

Special Kitsap 911 Board of Directors Meeting

December 15, 2023 (10:00 to 11:00)

Via Zoom

Public is welcome to observe virtual via Zoom or at Kitsap 911

A G E N D A

1	Call to Order	(Chair)
2	Public Comment	(Chair)
Action Items		
3	Approval of K911-072 RACOM Click here for: RACOM P25 Digital Contract, RFP, and Kitsap 911 Response to Bainbridge Island Fire Concerns	(Kirton/Peabody)
4	Finance Report	(Rogers)
5	Adjourn	(Chair)

When: December 15, 2023 10:00 AM Pacific Time (US and Canada)

Topic: Special Kitsap 911 Board of Directors

Join Zoom Meeting

<https://us06web.zoom.us/j/8682964181pwd=OG9lUDMvaTNxdXhwTk1tR3VnWlJrdz09>

Meeting ID: 868 2964 1818

Passcode: 911

One tap mobile

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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><u>\$ 11,755,881.25</u></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			\$ 8,577,754.80	\$ -	\$ 6,205.05	\$ 38,116.98	\$ 8,539,637.82