

Kitsap 911 Board of Directors Meeting

December 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 09/05/2023	(Chair)
5	Approval of Resolution 2023-009 2024 Board of Directors Meeting Schedule	(Kirton)
6	Approval of Resolution 2023-008 2024 Radio and Other Capital and Non-Operating Project Budget	(Kirton/Rogers)
7	Approval of K911-072 RACOM Link to documents: RACOM Contract, RFP, and Response	(Kirton/ Peabody)
Reports (time permitting)		
8	Staffing Report	(Jameson-Owens)
9	Goals and Tech Project Report	(Wecker)
10	Finance Report	(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. • Ratification of K911-058 Common Spirit • Ratification of K911-070 Newberry Heights Industrial Park LLC • Ratification of K911-071 Washington Traffic Safety Commission (HVE Grant) • Ratification of KC-085-23 amendment, Sublease and Joint Use Agreement with Kitsap County • Ratification of K911-074 Washington State Military Department • Ratification of K911-073 Zetron • Approval of contract K911-061 A- Amendment with RACOM • Approval of Resolution 2023-005 Removal of Asset No. 70083 2004 Chevy Silverado from Kitsap 911 Inventory and declare as surplus. • Discussion on K911-072 Contract with RACOM • Review 2024 Capital and Other Non-Operating Project Budget • Audit Closing Conference 	(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 December 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: December 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 September 5, 2023

Via Virtual Meeting and Norm Dicks Governance Center

ATTENDING:

Board of Directors:

Charlotte Garrido, Kitsap County Commissioner
Katie Walters- Kitsap County Commissioner
Christine Rolfes- 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
Rachael Taylor- Human Resources
Scott Peabody-Radio Program Manager
Stephanie Browning- Administrative Specialist

Absent:

Denise Frey- City of Bremerton Council Member
Steve Rogers-Finance Manager

Guests:

South Kitsap Fire and Rescue Chief Jeff Faucett
Bremerton Fire Chief Pat McGanney
North Kitsap Fire and Rescue Chief Rick Lagrandeur

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

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.

Chair Ellingson welcomed County Commissioner Christine Rolfes to the Kitsap 911 Board of Directors and expressed appreciation for her being on the board.

Approval of Minutes:

Director Dusty Wiley made a motion to approve the minutes from 06/06/2023 and 08/09/2023. Motion was seconded by Director Joe Deets. Motion Passed.

2024 Meeting Schedule

Executive Director Kirton said although its only September this is the last time we are meeting with the Board before we start work with the other Super Tuesday groups to set the 2024 meeting schedule. He asked if there was anything in particular they want Kitsap 911 to do with the 2024 meeting schedule. Director Rob Putaansuu said he loves the summer break and that is his only request. Mr. Kirton said we will advocate for keeping that. Director Ellingson said it would be good to have an opportunity to have a budget study session prior to presentation.

Staffing Report

Human Resources Manager Rachael Taylor reported Kitsap 911 has nine vacant positions on the dispatch floor and no employees have left since the last meeting. Currently there is one law enforcement dispatcher in training on the operations floor and four employees in fire dispatch training. There are two lateral candidates in process to start in November and the plan is to hire four to six more employees in January. Kitsap 911 is in the process of hiring an Executive Assistant and recruiting two technicians to start later this year. There will also be assessment centers in November for the open Supervisor and Assistant Supervisor positions. Director Putaansuu said it is nice to hear that Kitsap 911 didn't lose a bunch of people as over the years it seems like we are one step forward and two steps back. It seems like we are making progress with two steps forward.

Goals and Tech Project Report

Technical Systems Manager Brandon Wecker said at the last board meeting there was a request to have someone from the RMS/JMS Committee attend and give feedback on the end user adoption and their experience on the project. Mr. Wecker invited Ken Dickenson from Kitsap County Sheriff's Office to come and speak about his experience.

Mr. Dickenson said in his personal opinion the project has been going just fine. He said just fine and not swimmingly due to moving from a system that was used for over 20 years. This new system is different in a lot of aspects and there is a learning curve. He feels it is meeting their needs and believes they are just starting to scratch the surface on what the system is capable of doing. It may take some time to utilize all the capabilities. There was an integration with Hexagon that is working nicely. As they move forward, they are fixing bugs in the system. This system has a lot of responsibility. The first RMS upgrade patch was just applied this morning and he is happy to answer any questions the Board has.

Director Becky Erickson said she wants to make sure we are getting adequate reporting, as she used to getting a report every morning and it's not like it used to be. She would like to know who to contact for custom reporting. Mr. Dickenson said to contact Kelly Zeimann from Poulsbo, as they are meeting weekly to discuss problems and issues. He believes she has pushed for these reports and Diane Rodman from Kitsap County is creating the reports as the needs arise.

Mr. Wecker provided the following report:

*2019-2 Support the County RMS/JMS- Kitsap 911 is still working on our Informer system to query the new system. We will continue working with the vendor to complete.

*2019-3 Replace UPS System at Kitsap 911- No responses were received that met the RFP requirements. Kitsap 911 has revised the requirements and will publish a new RFP shortly after the just-released DC Power RFP.

*2022-8 TSG Staffing Analysis- The staffing analysis has been completed and Kitsap 911 has begun implementing the recommendation as a part of the budgeting process. This project is marked complete.

*2022-19 Replace Security System- This project is to replace Kitsap 911's security system and cameras. Technicians have been working on the punch list items. Out of forty one items, they are now down to four remaining and are continuing to work with the vendor to resolve those. The mobile application is now working on the phones so employees can access the building with the application.

*2022-11- Replace the Blue Truck- Ford has stated the vehicle has shipped and is in the process of getting requested additions added to the truck. The truck should be received by end of the year, but likely later due to supply chain issues.

*2022-12 MCT Replacement- This project is Kitsap 911's purchasing and providing of MCT replacements in 2023. Kitsap 911 has imaged all the MCTs and handed them out to all agencies

as quickly as they can accept. Multiple agencies have confirmed install. Kitsap 911's portion of the deployment work is complete and is now transitioning into a support role.

*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. Kitsap 911 is still in the testing phase. The link is active in the environments of both agencies, but we are working through challenges of linking two very different systems.

*2023-27 Support Fire efforts with their wait times with St. Michaels Medical Center- This project is to work out information sharing between Fire and St. Michaels. Fire agencies have indicated they no longer wish to pursue this project. Kitsap 911 will confirm with the Chiefs at the next Strategic Advisory Committee Meeting.

Chair Ellingson asked for 2022-11 there is a potential strike by the three auto manufactures to factor in. Mr. Wecker said Kitsap 911 truck has already shipped to a local dealership. When he was at APCO last month, he heard a lot of government agencies are having issues getting vehicles as they are able to sell them at a higher price on the open market. Mayor Erickson said they waited 9-10 months for police cars and its very hard to get vehicles. Chair Ellingson said it's the same situation in the fire service and you have to plan years ahead.

Director Rolfes asked if anyone can speak to 2023-7 and why the fire services would no longer be interested in improving the wait time at St. Michaels. Mr. Kirton said the fire operations chiefs said they are no longer interested in the project but do want to work on wait times. This project was a link to share data on the beds available in the county and call volume. Chair Ellingson said for Fire, the dialogue with St. Michaels exists, so they know even before they transport a patient when they are backed up in the emergency room to pick a different hospital. South Kitsap Chief Faucett said it's not a matter of not interested in the data, but they have been working with the EMS Council, the Fire Chiefs and others for over a year and are able to get what they needed and have seen a significant amount of delays reduced. Mayor Erickson said she was on the task force, and they saw the panels at the control center in Gig Harbor. The Fire Chiefs worked well with St. Michael's and found a workaround for communications. She would still like the communications tie together but right now it works. Hats off to St. Michael's and the Chiefs. Commissioner Walters said she recently toured St. Michaels for a follow-up, and they have really implemented innovative ways for their systems to manage the flow of patients and please to see that.

Finance Report

Executive Director Richard Kirton reported as of the end of July operating revenues were slightly above and expenditures were slightly below budget. To date, Kitsap 911 has received approximately 11.4M in revenue, which is about 4% above expectations. This was primarily driven by sales tax received and a few catch up payments received by tower revenue payments. Sales tax receipts were about 2% higher than they were as compared to 2022. There is still some growth but it's a softer growth than in the past few years. Overall Kitsap 911 is stable. With Operating Expenditures, Kitsap 911 has expended 8.3M, which is 1% below budget. For labor, it is approximately 91K under and supplies and services are approximately 71K under. Kitsap 911 is continuing to track price increases to be right on the budget equation. With the Radio, LMR,

and MCT expenditures, approximately 3.4M of the 10.2M appropriation has been spent. A budget for the Prop 2 revenues will be brought forward at the December meeting. For other capital projects, just under 1M has been spent of the 2.6M in appropriated funds; a few of these projects will roll over to 2024. No reserves were used to date, and the risks remain the same.

LMR Project Update

Radio Program Manager Scott Peabody presented the current status of the project. Since the Special Board of Directors meeting, where the recommendation for the P25 Radio System was approved, Kitsap 911 has begun the RACOM contract negotiations. The terms and conditions were based on the microwave agreement with RACOM. At this point, they are developing the system description, scope on how they are going to complete it, and then there will be a detailed parts list. This is still on target for the end of September for substantial agreement and we will present to the Board as soon as it is ready. The microwave project is well underway and all indoor equipment installed, antenna installation at 50%, Lincoln Hill was finished last week and we are also moving obstructions in the path. There were a number of trees in the way of the path.. Kitsap 911 is moving forward with obtaining approvals and tree trimming.

With critical path work, there are a number of things to plan and get started on. The biggest site improvement will be DC power. The system has to operate on its own when power is down. There are batteries at the sites and other equipment that powers the radio equipment. The request for proposal for DC power is on track and will be opened at the end of the month. The next is stage one readiness and identified the risks on all 16 sites and work on preparedness for modifications of new leases needed. With respect to the user radios, the first draft has been released on how to plan and install all the portable radios. There has been a lot of progress since the last board meeting.

Chair Ellingson asked if Kitsap 911 has the licenses for all the frequencies that will be used. Mr. Peabody said there are two sets of licenses, with respect to microwave they are on file but do not have all of them. There is a pretty significant problem with the licensing system due to a 10–12-day outage, however he currently has no concerns on obtaining a license. Director Putaansuu said in the picture, he sees we are taking the grey microwaves off and installing the white ones, he asked if we are running parallel systems. Mr. Peabody stated we are doing both, the white antennas will accept the old systems and the new systems. When we move to the new system, the antennas won't change but the electronics below will; they are currently compatible with both systems and operating in parallel. Director Rolfes asked if they are putting the osprey nests adjacent. Mr. Peabody said the osprey at Mandus Olson are still there. Additional equipment was installed to discourage using the tower, but there is no harm to the osprey. Director Rolfes said she has seen osprey poles near towers, so you are inviting them to build there and distract from the systems. She asked if we could do it. Mr. Peabody said with the tall towers the osprey don't stay on the sticks so we will use the discouragement option.

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 of K911-059 Clearwire Contract

Good of the Order

The meeting was adjourned at 1:04 PM.

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

Board of Directors Radio Program Update

September 5, 2023

R. Scott Peabody, P.E.

speabody@kitsap911.org

360 552-8402





Updates

1. RACOM Contract

- T&Cs - General Agreement
- Developing System Description, Scope of Services, Parts Lists, etc.

2. Microwave Project

- Antenna Installations (50%)
- Removing Obstructions In Progress

3. Planning/Critical Path

- DC Power RFP on Track
- Stage 1 Site Readiness:
 - Risks Identified
- Site Negotiations:
 - Space/Power/HVAC Needs Documented

4. User Radios

- Deployment Plan Available for Review

Lincoln Hill Site (Poulsbo)



- New white dishes
- Old gray dishes
- Lightning in the area last week
- Work postponed to the next day
- Completed on schedule



Kitsap 911 Public Authority

Resolution 2023-009

Resolution 2023-009 Establishing the Kitsap 911 Board of Directors Meeting Schedule for 2024.

WHEREAS, on April 25, 2016 the Board of County Commissioners enacted an ordinance adopting chapter 2.110 of the Kitsap County code, creating the Kitsap 911 Public Authority; and

WHEREAS, the Kitsap 911 Charter established the Kitsap 911 Board of Directors; and

WHEREAS, the ordinance, charter, and bylaws require the board to meet regularly, but not less than four times a year; and

WHEREAS, meetings of the Kitsap 911 Board of Directors must comply with 42.30 RCW (the Open Public Meetings Act); and

WHEREAS, 42.30.070 RCW states “The governing body of a public agency shall provide the time for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body.

Section 1. Meeting Schedule The following Kitsap 911 Board of Directors meeting schedule is adopted, all meetings are planned to be hybrid with a virtual option and in-person option at the Norm Dicks Government Center , Council Chambers.

March 5, 2024 12:30 to 2:15 Regular Meeting

June 4, 2024 12:30 to 1:30 Regular Meeting

September 3, 2024 12:30 to 1:30 Regular Meeting

December 3, 2024 12:30 to 2:00 Regular Meeting

March 4, 2025 12:30 to 2:15 Regular Meeting

Section 2. Effective Date. This resolution shall become effective immediately upon adoption and signature as provided by law.

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

Section 6. Effective Date. This resolution shall become effective immediately upon adoption and signature as provided by law.

MOVED AND PASSED at a special meeting of the Kitsap 911 Board of Directors on December 5, 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 Radio Project Budget

		Proposed	Amended	Comparison Between:	
		2024	2023	2024	2023
1	Beginning Assigned Balance and Revenues				
2	Capital Project Assigned Revenues Beginning Balance	856,274	4,170,537	(3,314,263)	-79.47%
3	337.16.00.0001 Emergency Communications Sales Tax 2	7,040,065	6,613,461	426,604	6.45%
4	Total Assigned Beginning Balance and Revenues	7,896,339	10,783,998	(2,887,659)	-26.78%
5	Capital Project Appropriation				
6	Microwave System	1,924,793	1,831,703	93,090	5.08%
7	MCT Replacement	-	3,740,000	(3,740,000)	-100.00%
8	LMR Replacement Project	5,000,000	4,000,000	1,000,000	25.00%
9	Capital Projects Labor	395,409	356,021	39,387	11.06%
10	Total Capital Project Appropriation	7,320,201	9,927,725	(2,607,523)	-26.27%
11	Estimated Radio Project Ending Balance (Assigned)	576,138	856,274	(280,136)	-32.72%
12	Total Appropriation and Ending Balance	7,896,339	10,783,998	(2,887,659)	-26.78%

Kitsap 911 Public Authority
2024 Budget Summary

	Proposed 2024	Amended 2023	Comparison Between 2024 and 2023	
137 334.01.80.0000 Indirect Federal Grant - WA State Military	94,000	-	-	0.00%
138 Technical, Capital, and Other Non-Operating Projects				
139 Non-Operating Supplies and Services				
140 528.90.31.0000 Non-Op Office Supplies	-	-	-	0.00%
141 528.90.35.0000 Non-Op Small Tools & Equipment	44	-	44	0.00%
142 528.90.35.0001 Non-Op Computer Software	9,465	-	9,465	0.00%
143 528.90.35.0002 Non-Op Computer Equipment	-	85,000	(85,000)	-100.00%
144 528.90.35.0003 Non-Op Small Computer Equipment	-	-	-	0.00%
145 528.90.41.0000 Non-Op Engineering & Architectural	-	-	-	0.00%
146 528.90.41.0002 Non-Op Management Consulting	-	-	-	0.00%
147 528.90.41.0003 Non-Op Legal Services	-	-	-	0.00%
148 528.90.41.0004 Non-Op Other Professional Services	-	-	-	0.00%
149 528.90.41.0005 Non-Op Advertising	515	-	515	0.00%
150 528.90.42.0001 Non-Op Cellular Telephones	-	-	-	0.00%
151 528.90.42.0002 Non-Op Postage	-	-	-	0.00%
152 528.90.43.0000 Non-Op Mileage	205	-	205	0.00%
153 528.90.43.0001 Non-Op Travel	121	-	121	0.00%
154 528.90.43.0002 Non-Op Per Diem	-	-	-	0.00%
155 528.90.43.0003 Non-Op Non-Employee Mileage	-	-	-	0.00%
156 528.90.43.0004 Non-Op Non-Employee Travel	-	-	-	0.00%
157 528.90.45.0000 Non-Op Rental Expense	-	-	-	0.00%
158 528.90.48.0000 Non-Op Repairs & Maint-Building	-	-	-	0.00%
159 528.90.48.0002 Non-Op Repairs & Maint-Equipment	-	-	-	0.00%
160 528.90.48.0003 Non-Op Repairs & Maint-Computer	-	-	-	0.00%
161 528.90.49.0003 Non-Op Dues & Subscriptions	-	-	-	0.00%
162 528.90.49.0009 Non-Op Other	-	-	-	0.00%
163 Subtotal Non-Operating Supplies and Services	10,350	85,000	(74,650)	-87.82%
164 Non-Operating Projects				
165 1 MCT NPRVs	99,541	-	-	
166 2 First Due Annual Maintenance	81,017	-	-	
167 3 UPS Hardware Replacement	300,000	-	-	
168 4 First Due Interface	50,000	-	-	
169 5 Network Security Analysis	50,000	-	-	
170 6 Dispatch Floor Project - Carpet	150,000	-	-	
171 7 Dispatch Floor Project - Soundproofing	150,000	-	-	
172 8 Dispatch Floor Project - Console Furniture	500,000	-	-	
173 9 Cybersecurity Upgrade Project	94,000	-	-	
174 Subtotal Non-Operating Projects	1,474,559	2,771,738		
175 Total Technical, Capital, and Other Non-Operating Projects	1,484,909	3,212,759		
176 Total Operating and Non-Operating Appropriation	16,511,306	16,936,924	(450,392)	-2.66%
177 Estimated Ending Fund Balance	262,376	2,024,603	(1,831,454)	-90.46%
178 Total Appropriation and Estimated Ending Fund Balance	16,773,681	18,961,527	(2,281,845)	-12.03%

Kitsap 911 Public Authority

Resolution 2023-008

Adopting the 2024 Radio and Other Capital and Non-Operating Projects Budgets

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

Section 2. 2024 Other Capital and Non-Operating Projects Budget Adopted. The Board of Directors hereby adopts the 2024 Other Capital and Non-Operating Projects Budget as attached in Exhibit 2.

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

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

MOVED AND PASSED at a regular meeting of the Kitsap 911 Board of Directors on December 05, 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 Radio Project Budget

		Proposed 2024
1	Beginning Assigned Balance and Revenues	
2	Capital Project Assigned Revenues Beginning Balance	856,274
3	337.16.00.0001 Emergency Communications Sales Tax 2	7,040,065
4	Total Assigned Beginning Balance and Revenues	7,896,339
5	Capital Project Appropriation	
6	Microwave System	1,924,793
7	MCT Replacement	-
8	LMR Replacement Project	5,000,000
9	Capital Projects Labor	395,409
10	Total Capital Project Appropriation	7,320,201
11	Estimated Radio Project Ending Balance (Assigned)	576,138
12	Total Appropriation and Ending Balance	7,896,339

Kitsap 911 Public Authority
2024 Budget Summary

**Proposed
2024**

137	334.01.80.0000	Indirect Federal Grant - WA State Military	94,000
138		Technical, Capital, and Other Non-Operating Projects	
139		Non-Operating Supplies and Services	
140	528.90.31.0000	Non-Op Office Supplies	-
141	528.90.35.0000	Non-Op Small Tools & Equipment	44
142	528.90.35.0001	Non-Op Computer Software	9,465
143	528.90.35.0002	Non-Op Computer Equipment	-
144	528.90.35.0003	Non-Op Small Computer Equipment	-
145	528.90.41.0000	Non-Op Engineering & Architectural	-
146	528.90.41.0002	Non-Op Management Consulting	-
147	528.90.41.0003	Non-Op Legal Services	-
148	528.90.41.0004	Non-Op Other Professional Services	-
149	528.90.41.0005	Non-Op Advertising	515
150	528.90.42.0001	Non-Op Cellular Telephones	-
151	528.90.42.0002	Non-Op Postage	-
152	528.90.43.0000	Non-Op Mileage	205
153	528.90.43.0001	Non-Op Travel	121
154	528.90.43.0002	Non-Op Per Diem	-
155	528.90.43.0003	Non-Op Non-Employee Mileage	-
156	528.90.43.0004	Non-Op Non-Employee Travel	-
157	528.90.45.0000	Non-Op Rental Expense	-
158	528.90.48.0000	Non-Op Repairs & Maint-Building	-
159	528.90.48.0002	Non-Op Repairs & Maint-Equipment	-
160	528.90.48.0003	Non-Op Repairs & Maint-Computer	-
161	528.90.49.0003	Non-Op Dues & Subscriptions	-
162	528.90.49.0009	Non-Op Other	-
163		Subtotal Non-Operating Supplies and Services	10,350
164		Non-Operating Projects	
165		1 MCT NPRVs	99,541
166		2 First Due Annual Maintenance	81,017
167		3 UPS Hardware Replacement	300,000
168		4 First Due Interface	50,000
169		5 Network Security Analysis	50,000
170		6 Dispatch Floor Project - Carpet	150,000
171		7 Dispatch Floor Project - Soundproofing	150,000
172		8 Dispatch Floor Project - Console Furniture	500,000
173		9 Cybersecurity Upgrade Project	94,000
174		Subtotal Non-Operating Projects	1,474,559
175		Total Technical, Capital, and Other Non-Operating Projects	1,484,909
176		Total Operating and Non-Operating Appropriation	16,511,306
177		Estimated Ending Fund Balance	262,376
178		Total Appropriation and Estimated Ending Fund Balance	16,773,681

RACOM Radio Contract Executive Summary

The RACOM Radio Contract is the largest of several Kitsap 911 contracts to provide the next generation of digital communications for Kitsap first responders and radio dispatchers. RACOM was selected as the radio system vendor during a rigorous Request for Proposal (RFP) process and has demonstrated excellent performance in the existing microwave contract. Partnering with L3Harris, Aviat, Zetron, and other technology manufacturers, RACOM provides an integrated radio solution tailored to the needs of Kitsap County.

Project Description

Based on the P25 American industry standard, RACOM will deliver a complete system including 1,744 user radios, up to 31 radio sites, high availability servers and network equipment with redundancy at a disaster recovery site, a microwave network to connect the radio towers, and network management tools. All user radios will have broadband network capabilities for expanded coverage to support calls on cellular LTE networks and local Wi-Fi.

The radio system will be built in three stages characterized by the radio coverage:

- Stage 1 provides all user radios, the radio system servers and network with radio coverage provided by 16 existing radio sites with better than existing system coverage.
- Stage 2 improves in-building commercial radio coverage across the county based on predicted coverage modelling.
- Stage 3 further improves in-building industrial coverage based on actual field measurements of radio coverage.

Coverage requirements for residential, commercial, and industrial buildings are based on land use planning and feedback from user agencies as outlined in the radio RFP and the RACOM response. Coverage acceptance is based on industry coverage verification standards with the coverage guaranteed by RACOM.

Contract Structure

Given the staged deployments, the large contract is structured around task orders:

- Task Order 1: Stage 1 radio system with coverage from 16 existing sites
- Task Order 2: User Radios
- Task Order 3: Logging Recorders
- Task Order 4: Stage 2 coverage
- Task Order 5: Stage 3 coverage

Contract Costs

Summary of Total Contract Amount Over 10 Years	
Total for System Equipment and Licenses	\$ 12,935,019
Total for User Radios with 5 Years Support	\$ 15,828,796
Total One Time Discount (System and User Radios)	\$ (8,823,334)
10 Years Broadband and Device Management for User Radios	\$ 3,871,680
10 Year System Support	\$ 5,126,385
Years 6 to 10 User Radio Support	\$ 697,600
Max Total for Project Over 10 Years (31 Sites & 1,744 User Radios)	\$29,636,146

Endorsements

- Kitsap 911 attorney has reviewed the legal aspects of the contract and recommends approval.
- Strategic Advisory Board (SAB) voted to recommend the Board of Directors execute the contract.
- Executive Committee voted to recommend the Board of Directors execute the contract.

Kitsap 911 2023 Key Projects and Initiatives

Rev. 11/17/2023

Technical Projects			Estimated				NOTES
Proj/Task#	Project/Initiative		Priority	Start	Completion	Status	NOTES
2019 1	Backup Center - develop plans to leverage remote 911 to provide a more geo-diverse backup		3	9/30/2022	TBD	In Progress	Proof of concept testing in January. Plan development will begin once testing complete. Build location reviewed, currently reviewing the proposed lease
2019 2	SUPPORT - RMS/JMS Replacement (Support KCIS)		3		6/30/2023	In Progress	This is a county project. We will do our best to support their requested timelines. Kitsap County has marked the project complete. We will continue to work with them
2019 3	Replace UPS		5	4Q 2022	TBD	In Progress	Refreshing quotes for replacing the UPS. Will update completion time based on parts lead times and procurement update. Writing RFP. RFP will be opened on 10/19.
2020 4	Evaluate feasibility of bringing all IT functions in house		4				Review current services provided by Kitsap County and evaluate the cost/benefit of each service to determine whether to bring it in house
2020 5	Evaluate how to manage incoming data and media (NG911, Cameras, etc.)		3			Pending	colaborative effort between ops and tsg
2021 6	Closest Fire Unit Dispatch- Changing Gears Deployments		2	6/1/2021	Q4 2024	Delayed Start - In Progress	Still working with HeXagon to fix the AVL bug. We have completed BFD except for L1 which is being done by Ops Chiefs. We are starting on SKFR.
2022 7	Replace inventory/asset management software		4	9/30/2022	Q1 2023	Complete+	We have locked Trackit Inventory down to ready only and are only updating Asset Panda for all new assets.
2022 8	Complete 10-year TSG Staffing Analysis		2	12/28/2022	Q2 2023	Complete	Project Kicked off 12/21/2022. Document framework created and content being generated. Finalizing document to have first draft to Richard by end of April 2023.
2022 9	Security System Replacement		2	4Q 2022	Q3 2023	Late	Close to final project close out, we will hold on to close out until punch list items are completed. Completed lockdown and fire alarm testing only a couple punch list items
2022 10	Replace Kitsap 911 Roof		3	1/16/2023	Q1 2023	Complete+	Currently half done, completion time will vary based on supply chain and weather. Work is complete, need to verify it before marking project complete. Work has been
2022 11	Replace Blue Truck		4	11/1/2022	Q3 2023	Complete	VIN and chassis assigned. New truck received.
2022 12	MCT Replacement		1	10/19/2022	Q2 2023	Complete	All MCTs are imaged and available for pick up.
2022 13	Cad to Cad Interface with South Sound 911		2	Q3 2022	Q4 2023	In Progress	Moving to testing with CTC.
2023 14	Data Logging Software		3	Q2 2023	TBD	Rescheduled	We are completing the pricing and analysis of this project this year. We will be holding
2023 15	Office and MDM Replacement		3	1/15/2023	Q2 2023	Complete	New licenses purchased, working to roll out intune as MDM replacement
2023 16	Upgrade Accounting Software		4	Q4 2022	Q1 2023	Complete+	The upgrade to cloud based accounting software is complete. We started the process early in October 2022 and I think we wrapped it up in Q1 2023
2023 17	Secondary Edge Frontier License		3	Q3 2023	TBD	In Progress	Received a quote, discussing options. Looking into a cold fail over option. HeXagon is working up a quote to implement cold fail over.
2023 18	Improve redundancy of VX Rail Infrstructure		3	4/1/2023	Q1 2024	Rescheduled	Completion delayed to as not cause an outage during storm season.
2023 19	Offsite Backup Enhancements		3	Q2 2023	Q4 2023	In Progress	Evaluating offsite storage locations and getting hardware specs
2023 20	Network Security Analysis		3	Q4 2023	Q1 2024	Not Started	Timeline updated based on grant funding
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	In Progress	Working on evaluating options for replacing AV in individual rooms, moving away from a building wide system.
2023 24	Dispatch Floor Project - Carpet		3	Q4 2023	TBD	In Progress	We are currently evaluating options
2023 25	Dispatch Floor Project - Soundproofing		3	Q4 2023	TBD	In Progress	We are currently evaluating options
2023 26	Dispatch Floor Project - Console Furniture		2	Q4 2023	TBD	In Progress	We are starting to review vendors, we will be at SNO911 on 9/20 for demos
2023 27	Support Fire Service Efforts to Improve EMS Wait times with SMMC		3	Q1 2023	9/5/2023	Complete	Initial meeting with Fire and SMMC completed. Working out the plan for location of these services and access with Fire and SMMC. Fire has decided not to pursue this

Microwave Replacement Project (Multi-Year)			Estimated				NOTES
Task#	Milestone		Priority	Start	Completion	Status	NOTES
MV 1	Onsite training for Staff		2	2/27/2023	3/3/2023	Complete	Training has been scheduled and equipment has been shipped, all staff have RSVP'd

Proj/Task#	Project/Initiative	Priority	Start	Completion	Status	NOTES
MV 2	Factory Staging Assessment Testing	1	3/6/2023	3/10/2023	Complete	Factory Acceptance scheduled, transportations arrangements made
MV 3	Indoor Equipment Installation	2	5/15/2023	8/1/2023	Complete	All sites have been prepped and are ready for installation to begin.
MV 4	Outdoor Equipment Installation	2	7/1/2023	11/1/2023	Late	Two sites left
MV 5	Project Completion	2		Q1 2024		

LMR Replacement Project (Multi -Year)			Estimated			NOTES
Task#	Milestone	Priority	Start	Completion	Status	NOTES
LMR 1	Vendor Demonstations	3	2/15/2023	3/24/2023	Complete	2 day demonstration put on by all RFP responders.
LMR 2	First cut of RFP proposals	2	3/20/2023	3/27/2023	Complete	Narrow down the RFP responders to 2 choices
LMR 3	RFP Interviews and Reference Checks	3	3/27/2023	4/7/2023	Late	Call and discuss past performance with other clients, managers, etc
LMR 4	Final Vendor Selection Recommendation	2	5/29/2023	8/9/2023	Complete	Waiting on field device testing results and coverage analysis before final numbers can be reviewed by radio steering committee for recommendation. Pending board award
LMR 5	Contract Negotiations with awarded responder	2	8/10/2023	TBD	In progress	Pending board award of RFP
LMR 6	Project Kick off and begin system design work	1	Q4 2023	TBD		Pending board award of RFP and contract negotiation completion

Executive Summary

Kitsap 911 Board of Directors

Summary: For the year-to-date period ended October 31, 2023 (83.33% of the year elapsed), revenues were above, and operating expenditures were below expectations.

Revenues: As of October 2023, we have received approximately \$16.8M (89.15%) of projected annual revenues, exceeding our year-to-date forecast of \$15.6M (83.16%) by approximately \$1.1M (5.99%).

Revenues	Expected	Actual	Variance	
Sales Tax 1	\$5.46 M 82.55%	\$5.79 M 87.54%	\$0.33 M 4.99%	●
Sales Tax 2	\$5.46 M 82.55%	\$5.79 M 87.54%	\$0.33 M 4.99%	●
Excise Tax	\$2.21 M 84.62%	\$2.24 M 85.64%	\$0.03 M 1.02%	●
Other Revenues	\$2.52 M 84.62%	\$2.96 M 99.41%	\$0.44 M 14.79%	●
Total Revenue	\$15.65 M 83.16%	\$16.77 M 89.15%	\$1.13 M 5.99%	●

We have received approximately \$11.6M (87.54%) in total sales tax revenues, which was above our year-to-date forecast of \$10.9M (82.55%) by approximately \$660K (6.05%). Total sales tax revenues are divided evenly on the table above between our two 1/10th of 1% allocations, each receiving approximately \$5.8M year-to-date.

We have received approximately \$2.2M (85.64%) of the total projected excise tax revenues, which was in-line with our year-to-date forecast of \$2.2M (84.62%), above expectations by approximately \$27K (1.02%).

Other revenues received were \$3.0M (99.41%), which was above our year-to-date forecast of \$2.5M (84.62%), over expectations by approximately \$440K (14.79%). For October 2023, the variance from budget was primarily due to the receipt of a \$247K back-payment from one of our tower lease customers, as well as normal timing differences in the receipt of user agency payments.

Operating Expenditures: As of October 2023, we have expended approximately \$11.4M (83.09%) of our total operating expenditures appropriation, which was under our year-to-date expectation of \$11.7M (85.43%), under budget by approximately \$322K (2.34%).

Operating Expenditures	Expected	Actual	Variance	
Operating Salaries & Benefits	\$9.48 M 85.20%	\$9.30 M 83.55%	\$0.18 M 1.65%	●
Operating Non-Labor	\$2.24 M 86.44%	\$2.10 M 81.10%	\$0.14 M 5.34%	●
Total Operating Expenditures	\$11.72 M 85.43%	\$11.40 M 83.09%	\$0.32 M -2.34%	●

We have expended approximately \$9.3M (83.55%) of our total operating salaries and benefits budget, which was below our year-to-date goal of \$9.5M (85.20%) by approximately \$184K (1.94%).

We have expended approximately \$2.1M (81.10%) of the total Operating Supplies, Services, and Inter-fund expenditures, which was less than our year-to-date goal of \$2.2M (86.44%), under expectations by approximately \$138K (5.34%).

Radio, LMR, and MCT Replacement Project Expenditures: As of October 2023, we have expended approximately \$3.5M (34.08%) of our total annual appropriation of \$10.2M.

Radio, LMR, & MCT Replacement Projects	Appropriation	YTD	Remaining	
Technical Projects	\$9.83 M 100.00%	\$3.21 M 32.64%	\$6.62 M 67.36%	●
Non-Operating Labor	\$0.36 M 100.00%	\$0.26 M 73.74%	\$0.09 M 26.26%	●
Total Non-Operating Expenditures	\$10.18 M 100.00%	\$3.47 M 34.08%	\$6.71 M 65.92%	●

Other Capital Projects and Non-Operating Expenditures: As of October 2023, we have expended approximately \$1.1M (41.79%) of our total annual appropriation of \$2.6M.

Other Non-Operating Expenditures	Appropriation	YTD	Remaining	
Technical Projects	\$2.52 M 100.00%	\$1.08 M 42.79%	\$1.44 M 57.21%	●
Non-Operating Supplies and Services	\$0.09 M 100.00%	\$0.01 M 12.03%	\$0.07 M 87.97%	●
Total Non-Operating Expenditures	\$2.60 M 100.00%	\$1.09 M 41.79%	\$1.51 M 58.21%	●

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 10/31/2023

Description	2023 Annual Budget	October 2023 Expected Budget \$	October 2023 Expected Budget %	October 2023 YTD	Delta to Annual Budget		Delta to YTD Budget		
					\$	%	\$	%	
Revenues									
Sales Tax 1	\$ 6,613,461	\$ 5,459,412	82.55%	\$ 5,789,488	\$823,974	87.54%	\$330,075	106.05%	
Sales Tax 2	6,613,461	5,459,412	82.55%	5,789,488	823,974	87.54%	330,075	106.05%	
Telephone Excise Tax	2,613,822	2,211,695	84.62%	2,238,544	375,277	85.64%	26,849	101.21%	
Other Revenues	2,974,311	2,516,724	84.62%	2,956,653	17,657	99.41%	439,929	117.48%	
Total Revenues	\$18,815,055	\$15,647,244	83.16%	\$ 16,774,173	\$2,040,882	89.15%	\$1,126,929	107.20%	
Operating Expenditures									
Operating Labor									
Salaries	\$ 8,819,946	\$ 7,463,032	84.62%	\$ 7,054,843	\$1,765,104	79.99%	(\$408,189)	94.53%	
Payroll Taxes	781,293	664,099	85.00%	586,135	195,158	75.02%	(77,964)	88.26%	
Benefits	2,147,265	1,878,857	87.50%	1,657,274	489,991	77.18%	(221,583)	88.21%	
Budgeted Attrition	(619,304)	(524,026)	84.62%	-	(619,304)	0.00%	524,026	0.00%	
Total Labor	\$ 11,129,201	\$ 9,481,961	85.20%	\$ 9,298,252	\$1,830,949	83.55%	(\$183,710)	98.06%	
Operating Supplies and Services									
Supplies	\$ 359,082	\$ 261,628	72.86%	\$ 339,177	\$19,906	94.46%	\$77,549	129.64%	
Professional Services	423,976	363,687	85.78%	422,592	1,384	99.67%	58,905	116.20%	
Communications	287,950	234,103	81.30%	243,513	44,437	84.57%	9,410	104.02%	
Travel	65,098	53,316	81.90%	20,450	44,649	31.41%	(32,866)	38.36%	
Advertising	9,673	7,524	77.78%	3,825	5,848	39.55%	(3,698)	50.84%	
Operating Rents/Leases	170,030	145,087	85.33%	148,744	21,287	87.48%	3,657	102.52%	
Insurance	114,942	114,942	100.00%	95,195	19,747	82.82%	(19,747)	82.82%	
Utilities	168,534	139,748	82.92%	153,968	14,566	91.36%	14,219	110.18%	
Repairs & Maintenance	900,301	839,441	93.24%	617,533	282,768	68.59%	(221,908)	73.56%	
Miscellaneous	92,478	81,214	87.82%	57,267	35,211	61.93%	(23,947)	70.51%	
Total Supplies and Services	2,592,065	2,240,689	86.44%	2,102,263	\$489,802	81.10%	(\$138,426)	93.82%	
Total Operating Expenditures	\$ 13,721,266	\$ 11,722,650	85.43%	\$ 11,400,515	\$2,320,751	83.09%	(\$322,135)	97.25%	
Capital and Other Non-Operating Expenditures									
Radio, LMR, and MCT Replacement Projects									
Technical Projects	\$ 9,827,857			\$ 3,208,284	\$6,619,573	32.64%			
Non-Operating Labor	356,021			262,545	93,476	73.74%			
Non-Operating Supplies and Services	-			-	-	0.00%			
Total Non-Operating Expenditures	10,183,878			3,470,829	\$6,713,049	34.08%			
Other Capital and Non-Operating Expenditures									
Technical Projects	\$ 2,515,584			1,076,433	\$1,439,151	42.79%			
Non-Operating Supplies and Services	85,000			10,227	74,773	12.03%			
Total Non-Operating Expenditures	2,600,584			1,086,660	\$1,513,924	41.79%			
Total Expenditures	\$ 26,505,728			\$ 15,958,004	\$10,547,724	60.21%			



Kitsap 911

Fund Balance Summary

Net Fund Position	as of 10/31/2023
Temporary Investment Balance	\$ 9,388,733.74
Cash Balance	
Warrant Account	1,724,481.33
Payroll Account	605,737.29
Flex Spending Account	22,747.38
Petty Cash	400.00
Cash Subtotal	<u>2,353,366.00</u>
Total Cash and Cash Equivalents	<u>11,742,099.74</u>
Add: Outstanding Warrants	13,781.51
Less: Outstanding Receipts	-
Net Fund Position	<u>\$ 11,755,881.25</u>

Funds Committed for Capital and Non-Operating Projects
As of October 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	-	155,270.95	155,270.95	344,729.05	2023-001
40	UPS Hardware Replacement	300,000.00	300,000.00	532.24	658.74	658.74	299,341.26	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	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	-	61,730.84	61,730.84	18,269.16	2022-002
44	Server Virtualization & Cyber Security	55,000.00	55,000.00	437.95	8,107.07	8,107.07	46,892.93	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	\$ 970.19	\$ 571,077.73	\$ 571,077.73	\$ 2,211,922.27	

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	\$ 8,528.16	\$ 19,877.69	\$ 19,877.69	\$ 3,980,122.31	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	2,195.20	532,702.28	534,105.43	1,465,894.57	2022-002
Subtotal Non-Operating Projects		\$ 44,740,000.00	\$ 9,740,000.00	\$ 10,723.36	\$ 3,470,829.20	\$ 3,472,232.35	\$ 6,267,767.65	
Total Capital and Non-Operating Projects		\$ 47,523,000.00	\$ 12,523,000.00	\$ 11,693.55	\$ 4,041,906.93	\$ 4,043,310.08	\$ 8,479,689.92	

Funds Assigned

As of October 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	5,789,487.62	-	-	-	5,789,487.62
	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			<u>\$ 8,577,754.80</u>	<u>\$ -</u>	<u>\$ 6,205.05</u>	<u>\$ 38,116.98</u>	<u>\$ 8,539,637.82</u>