

Kitsap 911 Board of Directors Meeting
December 7, 2021 (2:00 to 3:00)
Virtual Meeting

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	Adoption of Resolution 2021-005 Establishing the Meeting Schedule for Kitsap 911 in 2022	(Kirton)
5	Authorize hiring two new FTE (1 temporary and 1 regular)	(Kirton)
Reports		
6	Executive Committee Report <ul style="list-style-type: none"> • Approved various warrants, payroll and electronic fund transfers • Received regular staff reports • Ratification of contract K911-045 Washington State Military Department NG911 • Ratification of contract K911-045 Saybr Contractors (Gold Mt Fuel) • Ratification of contract K911-047 Washington State Traffic • Ratification of contract K911-019 A -Sprint Amendment-Simon Point • Ratification of contract K911-049 Health Equity Actions taken by Executive Director under Resolution 2020-003 Declaring an Emergency <ul style="list-style-type: none"> • None 	(Kirton)
8	Staffing Report	(Taylor)
9	Finance Report	(Rogers)
10	2021 Goals and Tech Project Report	(Wecker)
11	Good of the Order	(All)
12	Adjourn	(Chair)

Public Comment may be submitted to pubcomment@kitsap911.org All comments received prior to 1:30 PM on December 6, 2021 will be included in the public comment report (item 2 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: Dec 7, 2021 02:00 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/82771746528?pwd=TIRBSWVLK2wzcmhYN20vTlppUEZqQT09>

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Kitsap 911 Public Authority

Resolution 2021-005

Resolution 2021-005 Establishing the Kitsap 911 Board of Directors Meeting Schedule for 2022.

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 virtual until further notice:

March 1, 2022 12:15 to 2:15 Regular Meeting

June 7, 2022 2:00 to 3:00 Regular Meeting

September 6, 2022 2:00 to 3:00 Regular Meeting

December 6, 2022 2:00 to 3:00 Regular Meeting

March 7, 2023 12:15 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 7, 2021 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 Board of Directors Information Paper

Issue : Radio Project “Owner’s Rep”

Action Requested: Approve addition of a temporary Sr. Program Manager/Radio Engineer position beginning in 2022.

Issue: Our radio replacement project plan includes hiring an owner’s rep to oversee both the microwave and radio replacement projects.

Background/Justification: Kitsap 911’s radio and microwave systems will be completely replaced starting in 2022. These replacement projects will be funded with the 1/10th of 1% sales tax passed by the voters as Proposition 2.

Our plan calls for hiring an owners rep either as a regular (temporary) employee or consultant.

With the microwave system RFP responses due February 8, it’s time to proceed.

Recommendation:

1. Hire a temporary Sr. Program Manager/Radio Engineer beginning 1st Quarter 2022 through 6 months post go live of the new radio system).
2. Budget in non-operating budget through term of employment.
3. Fund through reserves until collections of Prop 2 revenues begin then through prop 2 revenues.

Fiscal Impact: up to \$189,305 in 2022.



SENIOR PUBLIC SAFETY PROGRAM MANAGER/RADIO ENGINEER

Job Description:

The Senior Public Safety Program Manager/Radio Engineer is the primary person for providing technical expertise for the replacement of Kitsap 911 public safety communications systems including the radio system, microwave network, dispatch and call taking console systems, and user radios.

Job responsibilities include:

- Provide support for technical issues related to the replacement of Kitsap 911 public safety communications systems.
- Lead planning efforts, working with the Director and other staff, to develop strategies for stakeholder communications, project governance, project charter, project management, quality management, asset management, and budgetary estimates.
- Develop a detailed Systems Assessment Report including user radio inventory, site surveys, radio system, microwave system, radio console system, and network management systems for input to the development of Requests for Proposals, Statements of Work for civil, electrical, and mechanical site improvements, and site acquisition or construction.
- Develop and evaluate responses to Requests for Proposals and Statements of Work for the procurement of systems and improvements.
- Secure agreements with site owners for new sites and modifications to existing sites, as needed.
- Work with selected vendors to develop and review detailed designs, cutover plans, acceptance test plans, implementation, and close out of new systems.,
- Develop the user radio implementation plan, including early deployment during the transition period between vendor selection and system acceptance of mobile, portable, and control station radios.
- Review and approve as-built documentation, product manuals, system support agreements and processes to close out the projects.
- Other duties, as assigned.
- This position supports a 24x7 facility and may require the incumbent to work weekends, holidays, and/or outside of the scheduled work ours.

Working Environment/Physical Requirements:

Work generally takes place in an indoor climate-controlled environment, but routinely and regularly requires travel to other, sometimes outside, environments, including remote radio communication site locations.

This position requires the ability to:

- Both sit and stand for extended periods
- Kneel, crawl, lay on back, side and stomach, and climb ladder
- Use repetitive motions while entering information in to a keyboard
- Have vision, depth perception, and peripheral vision sufficient to read computer screen data, distinguish colors, read blueprints, schematics, wiring diagrams, etc.
- Exert force of 50 pounds occasionally, and push, carry, pull and lift up to 25 pounds frequently, unassisted.
- Bend, stoop, and reach while installing or inspecting equipment.
- Grasp and handle documents and paper
- Speak and hear sufficiently to communicate effectively and accurately, and respond appropriately in person and using the phone.
- Work mandatory overtime, and report to work regardless of weather conditions.
- Walk short distances frequently, and over various types of terrain in all weather conditions.
- Tolerate exposure to computer monitors, electronic equipment, high noise and sound levels (i.e. tones and alarms).

Position Requirements:

Systems Engineer Minimum Qualifications:

- Bachelor's degree from an accredited college or university in electrical engineering or related field AND five years of demonstrated experience in public safety communications systems, OR any equivalent combination of experience or education that demonstrates the desired knowledge, background, expertise, skills and ability to successfully perform the functions of the job
- FCC General Radio Operator's License (GROL)
- Five or more years of demonstrated experience in public safety communications systems including the procurement and installation of new radio systems, microwave systems, console systems, power systems, and network management systems
- Experience with large complex projects including budget/estimating, meeting project deadlines, coordinating with internal and external resources, and developing and presenting technical recommendations

Systems Engineer Required Knowledge:

- In depth knowledge of radio system radio system design, engineering, installation, programming, maintenance, testing, and repair
- In depth knowledge of best practices for design, installation, and maintenance of radio tower sites and antenna systems
- In depth knowledge of Washington State procurement laws for county public works projects

Highly Desired Qualification:

- Project Management Professional (PMP) certification

Other minimum qualifications:

- Possess and maintain a valid Washington State Driver's License
- Possess a ready and dependable means of transportation
- Possess a private telephone line with reliable 24-hour availability (can be a cellular phone)
- Successfully pass each part of a multi-phase pre-employment examination, which may include medical/fitness and drug test, as well as a criminal background check that includes a national fingerprint check through law enforcement.
- Submit official transcripts from an accredited school or technical school, or proof of completion of specific training, education, or certification if education is being used as a qualifying equivalent.
- Reliably appear for scheduled work with regular, predictable and punctual attendance
- Type sufficiently to accurately operate equipment and technologies, prepare documents, spreadsheets and presentations using Microsoft Office and other software. Be capable of performing addition, subtraction, multiplication and division without the use of a computer or calculator
- Use Microsoft Office software and advanced features and functions
- Consistently demonstrate initiative and good judgement
- Work calmly and effectively with frustrated users, while instilling confidence that solutions will be found and implemented soon.
- Skillfully build consensus and arrive at resolution among a diverse group of individuals
- Skillfully navigate and support multiple simultaneous projects

ADDITIONAL DATA

- Classified as exempt under the Fair Labor Standards Act (FLSA) and is not eligible for overtime
- May be hired as an At-Will Employee, or under a specific employment contract
- Kitsap 911 participates in E-Verify
- Kitsap 911 is an Equal Opportunity Employer (CALEA 4.1.4 c)



Kitsap 911 Board of Directors Information Paper

Issue: Network & Security Support

Action Requested: Approve addition of a network and security engineer beginning in 2022.

Issue: Kitsap 911 receives some network services and support from Kitsap County. Other systems are supported by our staff. The new microwave and radio systems will each have significant network components.

Background/Justification: Kitsap 911 receives some network services from Kitsap County including support for our core network switches, network security, VPN Access, Netmotion, etc. We also have network elements that are supported internally, backed up by support from the vendor and receive “pay as you go” support from the county. Up until recently all of these network elements were for non-critical functions (for example the network switches used by our administrative phone system, facility wifi, tertiary internet connection, etc). We now have mission critical network components that fall outside of our support agreement with the county including the Alerting System and some parts of Remote 911. Other elements (such as VPN access) that are still managed and supported by the county are considered mission critical 24/7 services for us but not by the county. In many cases our ability to directly support our users is limited by the county. Our new microwave and radio systems will each have significant network elements requiring increased support resources. We are scheduled to select the microwave vendor in February/March.

Our current support model will not be adequate once our new systems are in place.

Bringing primary network and security support in house and transitioning to Kitsap 911 owned and managed solutions while maintaining a collaborative working relationship with the county for backup support, shared hardware, and network connections would allow us to better design and manage our systems, provide for greater redundancy, and allow us to better support the network needs of internal users and member agencies.

Recommendation:

1. Bring primary network and security support in house by hiring a network and security engineer. Cost: \$115 to 150K per year, added to non-operating budget in 2022, and operating budget beginning in 2023)
2. Transition to Kitsap 911 owned and managed network components (Core network, VPN, Netmotion, redundant IGN and ACCESS connections, etc). Cost: TBD.
3. Negotiate a new support agreement with Kitsap County to begin in 2023 that maintains a collaborative working relationship for backup support, shared hardware and network connections. Cost: TBD

Fiscal Impact: up to \$149,383.22 in 2022 (for a new network and support engineer).

DRAFT



PUBLIC SAFETY SYSTEMS ENGINEER

Job Description:

Delivers complex technology services that optimize technology use. Systems Engineers possess advanced understanding of the technology used and operated by Kitsap 911 and the agencies it serves.

Incumbents identify issues, trends, needs, and solutions for evolving technology needs, and must develop plans and strategies for implementing needed changes and maintaining technology services at a level consistent with the needs of the organization and users, within the constraints of available funding.

All incumbents will be assigned advanced level maintenance and troubleshooting, and must demonstrate the ability to perform high-level system design and administration. Incumbents will participate in design review and implementation, developing system documentation, may work closely with the other tiers of Public Safety Systems Technicians, and are expected to provide guidance and assistance when applicable. Incumbents will also be responsible for Identifying capital and operating expense requirements and developing supporting documentation needed to obtain and sustain funding.

Direct supervision for incumbents at this level is ideally limited to conferring about progress, project management updates, and advising about emergency or unexpected occurrences.

This position supports a 24x7 facility and may require the incumbent to work weekends, holidays, and/or outside of the scheduled work ours. Additionally, incumbents will be responsible for participation in an on-call rotation and will be expected to respond to emergency support requests.

Focus: Networks and Security

Incumbents with a Network and Security focus must be experts on IP based network technologies, microwave network technology, and system security. Depending on assignment, incumbents are responsible for evaluating, designing, configuring, maintaining enterprise level networks hardware, servers, cloud-based services, firewalls, VPNs, and other security appliances. Incumbents should have a strong knowledge of security best practices and procedures that ensure the confidentiality, integrity, and access of protected Criminal Justice Information Systems (CJIS) data and Center information. Incumbents are also responsible for managing and maintaining the security of all Kitsap 911's systems and investigate and act on security incidents. Incumbents will also manage complex projects in support of specific Kitsap 911 technology functions, conduct business analysis for project management, and assist with

enterprise level disaster recovery planning. Incumbents are expected to conduct annual security assessments and report findings to Kitsap 911 leadership.

Working Environment/Physical Requirements:

Work generally takes place in an indoor climate-controlled environment, but routinely and regularly requires travel to other, sometimes outside, environments, including remote radio communication site locations.

All positions require the ability to:

- Both sit and stand for extended periods kneel, crawl, lay on back, side and stomach, and climb ladder
- Use repetitive motions while entering information into a keyboard
- Have vision, depth perception, and peripheral vision sufficient to read computer screen data, distinguish colors, read blueprints, schematics, wiring diagrams, etc.
- Exert force of 50 pounds occasionally, and push, carry, pull and lift up to 25 pounds frequently, unassisted.
- Bend, stoop, and reach while installing or inspecting equipment.
- Grasp and handle documents and paper
- Speak and hear sufficiently to communicate effectively and accurately, and respond appropriately in person and using the phone.
- Work mandatory overtime, and report to work regardless of weather conditions. Some shifts/jobs may require working or being on-call nights, weekends, and holidays. Incumbents may be subject to emergency and/or unplanned response or call out.
- Walk short distances frequently, and over various types of terrain in all weather conditions.
- Tolerate exposure to computer monitors, electronic equipment, high noise and sound levels (i.e. tones and alarms).

Position Requirements:

Systems Engineer Minimum Qualifications:

Bachelor's degree from an accredited college or university in Information Technology, Computer Networking, or Technical Electronics or related field AND four (4) years' experience related to the assignment OR any equivalent combination of experience or education that demonstrates the desired knowledge, background, expertise, skills and ability to successfully perform the functions of the job. Depending on position focus, the applicant's background must demonstrate knowledge of and proficiency with the following technologies.

Systems Engineer Knowledge for Network and Security Focus:

- Three (3) years or more of recent experience creating and maintaining complex switched networks and firewalls including access control, deep packet inspection, remote access, VLANs, 802.1X, static and dynamic routing, and routing to the Internet

- Experience managing enterprise level server and network security, and incident management issue resolution
- Experience in information security risk analysis, security assessment, and vulnerability analysis
- Knowledge of TCP (IPv4 and IPv6), UDP, and routing protocols
- Experience with CISCO, Juniper, and UNIFI network hardware
- Ability to create accurate network diagrams and documentation for design and planning of network communication systems
- Expert level experience with Web and Cloud based Services

Systems Engineer Preferred Qualifications for Network and Security Focus:

- Security certification or current training relating to cyber defense, penetration testing and/or other industry related security credentials or training
- Cisco Certified Network Administrator (CCNA) or Cisco Certified Network Profession (CCNP) certification
- Experience maintaining/troubleshooting an IP based microwave networking environment
- Experience managing Virtual Machines both server and desktop
- Secure coding practices, ethical hacking and threat modeling
- Working knowledge of backup and recovery techniques
- Experience with VOIP Telephone networks
- Experience with ROIP networks
- Working experience with Network Attached Storage (NAS) devices

Other minimum qualifications:

- Possess and maintain a valid Washington State Driver's License
- Possess a ready and dependable means of transportation
- Possess a private telephone line with reliable 24-hour availability (can be a cellular phone)
- Successfully pass each part of a multi-phase pre-employment examination, which may include medical/fitness, drug test, and psychological examinations as well as a criminal background check that includes a national fingerprint check through law enforcement.
- Submit official transcripts from an accredited school or technical school, or proof of completion of specific training, education, or certification if education is being used as a qualifying equivalent, or if jobs require specific certification.
- Reliably appear for scheduled work with regular, predictable, and punctual attendance
- Type sufficiently to accurately operate equipment and technologies, prepare documents, spreadsheets and presentations using Microsoft Office and other software. Be capable of performing addition, subtraction, multiplication and division without the use of a computer or calculator

- Use Microsoft Office software and advanced features and functions
- Consistently demonstrate initiative and good judgement
- Work calmly and effectively with frustrated users, while instilling confidence that solutions will be found and implemented soon.
- Skillfully build consensus and arrive at resolution among a diverse group of individuals
- Skillfully navigate and support multiple simultaneous projects

ADDITIONAL DATA





- Classified as exempt under the Fair Labor Standards Act (FLSA) and is not eligible for overtime
- Kitsap 911 participates in E-Verify
- Kitsap 911 is an Equal Opportunity Employer (CALEA 4.1.4 c)





Executive Summary

Kitsap 911 Board of Directors

Summary: For the ten months ended October 31, 2021 (83.33% of the year elapsed), both revenues and expenditures were in-line with expectations.

Revenues: As of October 2021, we have received approximately \$10.0M (99.72%) of projected annual revenues, exceeding our year-to-date forecast of \$8.4M (84.62%) by approximately \$1.6M (16.00%).

	Expected \$	Actual \$	Variance \$	
Total Revenue	8.41 M	10.01 M	1.61 M	
Sales Tax	3.61 M	5.30 M	1.69 M	
Excise Tax	2.15 M	2.18 M	0.03 M	
Other Revenues	2.66 M	2.54 M	-0.12 M	

	Expected %	Actual %	Variance %	
Total Revenue	83.72%	99.72%	16.00%	
Sales Tax	82.56%	121.27%	38.71%	
Excise Tax	84.62%	85.93%	1.31%	
Other Revenues	84.62%	80.87%	-3.75%	

We have received approximately \$5.3M (121.27%) of the total projected sales tax revenues, which was above our year-to-date forecast (82.56%) by approximately \$1.7M (38.71%).

We have received approximately \$2.2M (85.93%) of the total projected excise tax revenues, which was in-line our year-to-date forecast (84.62%), exceeding expectations by approximately \$33K (1.31%).

Other revenues received were \$2.5M (80.87%), which was below with our year-to-date forecast (84.62%) by approximately \$118K (3.75%). Fluctuations in MCT hardware purchases and the timing of related reimbursements routinely cause fluctuations in this category. For December 2021, timing differences in tower lease revenues was the primary driver behind the fluctuation.

Operating Expenditures: As of October 31, 2021, we have expended approximately \$8.8M (78.62%) of our total operating expenditures appropriation, which was less than our year-to-date expectation of \$9.4M (83.94%) by approximately \$0.6M.

	Expected \$	Actual \$	Variance \$	
Total Operating Expenditures	9.36 M	8.77 M	0.59 M	●
Operating Salaries & Benefits	7.59 M	7.10 M	0.49 M	●
Operating Non-Labor	1.77 M	1.67 M	0.10 M	●

	Expected %	Actual %	Variance %	
Total Operating Expenditures	83.94%	78.62%	5.32%	●
Operating Salaries & Benefits	84.37%	78.91%	5.46%	●
Operating Non-Labor	82.14%	77.40%	4.74%	●

We have expended approximately \$7.1M (78.91%) of our total salaries and benefits budget, which was less than our year-to-date goal of \$7.6M (84.37%) by approximately \$490K (6.47%).

We have expended approximately \$1.7M (77.40%) of the total Operating Supplies, Services, and Inter-fund expenditures, which was less than our year-to-date expectations of \$1.8M (82.14%) by approximately \$102K (4.74%).

Capital Expenditures: As of October 31, 2021, we have expended approximately \$332K (35.84%) of our total annual appropriation of \$925K.

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

Risks: The ongoing economic impact of the COVID-19 pandemic continues to pose the greatest risk to our revenues, primarily because Kitsap 911's main source of revenue is its share of Kitsap County's sales tax receipts. Given the economy's stable performance over the past few months, our outlook for the year has improved, however, until market activity returns to normal levels, material instability in our financial landscape is possible. It was primarily due to the unknown financial impact of COVID-19 that in 2020, we projected our 2021 sales tax receipts very conservatively, as well as deferred certain maintenance and other operational costs. While certain present economic conditions are encouraging, the impact from rising inflation exacerbated by the current supply chain disruption remains a concern. We will continue to monitor this and may have a 4th quarter budget amendment for Board consideration.



Kitsap 911

Fund Balance Detail

as of
10/31/2021

Nonspendable	
None	
Total Nonspendable	\$ -
Restricted	
Stabilization Fund	\$ 1,204,219.00
Fire Alerting Project	412,885.02
Flex Spending Account	4,100.55
Total Restricted	\$ 1,621,204.57
Committed	
<u>Capital Projects and Technical System Upgrades</u>	
Backup Center	108,673.07
ASAP to PSAP	23,704.47
Tower Site Improvements	14,942.17
Simulcast Tuning	13,125.00
Microwave Design/Prep	95,495.64
JACE Replacement for HVAC	15,000.00
First Due Annual Maintenance	11,316.00
Server Virtualization and Cyber Security	55,000.00
Subtotal	337,256.35
 <u>Operations</u>	
Election Costs for SB5272	\$ 150,000.00
Subtotal	150,000.00
Total Committed	\$ 487,256.35
Assigned	
Equipment Replacement	\$ 983,000.00
Payroll Cashflow	924,457.84
Stabilization Fund Adjustment	730,916.00
Total Assigned	\$ 2,638,373.84



Kitsap 911

Fund Balance Summary

Net Fund Position	as of 10/31/2021
Temporary Investment Balance	\$ 4,694,984.88
Cash Balance	
Warrant Account	1,356,237.77
Payroll Account	324,457.84
Flex Spending Account	4,100.55
Petty Cash	883.53
Cash Subtotal	1,685,679.69
Total Cash and Cash Equivalents	6,380,664.57
Add: Outstanding Warrants	84,828.50
Less: Outstanding Receivables	-
Net Fund Position	<u>\$ 6,465,493.07</u>

Cash and Investment Categories	as of 10/31/2021
Fund Balances	
Nonspendable	-
Restricted	\$ 1,621,204.57
Committed	487,256.35
Assigned	2,638,373.84
Unassigned	1,718,658.31
Total Fund Balance	<u>\$ 6,465,493.07</u>

Definitions:

Nonspendable: These are amounts that according to laws or contracts cannot be spent. This category applies to items like permanent endowments when the donor stipulates that the principal amount of the contribution must be preserved and invested and only the earning can be used for governmental purposes.

Restricted: Indicates the portion of cash and investments balance that is subject to externally enforceable legal restrictions (imposed by creditors, grantors, donors, other governments, etc.). The restrictions may also be imposed by law through constitutional provisions or enabling legislation.

Committed: Indicates the portion of cash and investments' balance that represents resources whose use is constrained by specific limitations that the government imposes upon itself at the highest level of decision making (normally the governing body: e.g., board of commissioners, board of directors, board of supervisors, council, etc.) through a most binding formal action (e.g., resolution, ordinance, etc.) and that remains binding unless removed in the same manner. A motion, plan or stated management intent regarding how resources will be used does not meet the criteria.

Assigned: Indicates the portion of fund balance that reflects a government's intended use of resources. These are amounts intended to be used by the government for specific purposes that are neither restricted nor committed.

Unassigned: This is the amount remaining in the fund after classifying amounts as nonspendable, restricted, committed, or assigned. Unassigned amounts are technically available for any purpose.

Warrants Outstanding: This is the sum of payments made to vendors which have not yet cleared the bank as of the date of this balance sheet. It may be comprised of expenditures paid for out of any of the fund categories.



Kitsap 911

Monthly Financials for the Month Ended 10/31/2021

Description	2021 Annual Budget	October Expected 2021 Budget \$	October Expected 2021 Budget %	October Actual 2021	Delta to Annual Budget		Delta to YTD Budget	
					\$	%	\$	%
Revenues								
Sales Tax	\$4,367,555.00	\$ 3,605,853	82.56%	\$ 5,296,419	(\$928,864)	121.27%	\$1,690,565	146.88%
Telephone Excise Tax	2,535,066	2,145,055	84.62%	2,178,484	356,582	85.93%	33,428	101.56%
Other Revenues	3,138,474	2,655,632	84.62%	2,538,046	600,428	80.87%	(117,586)	95.57%
Total Revenues	\$10,041,094	\$8,406,541	83.72%	\$ 10,012,948	\$28,146	99.72%	\$1,606,408	119.11%
Expenditures								
Operating Labor								
Salaries	\$ 6,863,390	\$ 5,807,483	84.62%	\$ 5,194,165	\$1,669,225	75.68%	(\$613,319)	89.44%
Payroll Taxes	548,919	466,581	85.00%	419,672	129,247	76.45%	(46,909)	89.95%
Benefits	1,918,748	1,598,957	83.33%	1,485,419	433,330	77.42%	(113,538)	92.90%
Budgeted Attrition	(334,227)	(282,807)	84.62%	0	(334,227)	0.00%	282,807	0.00%
Total Labor	\$ 8,996,830	\$ 7,590,214	84.37%	\$ 7,099,255	\$1,897,574	78.91%	(\$490,959)	93.53%
Operating Expenditures								
Supplies	\$ 197,733	\$ 187,847	95.00%	\$ 365,980	(\$168,247)	185.09%	\$178,134	194.83%
Professional Services	394,837	335,772	85.04%	384,434	10,403	97.37%	48,662	114.49%
Communications	224,537	190,890	85.02%	188,854	35,682	84.11%	(2,036)	98.93%
Travel	24,437	20,095	82.23%	3,379	21,058	13.83%	(16,715)	16.82%
Advertising	3,833	3,401	88.74%	3,262	571	85.11%	(139)	95.91%
Operating Rents/Leases	231,219	191,108	82.65%	139,026	92,193	60.13%	(52,082)	72.75%
Insurance	151,228	52,021	34.40%	0	151,228	0.00%	(52,021)	0.00%
Utilities	145,176	121,919	83.98%	116,626	28,551	80.33%	(5,293)	95.66%
Repairs & Maintenance	726,811	616,906	84.88%	429,787	297,024	59.13%	(187,119)	69.67%
Miscellaneous	54,107	49,257	91.03%	35,805	18,303	66.17%	(13,452)	72.69%
Total Non-Labor	2,153,918	1,769,216	82.14%	1,667,153	\$486,765	77.40%	(\$102,062)	94.23%
Total Operating Expenditures	\$ 11,150,748	\$ 9,359,430	83.94%	\$ 8,766,409	\$2,384,340	78.62%	(\$593,021)	93.66%
Capital Expenditures								
Technical Projects	\$ 765,150	\$ 765,150	100.00%	\$ 290,097	\$475,053	37.91%		
Technical Projects Labor	10,000	10,000	100.00%	41,439	(31,439)	414.39%		
Non-Technical Projects	150,000	150,000	100.00%	0	150,000	0.00%		
Total Capital Expenditures	925,150	925,150	100.00%	331,535	\$593,614	35.84%		
Total Expenditures	\$ 12,075,898	\$ 10,284,579	85.17%	\$ 9,097,944	\$2,977,954	75.34%		

Kitsap 911 2021 Key Projects and Initiatives

Technical Projects				
Proj/Task#		Project/Initiative	Due	Status
2019	5	ASAP to PSAP (Implementation)	4Q2021	Complete
2019	18	Backup Center Phase 1 (Bldg&Current Capabilities) & 2 (begin enhancing capabilities)	TBD	reevaluate
2019	20	Alerting	4/30/2021	Late
2019	21	SUPPORT - RMS/JMS Replacement (Support KCIS)	TBD	In Progress
2019	31	Replace UPS	TBD	Pending
2020	14	Add tinting to front windows	12/31/2021	In Progress
2020	16	Curb repair and parking lot striping	TBD	Pending
2020	23	Evaluate feasibility of bringing all IT functions in house	TBD	Pending
2020	24	Facilitate discussion with fire RE Fire RMS	TBD	Pending
2020	25	Facilitate discussions with LE re Data/Records/Report Writing Unit	TBD	Complete
2020	27	evaluate Replace Helpdesk Software	4/30/2021	Complete
2020	28	evaluate inventory software replacement	4/30/2021	Complete
2020	30	Evaluate how to manage incoming data and media (NG911, Cameras, etc.)	TBD	Pending
2021	32	Closest Fire Unit Dispatch- Changing Gears Deployments	10/31/2022	Reevaluate
2021	33	Roll out 911 Automatic Call Distribution	2/28/2021	Complete+
2021	34	Replace HVAC Controller	6/20/2021	Complete+
2021	35	Server Virtualizaiton and Cyber Security enhancements and Remote 911 Mutual Aid	12/31/2021	In Progress
2021	36	Conduct Drive Testing (rf and cellular)	4/12/2021	Complete
2021	37	Replace Gold Mtn Fuel Tank	12/31/2021	At Risk
	100	Select Stakeholder Group	Complete	Complete
	101	Complete Simlacast Tuning	Complete	Complete-
	102	Evaluate/quantify coverage footprint/quality issues	Complete	Complete
	103	Finalize needs summary, preliminary plan, and funding decisions	5/30/2021	Complete
	104	Select MCT Replacement Evaluation Team (Agency Contacts)	6/1/2021	Complete
	105	Draft RFP for Design and Build	8/1/2021	Late
	106	Select Radio Advisor/Owner's Rep Consultant	8/31/2021	Late
	107	Establish Governance for CAD to CAD Interface (Pierce)	10/31/2021	Complete
	108	Refresh 911 Telephone System	11/15/2021	Complete
	109	Select Radio Sytem Vendor	TBD	
	110	MCT Hardware Upgrade	TBD	Pending
	111	MCT Software Upgrade	TBD	Pending
	112	CAD upgrade	TBD	Pending