



AGENDA

NORCOM Governing Board
August 14, 2020, 9:00 AM

1. Call to Order
2. Roll Call
3. Open Communications from the Public
4. NORCOM Recognition
5. Consent Agenda
 - A. Governing Board Meeting Minutes for July 10, 2020 Meeting
 - B. July 2020 Accounts Payable Report
6. For Board Decision
 - A. Legislative Initiatives Update and Board Direction
 - B. Expenditure approval request to re-locate the NORCOM 911 backup center to a larger, safer location.
7. For Briefing to Board
 - A. NORCOM 2020 Budget Update and Preliminary 2021 budget
8. Staff Updates
9. Executive Session

The Governing Board may hold an Executive Session pursuant to one or more of the following:

 - *RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency;*
 - *RCW 42.30.110(1)(g) to review the performance of an employee; and*
 - *RCW 42.30.110(1)(f) to receive and evaluate complaints brought against an employee.*

10. Adjournment

The next Governing Board meeting is scheduled for September 11, 2020.



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 08/14/2020
Subject: Governing Board Meeting Minutes for July 10, 2020 Meeting

Executive Summary:

The July 2020 Governing Board minutes are presented to the Board for review and consideration for approval

Background:

The Minutes are routinely reviewed by the Governing Board for approval

Past Board or Other Related Actions:

None

Policy and Strategic Implications:

None

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends approval

Staff Comments:

None

Options

N/A

Risks

N/A

Finance Committee Review: Yes

N/A

Legal Review: No

Governing Board Minutes from the July 10, 2020 Meeting

Joint Operations Board Review: No

The Minutes are routinely reviewed by the Governing Board for approval

Attachments



MEMBERS

| | |
|-----------------|------------------------------------|
| Nathan McCommon | City of Bellevue |
| Kyle Kolling | City of Clyde Hill |
| Tracey Dunlap | City of Kirkland |
| Steve Burns | City of Medina |
| Ed Holmes | City of Mercer Island |
| Dan Yourkoski | City of Normandy Park (Chair) |
| Rick Rudometkin | City of Snoqualmie |
| Ryan Dhoore | Duvall Fire District #45 |
| Jeff Clark | Eastside Fire & Rescue(Vice Chair) |
| Don Horton | Redmond Fire Department |
| Matt Cowan | Shoreline Fire Department |
| Michael Olson | City of Kirkland (Board Treasurer) |

ABSENT

| | |
|---------------|-----------------------------|
| Bruce Kroon | City of Bothell |
| Chris Connor | Fire District 27 |
| Greg Ahearn | Northshore Fire Department |
| Jay Wiseman | Snoqualmie Pass Fire |
| James Knisley | Skykomish Fire District #50 |
| Greg Ahearn | Woodinville Fire & Rescue |

VISITORS

| | |
|---------------------|----------------------------|
| Deanna Gregory | Pacifica Law Group |
| Deb Flewelling | KC E911 |
| David Mendel | PSERN |
| Chief Cherie Harris | Kirkland Police Department |

NORCOM STAFF

| | |
|------------------|--|
| Bill Hamilton | Executive Director |
| Roky Louie | Deputy Director, Operations |
| Katy Myers | Deputy Director, Administrative Services |
| Scott Sotebeer | Deputy Director, Strategic Initiatives |
| Judy Cayton | Human Resources Manager |
| Marianne Ryerson | Finance Director |
| Nathan Way | IT Application & Security Architect |
| Brittney Rhodes | Public Records Specialist |
| Maggie Johanson | Administrative Assistant |



- **Call to Order**

Chief Dan Yourkoski, Governing Board Chair, called the Governing Board meeting to order at 9:01 a.m. This meeting was publicly posted and held via video conference due to the COVID pandemic restrictions.

- **Roll Call**

Chief Yourkoski, requested a roll call of present Governing Board members. Maggie Johanson, NORCOM Administrative Assistant, reported there was a quorum.

- **Open Communications from the Public**

There were no requests for open communication from the public by email or phone.

- **NORCOM Recognition**

Deputy Director of Administrative Services, Katy Myers, recognized and congratulated Nathan Way for achieving his Masters in Cyber Security.

- **Consent Agenda**

- **Governing Board Minutes for June 12, 2020 Meeting**

- **June 2020 Accounts Payable Report**

Amendment to the June 12, 2020 meeting minutes made by Executive Director Hamilton regarding negotiations with King County for the rent on King County radio negotiations are not currently underway, we will begin negotiations with King County.

Chief Clark made a motion to approve the Amended Consent Agenda. City Administrator Rudometkin seconded the motion.

Motion carried.

- **For Board Decision**

- **Joint Operating Board Meeting**

The NORCOM Interlocal Agreement states that the Joint Operating Board shall review the Preliminary Budget before the Governing Board on or before July 1. For various reasons, the Joint Operating Board has not convened for many months and has not had the opportunity to review the budget. NORCOM is seeking direction from the Board in this regard. NORCOM provided several recommendations to include formal elimination of ILA requirement for a Joint Operating Board, suspension for three months, or temporary suspension. Chief Burns agrees we should suspend until next year. Deputy City Manager Dunlap stated if a decision is to suspend, then should evaluate expectations, roll Joint Ops plays, and a possible reboot of expectations. Chief Holmes asked the frequency of the Joint Ops Meetings. Chief Yourkoski suggested we suspend the Joint Operating Board until 2021 with a discussion at the end of 2020, at that time clarification of frequency and expectations will be discussed. Pacifica Law Group, Attorney Deanna Gregory stated, given the circumstances, the Governing Board can



amend the ILA due to the fact the organization has grown, and the Joint Operating Board was initially designed to give direction to NORCOM. Deanna suggested the role between the Governing Board & Joint Operation Board should be reviewed.

Chief Holmes motioned to suspend the Joint Operating Board until 2021, with a discussion regarding the Joint Operating Board be an agenda item at the December 11, 2020 meeting. Deputy City Manager Dunlap seconded the motion.

Motion carried.

○ **Legislative Initiatives Update and Board Direction**

Executive Director Hamilton provided an overview of the Washington DC trips seeking federal funding from April 2019 to date at the February 2020 Governing Board meeting. The Governing Board set a deadline of June 2020 to identify a primary stakeholder to manage any related funding distribution. Deputy Director Sotebeer reported COVID, Civil unrest and election politics have caused significant uncertainty and turmoil for the U.S. Congress. He reported that as of July 7th, three reports had moved bills into the house. The money would go to KC Sheriff & State 911 office to be managed. \$2.5 - \$6 million in grant money in the queue for 2020 with a subgrant of \$1.5 - \$3 million range specific to NORCOM. We are in a good position with more information to come. Chief Yourkoski asked when we anticipate being finalized, it was understood by the end of the month at the worst end of August. Deputy Director Sotebeer reported that the Emergency backup had made it through the 1st cut, and we are very close to getting information. Executive Director Hamilton stated we need to honor the original deadline and is asking for direction from the Board if we continue, stop, or extend the deadline. Chief Holmes questioned launching this in today's environment and feels we need to focus on NORCOM business as the main priority. Deputy City Manager McCommon reminded that the last discussion, it was said a partnership could work but is not feasible for NORCOM alone. Chief Burns stated we must have a funding deadline and when the money comes through a signed document regarding the amount that NORCOM will get is needed not just a handshake. He stated that Executive Director Hamilton has his full support. Chief Cowen asked for clarification of what this means financially to NORCOM since we cannot create the timing, stated Executive Director Hamilton, and staff would need to decide if this is a good time to pursue. Chief Yourkoski stated the money spent is not recoverable, and no more money will be spent going forward and agrees that Executive Director Hamilton is in the best position to decide. Chief Yourkoski is seeking a conclusion to this as exponentially as possible. Deputy City Manager McCommon questioned where the burden falls most on NORCOM, is it paperwork? Would we be a subcontractee? Deputy Director Sotebeer stated KC Sheriff is the shell, NORCOM will not have the burden, the money will come through Homeland Security or FEMA, the responsibility will be to budget the amount of which we do not know yet. Executive Director Hamilton expressed concern that there is no formal agreement in place and if the money came tomorrow who would own this burden? How will the funds impact the agencies if there is no primary person to execute. This is a great body of work, and NORCOM does not have the capacity. We need to focus on ourselves. Suggestions are we stop all spending, notify the delegates to stop, or we stop all spending, extend 30 days while confirming who will manage the funds. Chief Holmes stated the focus



should be on stabilizing NORCOM if we have time to gracefully bow out so that we can refocus our energies internally. Decision to be made at the next board meeting to help make this difficult decision. Chief Yourkoski stated we would minimize spending, get a formal agreement then revisit at the next meeting. Chief Clark would like a formal recommendation 30 days from now. Deputy Director Sotebeer stated getting a letter of intent will be no problem.

Chief Yourkoski asked for a motion to allow a 30-day extension to make the decision, get a formal letter of intent, and a recommendation from Executive Director Hamilton. Chief Kolling made the motion, Deputy City Manager McCommon seconded.

Motion carried.

- o **For Board Briefing**

- o **Update on NORCOM User Fee Research**

- Executive Director Hamilton stated that initially, we did not know the exact impact. To determine the impact a team was created to review 2017, 2018 & 2019 agency billing invoices. During this process, errors were discovered. Nathan Way created an algorithm. Deputy Director Roky Louie created two teams to confirm the algorithm, which will reduce human error potential. The error is small and impact minimal; however, to avoid future mistakes, we have corrected the process. Previous invoices had no detail supplied; All future invoices will have a detailed explanation listed out for all agencies.

- o **NORCOM Budget Update**

- The budget for the upcoming year is to be provided by the end of August each year. Executive Director Hamilton reported overspending of the 2019 budget, which will result in a reduction of the 2020 budget beginning fund balance. Finance Manager Marianne Ryerson stated we are working on building the 2020 budget and closing out the 2019 budget. While closing out the 2019 budget, it was determined we overspent by \$160,000 along with an ending fund balance of \$500,000 that was not the current balance, a \$350,000 vacancy contingency; however, NORCOM is fully staffed, and there are four unfunded positions. Management has already taken steps to address this matter, validating figures, review of policies to be communicated with staff regarding spending, Identify savings opportunities for 2020 starting with ceased discretionary spending for the remainder of the year, hiring freeze along with several other savings opportunities. Chief Horton asked for confirmation that NORCOM is fully staffed we would be eliminating the open IT help desk support position. Chief Holmes asked for a description of the unfunded positions. Unfunded positions are Finance Assistant, Database Administrator, Community Liaison & Human Resource Manager. Executive Director Hamilton stated there is no formal documentation regarding these positions, and we are currently evaluating our ability to support these positions. Two significant concerns are absorbing the deficit and the four unfunded positions. Deputy City Manager McCommon stated our net numbers are close to a million, which is close to our reserves. Deputy City Manager Dunlap asked for the number of settlement agreements in 2019 – 2020 and how this factors into the deficit, suggested using the rate



stabilization account to offset the deficit. Chief Yourkoski asked Executive Director Hamilton to bring to all future meetings a list of checks, what was budgeted, spent year to date, and how it compares to the budgeted amount. Deputy City Manager McCommon requested that he would like to see the budget amendments from Finance to help with their decision. Chief Yourkoski suggested a footnote with the amendment. Deputy City Manager Dunlap requested a fiscal note, record then make decision.

- o **PD Software/CAD Upgrade**

Deputy Director Myers provided an update on the Tyler upgrade. The upgrade was scheduled for July 28, 2020 but has been canceled. We are waiting for the 2020.2 version and will report once more data is available.

- o **Staffing Updates**

- o **Committee Reports**

There were no committee reports.

- o **Upcoming Agenda Items**

There were no upcoming agenda items mentioned.

- o **Executive Session**

No executive session held.

¹ The Governing Board may hold an Executive Session pursuant to one or more of the following:

• *RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency;*

Chief Yourkoski requested a motioned to adjourn the meeting. Chief Holmes motioned to adjourn the meeting, Deputy City Manager McCommon seconded the motion.

Motion carried.

- o **Adjournment**

The meeting adjourned at 10:16 a.m.

Next Governing Board meeting scheduled for August 14, 2020.



Meeting Minutes
NORCOM Governing Board
July 10, 2020

Approved by:

Chair

Attest:

Secretary



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 8/14/2020
Subject: July 2020 Accounts Payable Report

Executive Summary:

NORCOM staff is asking that the Board approve this report through consent. This action is routine in nature and the Finance Manager has reviewed all charges.

Background:

This is a routine report produced monthly for Board review.

Past Board or Other Related Actions:

The Board receives and reviews this report each month.

Policy and Strategic Implications:

None

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends approval.

Staff Comments:

None

Options

None

Risks

None

Finance Committee Review: Yes

N/A

Legal Review: No

N/A

Joint Operations Board Review: No

N/A

Fiscal Impact

Budgeted Y/N: Y
Fiscal Year: 2020
Account (s):
Fiscal Note:
Fiscal Impact:

The AP report has been reviewed and items purchased are within the 2020 budget.

Attachments

July AP Report

NORCOM
ACTIVITY JULY 1, 2020 THROUGH JULY 31, 2020

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,492,017.33

Checks by Date – Detailed by Check Date Report attached

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the claim is a just, due and unpaid obligation again NORCOM, and that I am authorized to authenticate and certify said claim.

Michael Olson, Treasurer

Date

We, the undersigned NORCOM Board Members, do hereby certify that claims in the amount detailed above are approved.

Governing Board Chair

Date

Governing Board Vice Chair

Date

Accounts Payable

Checks by Date - Detail by Check Date

User: fmos
Printed: 8/6/2020 8:49 AM



| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|--|-------------------------|--------------------------------|-------------------------|--------------|
| ACH | 679 | ADP, LLC | 07/02/2020 | |
| | 107022020 | Garnishments Payable | | 25.67 |
| | 207022020 | FMLA Taxes Payable | | 1,220.02 |
| | 307022020 | ESD Taxes Payable | | 2,340.19 |
| | 407022020 | Medicare Taxes Payable | | 8,161.07 |
| | 507022020 | Federal Taxes Payable | | 29,187.43 |
| | 607022020 | Federal Taxes Payable | | 213,571.93 |
| Total for this ACH Check for Vendor 679: | | | | 254,506.31 |
| Total for 7/2/2020: | | | | 254,506.31 |
| 18763 | 6 | CDW-GOVERNMENT INC | 07/03/2020 | |
| | XZM8583 | Transceiver module | | 5,712.85 |
| | ZBJ5480 | Slim smart 4.5mm AC adapter | | 119.79 |
| | ZBS6927 | HP SB EliteBook and monitor | | 2,736.58 |
| | ZCX3574 | Cordless PTT headset adapters | | 1,592.62 |
| | ZDM8698 | Cordless PTT headset adapters | | 4,379.72 |
| | ZDS3172 | Cordless PTT headset adapters | | 1,194.47 |
| Total for Check Number 18763: | | | | 15,736.03 |
| 18764 | 8 | CENTURYLINK | 07/03/2020 | |
| | 061020 | Telephone Service | | 2,283.55 |
| Total for Check Number 18764: | | | | 2,283.55 |
| 18765 | 303 | COSTCO MEMBERSHIP | 07/03/2020 | |
| | 480957359 | Costco membership | | 60.00 |
| Total for Check Number 18765: | | | | 60.00 |
| 18766 | 324 | CRISTA MINISTRIES | 07/03/2020 | |
| | 51933-13 | Crista Radio Site Lease - May | | 513.10 |
| | 51933-14 | Crista Radio Site Lease - June | | 513.10 |
| | 51933-15 | Crista Radio Site Lease - July | | 513.10 |
| Total for Check Number 18766: | | | | 1,539.30 |
| 18767 | 28 | EPSCA | 07/03/2020 | |
| | 10079 | Monthly radio access fee | | 812.76 |
| Total for Check Number 18767: | | | | 812.76 |
| 18768 | 565 | GLOBALSTAR | 07/03/2020 | |
| | 2642181 | Orbit Network Services | | 300.73 |
| Total for Check Number 18768: | | | | 300.73 |
| 18769 | 675 | ICMA-RC VANTAGEPOINT TRANSFER | 07/03/2020 | |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|---|---|-------------------------------|----------------------------|
| | 061920 | ICMA 457 Contr PE 06/19/20 | | 3,397.34 |
| | | | Total for Check Number 18769: | 3,397.34 |
| 18770 | 42 11009158 | KING COUNTY FINANCE DEPT INET | 07/03/2020 | 1,163.00 |
| | | | Total for Check Number 18770: | 1,163.00 |
| 18771 | 557 4819334 | LANGUAGE LINE SERVICES Over-the-Phone Interpretation | 07/03/2020 | 524.87 |
| | | | Total for Check Number 18771: | 524.87 |
| 18772 | 424 5285add11 | LIFTOFF LLC Audio conferencing license | 07/03/2020 | 16.00 |
| | | | Total for Check Number 18772: | 16.00 |
| 18773 | 586 2020-06 | MEYDENBAUER CENTER Construction employee parking for June | 07/03/2020 | 1,950.00 |
| | | | Total for Check Number 18773: | 1,950.00 |
| 18774 | 61 55781268 55880040 | ROBERT HALF TECHNOLOGY Finance Consultant – JBartlett WE 05/01/20 Finance Consultant – JBartlett WE 05/29/20 | 07/03/2020 | 146.45 1,537.73 |
| | | | Total for Check Number 18774: | 1,684.18 |
| 18775 | 366 062220 | T MOBILE Test Cell Phone Service | 07/03/2020 | 45.58 |
| | | | Total for Check Number 18775: | 45.58 |
| 18776 | 74 061820 | UNUM Long Term Care | 07/03/2020 | 557.40 |
| | | | Total for Check Number 18776: | 557.40 |
| 18777 | 79 9856544929 | VERIZON WIRELESS Cell Phone Service | 07/03/2020 | 2,563.29 |
| | | | Total for Check Number 18777: | 2,563.29 |
| 18778 | 87 72476 | WA STATE PATROL Access user fee | 07/03/2020 | 18,000.00 |
| | | | Total for Check Number 18778: | 18,000.00 |
| 18779 | 88 5010737350 | WELLS FARGO FINANCIAL LEASING Printer/Copier | 07/03/2020 | 1,405.08 |
| | | | Total for Check Number 18779: | 1,405.08 |
| | | | Total for 7/3/2020: | 52,039.11 |
| 18781 | 696 101300118937 101800118546 101800123277 | CONCUR TECHNOLOGIES INC Concur web access for March Concur web access for February Concur web access for April | 07/10/2020 | 484.01 484.01 559.61 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|-------------------------|---|--|------------------|
| | | | Total for Check Number 18781: | 1,527.63 |
| | | | Total for 7/10/2020: | 1,527.63 |
| 18782 | 3 06272020 | AT&T MOBILITY Cell phone service | 07/14/2020 | 256.80 |
| | | | Total for Check Number 18782: | 256.80 |
| 18783 | 6 ZFH3295 | CDW-GOVERNMENT INC Speaker Bar | 07/14/2020 | 101.28 |
| | | | Total for Check Number 18783: | 101.28 |
| 18784 | 253 A456731 | CENTURYLINK Telephone Service | 07/14/2020 | 3,241.82 |
| | | | Total for Check Number 18784: | 3,241.82 |
| 18785 | 9 79965571 | CENTURYLINK Telephone Service | 07/14/2020 | 165.80 |
| | | | Total for Check Number 18785: | 165.80 |
| 18786 | 424 5292add12 | LIFTOFF LLC Azure license | 07/14/2020 | 25.50 |
| | | | Total for Check Number 18786: | 25.50 |
| 18787 | 377 PSTI20-98 | PST INVESTIGATIONS Background Investigation Services | 07/14/2020 | 2,413.48 |
| | | | Total for Check Number 18787: | 2,413.48 |
| 18788 | 261 449544 | RADIO COMMUNICATIONS SERVICES Infrastructure labor | 07/14/2020 | 145.30 |
| | | | Total for Check Number 18788: | 145.30 |
| 18789 | 65 847357399-138 | SPRINT Wireless Service | 07/14/2020 | 12.07 |
| | | | Total for Check Number 18789: | 12.07 |
| 18790 | 692 062820 | ZIPLY FIBER Phone Services | 07/14/2020 | 751.19 |
| | | | Total for Check Number 18790: | 751.19 |
| | | | Total for 7/14/2020: | 7,113.24 |
| ACH | 120 061420 062820 | ADP PPE Payroll Processing Fee PPE Payroll Processing Fee | 07/15/2020 | 595.27 500.00 |
| | | | Total for this ACH Check for Vendor 120: | 1,095.27 |
| ACH | 131 061420 | HEALTH EQUITY PPE HSA Contributions Payable | 07/15/2020 | 1,212.68 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|-------------------------|--|-------------------------|--------------|
| | 062820 | PPE HSA Contributions Payable | | 1,212.68 |
| | | Total for this ACH Check for Vendor 131: | | 2,425.36 |
| ACH | 132 | WILMINGTON TRUST | 07/15/2020 | |
| | 061420 | PPE MEBT Contributions Payable | | 37,933.09 |
| | 062820 | PPE MEBT Contributions Payable | | 37,574.58 |
| | | Total for this ACH Check for Vendor 132: | | 75,507.67 |
| ACH | 133 | DEPT OF RETIREMENT SYSTEMS | 07/15/2020 | |
| | May2020 | PERS Contributions | | 130,176.66 |
| | | Total for this ACH Check for Vendor 133: | | 130,176.66 |
| ACH | 134 | COLONIAL LIFE | 07/15/2020 | |
| | July2020 | Supplemental Ins Premiums | | 2,060.10 |
| | | Total for this ACH Check for Vendor 134: | | 2,060.10 |
| ACH | 140 | RELIANCE STANDARD | 07/15/2020 | |
| | June2020 | Life/LTD Premiums | | 1,784.73 |
| | | Total for this ACH Check for Vendor 140: | | 1,784.73 |
| ACH | 327 | ASSOCIATION OF WASHINGTON CITIZ | 07/15/2020 | |
| | July2020 | Vision Premiums | | 1,204.32 |
| | July2020 | Dental Premiums | | 9,217.41 |
| | July2020 | Medical Premiums | | 101,583.80 |
| | | Total for this ACH Check for Vendor 327: | | 112,005.53 |
| 18791 | 75 | US BANK CORPORATE PAYMENT SYS | 07/15/2020 | |
| | 1024 | Operating Supplies - Hand Sanitizer | | 550.00 |
| | 103016 | Office Supplies | | 73.98 |
| | 108643 | Hosted Services | | 71.45 |
| | 111945 | Refund | | -596.25 |
| | 112-1133293 | Office Supplies | | 29.35 |
| | 112-6913281 | Office Supplies | | 29.98 |
| | 112-7767112 | Office Supplies | | 37.38 |
| | 112-8197296 | Operating Supplies | | 9.68 |
| | 112-9758330 | Operating Supplies | | 18.65 |
| | 114-0757569 | Operating Supplies | | 45.18 |
| | 114-5143027 | Office Supplies | | 97.12 |
| | 114-6398497 | Operating Supplies | | 18.65 |
| | 1177225288 | Software/Licensing | | 16.49 |
| | 1192261620 | Software/Licensing | | 16.49 |
| | 15093253 | Parking 700 Building | | 3,450.00 |
| | 159365 | Hosted Services | | 367.75 |
| | 16622 | Operating Supplies | | 1,973.40 |
| | 183529 | Food - Other | | 49.77 |
| | 183783 | Professional Services | | 24.98 |
| | 281062711 | Operating Supplies | | 113.81 |
| | 29242248 | Software/Licensing | | 139.95 |
| | 293601 | Professional Services | | 53.48 |
| | 348990 | Office Supplies | | 6.60 |
| | 393296 | Stamps | | 25.00 |
| | 436729 | Hosted Services | | 74.95 |
| | 468143 | Office Supplies | | 195.00 |
| | 50120 | Office Supplies | | 56.17 |
| | 50620 | Office Supplies | | 14.74 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|--|-------------------------|---------------------------------|-------------------------|--------------|
| | 642663 | Office Supplies | | 58.62 |
| | 712311 | Dues & Membership | | 25.00 |
| | 754198 | Food - Other | | 132.09 |
| | 754271 | Food - Other | | 193.14 |
| | 795480 | Food - Other | | 15.30 |
| | 81591 | Stamps | | 19.79 |
| | 931895 | Food - Other | | 207.97 |
| | MLK21762687 | Office Supplies | | 59.40 |
| Total for Check Number 18791: | | | | 7,675.06 |
| Total for 7/15/2020: | | | | 332,730.38 |
| ACH | 131 | HEALTH EQUITY | 07/16/2020 | |
| | 051720 | PPE HSA Contributions Payable | | 1,212.68 |
| | 051720 | HSA Admin Fee | | 90.85 |
| | 053120 | HSA Admin Fee | | 90.85 |
| | 053120 | PPE HSA Contributions Payable | | 1,212.68 |
| Total for this ACH Check for Vendor 131: | | | | 2,607.06 |
| ACH | 132 | WILMINGTON TRUST | 07/16/2020 | |
| | 051720 | PPE MEBT Contributions Payable | | 37,649.99 |
| | 053120 | PPE MEBT Contributions Payable | | 34,785.07 |
| Total for this ACH Check for Vendor 132: | | | | 72,435.06 |
| ACH | 134 | COLONIAL LIFE | 07/16/2020 | |
| | JUN2020 | Supplemental Ins Premiums | | 1,874.87 |
| Total for this ACH Check for Vendor 134: | | | | 1,874.87 |
| ACH | 140 | RELIANCE STANDARD | 07/16/2020 | |
| | JUN2020 | Life/LTD Premiums | | 1,713.25 |
| Total for this ACH Check for Vendor 140: | | | | 1,713.25 |
| ACH | 327 | ASSOCIATION OF WASHINGTON CITII | 07/16/2020 | |
| | JUN2020 | Dental Premiums | | 8,972.34 |
| | JUN2020 | Vision Premiums | | 1,158.00 |
| | JUN2020 | Medical Premiums | | 98,046.63 |
| Total for this ACH Check for Vendor 327: | | | | 108,176.97 |
| ACH | 679 | ADP, LLC | 07/16/2020 | |
| | 051720 | Payroll Procession Fees | | 440.82 |
| | 051720 | Payroll Procession Fees | | 109.05 |
| | 060520 | Payroll Procession Fees | | 440.82 |
| Total for this ACH Check for Vendor 679: | | | | 990.69 |
| Total for 7/16/2020: | | | | 187,797.90 |
| ACH | 679 | ADP, LLC | 07/17/2020 | |
| | 107172020 | FMLA Taxes Payable | | 1,243.46 |
| | 207172020 | ESD Taxes Payable | | 2,118.68 |
| | 307172020 | Medicare Taxes Payable | | 8,308.83 |
| | 407172020 | Federal Taxes Payable | | 29,738.64 |
| | 507172020 | Net Pay | | 220,093.95 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|--|----------------------------|--|-------------------------|------------------|
| | 607172020 | Garnishments Payable | | 59.76 |
| Total for this ACH Check for Vendor 679: | | | | 261,563.32 |
| 18792 | 447 287722 | FIRST CHOICE COFFEE SERVICES Ice Machine | 07/17/2020 | 104.50 |
| Total for Check Number 18792: | | | | 104.50 |
| 18793 | 675 062820 | ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Contr PE 07/03/20 | 07/17/2020 | 5,743.27 |
| Total for Check Number 18793: | | | | 5,743.27 |
| 18794 | 655 072020 | INTEGRIS PUBLIC STRATEGIES LLC Professional Services | 07/17/2020 | 3,000.00 |
| Total for Check Number 18794: | | | | 3,000.00 |
| 18795 | 695 20-007 | MMB CONSULTING Consulting Services | 07/17/2020 | 2,100.00 |
| Total for Check Number 18795: | | | | 2,100.00 |
| 18796 | 569 070120 | NORCOM ASSOCIATED GUILD July 2020 NAG Dues | 07/17/2020 | 2,146.00 |
| Total for Check Number 18796: | | | | 2,146.00 |
| 18797 | 673 070120 | PUBLIC SAFETY EMPLOYEES UNION July 2020 PSEU Dues | 07/17/2020 | 591.67 |
| Total for Check Number 18797: | | | | 591.67 |
| 18798 | 694 0727 | URBAN DAKOTA CREATIVE 2019 annual report set up and edits | 07/17/2020 | 785.00 |
| Total for Check Number 18798: | | | | 785.00 |
| Total for 7/17/2020: | | | | 276,033.76 |
| 18799 | 697 241828 | KANTOLA TRAINING SOLUTIONS Harassment Prevention eLearning Course | 07/21/2020 | 1,799.62 |
| Total for Check Number 18799: | | | | 1,799.62 |
| 18800 | 196 9724 | MACILVENNIE ASSOCIATES INC Crime Policy Renewal | 07/21/2020 | 3,876.00 |
| Total for Check Number 18800: | | | | 3,876.00 |
| 18801 | 46 7154 | NATIONAL TESTING NETWORK Background Investigation Services | 07/21/2020 | 1,450.00 |
| Total for Check Number 18801: | | | | 1,450.00 |
| 18802 | 61 55948742 56047676 | ROBERT HALF TECHNOLOGY Finance Consultant – JBartlett WE 06/12/20 Finance Consultant – JBartlett WE 07/03/20 | 07/21/2020 | 805.48 805.48 |
| Total for Check Number 18802: | | | | 1,610.96 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|-------------------------|-------------------------------|-------------------------|--------------|
| 18803 | 630 | SITECRAFTING INC | 07/21/2020 | |
| | 36342 | Website maintenance for April | | 165.00 |
| | 36520 | Website maintenance for May | | 1,386.00 |
| Total for Check Number 18803: | | | | 1,551.00 |
| 18804 | 75 | US BANK CORPORATE PAYMENT SYS | 07/21/2020 | |
| | 100319-1 | Operating Supplies | | 21.01 |
| | 112-0381945 | Office Supplies | | 26.52 |
| | 112-2529427 | Phone Case | | 14.29 |
| | 112-3227742 | Operating Supplies | | 10.44 |
| | 112-3294933 | Operating Supplies | | 114.32 |
| | 112-3810211 | Office Supplies | | 21.99 |
| | 112-3837483 | Operating Supplies | | 129.24 |
| | 112-5745660 | Operating Supplies | | 46.88 |
| | 112-6577562 | Office Supplies | | 119.64 |
| | 112-6802942 | Office Supplies | | 30.78 |
| | 112-6859492 | Office Supplies | | 26.39 |
| | 114-5820161 | Office Supplies | | 17.72 |
| | 115615 | Food - Other | | 73.98 |
| | 120795906 | Office Supplies | | 96.60 |
| | 1-329544 | Operating Supplies | | 135.63 |
| | 13574354-1 | Food - Other | | 186.49 |
| | 137031 | Office Supplies | | 20.89 |
| | 148 | Refund - Microsoft | | -173.59 |
| | 152217 | Printing | | 28.84 |
| | 154556 | Hosted Services | | 653.40 |
| | 193798 | Postage | | 19.79 |
| | 266998 | Postage | | 25.00 |
| | 2GTXN-V5A89-2S7 | Printing | | 10.00 |
| | 30Q5Z-V5A52-7O4 | Printing | | 483.48 |
| | 34746 | Food - Other | | 169.50 |
| | 39483 | Dues & Memberships | | 30.00 |
| | 4312370 | Operating Supplies | | 100.00 |
| | 473280 | APCO Membership | | 314.00 |
| | 485795 | Food - Other | | 53.23 |
| | 492652120-001 | Office Supplies | | 19.78 |
| | 496677565 | Office Supplies | | 18.23 |
| | 500546033-001 | Office Supplies | | 26.70 |
| | 509706 | Hosted Services | | 74.95 |
| | 518267 | Operating Supplies | | 140.88 |
| | 600133 | Operating Supplies | | 711.00 |
| | 614679 | Parking Lease | | 3,450.00 |
| | 637290 | Operating Supplies | | 208.74 |
| | 6736580 | Notary Supplies | | 174.65 |
| | 6888311 | Printing | | 957.96 |
| | 689187 | Operating Supplies | | 25.00 |
| | 740872 | Operating Supplies | | 741.44 |
| | 8297919 | Office Furniture | | 646.80 |
| | 851119 | Operating Supplies | | 75.00 |
| | WA89942665 | Operating Supplies | | 87.96 |
| Total for Check Number 18804: | | | | 10,165.55 |
| Total for 7/21/2020: | | | | 20,453.13 |
| 18805 | 8 | CENTURYLINK | 07/28/2020 | |
| | 071020 | Telephone Service | | 1,318.91 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|--|---|--|---|
| | | | Total for Check Number 18805: | 1,318.91 |
| 18806 | 11 36694 | CITY OF BELLEVUE Q4 2020 CoLocation | 07/28/2020 | 26,403.48 |
| | | | Total for Check Number 18806: | 26,403.48 |
| 18807 | 615 68333832 | CONCENTRA Pre-Employment Suitability Assessments | 07/28/2020 | 67.00 |
| | | | Total for Check Number 18807: | 67.00 |
| 18808 | 28 10109 | EPSCA Monthly Radio Access Fees | 07/28/2020 | 812.76 |
| | | | Total for Check Number 18808: | 812.76 |
| 18809 | 254 062420 062420 | ANDREW JOHNSON Mileage Reimbursement for May & June Supplies for SPFR cable move | 07/28/2020 | 115.54 515.41 |
| | | | Total for Check Number 18809: | 630.95 |
| 18810 | 42 11009239 | KING COUNTY FINANCE DEPT INET | 07/28/2020 | 1,163.00 |
| | | | Total for Check Number 18810: | 1,163.00 |
| 18811 | 557 4839237 | LANGUAGE LINE SERVICES Over-the-Phone Interpretation | 07/28/2020 | 606.97 |
| | | | Total for Check Number 18811: | 606.97 |
| 18812 | 698 1209421 | MORNEAU SHEPELL LIMITED Employee Assistance Program for July 2020 | 07/28/2020 | 293.06 |
| | | | Total for Check Number 18812: | 293.06 |
| 18813 | 256 2020-0415 | PUBLIC SAFETY TESTING INC Subscription Fees Q2 (Apr - June 2020) | 07/28/2020 | 978.00 |
| | | | Total for Check Number 18813: | 978.00 |
| 18814 | 79 9858589996 | VERIZON WIRELESS Cell Phone Service | 07/28/2020 | 2,373.51 |
| | | | Total for Check Number 18814: | 2,373.51 |
| | | | Total for 7/28/2020: | 34,647.64 |
| ACH | 679 107312020 207312020 307312020 407312020 507312020 | ADP, LLC FMLA Taxes Payable ESD Taxes Payable Medicare Taxes Payable Federal Taxes Payable Net Pay | 07/31/2020 | 1,250.18 1,774.93 8,498.66 31,515.78 226,868.80 |
| | | | Total for this ACH Check for Vendor 679: | 269,908.35 |
| 18815 | 657 | FOSTER GARVEY | 07/31/2020 | |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|-------------------------|---|-------------------------|--------------|
| | 2748680 | 2019-2020 General Labor & Employment | | 5,211.60 |
| | 2756185 | RAADAR | | 80.50 |
| | 2756186 | Method & System for Inter and Intra Agency Co | | 123.37 |
| | 2756187 | First responder station alerting | | 304.50 |
| Total for Check Number 18815: | | | | 5,719.97 |
| 18816 | 675 | ICMA-RC VANTAGEPOINT TRANSFER | 07/31/2020 | |
| | 071720 | ICMA 457 Contr PE 07/17/20 | | 5,729.61 |
| Total for Check Number 18816: | | | | 5,729.61 |
| 18817 | 586 | MEYDENBAUER CENTER | 07/31/2020 | |
| | 2020-07 | July 2020 Construction Employee Parking | | 1,950.00 |
| Total for Check Number 18817: | | | | 1,950.00 |
| 18818 | 52 | PACIFICA LAW GROUP | 07/31/2020 | |
| | 58559 | Public Records Special Projects | | 14,557.00 |
| | 58560 | Professional Services thru 3/31/20 | | 1,950.00 |
| | 59453 | Public Records Special Projects | | 4,724.00 |
| | 59454 | Professional Services thru 4/30/20 | | 1,950.00 |
| | 59998 | Public Records Special Projects | | 4,066.00 |
| | 59999 | Professional Services thru 5/31/20 | | 1,950.00 |
| | 60748 | Public Records Special Projects | | 8,641.00 |
| | 60749 | Professional Services thru 6/30/20 | | 1,950.00 |
| Total for Check Number 18818: | | | | 39,788.00 |
| 18819 | 292 | SHRED-IT USA INC | 07/31/2020 | |
| | 8180092067 | Shredding Service | | 98.82 |
| Total for Check Number 18819: | | | | 98.82 |
| 18820 | 74 | UNUM | 07/31/2020 | |
| | 072020 | Long Term Care | | 568.40 |
| Total for Check Number 18820: | | | | 568.40 |
| 18821 | 88 | WELLS FARGO FINANCIAL LEASING | 07/31/2020 | |
| | 5011118061 | Printer/Copier | | 1,405.08 |
| Total for Check Number 18821: | | | | 1,405.08 |
| Total for 7/31/2020: | | | | 325,168.23 |
| Report Total (74 checks): | | | | 1,492,017.33 |



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 08/14/2020
Subject: Legislative Initiatives Update and Board Direction

Executive Summary:

The Board is aware that in a series of Washington DC visits from April 2019 to date, NORCOM, the King County Sheriff's Office (KCSO) and various regional partners, met with members of the Washington State Congressional Delegation, and key staff members, to seek Federal funding of several initiatives. NORCOM wishes to provide the board with an updated summary of these initiatives and the related status.

NORCOM seeks a decision from the Board on the further continuation of this endeavor.

Background:

During the congressional visits, the NORCOM 911 team discussed and demonstrated the Real-Time Agency Activity Display and Reporting (RAADAR) tool and its immediate use and value to first responders across regions and State borders. NORCOM sought congressional and federal agency assistance in securing strategic investment for several mission-critical initiatives. These efforts although very well-intended were unbudgeted and have not progressed.

Past Board or Other Related Actions:

At the February 2020 and July 2020 meeting, the Governing Board was provided an overview and update of this effort. The Board also set a funding decision deadline of June 2020 and directed NORCOM to identify a primary stakeholder to manage any related funding distribution. The COVID-19 pandemic has likely impacted these initiatives and related Federal priorities. To date, no funding confirmation has been received and no primary stakeholder has been identified.

Policy and Strategic Implications:

The funding endeavor has been multi-jurisdictional, multi-tiered, and has involved several Washington State Congressional Delegates.

NORCOM Staff Recommendation:

The funding requests and associated follow-up processes related to the various initiatives are now complete. Our political representatives and their staff have received the required information and requests. No funding has been received or confirmed and no single stakeholder has been identified.

NORCOM can no longer sustain this unbudgeted pursuit. NORCOM recommends immediately ceasing all pursuit of this funding and simply await funding decisions. Should any funding be awarded, NORCOM staff will work collaboratively with our regional and statewide partners to identify projects and opportunities which are consistent with the expectations of our Congressional representatives.

Staff Comments:

None

Options

The Board may decide to continue the effort to secure funding or end the pursuit of Initiative funds. NORCOM continues to work closely and collaboratively with our partners at the King County Sheriff's Office, the King County 911 Program Office and the Washington State 911 Office. Should NORCOM receive Federal funding for these initiatives, our partners have voiced a commitment to work together to meet the vision and funding goals of our Washington State Congressional leadership.

Risks

Should NORCOM receive funding, the capacity to manage it without regional or statewide assistance will be challenging.

Finance Committee Review: No

None

Legal Review: No

None

Joint Operations Board Review: No

None

Fiscal Impact

Budgeted Y/N: N

Fiscal Year: 2020

Account (s):

Fiscal Note:

Fiscal Impact:

The 2019 fiscal impacts of the Federal funding initiative were significant and unbudgeted. While the fiscal impacts to the 2020 budget are reduced, the associated costs remain unbudgeted.

Attachments

Federal Initiatives Update and Recommendation



Memorandum

To: NORCOM Governing Board

From: William Hamilton, Executive Director

Date: August 14th, 2020

Subject: Federal Initiatives Update

RECOMMENDATION:

It is my recommendation that NORCOM immediately ceases all additional pursuit of Federal funding related to these initiatives.

BACKGROUND DISCUSSION:

To identify funding streams for several critical initiatives to include; Disaster Recovery, Back-Up Center options, and migrating to a single CAD system, NORCOM sought assistance from our Washington State Congressional Delegates. In a series of Washington DC visits from April 2019 to February 2020, NORCOM 911, the King County Sheriff's Office (KCSO) and various regional partners, met with members of the Washington State Congressional Delegation.

At the February 14, 2020 meeting, the Governing Board received a full presentation of the initiatives, to include the supportive interest of our Washington State Delegates and the unbudgeted impacts. The Board directed NORCOM to identify stakeholders with the capacity to manage any Federal funding derived from the initiatives and approved continuing this endeavor until June 2020.

On July 10, 2020, NORCOM informed the Governing Board that no funding had been received, nor communicated, noting that the COVID-19 pandemic has necessarily shifted the primary focus of our Congressional Delegates. The Board recognized this understandable delay and directed NORCOM to continue the endeavor until no later than the August 14, 2020, Governing Board meeting.

Our hard-working Congressional Delegates and their staff have been most gracious with their valuable time and attention. NORCOM is grateful for their selfless support and dedicated efforts. However, much has changed since the COVID-19 global pandemic began, and like most agencies, the NORCOM budget is significantly strained. A great deal of staff time, effort, and expense have been exhausted thus far, and to date, there is no confirmation that any funding is forthcoming. Our potential regional and statewide stakeholders have expressed interest in receiving funding in support of essential projects. However, no single entity has been identified to manage this project.

NORCOM continues to work closely and collaboratively with our partners at the King County Sheriff's Office, the King County 911 Program Office and the Washington State 911 Office. Should NORCOM receive Federal funding for these initiatives, our partners have voiced a commitment to work together to meet the vision and funding goals of our Washington State Congressional leadership.



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 08/14/2020
Subject: Expenditure approval request to re-locate the NORCOM 911 backup center to a larger, safer location.

Executive Summary:

NORCOM has one backup center which is located at the Redmond Police Department. This backup location is located in a single room which is a total of 365 SF (approximately 10'x35'). NORCOM leases this room for approximately \$15,000 per year.

This space is extremely narrow and was very challenging long before COVID-19 created the need for greater distancing. Post COVID, the use of this space is not feasible.

The City of Redmond has vacated a much larger space in their Police Department, this space is 945 SF and formally served the agency as an EOC. Although no agreement has been finalized, the lease cost for this larger space is estimated to be approximately \$50,000 per year and the City of Redmond is agreeable to this possibility. The estimated cost to renovate this space to provide basic dispatch functionality is approximately \$200,000. Much of this cost is attributed to necessary electrical infrastructure.

Background:

NORCOM recently attempted to use the current backup space to bifurcate our Dispatch function from our Call Taking function as a COVID-19 response measure. NORCOM quickly found that despite a 50% occupancy reduction, we could not create safe distancing for our employees. NORCOM quickly abandoned this plan.

Additionally, NORCOM has been advised that the current space room may be problematic for the spacing required for the PSERN console installation.

Past Board or Other Related Actions:

None

Policy and Strategic Implications:

None

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends Board approval to use existing funds to create a safer backup center.

Staff Comments:

None

Options

The Board may choose to approve or decline this expenditure.

Risks

The current back up center space cannot be safely occupied. NORCOM does not have an alternate backup space.

Finance Committee Review: Yes

The Finance Sub-Committee has been briefed on this issue and request.

Legal Review: No

NA

Joint Operations Board Review: No

NA

Fiscal Impact

Budgeted Y/N: N

Fiscal Year: 2020

Account (s):

Fiscal Note:

Fiscal Impact:

The cost of renovating the larger backup center is not specifically budgeted in the 2020 budget. NORCOM proposes the use of 2020 Capital Project funds for this emergency expenditure.

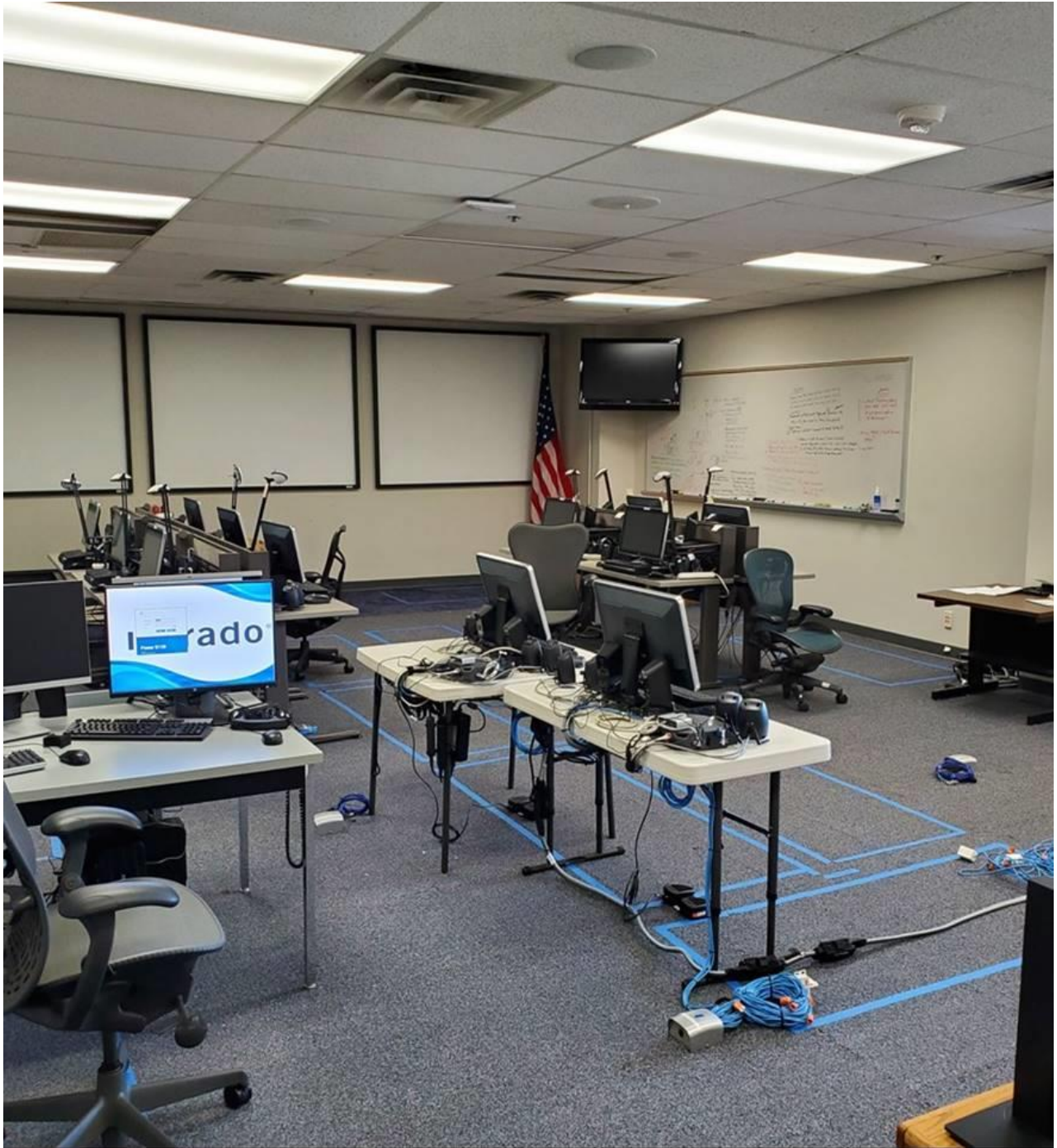
Attachments

Backup Center Picture

Current back-up center = 365 Square Foot



Proposed back-up center = 945 Square Foot





MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 07/10/2020
Subject: NORCOM 2020 Budget Update and Preliminary 2021 budget

Executive Summary:

The NORCOM Interlocal Agreement requires NORCOM to present the preliminary 2021 budget to the Governing Board by August 31, 2020.

In preparing the 2021 budget the NORCOM Finance team identified overspending of the 2019 budget which has proven impactful to the remainder of the 2020 budget. This must be remedied and the NORCOM Finance team will present options to the Governing Board to balance the 2020 budget. NORCOM will also present the preliminary 2021 budget for review and input.

Background:

In preparing the 2021 preliminary budget, the NORCOM team researched and reconciled many budget challenges. The team identified what appears to be significant overspending of the 2019 budget which impacted 2020 beginning fund balance assumptions. This is impactful to the remainder of the 2020 budget and hampers NORCOM's general ability to meet its 2020 goals and obligations.

Past Board or Other Related Actions:

The Governing Board was presented with and approved a balanced 2020 budget near the end of 2019.

Policy and Strategic Implications:

Significant overspending of the 2019 budget will correlate in a reduction of the 2020 budget beginning fund balance. NORCOM shall offer the Board remedies to balance the 2020 budget before implementing the 2021 budget.

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends the Board receive and review this update and provide direction as needed.

Staff Comments:

None further

Options

To reduce a potentially large shortfall to the 2020 budget, NORCOM has halted all discretionary spending for the remainder of 2020, including goods, services, and staffing. To mitigate any such impacts to the 2020 budget, the Board may choose to mitigate impacts via a budget adjustment resolution.

Risks

Significant overspending of the 2019 budget will result in a reduction of the 2020 budget. Such a reduction has true operational impacts to NORCOM.

Finance Committee Review: Yes

2020 budget management and 2021 budget development has been hampered by various documentation challenges and over expenditure issues carried forward from the 2019 budget. These issues have been identified by the NORCOM Finance Manager and shared with the NORCOM Finance Committee. The Finance Sub-Committee has offered direction and guidance in this regard.

Legal Review: No

NA

Joint Operations Board Review: No

NA

Fiscal Impact

Budgeted Y/N: N

Fiscal Year: 2020

Account (s):

Fiscal Note:

Fiscal Impact:

If confirmed, significant overspending of the 2019 budget will result in a reduction of the 2020 budget beginning fund balance. Such a reduction has true operational impacts to NORCOM.

Attachments

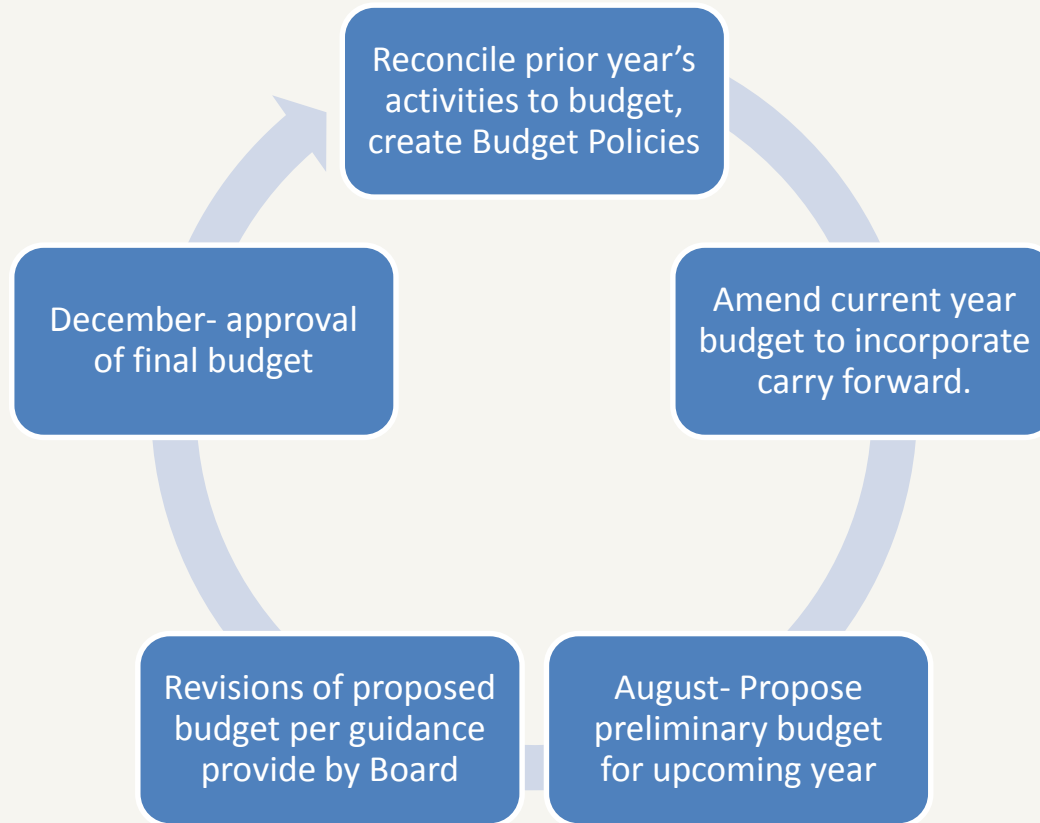
Preliminary Budget Presentation



Governing Board

- *August 14, 2020*
- *2021 Budget Briefing*

NORCOM Budget Process



Agenda Overview

- Review of 2019 Year-end Financial Position
- Presentation of 2020 Budget Compared to Year-end Projected Revenue and Expenditures
 - Draft 2020 Budget Adjustment
- Presentation of Preliminary 2021 Operating Budget (Resolution)
 - Policy Focus
 - Assumptions upside opportunities and downside risks
 - Preliminary Budget recommendation and options

2019 YEAR-END RESULTS

All Funds Ending Balance: \$3,593,362

Operating Fund Ending Balance: \$ (150,498)

Capital Projects: \$999,491

Equipment Replacement: \$716,391

Operating Expense Reserve: \$120,098

E-911 Escrow: \$483,371

Rate Stabilization: \$1,424,539

2019 Year-end Operating Fund Revenue

| | 2019 Adopted | | 2019 Actual | | Variance |
|------------------------|--------------|-------------------|-------------|-------------------|--------------------|
| | Budget | | | | (Under)/Over |
| Beginning Fund Balance | \$ | 546,604 | \$ | 546,604 | \$ - |
| Revenues | \$ | 11,524,942 | \$ | 11,494,804 | \$ (30,138) |
| Transfers In | \$ | 1,524,282 | \$ | 1,537,728 | \$ 13,446 |
| Total Resources | \$ | 13,595,828 | \$ | 13,579,136 | \$ (16,692) |

2019 Year-end Operating Fund Expenditures

| | 2019 Amended Budget | 2019 Actual | Variance (Under)/ Over |
|------------------------------------|------------------------|----------------------|----------------------------------|
| Salaries & Wages - Regular | \$ 7,460,769 | \$ 7,086,695 | \$ (374,074) |
| Salaries & Wages - Overtime | \$ 366,657 | \$ 769,598 | \$ 402,941 |
| Benefits | <u>\$ 2,886,457</u> | <u>\$ 2,791,214</u> | <u>\$ (95,243)</u> |
| Subtotal Wages and Benefits | \$ 10,713,883 | \$ 10,647,507 | \$ (66,376) |
| Supplies and Services | \$ 2,812,175 | \$ 3,082,127 | \$ 269,952 |
| Transfers Out | \$ 69,770 | \$ - | \$ (69,770) |
| Total Expenditures | \$ 13,595,828 | \$ 13,729,634 | \$ 133,806 |

Operating Fund: 2019 Year-end Results

| | 2019 Adopted | | 2019 Actual | | Variance |
|---------------------------------|--------------|-------------------|-------------|-------------------|-------------------|
| | Budget | | | | |
| Beginning Fund Balance | \$ | 546,604 | \$ | 546,604 | \$ - |
| Revenue | \$ | 13,049,224 | \$ | 13,032,532 | \$ (16,692) |
| Expenditures | \$ | <u>13,595,828</u> | \$ | <u>13,729,634</u> | <u>\$ 133,806</u> |
| 2019 Ending Fund Balance | \$ | - | \$ | (150,498) | \$ 150,498 |

What Management Has Already Done

Management has already taken steps to address this matter including:

- Continuing to validate figures- reconciling cash to ending fund balance, and ensure expenses are properly classified to the correct funds
- Review of policies, and communicate them to staff to end disallowable spending
- Identify Savings opportunities for 2020
 - Ceased discretionary spending for remainder of the year
 - Position freeze
 - Perform inventory analysis on assets and resources
 - Organizational Staffing Structure review
 - Collect on grants and reimbursable expenses
- Increase transparency to Boards and Committees to allow for additional oversight and accountability

2020 BUDGET UPDATE PROJECTION

All Funds Ending Balance: \$2,168,168

Operating Fund Ending Balance: \$ (982,933)

Operating Fund 2019 Carry forward impact & 2020 Revenue Projection

| | 2020 Adopted | | 2020 Projected | | Variance |
|--------------------------|----------------------|-----------|-------------------|-----------|------------------|
| | Budget | | | | (Under)/Over |
| Beginning Fund Balance | \$ 781,950 | \$ | (150,498) | \$ | (932,448) |
| Participant Revenue | \$ 11,203,938 | \$ | 11,203,938 | \$ | - |
| Miscellaneous Revenue | \$ 369,000 | \$ | 333,317 | \$ | (35,683) |
| Total Resources | \$ 12,354,888 | \$ | 11,386,757 | \$ | (968,131) |
| Transfers In | \$ 1,693,239 | \$ | 1,693,239 | \$ | - |
| Total + Transfers | \$ 14,048,127 | \$ | 13,079,996 | \$ | (968,131) |

- The actual negative beginning fund balance together with the unrealized beginning fund balance assumed in the adopted budget results in a net loss of \$968,131
- Transfers in include E911 revenue of \$1,361,806 plus \$331,433 from the escrow fund balance

2020 Projected Expenditures – Operating Fund

| | 2020 Adopted Budget | 2020 Year End Projected | Variance (Under)/ Over |
|------------------------------------|-----------------------------|-----------------------------|----------------------------------|
| Salaries & Wages - Regular | \$ 7,963,847 | \$ 7,540,073 | \$ (423,774) |
| Salaries & Wages - Overtime | \$ - | \$ 329,420 | \$ 329,420 |
| Benefits | <u>\$ 3,111,757</u> | <u>\$ 3,083,742</u> | <u>\$ (28,015)</u> |
| Subtotal Wages and Benefits | \$ 11,075,604 | \$ 10,953,235 | \$ (122,369) |
| Supplies and Services | <u>\$ 2,676,830</u> | <u>\$ 2,814,001</u> | <u>\$ 137,171</u> |
| Total Expenditures | \$ 13,752,434 | \$ 13,767,236 | \$ 14,802 |
| Transfers Out | \$ 295,693 | \$ 295,693 | \$ - |
| Total + Transfer | <u>\$ 14,048,127</u> | <u>\$ 14,062,929</u> | <u>\$ 14,802</u> |

Without any changes to the expenditure budget and based on year-to-date actuals, the expenditure budget will be overspent by \$14,802.

Further Actions Recommended for 2020-Operating Fund

| Action | Amount |
|--|------------------|
| Estimated Ending Balance with No Changes | (\$982,933) |
| Cancel transfer from Operating Fund to the Operating Expense Reserve and the Operating Fund Reserve Fund | \$295,693 |
| --Replenish 2020 Beginning Fund Balance | <u>\$150,498</u> |
| --Provide sufficient cash to end 2020 in a positive fund balance position | <u>\$536,742</u> |
| Total Adjustments | \$982,933 |
| Estimated 2020 Ending Fund Balance | \$- |

2019 Year End Results, DRAFT amendment option

| NORCOM Budget 2020 Financial Summary | | | | | | | | |
|---|----------------------|---------------------|-----------------------|---------------------|-----------------------|---------------------|-----------------------|--|
| NORCOM Budget Description | Operating | Capital Projects | Equipment Replacement | Operating Exp. Res. | E-911 Escrow | Rate Stabilization | Total All Funds | |
| 2020 Beginning Fund Balance Carry Forward | \$ (150,498) | \$ 999,491 | \$ 716,361 | \$ 120,098 | \$ 483,371 | \$ 1,424,539 | \$ 3,593,362 | |
| Revenue: | | | | | | | | |
| From Participating Agencies | 11,203,938 | - | - | - | - | - | \$ 11,203,938 | |
| From Subscribing Agencies | - | - | - | - | - | - | \$ - | |
| E-911 Revenue | - | - | - | - | 1,393,239 | - | \$ 1,393,239 | |
| Miscellaneous Revenues | 333,317 | - | - | - | - | - | \$ 333,317 | |
| Interest Earnings | - | - | - | - | - | - | \$ - | |
| Total Revenue | 11,537,255 | - | - | - | 1,393,239 | - | 12,930,494 | |
| Total 2020 Resources | \$ 11,386,757 | \$ 999,491 | \$ 716,361 | \$ 120,098 | \$ 1,876,610 | \$ 1,424,539 | \$ 16,523,856 | |
| Expenditures | | | | | | | | |
| Salaries & Wages | 7,869,493 | - | - | - | - | - | 7,869,493 | |
| Personnel Benefits | 3,083,742 | - | - | - | - | - | 3,083,742 | |
| Operating Services & Supplies | 2,814,001 | - | - | - | - | - | 2,814,001 | |
| Capital Outlays | - | 545,772 | 42,680 | - | - | - | 588,452 | |
| Total Expenditures | \$ 13,767,236 | \$ 545,772 | \$ 42,680 | \$ - | \$ - | \$ - | \$ 14,355,688 | |
| Transfers: | | | | | | | | |
| Transfers In | 1,693,239 | - | - | - | - | - | 1,693,239 | |
| Transfer Out: | | | | | | | | |
| To Operating | - | - | - | - | 1,693,239 | - | 1,693,239 | |
| Transfers In less Transfers out | \$ 1,693,239 | \$ - | \$ - | \$ - | \$ (1,693,239) | \$ - | \$ - | |
| 2020 Ending Fund Balance | \$ (687,240) | \$ 453,719 | \$ 673,681 | \$ 120,098 | \$ 183,371 | \$ 1,424,539 | \$ 2,168,168 | |
| Change in Fund Balance | \$ (536,742) | \$ (545,772) | \$ (42,680) | \$ - | \$ (300,000) | \$ - | \$ (1,425,194) | |
| | Operating | Capital Projects | Equipment Replacement | Operating Exp. Res. | E-911 Escrow | Rate Stabilization | Total All Funds | |
| Recommended Adjustments to Beginning Fund Balance | \$ 150,498 | | | | | \$ (150,498) | \$ - | |
| Adjustments to Balance Budget- Transfers in/Out | \$ 536,742 | \$ (36,742) | \$ (100,000) | \$ (100,000) | | \$ (300,000) | \$ - | |
| 2020 Ending Fund Balance | \$ - | \$ 416,977 | \$ 573,681 | \$ 20,098 | \$ 183,371 | \$ 974,041 | \$ 2,168,168 | |

NORCOM Project Status

| 287 | | | | | | | Fiscal Year 2021 | | | |
|---------------------------|-----------------------|--|---------------------------------|-----------------------|-------------------------------|-------------------------|--------------------------------|----------------------|--------------------|----------------------|
| <u>Time To Comp</u> | <u>Project Status</u> | <u>Project Title</u> | <u>Approval Source</u> | <u>Funding Source</u> | <u>Previously Approved \$</u> | <u>Previously Spent</u> | <u>Estimated FY20 Spending</u> | <u>Carry Forward</u> | <u>New Request</u> | <u>Project Total</u> |
| Carryover Projects | | | | | | | | | | |
| 458 | In Process | Website Redesign (Sitecrafting) | Resolution 166 | 501 | \$25,000 | \$23,595 | \$6,361 | -\$4,956 | | \$36,706 |
| 166 | In Process | Social Media Management | Charter Signatures | 501 | \$4,500 | \$10,607 | \$0 | -\$6,107 | | \$13,867 |
| 1333 | In Process | ePass | Charter Signatures | 501 | \$0 | \$0 | \$0 | | | |
| 357 | In Process | Radar Navigator (RDN) | MOU | 501 | \$0 | \$0 | \$0 | | | |
| 166 | In Process | Global Jacket Consolidation | Signed Quote | 501 | \$6,000 | \$0 | \$6,000 | \$0 | | \$6,000 |
| 759 | In Process | iBase (crime analysis) | Resolution 148 | 501 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 301 | In Process | ADP Implementation and Reassessments | Signed Quote | 501 | \$14,454 | \$12,054 | \$3,000 | -\$600 | | \$83,971 |
| 618 | In Process | Disaster Recovery Site | RES 149, 151, 155, 161, 166,177 | 502 | \$525,000 | \$438,428 | \$58,719 | \$27,853 | | \$497,147 |
| 153 | Scheduled | Tyler Upgrade 2020.1 | Resolution 173 | 502 | \$25,000 | \$0 | \$0 | \$25,000 | | \$0 |
| | Queue | Redmond Relocation Project | Ron's Transition List | 502 | \$200,000 | \$0 | \$200,000 | \$0 | | \$200,000 |
| 272 | In Process | Monitor Rack Installation | Email | 503 | \$75,000 | \$22,031 | \$10,000 | \$42,969 | | \$32,031 |
| 249 | Completed | Logging Recorder Replacement + 3 servers | Resolution 160 | 503 | \$200,000 | \$174,768 | \$0 | \$25,232 | | \$309,610 |
| 179 | In Process | Message Switch Virtualization | Signed Quote | 502 | \$17,700 | \$0 | \$17,700 | \$0 | | \$22,700 |
| 640 | In Process | RapidSOS CAD Interface (no \$ in RES173) | Resolution 173 | 502 | \$2,805 | \$8,500 | \$8,500 | -\$14,195 | | \$31,025 |
| 550 | In Process | Tritech Rehost | Signed Quote | 502 | \$12,369 | \$6,185 | \$8,239 | -\$2,055 | | \$14,424 |
| 152 | Completed | Tyler New GIS Server (TEST environment) | Signed Quote | 503 | \$17,983 | \$17,983 | \$0 | \$0 | | \$26,095 |
| 191 | In Process | TriTech New Mobile Maps - no charge | Signed Quote | 503 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| | | | Total Carryover Projects | | \$1,125,811 | \$714,150 | \$318,519 | \$93,142 | \$0 | \$1,273,577 |



Current Back-Up Center



New Space

Redmond Back-Up Center Relocate

| Work | Quote |
|----------------------|-----------|
| Electrical | \$53,661 |
| Networking | \$34,573 |
| UPS | \$27,812 |
| Radio | \$1,904 |
| Equipment | \$62,796 |
| Unplanned Expenses | \$19,000 |
| Total Budget Request | \$200,000 |

DRAFT - Budget Resolution for 2020 Budget

| NORCOM Budget 2020 Financial Summary | | | | | | | | |
|--|----------------------|---------------------|--------------------------|------------------------|-----------------------|-----------------------|-----------------------|--|
| NORCOM Budget Description | Operating | Capital Projects | Equipment Replacement | Operating Exp. Res. | E-911 Escrow | Rate Stabilization | Total All Funds | |
| 2020 Beginning Fund Balance Carry Forward | \$ (150,498) | \$ 999,491 | \$ 716,361 | \$ 120,098 | \$ 483,371 | \$ 1,424,539 | \$ 3,593,362 | |
| Revenue: | | | | | | | | |
| From Participating Agencies | 11,203,938 | - | - | - | - | - | \$ 11,203,938 | |
| From Subscribing Agencies | - | - | - | - | - | - | \$ - | |
| E-911 Revenue | - | - | - | - | 1,393,239 | - | \$ 1,393,239 | |
| Miscellaneous Revenues | 333,317 | - | - | - | - | - | \$ 333,317 | |
| Interest Earnings | - | - | - | - | - | - | \$ - | |
| Total Revenue | 11,537,255 | - | - | - | 1,393,239 | - | 12,930,494 | |
| Total 2020 Resources | \$ 11,386,757 | \$ 999,491 | \$ 716,361 | \$ 120,098 | \$ 1,876,610 | \$ 1,424,539 | \$ 16,523,856 | |
| Expenditures | | | | | | | | |
| Salaries & Wages | 7,869,493 | - | - | - | | | 7,869,493 | |
| Personnel Benefits | 3,083,742 | - | - | - | | | 3,083,742 | |
| Operating Services & Supplies | 2,814,001 | - | - | - | | | 2,814,001 | |
| Capital Outlays | - | 545,772 | 42,680 | - | | | 588,452 | |
| Total Expenditures | \$ 13,767,236 | \$ 545,772 | \$ 42,680 | \$ - | \$ - | \$ - | \$ 14,355,688 | |
| Transfers: | | | | | | | | |
| Transfers In | 1,693,239 | - | - | - | - | - | 1,693,239 | |
| Transfer Out: | | | | | | | | |
| To Operating | - | - | - | - | 1,693,239 | - | 1,693,239 | |
| Transfers In less Transfers out | \$ 1,693,239 | \$ - | \$ - | \$ - | \$ (1,693,239) | \$ - | \$ - | |
| 2020 Ending Fund Balance | \$ (687,240) | \$ 453,719 | \$ 673,681 | \$ 120,098 | \$ 183,371 | \$ 1,424,539 | \$ 2,168,168 | |
| Change in Fund Balance | \$ (536,742) | \$ (545,772) | \$ (42,680) | \$ - | \$ (300,000) | \$ - | \$ (1,425,194) | |
| | | | | | | | | |
| | Operating | Capital Projects | Equipment Replacement | Operating Exp. Res. | E-911 Escrow | Rate Stabilization | Total All Funds | |
| Recommended Adjustments to Beginning Fund Balance | \$ 150,498 | | | | | \$ (150,498) | \$ - | |
| Adjustments to Balance Budget- Transfers in/Out | \$ 536,742 | \$ (36,742) | \$ (100,000) | (100,000) | | \$ (300,000) | \$ - | |
| 2020 Ending Fund Balance | \$ - | \$ 416,977 | \$ 573,681 | \$ 20,098 | \$ 183,371 | \$ 974,041 | \$ 2,168,168 | |

2021 Proposed Budget

2021 Budget Themes

- Transparency and accountability
- Focus on NORCOM core mission
- Maintenance of quality services to member agencies
- Maintenance of 2020 user rates

Assumptions Used in Development of 2021 Preliminary Budget

- Expenditures
 - Maintain Telecommunicator Positions at 62.0 FTE (current filled rate)
 - Suspend agency activities in strategic initiatives
 - Explore position reductions and reclassifications
 - All planned capital projects to be evaluated for timing and necessity
 - Increase in King County radio tower lease payments

Assumptions Used in Development of 2021 Preliminary Budget

- Resources
 - Begin 2021 with zero or positive beginning operating fund balance
 - King County E911 revenue share at phased reductions (\$1.16 million in 2021)
 - Miscellaneous revenue at current estimated amount with a recommendation to review cost recovery objectives

Overview of 2021 Preliminary Operating Budget

| | 2020 Amended Budget | 2021 Preliminary Budget | Change from 2020 | | | |
|------------------------|---------------------|-------------------------|------------------|--------|--|--|
| | | | Change from 2020 | | | |
| Resources | | | \$\$ | % | | |
| Beginning Fund Balance | \$ - | \$ - | \$ - | 0.0% | | |
| Subscriber Fees | \$ 11,203,938 | \$ 12,210,678 | \$ 1,006,740 | 9.0% | | |
| Other Revenues | \$ 333,317 | \$ 540,918 | \$ 207,601 | 62.3% | | |
| E911 Transfers | \$ 1,693,239 | \$ 1,166,691 | \$ (526,548) | -31.1% | | |
| Total Resources | \$ 13,230,494 | \$ 13,918,287 | \$ 687,793 | 5.2% | | |
| | | | | | | |
| Requirements | | | | | | |
| Wages | \$ 7,869,493 | \$ 8,166,827 | \$ 297,334 | 3.8% | | |
| Benefits | \$ 3,083,742 | \$ 3,027,725 | \$ (56,017) | -1.8% | | |
| Other Expenditures | \$ 2,814,001 | \$ 2,723,735 | \$ (90,266) | -3.2% | | |
| Total Requirements | \$ 13,767,236 | \$ 13,918,287 | \$ 151,051 | 1.1% | | |
| Transfers | \$ 536,742 | \$ - | | | | |
| Ending Fund Balance | \$ - | \$ - | | | | |

2021 Budget Drivers

- Radio Tower Lease
- 2% Wages increase
- Reduction of E911 distributions
- New Backup Center Facility lease

Opportunities and Risks

Opportunities

- New member agency assuming net benefit to agency
- Single CAD system

Risks

- Continued reduction of E911 Revenue sharing
- Radio system console & radio fees- 2023

Upcoming Budget Work

September Board Meeting

- Capital Projects Discussion and Budget for approval
- ER&R Budget for approval
- 3-5 Year Budget Forecast
- 2020 Budget Amendment
- 2021 Budget Update