience	10
User Radio Equipment and Services	20
Console System Equipment and Services	20
Radio Infrastructure and Backhaul Equipment and Services	20
Coverage and Interoperability	20
Interviews with Project Teams	10
References Interviews	10
Expectation of Delivery Performance Based on Past Delivery Performance	20
Equipment Demonstrations	10
Annualized Costs for Equipment, Services, and Recurring Expenditures for Comparable Systems	40
Total	200



Two Proposals Advanced After the Vendor Demonstrations

Motorola

RACOM/Harris

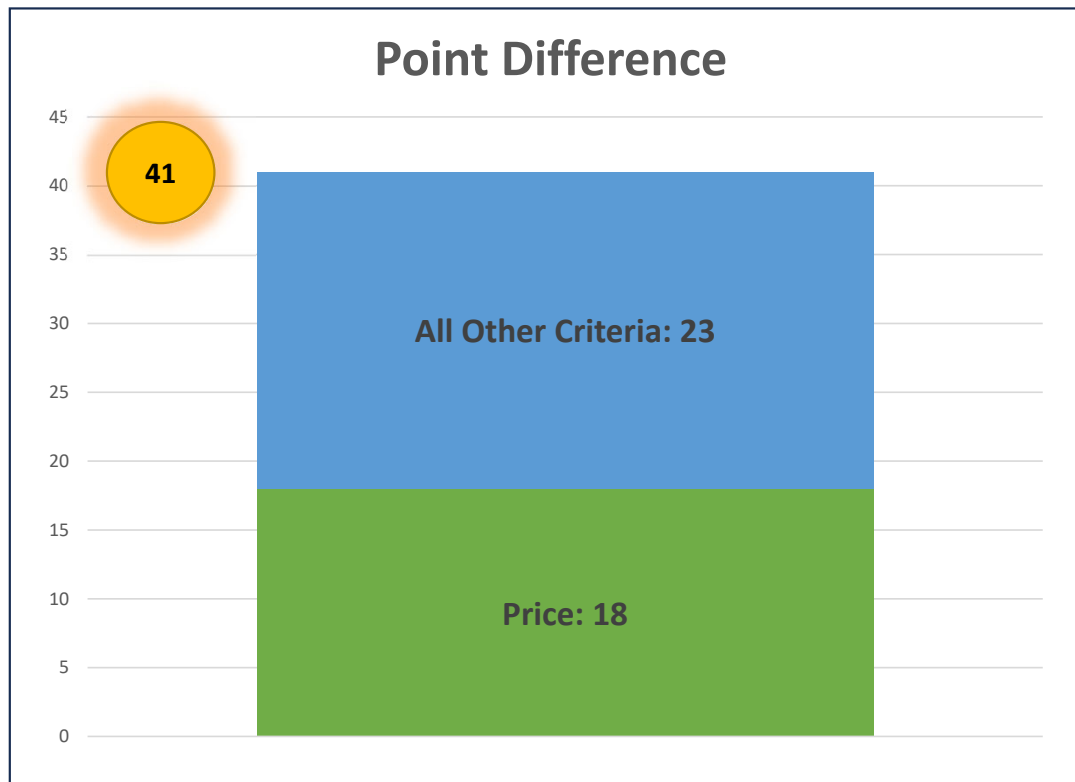
Evaluation Criteria Results

Evaluation Criteria – Phase 2				
Factor	Importance	Motorola	RACOM	Notes
Project Understanding and Approach	20	18	18	
Qualifications and Experience	10	10	10	
User Radio Equipment and Services	20	16	18	Based on Radio Survey Results
Console System Equipment and Services	20	13	18	
Radio Infrastructure and Backhaul Equipment and Services	20	13	17	
Coverage and Interoperability	20	13	16	Used Middle Values of Three Independent Analyses
Interviews with Project Teams	10	8	10	Interviews on 4/27 and 4/28
References Interviews	10	7	10	Checked Many References, Completed 5/9
Expectation of Delivery Performance Based on Past Delivery Performance	20	14	16	Results Compiled from Interviews
Equipment Demonstrations	10	5-6	8	
Annualized Costs for Equipment, Services, and Recurring Expenditures for Comparable Systems	40	22	40	
Total	200	140	181	

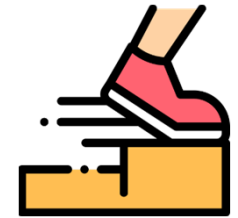
41

Evaluation Difference: 41 points

Point Difference Explained



- **Selection Based on More Than Price**
- **All Other Criteria:**
 - User Experience
 - Equipment
 - Coverage
 - References
 - Delivery and Implementation

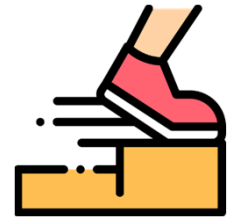


Next Steps

- Discussion
- Receive Approval to Award RFP
- Notify All RFP Proposers
- Begin Contract Negotiations
 - Start Detailed Design



Requested Action



Authorize staff to award the Radio RFP to RACOM, notify all RFP bidders, and begin contract negotiations.



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	In Progress
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	Complete
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	Complete
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	In Progress
2023	15	Office and MDM Replacement	3	1/15/2023	Q2 2023	Complete
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	²⁵ In Progress

Proj/Task#		Project/Initiative	Priority	Start	Completion	Status
2023	19	Offsite Backup Enhancements	3	Q2 2023	Q4 2023	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	In Progress
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	In progress
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 July 30, 2023 (58.33% of the year elapsed), revenues were above, and operating expenditures were below expectations.

Revenues: As of July 2023, we have received approximately \$11.4M (60.84%) of projected annual revenues, exceeding our year-to-date forecast of \$10.6M (56.57%) by approximately \$804K (4.27%).

Revenues	Expected	Actual	Variance	
Sales Tax 1	\$3.71 M	\$3.95 M	\$0.24 M	●
	56.09%	59.71%	3.62%	
Sales Tax 2	\$3.71 M	\$3.95 M	\$0.24 M	●
	56.09%	59.71%	3.62%	
Excise Tax	\$1.51 M	\$1.56 M	\$0.05 M	●
	57.69%	59.71%	2.02%	
Other Revenues	\$1.72 M	\$1.99 M	\$0.27 M	●
	57.69%	66.86%	9.17%	
Total Revenue	\$10.64 M	\$11.45 M	\$0.80 M	●
	56.57%	60.84%	4.27%	

We have received approximately \$7.9M (59.71%) in total sales tax revenues, which was above our year-to-date forecast of \$7.4M (56.09%) by approximately \$478K (7.23%). Total sales tax revenues are divided evenly on the table above between our two 1/10th of 1% allocations, each receiving approximately \$3.9M year-to-date.

We have received approximately \$1.6M (59.71%) of the total projected excise tax revenues, which was in-line with our year-to-date forecast of \$1.5M (57.69%), above expectations by approximately \$53K (2.02%).

Other revenues received were \$2.0M (66.86%), which was above our year-to-date forecast of \$1.7M (57.69%), over expectations by approximately \$273K (9.17%). For July 2023, the variance from budget was primarily due to catch-up payments received for certain tower leases.

Operating Expenditures: As of July 2023, we have expended approximately \$8.3M (60.45%) of our total operating expenditures appropriation, which was under our year-to-date expectation of \$8.5M (61.68%), under budget by approximately \$169K (1.23%).

Operating Expenditures	Expected	Actual	Variance	
Operating Salaries & Benefits	\$6.72 M 60.37%	\$6.63 M 59.55%	\$0.09 M 0.82%	●
Operating Non-Labor	\$1.75 M 67.33%	\$1.67 M 64.30%	\$0.08 M 3.03%	●
Total Operating Expenditures	\$8.46 M 61.68%	\$8.29 M 60.45%	\$0.17 M -1.23%	●

We have expended approximately \$6.6M (59.55%) of our total operating salaries and benefits budget, which was in-line with our year-to-date goal of \$6.7M (60.37%), under budget by approximately \$91K (1.35%).

We have expended approximately \$1.7M (64.30%) of the total Operating Supplies, Services, and Inter-fund expenditures, which was in-line with our year-to-date goal of \$1.7M (62.74%), under expectations by approximately \$78K (3.03%).

Radio, LMR, and MCT Replacement Project Expenditures: As of July 2023, we have expended approximately \$3.4M (33.77%) of our total annual appropriation of \$10.2M.

Radio, LMR, & MCT Replacement Projects	Appropriation	YTD	Remaining	
Technical Projects	\$9.83 M 100.00%	\$3.27 M 33.32%	\$6.55 M 66.68%	●
Non-Operating Labor	\$0.36 M 100.00%	\$0.17 M 46.35%	\$0.19 M 53.65%	●
Total Non-Operating Expenditures	\$10.18 M 100.00%	\$3.44 M 33.77%	\$6.74 M 66.23%	●

Other Capital Projects and Non-Operating Expenditures: As of July 2023, we have expended approximately \$911K (35.04%) of our total annual appropriation of \$2.6M.

Other Non-Operating Expenditures	Appropriation	YTD	Remaining	
Technical Projects	\$2.52 M 100.00%	\$0.90 M 35.90%	\$1.61 M 64.10%	●
Non-Operating Supplies and Services	\$0.09 M 100.00%	\$0.01 M 9.64%	\$0.08 M 90.36%	●
Total Non-Operating Expenditures	\$2.60 M 100.00%	\$0.91 M 35.04%	\$1.69 M 64.96%	●

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 07/31/2023

Description	2023 Annual Budget	July 2023 Expected Budget \$	July 2023 Expected Budget %	July 2023 YTD	Delta to Annual Budget		Delta to YTD Budget		
					\$	%	\$	%	
Revenues									
Sales Tax 1	\$ 6,613,461	\$ 3,709,490	56.09%	\$ 3,948,677	\$2,664,784	59.71%	\$239,187	106.45%	
Sales Tax 2	6,613,461	3,709,490	56.09%	3,948,677	2,664,784	59.71%	239,187	106.45%	
Telephone Excise Tax	2,613,822	1,507,974	57.69%	1,560,604	1,053,218	59.71%	52,630	103.49%	
Other Revenues	2,974,311	1,715,948	57.69%	1,988,644	985,667	66.86%	272,695	115.89%	
Total Revenues	\$18,815,055	\$10,642,903	56.57%	\$ 11,446,602	\$7,368,453	60.84%	\$803,699	107.55%	
Operating Expenditures									
Operating Labor									
Salaries	\$ 8,819,946	\$ 5,264,830	59.69%	\$ 4,934,131	\$3,885,815	55.94%	(\$330,698)	93.72%	
Payroll Taxes	781,293	468,776	60.00%	418,455	362,838	53.56%	(50,321)	89.27%	
Benefits	2,147,265	1,342,041	62.50%	1,275,026	872,238	59.38%	(67,014)	95.01%	
Budgeted Attrition	(619,304)	(357,291)	57.69%	-	(619,304)	0.00%	357,291	0.00%	
Total Labor	\$ 11,129,201	\$ 6,718,355	60.37%	\$ 6,627,612	\$4,501,588	59.55%	(\$90,743)	98.65%	
Operating Supplies and Services									
Supplies	\$ 359,082	\$ 222,416	61.94%	\$ 277,300	\$81,783	77.22%	\$54,884	124.68%	
Professional Services	423,976	194,520	45.88%	316,418	107,557	74.63%	121,898	162.67%	
Communications	287,950	163,901	56.92%	157,369	130,581	54.65%	(6,532)	96.01%	
Travel	65,098	33,024	50.73%	13,330	51,768	20.48%	(19,694)	40.37%	
Advertising	9,673	5,684	58.76%	2,710	6,962	28.02%	(2,973)	47.69%	
Operating Rents/Leases	170,030	134,324	79.00%	126,865	43,165	74.61%	(7,459)	94.45%	
Insurance	114,942	114,942	100.00%	95,195	19,747	82.82%	(19,747)	82.82%	
Utilities	168,534	97,244	57.70%	108,480	60,054	64.37%	11,236	111.55%	
Repairs & Maintenance	900,301	719,250	79.89%	538,583	361,718	59.82%	(180,668)	74.88%	
Miscellaneous	92,478	59,824	64.69%	30,574	61,905	33.06%	(29,251)	51.11%	
Total Supplies and Services	2,592,065	1,745,130	67.33%	1,666,824	\$925,242	64.30%	(\$78,306)	95.51%	
Total Operating Expenditures	\$ 13,721,266	\$ 8,463,485	61.68%	\$ 8,294,436	\$5,426,830	60.45%	(\$169,049)	98.00%	
Capital and Other Non-Operating Expenditures									
Radio, LMR, and MCT Replacement Projects									
Technical Projects	\$ 9,827,857			\$ 3,274,445	\$6,553,412	33.32%			
Non-Operating Labor	356,021			165,000	191,021	46.35%			
Non-Operating Supplies and Services	-			-	-	0.00%			
Total Non-Operating Expenditures	10,183,878			3,439,445	\$6,744,433	33.77%			
Other Capital and Non-Operating Expenditures									
Technical Projects	\$ 2,515,584			903,014	\$1,612,570	35.90%			
Non-Operating Supplies and Services	85,000			8,198	76,802	9.64%			
Total Non-Operating Expenditures	2,600,584			911,211	\$1,689,372	35.04%			
Total Expenditures	\$ 26,505,728			\$ 12,645,093	\$13,860,636	47.71%			



Kitsap 911

Fund Balance Summary

Net Fund Position	as of 07/31/2023
Temporary Investment Balance	\$ 7,280,330.24
Cash Balance	
Warrant Account	1,861,652.28
Payroll Account	607,051.03
Flex Spending Account	27,031.89
Petty Cash	400.00
Cash Subtotal	<u>2,496,135.20</u>
Total Cash and Cash Equivalents	<u>9,776,465.44</u>
Add: Outstanding Warrants	6,920.73
Less: Outstanding Receipts	(773.08)
Net Fund Position	<u><u>\$ 9,782,613.09</u></u>

Funds Committed for Capital and Non-Operating Projects
As of July 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	59,070.65	79,025.86	138,096.51	361,903.49	2023-001
40	UPS Hardware Replacement	300,000.00	300,000.00	-	-	126.50	299,873.50	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	-	-	206,762.63	(6,762.63)	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	-	7,669.12	7,669.12	47,330.88	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	\$ 59,070.65	\$ 225,242.48	\$ 491,202.26	\$ 2,291,797.74	

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	\$ -	\$ 4,654.71	\$ 4,654.71	\$ 3,995,345.29	2022-010
63	MCT Replacement	3,740,000.00	3,740,000.00	-	2,918,249.23	2,918,249.23	821,750.77	2022-010
57	Microwave System	2,000,000.00	2,000,000.00	4,488.48	516,541.07	517,944.22	1,482,055.78	2022-002
Subtotal Non-Operating Projects		\$ 44,740,000.00	\$ 9,740,000.00	\$ 4,488.48	\$ 3,439,445.01	\$ 3,440,848.16	\$ 6,299,151.84	
Total Capital and Non-Operating Projects		\$ 47,523,000.00	\$ 12,523,000.00	\$ 63,559.13	\$ 3,664,687.49	\$ 3,932,050.42	\$ 8,590,949.58	

Funds Assigned
As of July 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	3,948,677.24	-	-	-	3,948,677.24
	Payroll Cashflow	2023	350,000.00	-	-	-	350,000.00
29	Unexpended Fire Alerting Project Funds	2022	128,192.11	-	6,205.05	6,205.05	121,987.06
26	Backup Center	2022	108,673.07	-	-	31,326.93	77,346.14
50	Simulcast Tuning	2022	13,125.00	-	-	585.00	12,540.00
Total Assigned Funds			\$ 6,736,944.42	\$ -	\$ 6,205.05	\$ 38,116.98	\$ 6,698,827.44