



NORCOM Governing Board  
March 10, 2023 9:00am

1. Call to Order
2. Roll Call
3. Open Communications from the Public
4. Consent Agenda
  - A. Governing Board Meeting Minutes February 10, 2023
  - B. AP Reports February
5. For Briefing to Board
  - A. RFP Update - Facility Study
  - B. 2023 National Public Safety Telecommunicator Week - April 9-15
  - C. 2023 NORCOM Principals Assembly Meeting
  - D. Appointment of Chief Sass to Board Chair, and Selection and appointment of new Governing Board Vice-Chair
6. For Board Decision
  - A. Resolution 205 - Amending the 2023 Budget
  - B. Resolution 206 - Adoption of the 2024 Budget Policy
7. Newsletter
  - A. March Information Technology Updates Newsletter
8. Adjournment

The next Governing Board meeting is scheduled for April 14, 2023



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 03/10/2023  
Subject: Governing Board Meeting Minutes February 10, 2023

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### Executive Summary:

The February 2023 Governing Board minutes are presented to the Board for review and consideration for approval.

### Background:

The minutes are routinely submitted to the Governing Board for review, edits, and approval.

### Past Board or Other Related Actions:

N/A

### Policy and Strategic Implications:

N/A

### NORCOM Staff Recommendation:

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

### Staff Comments:

Nothing additional

### Options

### Risks

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No

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## Attachments

GB Meeting Minutes 02102023



**Meeting Minutes**  
**NORCOM Governing Board**  
**February 10, 2023**

**MEMBERS**

Nathan McCommon	City of Bellevue
Bruce Kroon	City of Bothell
Kyle Kolling	City of Clyde Hill
Dean Rohla	City of Clyde Hill
Beth Goldberg	City of Kirkland (Chair)
Austin Gidlof	City of Medina
Jeff Magnan	City of Mercer Island
Dan Yourkoski	City of Normandy Park
Mark Correira	City of Snoqualmie
Doug McDonald	Eastside Fire & Rescue
Brian Culp	Fire District #27
Matt Cowan	Northshore Fire Department
Adrian Sheppard	Redmond Fire Department
Stephen Healy	Redmond Fire Department
Matt Cowan	Shoreline Fire Department
Doug McDonald	Woodinville Fire & Rescue
Michael Olson	City of Kirkland (Board Treasurer)

**ABSENT**

Jeff Sass	City of Medina (Vice-Chair)
Wendy Moffat	Duvall Fire District #45
James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

**GUESTS**

Nick Curry	NAG
Gus Olivio	Redmond Analyst
Michael Despain	Redmond Analyst
Jami Hoppen	KC911
Ben Brier	KC 911
Michelle Plorde	KC EMS



**Meeting Minutes  
NORCOM Governing Board  
February 10, 2023**

**NORCOM STAFF**

Bill Hamilton	Executive Director
Roky Louie	Deputy Director Operations
Katy Myers	Deputy Director Administrative Services
Judy Cayton	Human Resource Manager
Marianne Ryerson	Finance Manager
Jeremy Henshaw	Law Enforcement Liaison
Cory James	Fire Liaison
Deanna Gregory	Pacifica Law Group
Nathan Way	Applications & Security Architect
Sean Goehner	Systems Engineer
Zeb Middleton	Senior Systems Engineer
Brittney Rhodes	Public Records Specialist
Maggie Johanson	Administrative Assistant
Chelsie Barcus	Payroll Accounting Specialist

o **Call to Order**

Deputy City Manager Beth Goldberg, Governing Board Chair, called the Governing Board meeting to order at 9:00 a.m. The meeting was posted publicly and offered in a hybrid format to allow the public to participate in person, telephonically, or by video remote access.

o **Roll Call**

Deputy City Manager Goldberg requested a roll call of present Governing Board members. Maggie Johanson, NORCOM Administrative Assistant, reported there was a quorum.

o **Open Communications from the Public**

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



**Meeting Minutes  
NORCOM Governing Board  
February 10, 2023**

o **Consent Agenda**

- **Governing Board Meeting Minutes January 13, 2022**
- **Accounts Payable Report January**

There was no discussion on any consent agenda items.

Deputy City Manager McCommon made a motion to approve the Consent Agenda. Chief Magnan seconded the motion.

Motion carried.

o **For Board Briefing**

- **King County 911 Presentation – New 911 Platform update**

Director Hamilton introduced the topic of the KC 911 platform modernization project introducing Jami Hoppen, KC 911 Government Relations & Outreach Manager, for a presentation on the topic. Jami Hoppen explained that this project is to update the technical infrastructure of all of King County to a new system. This new system will provide many operational benefits. The project is going in phases starting in March with the Port of Seattle, PSCC (formerly Seattle PD), and Seattle Fire. NORCOM is scheduled for quarter 4 of 2023. King County is producing a monthly newsletter with information regarding this project. Director Hamilton asked if the project is on track. Ben Breier KC 911 Program Manager provided information on the budget of this project stating that so far 6 million has been spent and it is expected that 9 million will be spent by the end of the project with a budget of \$18.1 million, this includes centralized logging recorders.

- **911 Wireless Routing**

Director Hamilton stated that PSAP's are being asked for input on how the routing can be changed on incoming wireless calls to provide consistency across the county and reduce transfers statewide. Deputy Director Louie provided a history of 911 calls and that in the beginning calls came from landlines and went to Police Departments, then in the late 90's enhanced 911 was introduced which sent calls to a specific PSAP, at that time, a small percentage of calls were coming from cell phones, whereas now over 80% of calls come from cell phones. Director Hamilton stated that no decision needs to be made today, we will be speaking with those affected to achieve the main goal which is focusing on what is best for the community.



**Meeting Minutes  
NORCOM Governing Board  
February 10, 2023**

o **For Board Decision**

- **Exploring a proposed pilot project to embed a Behavioral Health Professional in Dispatch**

Director Hamilton commented that the Board is aware of this topic and that there is interest at National, State & Regional levels to provide the right service for people in crisis. Fire Liaison James gave a presentation highlighting the current call process and what this might look like, followed by questions and concerns expressed by the Board. It is understood that this is an important program and thanks were given to the City of Kirkland for offering the initial funding for this program. It was decided by the Board to wait until the outcome of the House Bills is decided during the current legislative session before revisiting this topic.

Chief Yourkoski made a motion to reconsider once the three House Bills are decided. Chief Cowan seconded the motion.

Motion carried.

o **Newsletter**

- **February Information Technology & Operations Updates Newsletter**

The February edition of the Newsletter provides an overview of projects and upcoming events.

o **Adjournment**

Deputy City Manager McCommon made a motion to adjourn the meeting. Chief Kolling seconded the motion.

Motion carried.

The meeting adjourned at 10:15.



**Meeting Minutes  
NORCOM Governing Board  
February 10, 2023**

The next Governing Board meeting is scheduled for March 10, 2023.

Approved by:

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Chair

Attest:

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Secretary



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 03/10/2023  
Subject: AP Reports February

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### 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:

These are routine reports produced monthly for Board review.

### Past Board or Other Related Actions:

N/A

### Policy and Strategic Implications:

N/A

### NORCOM Staff Recommendation:

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

### Staff Comments:

None

### Options

### Risks

Finance Committee Review: Yes

Legal Review: No

Joint Operations Board Review: No

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## Attachments

Account Payable Reports February



## NORCOM

ACTIVITY JANUARY 31, 2023 THROUGH FEBRUARY 27, 2023

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$935,897.15

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.

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Michael Olson, Treasurer

Date

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

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Governing Board Chair

Date

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Governing Board Vice Chair

Date

**501- Operating**

for Period Ending February 27, 2022

	2023 Budget	February Activity	2023 Collected to Date	% collected
Agency Revenue	13,461,039	-	\$ 3,365,260	25%
Agency Reimbursements	164,500	-	\$ 20,927	13%
Grants/Intergovernmental/Interest	136,000	-	\$ 8,248	6%
Total	13,761,539	-	3,394,435	25%
Transfers In	1,470,055	-	\$ 200,000	14%
Revenues + Transfers	15,231,594	-	3,594,435	24%

**Expenses**

	2023 Budget	February Activity	2023 Spending to Date	% used	Remaining Balance
Salaries & Wages - Regular	8,287,986	\$ 614,011	\$ 1,089,292	13%	7,198,694
Salaries & Wages - Overtime	294,876	\$ 34,135	\$ 56,376	19%	238,500
Professional Reimbursements	4,200	\$ 323	\$ 646	15%	3,554
Medical	1,282,959	\$ 101,869	\$ 205,226	16%	1,077,733
Dental	104,339	\$ 7,868	\$ 15,673	15%	88,666
Vision	13,603	\$ 1,029	\$ 2,053	15%	11,550
Long-Term Care	6,600	\$ 484	\$ 970	15%	5,630
Medicare	126,712	\$ 8,685	\$ 15,588	12%	111,124
MEBT	518,878	\$ 40,248	\$ 72,199	14%	446,679
PERS	921,507	\$ 66,425	\$ 119,349	13%	802,158
Washington FMLA	17,370	\$ 1,415	\$ 2,538	15%	14,832
Unemployment	92,394	\$ 8,699	\$ 15,604	17%	76,790
Workers Comp	43,960	\$ 1,586	\$ 2,676	6%	41,284
Total Personnel	11,715,384	886,777	\$ 1,598,190	14%	10,117,194
Advertising	5,000	\$ 93	\$ 461	9%	4,539
Bank Fees	500	\$ -	\$ -	0%	500
Cellular,Pager & Radio Svcs	35,552	\$ 1,133	\$ 5,149	14%	30,403
Computer Hardware-Non Capital	7,500	\$ 1,814	\$ 1,814	24%	5,686
Consumable Goods	14,310	\$ 623	\$ 773	5%	13,537
Dues & Memberships	12,635	\$ -	\$ 9,705	77%	2,930
Equipment Leases	19,865	\$ 545	\$ 2,187	11%	17,678
Facility Lease	763,797	\$ -	\$ 91,533	12%	672,264
Financial Audit	23,836	\$ 3,779	\$ 3,779	16%	20,057
Hosted Services	173,888	\$ -	\$ 9,433	5%	164,455
HR Services	94,415	\$ 4,426	\$ 4,426	5%	89,989
Insurance	85,000	\$ -	\$ 90,940	107%	(5,940)
Legal Services	200,000	\$ 1,950	\$ 1,950	1%	198,050
Local Travel/Training/ Mileage	6,122	\$ -	\$ -	0%	6,122
Network Service	44,999	\$ 1,860	\$ 2,337	5%	42,662
Office Furniture	7,750	\$ 167	\$ 167	2%	7,583
Office Supplies	6,400	\$ 500	\$ 500	8%	5,900
Operating Supplies	4,250	\$ 278	\$ 355	8%	3,895
Parking Lease	29,200	\$ 1,950	\$ 4,220	14%	24,980
Payroll Services	19,010	\$ 634	\$ 1,756	9%	17,254
Postage	750	\$ -	\$ -	0%	750
Printing	300	\$ -	\$ -	0%	300
Professional Services	28,550	\$ 144	\$ 144	1%	28,406
R&M - Network Equipment	397,684	\$ -	\$ -	0%	397,684
R&M - Office Equipment	2,500	\$ -	\$ -	0%	2,500
R&M - Software Maintenance	883,986	\$ -	\$ 17,176	2%	866,810
Radio Site Lease	62,685	\$ 566	\$ 1,131	2%	61,554
Recruitment Supplies	2,000	\$ 215	\$ 215	11%	1,785
Small Tools & Minor Equipment	11,300	\$ -	\$ -	0%	11,300
Software/Licensing	78,342	\$ -	\$ -	0%	78,342
Telephone Services	33,565	\$ 1,995	\$ 3,782	11%	29,783
Training/Conf Registrations	22,688	\$ 304	\$ 1,096	5%	21,592
Training/Conf Registrations/ Travel	34,885	\$ 913	\$ 913	3%	33,972
Transfers Out	28,000	\$ -	\$ -	0%	28,000
Total Supplies & Services	3,141,264	23,889	\$ 255,943	8%	2,885,321
GRAND TOTAL	14,856,648	910,666	\$ 1,854,132	12%	13,002,516

**502- Capital Projects**

	2023 Budget	February Activity	2023 Spending to Date	% used	Remaining Balance
Alpha Numeric Paging	600,000	\$ -	\$ -	0%	600,000
CAD Server Expansion	55,050	\$ -	\$ -	0%	55,050
Console Replacement	152,753	\$ -	\$ -	0%	152,753
	807,803	-	-		807,803

**503- Equipment Replacement:**

	2023 Budget	February Activity	2023 Spending to Date	% used	Remaining Balance
Daily Operating Equipment	30,600			0%	30,600
Network Costs	60,900	\$ -	\$ -	0%	60,900
Servers	40,000	\$ -	\$ -	0%	40,000
	131,500	-	-	0%	131,500

**505-E 911 Escrow**

Revenues:	2023 Budget	February Activity	Collected to Date	% collected
E-911 Escrow	1,470,055	-	\$ -	0%
Investment Interest	-	-	\$ 675	
	1,470,055	-	\$ 675	0%

Expenditures:	2023 Budget	February Activity	2023 Spending to Date	% used	Remaining Balance
Transfers Out	1,470,055	\$ -	\$ 200,000	14%	1,270,055

## NORCOM Financial Summary

for Period Ending February 27, 2022

		2023 Adopted Budget	Actual	Percent of Budget
<b><u>501 - Operating Fund</u></b>				
2022 Beginning Fund Balance		-	\$0	
	Agency Revenue	13,461,038	\$ 3,365,260	25.00%
	Other Revenue	300,500	\$ 29,175	9.71%
	Transfers In	1,470,055	200,000	13.60%
Revenue Collected		15,231,593	3,594,435	23.60%
Total Resources		15,231,593	3,594,435	
	Personnel Expenditures	11,715,385	\$ 1,598,190	13.64%
	Operating Expenditures	3,113,264	\$ 255,943	8.22%
	Transfers Out	28,000	\$ -	0.00%
Total Expenditures		14,856,649	1,854,132	12.48%
<b>Available Fund Balance</b>		<b>\$374,944</b>	<b>\$ 1,740,302.24</b>	
<b><u>502 - Capital Projects Fund</u></b>				
2022 Beginning Fund Balance		402,628	\$402,628	
	Investment Interest	-	-	0.00%
	Non-Operating Revenue	-	-	0.00%
	Transfers In	377,412	-	0.00%
Revenue Collected		405,412	-	0.00%
Total Resources		808,040	402,628	
	Expenditures	807,803	\$ -	0.00%
	Transfers Out	-	\$ -	0.00%
Total Expenditures		807,803	-	0.00%
<b>Available Fund Balance</b>		<b>\$237</b>	<b>\$402,628</b>	
<b><u>503 - Equipment Replacement Reserve</u></b>				
2022 Beginning Fund Balance		251,404	\$251,404	
	Investment Interest	-	-	0.00%
	Non-Operating Revenue	-	-	0.00%
	Transfers In	-	-	0.00%
Revenue Collected		-	-	0.00%
Total Resources		251,404	251,404	
	Expenditures	131,500	\$ -	0.00%
	Transfers Out	-	-	0.00%
Total Expenditures		131,500	-	0.00%
<b>Available Fund Balance</b>		<b>\$119,904</b>	<b>\$251,404</b>	

		2023 Adopted Budget	Actual	Percent of Budget
<b><u>504 - Operating Expense Reserve</u></b>				
2022 Beginning Fund Balance		\$ 160,751	\$160,751	
	Investment Interest	\$ -	-	0.00%
	Other Revenue	\$ -	-	0.00%
	Transfers In	\$ -	-	0.00%
Revenue Collected		-	-	0.00%
Total Resources		160,751	160,751	
	Operating Expenditures	-	-	0.00%
	Transfers Out	-	-	0.00%
Total Expenditures		-	-	0.00%
<b>Available Fund Balance</b>		<b>\$160,751</b>	<b>\$160,751</b>	
<b><u>505 - E-911 Escrow Trust</u></b>				
2022 Beginning Fund Balance		\$85,719	\$85,719	
	Operating Revenue	1,470,055	\$ -	0.00%
	Investment Interest	-	675	0.00%
Revenue Collected		1,470,055	675	0.05%
Total Resources		1,555,774	86,394	
	Expenditures	-	-	0.00%
	Transfers Out	1,470,055	200,000	13.60%
Total Expenditures		1,470,055	200,000	13.60%
<b>Available Fund Balance</b>		<b>\$85,719</b>	<b>-\$113,606</b>	
<b><u>506 - Rate Stabilization Reserve</u></b>				
2022 Beginning Fund Balance		\$507,041	\$507,041	
	Investment Interest	-	-	0.00%
	Non-Operating Revenue	-	-	0.00%
	Transfers In	-	-	0.00%
Revenue Collected		-	-	0.00%
Total Resources		507,041	507,041	
	Expenditures	-	-	0.00%
	Transfers Out	-	-	0.00%
Total Expenditures		-	-	0.00%
<b>Available Fund Balance</b>		<b>\$507,041</b>	<b>\$507,041</b>	

# Accounts Payable

## Checks by Date - Detail by Check Date

User: mryerson  
Printed: 2/27/2023 9:43 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	120 625281566	ADP Workforce Now Payroll Solution Bundle PPE 01	02/02/2023	442.90
Total for this ACH Check for Vendor 120:				442.90
20196	364 01272023	AT&T Cellphone Serives Acct# 287291727817	02/02/2023	132.58
Total for Check Number 20196:				132.58
20197	6 GF84197	CDW-GOVERNMENT INC APC Replacement Battery Cartridge #17	02/02/2023	573.73
Total for Check Number 20197:				573.73
20198	210 1202023	CENTURYLINK Telephone Services Acct# 431385632	02/02/2023	172.70
Total for Check Number 20198:				172.70
20199	9 624748650	CENTURYLINK Telephone Services Acct# 79965571	02/02/2023	146.08
Total for Check Number 20199:				146.08
20200	324 56538-18	CRISTA MINISTRIES Tower Rental - February 2023	02/02/2023	565.69
Total for Check Number 20200:				565.69
20201	759 5493 5494 5495	HEARING SPECIALTY CENTER LLC Mic Boom With Earmold - Randon Mic Boom With Earmold - Perrigo Mic Boom With Earmold - Keegan	02/02/2023	236.72 236.72 236.72
Total for Check Number 20201:				710.16
20202	555 L152474	STATE AUDITOR'S OFFICE Accountability and Financial Audit And Local C	02/02/2023	8,823.60
Total for Check Number 20202:				8,823.60
20203	79 9925193777	VERIZON WIRELESS Cellphone Services Acct# 471583790-00001	02/02/2023	2,963.24
Total for Check Number 20203:				2,963.24
Total for 2/2/2023:				14,530.68
ACH	120	ADP	02/10/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	02052023	Wage Garnishments Payable PPE 02052023		857.15
	02052023	Medicare Taxes Payable PPE 02052023		8,805.26
	02052023	Accrued Employment Security PPE 02052023		4,407.98
	02052023	FMLA Taxes Payable PPE 02052023		2,631.56
	02052023	Federal Taxes Payable PPE 02052023		33,770.67
	02052023	Accrues Wages PPE 02052023		230,141.76
Total for this ACH Check for Vendor 120:				280,614.38
ACH	131	HEALTH EQUITY	02/10/2023	
	02052023	HSA Contribution PPE 02052023		1,212.47
Total for this ACH Check for Vendor 131:				1,212.47
ACH	132	WILMINGTON TRUST	02/10/2023	
	02052023	MEBT Contributions PPE 02052023		40,180.15
Total for this ACH Check for Vendor 132:				40,180.15
20204	675	ICMA-RC VANTAGEPOINT TRANSFER	02/10/2023	
	02052023	ICMA 457 Contributions PPE 02052023		6,067.39
Total for Check Number 20204:				6,067.39
20205	569	NORCOM ASSOCIATED GUILD	02/10/2023	
	02052023	February NAG Dues		1,776.00
Total for Check Number 20205:				1,776.00
20206	673	PUBLIC SAFETY EMPLOYEES UNION	02/10/2023	
	02052023	February PSEU Dues		727.93
Total for Check Number 20206:				727.93
Total for 2/10/2023:				330,578.32
ACH	120	ADP	02/17/2023	
	626298478	ADP Workforce Now And Payroll Services PPE		634.08
Total for this ACH Check for Vendor 120:				634.08
ACH	131	HEALTH EQUITY	02/17/2023	
	b4vtn9w	Monthly Fees for February 2023		55.30
Total for this ACH Check for Vendor 131:				55.30
ACH	133	DEPT OF RETIREMENT SYSTEMS	02/17/2023	
	JAN2023	January 2023 PERS Contributions		120,208.79
Total for this ACH Check for Vendor 133:				120,208.79
20207	75	US BANK CORPORATE PAYMENT SYS	02/17/2023	
	01112023	Michaels - Wall Frames		22.12
	01122023	SOLV 1099-NEC Forms		91.06
	01122023	WA State Law Enforcement And Records Associ		50.00
	01162023	Amazon - Picture Frames		44.02
	01162023	Amazon -Febreeze And Sponges		30.58
	01222023	Amazon - Ink Cartridge And Post-Its		73.73
	01232023	Costco - Coffee		73.98
	01242023	Home Depot - Extension Cord		27.61
	02012023	Crisis Communications For Dispatchers Registra		175.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	02032023	Amazon - Push Pins		6.43
	02032023	Justice Clearing House Membership		129.00
	02062023	Ingallinas Box Lunch - PSS Training		285.18
	02072023	4Imprint - Table Throw - Recruiting Supplies		192.88
	02072023	Amazon - Vinyl Sign		22.16
				<hr/>
Total for Check Number 20207:				1,223.75
20208	718 9999634	ACCESS CORP Shredding Services	02/17/2023	
				<hr/>
Total for Check Number 20208:				143.70
20209	3 01282023	AT&T MOBILITY Cell Services Acct# 287015346980	02/17/2023	
				<hr/>
Total for Check Number 20209:				148.16
20210	710 INV007052	BRCK INC Telephone Services Acct#S00166571	02/17/2023	
				<hr/>
Total for Check Number 20210:				605.97
20211	18 INV2599572	COPIERS NORTHWEST Copier Lease Contract# CN24939.01	02/17/2023	
				<hr/>
Total for Check Number 20211:				423.40
20212	324 56538-19	CRISTA MINISTRIES Tower Rental March 2023	02/17/2023	
				<hr/>
Total for Check Number 20212:				565.69
20213	28 11061	EPSCA February Monthly Radio Access Fee	02/17/2023	
				<hr/>
Total for Check Number 20213:				984.75
20214	447 376269	FIRST CHOICE COFFEE SERVICES Ice Machine Rental February	02/17/2023	
				<hr/>
Total for Check Number 20214:				121.11
20215	669 02032023	MARGARET JOHANSON Reimbursement - Coffee Creamer	02/17/2023	
				<hr/>
Total for Check Number 20215:				21.98
20216	41 2022-NORCOM	KING COUNTY E-911 PROGRAM OFFIC Language Interpretation Services January 2022 -	02/17/2023	
				<hr/>
Total for Check Number 20216:				1,229.24
20217	252 11013282	KING COUNTY FINANCE KCIT INET Other MISC SVC	02/17/2023	
				<hr/>
Total for Check Number 20217:				1,860.00
20218	557 10742286	LANGUAGE LINE SERVICES Over-The-Phone Interpretation Janary 2023	02/17/2023	
				<hr/>
Total for Check Number 20218:				771.57

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
20219	586 2023-02	MEYDENBAUER CENTER February 2023 Construction Employee Parking	02/17/2023	1,950.00
		Total for Check Number 20219:		1,950.00
20220	46 11842	NATIONAL TESTING NETWORK Background Investigation Services	02/17/2023	1,450.00
		Total for Check Number 20220:		1,450.00
20221	741 NOR1222	PACIFIC NORTHWEST GIGAPOP Internet Services For December 2022	02/17/2023	500.00
		Total for Check Number 20221:		500.00
20222	52 80391	PACIFICA LAW GROUP Legal Services	02/17/2023	1,950.00
		Total for Check Number 20222:		1,950.00
20223	711 1585 1630	PETEK & ASSOCIATES Pre-Employment Psychological Evaluations Pre-Employment Psychological Evaluations	02/17/2023	385.00 1,155.00
		Total for Check Number 20223:		1,540.00
20224	256 2023-74	PUBLIC SAFETY TESTING INC January 2023 PST Candidate Agency Add-on	02/17/2023	66.00
		Total for Check Number 20224:		66.00
20225	666 23-127 23-134 23-144	RAYMOND POLYGRAPH SERVICES Polygraph Exam And Analysis Polygraph Exam And Analysis Polygraph Exam And Analysis	02/17/2023	325.00 325.00 325.00
		Total for Check Number 20225:		975.00
20226	555 L153158	STATE AUDITOR'S OFFICE Accountability And Financial Audit	02/17/2023	3,778.95
		Total for Check Number 20226:		3,778.95
20227	75 01122023 01162023 01172023 01202023 01222023 01222023 01232023 01232023 01252023 01282023 01312023 02012023 02022023 02042023 02062023 02062023 02092023 02092023	US BANK CORPORATE PAYMENT SYS JNE Polygraph LLC Services Amazon - Giftcard - Q4 Boost Costco - Dry Erase Airfare - APCO Certified Public Safety Executive Amazon - Refridgerator Deodorizer Amazon - Office Chair Office Depot - Pouch, LM, Menu Costco - Kleenex Crystal Water Delivery Safe Response Annual Dues Safe Response Annual Dues Refund Public Records Registration Fee Costco - Coffee Amazon - Pens Amazon - Pencils, Badge Holders, Note Pads, Pc Amazon - Stress Ball - Recruiting Supplies Amazon - Vinyl, Tape And Vinyl Roll - Tree Of QFC - Governing Board Refreshments	02/17/2023	395.00 25.00 24.22 873.40 19.30 167.34 41.94 44.06 187.79 19.99 -19.99 40.00 25.38 24.74 171.41 21.96 64.80 3.99

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	02092023	Amazon - Air Purifier Filters X2		69.24
			Total for Check Number 20227:	2,199.57
20228	752	WIPATH COMMUNICATIONS	02/17/2023	
	301921	Shipping For Paging Data Terminal		55.05
	301921	Paging Data Terminmal		1,759.40
			Total for Check Number 20228:	1,814.45
20229	692	ZIPLY FIBER	02/17/2023	
	02212023	Telephone Services Acct#425-869-6730-031021-		617.50
			Total for Check Number 20229:	617.50
			Total for 2/17/2023:	145,838.96
ACH	120	ADP	02/27/2023	
	PPE02192023	Federal Taxes Payable PPE 02192023		32,502.58
	PPE02192023	Accrued Wages PPE 02192023		227,704.48
	PPE02192023	Accrued Employment Security Payable PPE 021		4,290.88
	PPE02192023	FMLA Taxes Payable PPE 02192023		2,561.75
	PPE02192023	Garnishments PPE 02192023		857.15
	PPE02192023	Medicarel Taxes Payable PPE 02192023		8,565.29
			Total for this ACH Check for Vendor 120:	276,482.13
ACH	131	HEALTH EQUITY	02/27/2023	
	PPE02192023	HSA Contributions PPE 02192023		1,212.47
			Total for this ACH Check for Vendor 131:	1,212.47
ACH	132	WILMINGTON TRUST	02/27/2023	
	PPE02192023	MEBT Contributions PPE 02192023		40,700.07
			Total for this ACH Check for Vendor 132:	40,700.07
ACH	134	COLONIAL LIFE	02/27/2023	
	MAR2023	Colonial Premiums March 2023		1,399.48
			Total for this ACH Check for Vendor 134:	1,399.48
ACH	140	RELIANCE STANDARD	02/27/2023	
	MAR2023	Life/LTD Insurance Premiums March 2023		1,659.06
			Total for this ACH Check for Vendor 140:	1,659.06
ACH	327	ASSOCIATION OF WASHINGTON CITII	02/27/2023	
	MAR2023	Dental Premiums March 2023		8,621.90
	MAR2023	Vision Premiums March 2023		1,111.68
	MAR2023	Medical Premiums March 2023		108,361.28
			Total for this ACH Check for Vendor 327:	118,094.86
ACH	675	ICMA-RC VANTAGEPOINT TRANSFER	02/27/2023	
	PPE02192023	ICMA 457 Contributions PPE 02192023		4,877.87
			Total for this ACH Check for Vendor 675:	4,877.87
20230	74	UNUM	02/27/2023	
	MAR2023	Long Term Care Premiums March 2023		523.25



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 20230:				523.25
Total for 2/27/2023:				444,949.19
Report Total (49 checks):				935,897.15



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 03/10/2023  
Subject: RFP Update - Facility Study

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### Executive Summary:

With Board approval, NORCOM staff published the Facility Study RFP on February 24, 2023. The RFP solicits proposals from qualified firms to develop a Facility Study to provide an assessment of its existing facilities, future facility development and opportunities as well as the long-term costs of operations associated with a variety of scenarios. Submittals are due April 21, 2023.

In addition to general deliverables, the RFP asks the respondents to address four key features of the study:

- 1) Current facility assessment
- 2) Projection of future needs
- 3) Development of various alternative facility scenarios
- 4) Long-term operating costs

A pre-submittal conference was held on 3/7/2023 at NORCOM. Ten individuals representing multiple firms were present. Once the RFP closes, staff will score each proposal according to the evaluation criteria.

- Proposer's Qualifications: 25 pts
- Responsiveness to RFP: 10 pts
- Approach: 25 pts
- Pricing: 15 pts
- References: 10 pts

NORCOM staff anticipates providing regular feedback to the Board, identifying the preferred bidder for Board consideration in May, and subsequent to input and legal review, request Board approval of the final contract at the June meeting.

### Background:

At the December 2022 Governing Board meeting, the Board adopted a motion to start the process of an RFP or RFQ for a consultant to study the location of NORCOM. As a result, NORCOM completed a Request For Information (RFI) to gather information regarding the estimated cost and time requirements to complete an assessment. This information was used to build and publish the RFP for Facility Study.

**Past Board or Other Related Actions:**

N/A

**Policy and Strategic Implications:**

N/A

**NORCOM Staff Recommendation:**

This update is advisory in nature. No decisions are required at this time.

**Staff Comments:**

Nothing Additional

**Options****Risks**

**Finance Committee Review:** Yes

**Legal Review:** No

**Joint Operations Board Review:** No

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**Attachments**

RFP Facility Update

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# Facility Needs RFP

- Pre-Bid Conference held 3/7/2023, Submittal deadline 4/21/2023
  - 10 individuals from 4 Companies participated
- Expect to bring preferred bidder to the May Governing Board Meeting
- Scope of work:
  - Current Facility Assessment
  - Projection of Future Needs
  - Facility Development Scenario
    - Remodel, maintain, and growth at current location
    - Identify other available commercial space opportunities
    - Identify current or future public safety partnerships to co-locate
    - Purchase or construct new facility, owned and operated by NORCOM
  - Long-term Facility Cost Comparison
- Final report to the Governing Board by the November 2023 Meeting



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 03/10/2023  
Subject: 2023 National Public Safety Telecommunicator Week - April 9-15

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### Executive Summary:

Since 1994, during the second full week of April, public safety telecommunications personnel are honored across the nation. This week-long event is a time to celebrate and thank those who dedicate their lives to serving the public and other first responders. It is a week set aside to recognize their hard work, professionalism, selflessness, and dedication.

### Background:

In 1994, President William J. Clinton signed Presidential Proclamation 6667, declaring the second week of April as National Public Safety Telecommunicators Week. This week is a time to celebrate and find ways to thank the telecommunications personnel who serve our communities, citizens, and public safety personnel 24 hours a day, seven days a week.

### Past Board or Other Related Actions:

The Governing Board has supported Telecommunicator Week in previous years.

### Policy and Strategic Implications:

N/A

### NORCOM Staff Recommendation:

Staff respectfully encourages the Governing Board and the agencies served to continue to support and recognize the critical work performed by Telecommunicators.

### Staff Comments:

Nothing Additional

### Options

### Risks

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No

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## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 03/10/2023  
Subject: 2023 NORCOM Principals Assembly Meeting

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### Executive Summary:

On April 14, 2023 NORCOM will convene a Principals Assembly as outlined in Section 8 of the ILA.

### Background:

Section 8 of the NORCOM Interlocal Agreement notes the following (in part):

The Principals Assembly shall be convened by the Governing Board for one meeting each April. At the joint meeting of the Assembly and the Governing Board, the Executive Director shall present an annual report which shall: (1) review the activities of NORCOM for the previous calendar year; (2) present the work program and significant events for the upcoming calendar year; (3) present a financial management report for NORCOM; and (4) report on performance benchmarks of NORCOM activities.

### Past Board or Other Related Actions:

N/A

### Policy and Strategic Implications:

The Principals Assembly requirements are noted within the NORCOM ILA.

### NORCOM Staff Recommendation:

NORCOM Staff respectfully requests that the Board receive this information and provide direction as desired.

### Staff Comments:

Nothing Additional

### Options

### Risks

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No

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## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 03/10/2023  
Subject: Appointment of Chief Sass to Board Chair, and Selection and appointment of new Governing Board Vice-Chair

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### Executive Summary:

In accordance with Section 6 (j) of the Northeast King County Regional Public Safety Communications Agency Interlocal Agreement, the term of the current Governing Board Chair, Deputy City Manager Goldberg will expire at the conclusion of the March Governing Board meeting and as such, the Governing Board Vice-Chair, Chief Sass will be appointed as the new Chair effective April 2023. As per the ILA, the Vice-Chair vacancy created shall be filled by a simple majority vote of the Board during the April Principals Assembly.

### Background:

The term of Governing Board Chair, Deputy City Manager Goldberg will expire and as such, the Governing Board Vice-Chair, Chief Sass will be appointed as the new Chair. This creates a vacancy in the Vice-Chair position.

### Past Board or Other Related Actions:

None

### Policy and Strategic Implications:

This process is established in Section 6(j) of the ILA.

### NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review, and analysis and recommends approval to select and appoint a new Governing Board Vice-Chair.

### Staff Comments:

Nothing additional

### Options

### Risks

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No

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## **MEMORANDUM**

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 03/10/2023  
Subject: Resolution 205 - Amending the 2023 Budget

---

### **Executive Summary:**

NORCOM traditionally amends the current year budget with prior year's carryover. The Operations Fund is budgeted to end with a zero fund balance. All other funds are budgeted with a fund balance updated with new and/or rollover projects.

After reconciling the 2022 ending fund balances, NORCOM Management has identified the rollover amounts in the Operating, Capital Projects, and Equipment Replacement Funds and presented the recommendations to the Finance Committee for its approval on February 28th. Staff's recommendations are consistent with the direction and input received from the Finance Committee.

Resolution 205 has been prepared to recognize the 2022 carryforward balances in the Operating, Capital Project, and Equipment Replacement Funds into the 2023 Budget, and adjust budgeted expenditures to incorporate deviations from original 2023 budget estimations.

### **Background:**

Each year NORCOM, in conjunction with financial statement preparation calculates carryover amounts to amend the current year budget. Due to the timing of budget approval and the start of the fiscal year it is necessary to amend the budget to maintain an accurate representation of the current financial needs of NORCOM.

### **Past Board or Other Related Actions:**

Each year NORCOM reviews and amends the current year budget with prior year's carryover.

### **Policy and Strategic Implications:**

No Policy changes with these resolutions

### **NORCOM Staff Recommendation:**

NORCOM staff recommends the Board receive this request and recommends the approval of Resolution 205.

### **Staff Comments:**

Staff to provide comments during the meeting.



## Options

### Risks

The request for budget amendment allows NORCOM to balance the 2022 Operating budget, carryover projects/expenses would not be budgeted without approval.

**Finance Committee Review:** Yes

The Finance Committee has been briefed and has provided specific direction in regard to the Operating Fund and carry-forward balances. Staff's recommendation is consistent with the direction provided, to include the specific amounts as well as the sources of the transfers proposed,

**Legal Review:** No

**Joint Operations Board Review:** No

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### Fiscal Impact

**Budgeted Y/N:** Y

**Fiscal Year:** 2022/2023

**Account (s):**

**Fiscal Note:**

**Fiscal Impact:**

Accounts Impacted: Operating, Capital Projects, Equipment Reserves and Replacements, Operating Expense Reserve and Rate Stabilization Reserve funds

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### Attachments

Finance Update

R205 - Amending the 2023 Budget

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# NORCOM Finance Update

## **Resolution 205**

Amend the 2023 budget

- 2022 ending fund balances have been reconciled
- In addition to identifying rollover amounts, NORCOM Management has proposed changes in budgeted expenditures.
- Due to the timing of budget approval and the start of the fiscal year it is necessary to amend the budget to maintain an accurate representation of the current financial needs of NORCOM.

## **Resolution 206**

Approve 2024 Budget Policy

- The Governing Board must approve the subsequent year's Budget Policy and Calendar to officially proceed with budget development and adoption

# Operating Fund

	2022 Amended Budget	2022 Actuals	Variance
Beginning Fund Balance	148,261.00	148,261.00	\$ -
Participant Revenue	\$ 12,580,410	\$ 12,580,410	\$ -
Miscellaneous	\$ 296,000	\$ 550,109	\$ 254,109
<b>Total Resources</b>	\$ 13,024,671	\$ 13,278,780	\$ 254,109
Transfers In	\$ 1,166,691	\$ 1,169,000	\$ 2,309
<b>Total + Transfers</b>	\$ 14,191,362	\$ 14,447,780	\$ 256,418
	2022 Amended Budget	2022 Actuals	Variance
Salaries & Wages- Regular	7,846,168	7,472,519	373,649
Salaries & Wages- Overtime	242,405	698,836	(456,432)
Benefits	2,926,544	2,814,646	111,898
Subtotal- Wages & Benefits	11,015,117	10,986,001	29,116
Supplies & Services	2,862,984	2,552,193	310,791
Total Expenditures	13,878,101	13,538,194	339,907
Transfers Out	313,261	263,261	-
Ending Fund Balance	\$ -	\$ 646,326	596,326

## Unbudgeted Revenues:

- KC EMS- contract revision - \$95,000
- NG911 Grant Extension - \$31,000
- Additional IT Service Contract - \$55,000
- PulsePoint – MedicOne Foundation Grant - \$28,000

## Budgeted Spending: Anticipated Savings –

- Single CAD Annual Maintenance reduction - \$185,000
- Legal Expense Savings (Resolution 200) - \$80,000

## Additional savings:

- Management decisions resulted in additional \$40,000 savings

# Capital Projects Fund

	2022 Amended Budget	2022 Actuals	Variance
Beginning Fund Balance	538,264	538,264	-
Transfers In	563,261	563,261	-
<b>Total Resources</b>	1,101,525	1,101,525	-
Expenditures	698,897	517,928	180,969
Transfers Out	-	-	-
<b>Ending Fund Balance</b>	402,628	583,597	<b>180,969</b>

- 2022 Project Summary:
  - Backup Center
    - Completed in 2022
    - \$44,746 under budget
  - Shield Force
    - Completed in 2022
    - \$108 under budget
  - Single CAD
    - On-going
    - 2022 Unspent funds: \$136,115

# ER&R Fund

	2022 Amended Budget	2022 Actuals	Variance
Beginning Fund Balance	501,404	501,404	-
Transfers In	50,000	50,000	-
<b>Total Resources</b>	551,404	551,404	-
Expenditures	300,000	178,434	121,566
Transfers Out	-	-	-
<b>Ending Fund Balance</b>	251,404	372,970	121,566

Overall, experienced savings of \$121,566 – in large part due to shift in Replacement Schedules tied to Single CAD.

- Network & Switches budget savings: \$90,509
- Network Security savings: \$26,431

# Change in 2023 Beginning Fund Balance

NORCOM Budget 2023 Financial Summary- Budget Amendment							
NORCOM Budget Description	Operating	Capital Projects	Equipment Replacement	Operating Exp. Res.	E-911 Escrow	Rate Stabilization	Total All Funds
Estimated Beginning Balance	\$ -	\$ 402,628	\$ 251,404	\$ 160,751	\$ 85,719	\$ 507,041	\$ 1,407,543
Add: 2022 Carryforward	596,326	180,969	121,566	-	34,804	-	933,665
Amended Beginning Balance	596,326	583,597	372,970	160,751	120,523	507,041	2,341,208

After identifying actual beginning fund balances, NORCOM proposed changes in 2023 budgeted expenditures

# Deviations from 2023 Budgeted Operating Expenditures

## Personnel

Expense	Amount
Admin/IT salary increases	\$50,000 - 80,000
Training/ CTO increases	\$16,000 - 27,000
Senior Telecommunicator PTO cash-outs	\$3,000 –8,000
<i>Proposed to add to budget: \$45,000</i>	

## Supplies/Services:

Expense	Amount
Facilities Study	100,000
HR Services (Criticall, Advertising)	25,000
Rent (COB, Backup Center)	40,500
Insurance (WCIA)	8,500
King Co. Radio Leases (backdated)	18,725
IT increases: RECC Wifi, CAD Lite Hosting Fees, Website Translation, Cloud Hosting increases	55,000
<i>Proposed increases to budget: 247,725</i>	

# Deviations from 2023 Budgeted Capital & ERR Expenditures

## Capital Project Fund

Project	2023 Adopted Budget	Proposed increase to 2023
Alpha Numeric Paging	\$ 600,000	
Console Replacement	\$ 152,752	
CAD Server Expansion	\$ 55,050	
Single CAD – Radio Interface		\$ 100,000
Single CAD- Solution identification		\$ 30,000
Total	\$ 807,803	\$ 130,000

## ER&R Fund

Equipment Category	2023 Adopted Budget	Proposed increase to 2023
Workstations & Cell Phones	\$ 15,600	
Locution Computers	\$ 10,000	
Radio Site Repair	\$ 5,000	
Network	\$ 60,900	\$ 25,000
Servers	\$ 40,000	
Router		\$ 15,000
Switches		\$ 50,000
Total	\$ 131,500	\$ 90,000



# For Decision:

## Amending the 2023 Budget

Full Fund summary presented to show all proposed revisions to budgeted revenues and expenditures.

- Recommendation by Finance Committee: Keep unspent operating funds from 2022 carryforward & include these funds as an estimated beginning balance in 2024.
- Impact to 10-year projections: the impact of proposed changes in NORCOM's 10-year financial plan reduced projected fee increase for 2024 from 6.5% to 5% \*

\*Projections shown are with no changes in assumptions from 2023 budget development

NORCOM Budget 2023 Financial Summary							
NORCOM Budget Description	Operating	Capital Projects	Equipment Replacement	Operating Exp. Res.	E-911 Escrow	Rate Stabilization	Total All Funds
Estimated Beginning Balance	\$ -	\$ 402,628	\$ 251,404	\$ 160,751	\$ 85,719	\$ 507,041	\$ 1,407,543
Add: 2022 Carryforward	596,326	180,969	121,566	-	34,804	-	933,665
Revenue:							
From Participating Agencies	13,083,626	377,412	-	-	-	-	\$ 13,461,038
E-911 Revenue	-	-	-	-	1,470,055	-	\$ 1,470,055
Miscellaneous Revenues	300,500	-	-	-	-	-	\$ 300,500
Add: Misc. Revenue	79,000						\$ 79,000
Interest Earnings	-	-	-	-	-	-	\$ -
Total Revenue	13,463,126	377,412	-	-	1,470,055	-	15,310,593
<b>Total 2023 Resources</b>	<b>\$ 14,059,452</b>	<b>\$ 961,009</b>	<b>\$ 372,970</b>	<b>\$ 160,751</b>	<b>\$ 1,590,578</b>	<b>\$ 507,041</b>	<b>\$ 17,651,801</b>
Expenditures							
Salaries & Wages	8,583,565	-	-	-	-	-	8,583,565
Add: Salaries Wages	45,000						45,000
Personnel Benefits	3,131,820	-	-	-	-	-	3,131,820
Operating Services & Supplies	3,110,765	-	-	-	-	-	3,110,765
Add: Services and Supplies	247,725						247,725
Equipment Expense			131,500				131,500
Add: Equipment			90,000				90,000
Capital Outlays	-	807,803		-	-	-	807,803
Add: Capital Expenditures		130,000					130,000
<b>Total Expenditures</b>	<b>\$ 15,118,875</b>	<b>\$ 937,803</b>	<b>\$ 221,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,278,178</b>
Transfers:							
Transfers In	1,470,055	28,000	-	-	-	-	1,498,055
Transfer Out:							
To Operating	-	-	-	-	1,470,055	-	1,470,055
To Capital Projects	28,000					-	28,000
To ER & R	-	-	-	-		-	-
<b>Transfers In less Transfers out</b>	<b>\$ 1,442,055</b>	<b>\$ 28,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,470,055)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>2022 Ending Fund Balance</b>	<b>\$ 382,632</b>	<b>\$ 51,206</b>	<b>\$ 151,470</b>	<b>\$ 160,751</b>	<b>\$ 120,523</b>	<b>\$ 507,041</b>	<b>\$ 1,373,623</b>
<b>Change in Fund Balance</b>	<b>\$ 382,632</b>	<b>\$ (351,422)</b>	<b>\$ (99,934)</b>	<b>\$ -</b>	<b>\$ 34,804</b>	<b>\$ -</b>	<b>\$ (33,920)</b>

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# 2024 Budget Policy

- Updates include:
  - Incorporate 10-year forecasting NORCOM implemented during 2023 budget development
  - Capital Project Policy wording- added definition of capital project to provide clear, consistent guidance on projects required to be included in the Capital Project Fund

Decision item: approve Resolution 206 to Adopt 2024 Budget Policy

## RESOLUTION 205

### RESOLUTION OF THE GOVERNING BOARD OF NORCOM AMENDING THE 2023 BUDGET

**WHEREAS**, by Resolution 203, the NORCOM Governing Board adopted the 2023 budget; and

**WHEREAS**, the NORCOM Governing Board desires to amend the 2023 budget

**NOW, THEREFORE, BE IT RESOLVED** by NORCOM that:

Section 1. The changes to the 2023 Budget for NORCOM, attached and incorporated as Exhibit A, are adopted

Section 2. A summary of the 2023 amended budgeted resources are as follows:

	<b>Operating</b>	<b>Capital Projects</b>	<b>Equipment Replacement</b>	<b>Operating Exp. Res.</b>	<b>E-911 Escrow</b>	<b>Rate Stabilization</b>	<b>Total All Funds</b>
2023 Beg. Fund Balance	-	402,628	251,404	160,751	85,719	507,041	1,407,543
<i>Carry forward</i>	<i>596,326</i>	<i>180,969</i>	<i>121,566</i>	-	<i>34,804</i>	-	<i>933,665</i>
Total 2023 Revenues	13,463,126	377,412	-	-	1,470,055	-	15,310,593
Total 2023 Expenditures	15,118,875	937,803	221,500	-	-	-	16,278,178
Transfer Activities	1,442,055	28,000	-	-	(1,470,055)	-	-
Ending Fund Resources	382,632	51,206	151,470	160,751	120,523	507,041	1,373,623

Passed by a majority vote of the Governing Board in an open public meeting on this 10<sup>th</sup> day of March, 2023.

Signed in authentication thereof on this 10<sup>th</sup> day of March, 2023.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Attest

**NORCOM Budget**  
**2023 Financial Summary- Budget Amendment**

<b>NORCOM Budget Description</b>	<b>Operating</b>	<b>Capital Projects</b>	<b>Equipment Replacement</b>	<b>Operating Exp. Res.</b>	<b>E-911 Escrow</b>	<b>Rate Stabilization</b>	<b>Total All Funds</b>
Estimated Beginning Balance	\$ -	\$ 402,628	\$ 251,404	\$ 160,751	\$ 85,719	\$ 507,041	\$ 1,407,543
<b>Add: 2022 Carryforward</b>	<b>596,326</b>	<b>180,969</b>	<b>121,566</b>	<b>-</b>	<b>34,804</b>	<b>-</b>	<b>933,665</b>
<b>Amended Beginning Balance</b>	<b>596,326</b>	<b>583,597</b>	<b>372,970</b>	<b>160,751</b>	<b>120,523</b>	<b>507,041</b>	<b>2,341,208</b>
Revenue:							
From Participating Agencies	13,083,626	377,412	-	-	-	-	\$ 13,461,038
E-911 Revenue	-	-	-	-	1,470,055	-	\$ 1,470,055
Miscellaneous Revenues	300,500	-	-	-	-	-	\$ 300,500
<b>Add: Misc. Revenue</b>	<b>79,000</b>						<b>\$ 79,000</b>
Total Revenue	13,463,126	377,412	-	-	1,470,055	-	15,310,593
<b>Total 2023 Resources</b>	<b>\$ 14,059,452</b>	<b>\$ 961,009</b>	<b>\$ 372,970</b>	<b>\$ 160,751</b>	<b>\$ 1,590,578</b>	<b>\$ 507,041</b>	<b>\$ 17,651,801</b>
Expenditures							
Salaries & Wages	8,583,565	-	-	-	-	-	8,583,565
<b>Add: Salaries Wages</b>	<b>45,000</b>						<b>45,000</b>
Personnel Benefits	3,131,820	-	-	-	-	-	3,131,820
Operating Services & Supplies	3,110,765	-	-	-	-	-	3,110,765
<b>Add: Services and Supplies</b>	<b>247,725</b>						<b>247,725</b>
Equipment Expense			131,500				131,500
<b>Add: Equipment</b>			<b>90,000</b>				<b>90,000</b>
Capital Outlays	-	807,803		-	-	-	807,803
<b>Add: Capital Expenditures</b>		<b>130,000</b>					<b>130,000</b>
<b>Total Expenditures</b>	<b>\$ 15,118,875</b>	<b>\$ 937,803</b>	<b>\$ 221,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,278,178</b>
Transfers:							
Transfers In	1,470,055	28,000	-	-	-	-	1,498,055
Transfer Out:							
To Operating	-	-	-	-	1,470,055	-	1,470,055
To Capital Projects	28,000					-	28,000
<b>Transfers In less Transfers out</b>	<b>\$ 1,442,055</b>	<b>\$ 28,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,470,055)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>2022 Ending Fund Balance</b>	<b>\$ 382,632</b>	<b>\$ 51,206</b>	<b>\$ 151,470</b>	<b>\$ 160,751</b>	<b>\$ 120,523</b>	<b>\$ 507,041</b>	<b>\$ 1,373,623</b>
<b>Change in Fund Balance</b>	<b>\$ 382,632</b>	<b>\$ (351,422)</b>	<b>\$ (99,934)</b>	<b>\$ -</b>	<b>\$ 34,804</b>	<b>\$ -</b>	<b>\$ (33,920)</b>



## **MEMORANDUM**

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 03/10/2023  
Subject: Resolution 206 - Adoption of the 2024 Budget Policy

---

### **Executive Summary:**

As per the ILA, the Governing Board must approve the subsequent year's Budget Policy and Calendar to officially proceed with budget development and adoption. The Finance Committee must approve the policy for adoption by the Board.

### **Background:**

The Governing Board provides final approval for all budget policies. The 2024 policy has been amended slightly by the Finance Committee to incorporate the 10-year projection reporting implemented during last year's budget development process. The proposed policy also more clearly defines "capital projects" to better establish the cost to include within the Capital Project Fund.

### **Past Board or Other Related Actions:**

N/A

### **Policy and Strategic Implications:**

This does not amend or create new policy. This document sets forth the budgeting process.

### **NORCOM Staff Recommendation:**

NORCOM staff recommends the adoption of Resolution 206 - Adopting the 2024 Budget Policy.

### **Staff Comments:**

Nothing additional

### **Options**

### **Risks**

As the policy is required by the ILA, disapproval would result in the inability to move forward with 2024 budget processes.

**Finance Committee Review:** Yes

The Finance Committee has been briefed and supports the recommendation to approve the 2024 Budget Policy.

**Legal Review:** No

**Joint Operations Board Review:** No

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### **Attachments**

R206 - Adopting 2024 Budget Policy  
10 year plan

**RESOLUTION 206**

**A RESOLUTION OF THE GOVERNING BOARD OF NORCOM APPROVING THE 2024  
BUDGET POLICY**

**WHEREAS**, pursuant to Section 12(b) of the North East King County Regional Public Safety Communications Agency Interlocal Agreement (the “Interlocal Agreement”), the Governing Board of NORCOM is required to adopt a budget policy for the upcoming annual budget no later than June 1; and

**WHEREAS**, the NORCOM Finance Manager has prepared and submitted to the Finance Committee a proposed budget policy for fiscal year 2024 for review and recommendation; and

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of NORCOM as follows:

Section 1. Approval of the Budget Policy. Pursuant to the terms of the Interlocal Agreement, the Governing Board hereby approves the budget policy for fiscal year 2024, substantially in the form presented to the Governing Board and attached hereto as Exhibit A and incorporated herein by this reference.

Section 2. Further Authority; Prior Acts. All NORCOM officials, their agents, and representatives are hereby authorized and directed to undertake all actions necessary or desirable from time to time to carry out the terms of, and complete the transactions contemplated by, this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified and confirmed.

Section 3. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

Passed by a majority vote of the Governing Board in an open public meeting on this 10<sup>th</sup> day of March, 2023.

Signed in authentication thereof on this 10<sup>th</sup> day of March 2023.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Attest

# **NORCOM**

## **2024 Budget Policy**

NORCOM's budget process is part of an overall policy framework that guides the services and functions of the agency. The budget serves a key role by allocating financial resources to the programs, which implement NORCOM's mission and core values. The budget also establishes financial policies to influence the availability of future resources that continue to carry out NORCOM's mission and core values.

Budget Policy development involves several steps. NORCOM budget policy starts with an understanding of service levels, needs, and issues impacting operations. NORCOM's management team evaluates performance measures to assess organizational costs, effectiveness, and determine issues impacting 2024 operating priorities and the level of funding for each. Budget policies are statements that describe how financial resources will be obtained, allocated, managed, and controlled.

NORCOM's mission statement and core values are the broad policy statements that outline the objectives of the Governing Board. Budget objectives are policy statements summarizing the actions that are to be implemented in the budget.

### **Financial Management Policies**

The following policies will guide the manner in which NORCOM develops, allocates, manages and controls financial resources available to the agency. These policies are the goals that the Governing Board seeks to achieve in its decision making and most are documented in NORCOM's Standard Operating Procedures. However, since fiscal conditions and circumstances continually shift and change in response to operating needs, it may not be practical or always desirable to continually achieve these policies. Therefore, these policies are intended to guide, not govern, financial decision making and may not be fully achieved within any budget period.

### **General Financial Goals**

- To provide a financial base sufficient to sustain reliable, high-quality, resilient emergency service communications for police, fire, and emergency medical services.
- To be able to withstand local and regional economic hardships sustained by our participating and subscribing agencies and adjust to changes in their service level requirements.
- To adapt to changing funding resources from other governments.
- To implement strategies to allow for stabilized year-over-year assessment fees to participating and subscribing agencies.

### **Operating Budget Policies**

- The operating budget is NORCOM's comprehensive financial plan which provides for the level of services prescribed by the Participating Agencies, including additional services or



new programs as approved in subsequent years. A new budget will be adopted every year as a result of a comprehensive process incorporating any newly approved programs, inflationary increases, and other expenses. New programs will be analyzed by the NORCOM Leadership before being presented to the Governing Board for their analysis and review and, if approved, incorporated into the budget. No “one-time” expenses will be carried forward into subsequent budgets without specific authority.

- NORCOM defines a balanced budget as current annual revenues (including fund balances) being equal to or greater than current annual expenditures.
- All current operating expenditures will be paid from current revenues and cash carried over from the prior year. Current revenues and operating expenditures will be reviewed monthly during the year.
- NORCOM will maintain revenue and expenditure categories according to state statute and administrative regulation.

#### **Amendment/Adjustment Policies:**

- All supplemental appropriations for programs requested after the original budget is adopted, will only be approved by the Governing Board after consideration of the availability of revenues.

#### **Revenue Policies:**

- “Other” Revenues shall be realistically estimated and based upon the most recent information available.
- NORCOM will follow a vigorous policy of collecting revenues.
- NORCOM will seek to avoid dependence on temporary or unstable revenues to fund ongoing mission critical services.
- Grant funds or similar contractual revenue of a temporary nature will be budgeted only if they are committed at the time of the preliminary budget. Otherwise, separate appropriations will be made during the year as grants are awarded or contracts made.

#### **Expenditure Policies:**

- The NORCOM budget will provide for a sustainable level of service for the well-being of employees and safety of the emergency service providers.
- Expenditures approved by the Governing Board in the annual budget define NORCOM’s spending limits for the upcoming year. In addition to legal requirements, NORCOM will maintain an operating philosophy of cost control and responsible financial management.
- The Governing Board will be provided with details for any new program including a summary of the expenditure, the recommended funding source, an analysis of the fiscal impact and a review of all reserves and previously approved amendments since budget adoption.

- Emphasis is placed on improving individual and work group productivity rather than adding to the work force. NORCOM will invest in technology and other efficiency tools to maximize productivity. NORCOM will request additional staff only after the need of such positions has been demonstrated and documented.

### **Capital Projects and Equipment Replacement**

- The Capital Project fund is to be utilized to track projects typically lasting more than one year.
- A capital project provides for the construction, repair, or improvement of key infrastructure. This includes new construction, additions, improvements, service extensions and similar projects to NORCOM buildings, grounds, or software infrastructure.
- Equipment Replacement will be fully funded according to the cash flow schedule to minimize large increases in User Fees from year to year resulting from acquisition or replacement of capital, and to fund the timely replacement of aging technology, equipment, and systems.
- NORCOM will maintain all its assets at an acceptable level to protect capital investment and to minimize future maintenance and replacement costs.
- NORCOM will conduct an equipment replacement and maintenance needs analysis, using a cash flow method, for the next ten years, annually. From this projection a maintenance and replacement schedule will be developed and followed.
- NORCOM will identify the estimated initial and ongoing costs and potential funding sources for each capital project proposal for the next ten years before it is submitted for approval.
- NORCOM will coordinate development of the Capital Projects budget with development of the operating budget. Future operating costs associated with new capital projects will be projected and included in budget forecasts.

### **Operating Reserves and Contingency:**

- NORCOM Leadership will demonstrate its analysis of prospective needs or plans for reserve funds by developing a minimum of ten-year forecasting of Operating, Capital and ER&R activities to the Finance Committee.
- Per section 12h of the ILA, each budget year the Governing Board shall set the Operating Expense Reserve at a level that ensures funds are on hand to reasonably address unforeseen operating contingencies. NORCOM's goal is to maintain the Operating Expense Reserve at a level equal to 5-10% of the total Operating Budget.
  - For the purpose of determining Operating Expense Reserve funding, the Governing Board defines the Operating Budget as the operating fund expenses less salaries, benefits, and one-time expenses.

- The Rate Stabilization Fund shall not exceed 10% of current Operating Fund Revenues. If it is determined that funds will be used to offset transition to higher rates or fund one-time expenditures the designated amount shall be applied to the overall budget prior to calculating assessments.
- All expenditures drawn from reserve accounts shall require prior Board approval unless previously authorized for expenditure in the annual budget.

### **Accounting, Auditing, and Financial Reporting Policies**

- NORCOM will establish and maintain a high standard of accounting practices.
- Accounting and budgetary systems will, at all times, conform to Generally Accepted Accounting Principles, the State of Washington Budgeting Accounting Reporting System (BARS) and local regulations.
- A comprehensive accounting system will be maintained to provide all financial information necessary to effectively operate NORCOM.
- NORCOM's budget documents shall be presented in a format that provides for logical comparison with prior annual actual totals wherever possible.
- Reports outlining the status of revenues and expenditures shall be done monthly beginning in March of each year and will be distributed to the Governing Board, Executive Director, Finance Committee, Department managers and any other interested party.
- An annual audit will be performed by the State Auditor's Office.

### **Budget Calendar**

- In order to facilitate and implement the budget process the Finance Manager will develop and distribute a budget calendar.

## 2024 BUDGET CALENDAR

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### **February**

Finance Committee approves budget policy

### **Date**

February 28

### **March**

Governing Board adopts budget policy

March 10

### **April**

Preliminary budget is drafted and distributed to Leadership

March 23

### **May**

NORCOM Leadership submits any new projects or programs to Finance Committee for review

May 1

### **June**

Budget Development complete

June 23

Presentation of preliminary budget to Finance Committee

June 27

### **July**

User Fee updates complete

July 14

### **August**

Proposed budget transmitted to Governing Board/ILA 12(c)

August 10

Public hearing & board approval by Governing Board/ ILA 12(c)

August 11

### **September**

Participating agencies advised of budget and user fees/ ILA 12(c)

Sept. 8

### **December**

Approval by the legislative authorities of each Participating/Subscriber/ ILA 12(c)

December 8

Governing Board adopts final budget/ ILA12(c)

December 8

**NORCOM 10-year Financial Plan**  
impacts of  
Resolution 205

	7.0%	5.0%	5.5%	5.0%	5.0%	3.5%	3.0%	3.0%	3.5%	3.0%
Overall Fee Increase										
Total Agency Fees	13,461,039	14,336,006	15,196,167	15,728,032	16,357,154	16,929,654	17,437,544	18,135,045	18,769,772	19,332,865
	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>
<b>Beginning Fund Balance</b>										
Operating Fund	596,326	382,633	718	37,230	4,420	6,530	127,802	279,588	267,564	338,621
Equipment & Replacement Reserves	372,970	151,470	98,425	22,362	92,927	46,195	80,879	314,712	156,337	53,018
Capital Project Fund	583,597	51,206	90,274	66,486	46,216	66,328	120,126	120,279	145,536	76,051
Escrow	120,523	120,523	120,523	120,523	120,523	120,523	120,523	120,523	120,523	120,523
Operating Expense Reserve	160,751	160,751	160,751	160,751	160,751	160,751	240,751	340,751	380,751	380,751
Rate Stabilization Reserve Fund	507,041	507,041	507,041	507,041	507,041	507,041	507,041	507,041	507,041	507,041
Total NORCOM Fund Beg Balance	2,341,208	1,373,625	977,732	914,393	931,877	907,368	1,197,122	1,682,893	1,577,751	1,476,006
<b>Operating Revenues</b>										
Operating increase for Agency Fees	4.0%	2.0%	4.0%	1.5%	1.0%	0.5%	0.5%	1.5%	1.5%	1.5%
Agency Fees for Operations	13,083,626	13,730,259	14,699,454	15,135,138	15,813,609	16,522,090	17,100,363	17,788,632	18,322,291	18,963,571
E911 Revenues	1,470,055	1,470,055	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,100,000	1,100,000	1,100,000
KCEMS	215,000	215,000	215,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
IT Billing	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000
Miscellaneous	44,500	44,500	44,500	44,500	44,500	44,500	44,500	44,500	44,500	44,500
Transfers in from Reserves	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>14,933,181</b>	<b>15,579,814</b>	<b>16,478,954</b>	<b>16,899,638</b>	<b>17,578,109</b>	<b>18,286,590</b>	<b>18,864,863</b>	<b>19,253,132</b>	<b>19,786,791</b>	<b>20,428,071</b>
<b>Operating Expenditures</b>										
Operating Expenditures	15,118,874	15,666,730	16,442,442	16,902,448	17,500,999	18,040,318	18,513,078	19,120,156	19,715,733	20,328,511
Transfer to ERR	-	-	-	30,000	-	25,000	25,000	5,000	-	-
Transfer to Capital	28,000	295,000	-	-	75,000	20,000	75,000	100,000	-	-
Transfer to Reserves	-	-	-	-	-	80,000	100,000	40,000	-	-
<b>Total Operating Fund Expenses</b>	<b>15,146,874</b>	<b>15,961,730</b>	<b>16,442,442</b>	<b>16,932,448</b>	<b>17,575,999</b>	<b>18,165,318</b>	<b>18,713,078</b>	<b>19,265,156</b>	<b>19,715,733</b>	<b>20,328,511</b>
<b>Equipment &amp; Replacement Reserves</b>										
Equipment increase for Agency Fees	0.0%	0.5%	0.0%	2.0%	3.0%	1.0%	1.5%	0.5%	1.0%	1.0%
Agency Fee Distribution	-	67,305	-	298,229	469,711	164,399	255,229	87,629	180,515	186,833
Transfers from Operations	-	-	-	30,000	-	25,000	25,000	5,000	-	-
Equipment Expenses	221,500	120,350	76,063	257,665	516,443	154,715	46,396	251,004	283,834	70,700
<b>Net impact to ERR Fund Balance</b>	<b>(221,500)</b>	<b>(53,045)</b>	<b>(76,063)</b>	<b>70,564</b>	<b>(46,732)</b>	<b>34,684</b>	<b>233,833</b>	<b>(158,375)</b>	<b>(103,319)</b>	<b>116,133</b>
<b>Capital Projects Fund</b>										
Capital increase for Agency Fees	3.0%	2.5%	1.5%	1.5%	1.0%	2.0%	1.0%	1.0%	1.0%	0.5%
Agency Fee Distribution	377,412	336,526	212,011	223,672	156,570	328,798	170,153	175,257	180,515	93,417
Transfers from Operations	28,000	295,000	-	-	75,000	20,000	75,000	100,000	-	-
Capital Expenses	937,803	592,458	235,800	243,942	211,458	295,000	245,000	250,000	250,000	50,000
<b>Net impact to Cap Proj. Fund Balance</b>	<b>(532,391)</b>	<b>39,068</b>	<b>(23,789)</b>	<b>(20,270)</b>	<b>20,112</b>	<b>53,798</b>	<b>153</b>	<b>25,257</b>	<b>(69,485)</b>	<b>43,417</b>
<b>Reserves</b>										
Op Ex Reserve- Transfers In	-	-	-	-	-	80,000	100,000	40,000	-	-
Op. Ex Reserve - Transfer Out	-	-	-	-	-	-	-	-	-	-
Rate Stabilization Reserve Transfer In	-	-	-	-	-	-	-	-	-	-
Rate Stabilization Reserve Transfer Out	-	-	-	-	-	-	-	-	-	-
<b>Net impact to Reserves Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>80,000</b>	<b>100,000</b>	<b>40,000</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>										
Operating Fund	382,633	718	37,230	4,420	6,530	127,802	279,588	267,564	338,621	438,181
Equipment & Replacement Reserves	151,470	98,425	22,362	92,927	46,195	80,879	314,712	156,337	53,018	169,151
Capital Project Fund	51,206	90,274	66,486	46,216	66,328	120,126	120,279	145,536	76,051	119,468
Escrow	120,523	120,523	120,523	120,523	120,523	120,523	120,523	120,523	120,523	120,523
Operating Expense Reserve	160,751	160,751	160,751	160,751	160,751	240,751	340,751	380,751	380,751	380,751
% of operating expenses (5-10% policy goal)	1.1%	1.0%	1.0%	1.0%	0.9%	1.3%	1.8%	2.0%	1.9%	1.9%
Rate Stabilization Reserve Fund	507,041	507,041	507,041	507,041	507,041	507,041	507,041	507,041	507,041	507,041
% of operating revenues (policy limit 10%)	3.9%	3.7%	3.4%	3.4%	3.2%	3.1%	3.0%	2.9%	2.8%	2.7%
Total NORCOM Fund Beg Balance	1,373,625	977,732	914,393	931,877	907,368	1,197,122	1,682,893	1,577,751	1,476,006	1,735,115

12580410

	7.0%	5.0%	5.5%	5.0%	5.0%	3.5%	3.0%	3.0%	3.5%	3.0%
Overall Fee Increase										
Total Agency Fees	13,461,039	14,134,091	14,911,466	15,657,039	16,439,891	17,015,287	17,525,746	18,051,518	18,683,321	19,243,821



## MEMORANDUM

To: Governing Board  
From: Bill Hamilton, Executive Director  
Date: 03/10/2023  
Subject: March Information Technology Updates Newsletter

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### Executive Summary:

The February Newsletter contains Information Technology & Operations updates and is presented to the Board for review, input and questions.

### Background:

The Information Technology and Operations Updates are routinely provided to the Board.

### Past Board or Other Related Actions:

N/A

### Policy and Strategic Implications:

N/A

### NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends the Board review the updates and offer input or questions as desired.

### Staff Comments:

None

### Options

### Risks

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No

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## Attachments

March IT Newsletter



# Information Technology Updates

From: Katy Myers, DDofA

March 2023

## Radio

### PSERN to CAD Interface

NORCOM asking for quotes from Motorola and Tyler.

### Alpha-Numeric Paging

Interviews with top two responders completed.

### Site Lease Updates

Negotiating site leases with King County for paging/VHF sites.

## Telephone Systems

### 911 Platform Replacement

NORCOM is scheduled for kickoff the week of September 18, 2023.

## Systems and Programs

### Tyler Fire Migration

NORCOM has four iPads available for agencies to check-out and test run CrewForce. If your agency is interested in testing CrewForce and doesn't have the right equipment to use it let NORCOM know.

### Body-Worn Cameras

Bellevue PD - Pending signatures of IT Services agreement.  
Normandy Park PD - IT Services agreement signed.  
Commencing work.

### SPIDR

Bellevue PD - IT Services agreement signed.

### CAD-to-CAD Interface

Operations testing and developing processes, procedure, and policy.

### CAD Lite

Preliminary work has begun. Operations staff working on CAD command lists.

### RAADAR

User Group meeting scheduled for April 4 @ 10am. This group will review & prioritize all change and enhancement requests so the development team can schedule their work appropriately.

### CAD Server Expansion & Upgrade

Project schedule confirmed. Background work has begun.

## IT Service Desk

### Surveys

Each requestor that has a ticket closed receives a link to a four-question survey. Each question is rated on a three-option scale, with an opportunity to share comments.

"I was impressed with how quickly this was taken care of"

"Chris is so reliable, it's hard to find enough nice things to say about his work ethic and ability to solve problems and go beyond minimums."

"Kai is awesome."

Last Month: 6 surveys returned

- Better than expected – 11
- As expected – 5

### Service Requests

226 Inbound tickets  
231 Completed tickets

0 overdue tickets

