

**RESOLUTION 29**

**A RESOLUTION OF THE GOVERNING BOARD OF  
NORCOM AMENDING THE 2010 BUDGET.**

**WHEREAS**, by Resolution 22, the NORCOM Governing Board adopted the 2010 budget; and

**WHEREAS**, the NORCOM Governing Board desires to amend the 2010 budget;

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

Section 1. The changes to the 2010 Budget for NORCOM, attached and incorporated as Exhibit A, are adopted.

Section 2. A summary of the amended 2010 Budget is as follows:

NORCOM Operating Fund	\$10,240,235
Capital Projects Fund	\$ 3,351,118
Equipment Replacement Fund	\$ 250,000
Contingency Fund	\$ 9,250
E911 Escrow Account	\$ 1,124,100
<b>Total 2010 Budget</b>	<b>\$14,974,703</b>

Passed by majority vote of the Governing Board in open meeting on this 14th day of May, 2010.

Signed in authentication thereof this 14th day of May, 2010.

  
Chair

Attest:   
Secretary

**NORCOM**  
**2010 BUDGET AMENDMENT**  
**Exhibit A**

<b>OPERATIONS</b>	<b>2010 ADOPTED BUDGET</b>	<b>2010 ADJUSTMENT Increase/(Decrease)</b>	<b>2010 AMENDED BUDGET</b>
Revenue:			
Beginning Fund Balance	\$ -	\$ 233,364	\$ 233,364
Participant Revenues	9,045,893	-	9,045,893
Miscellaneous Revenues	96,128		96,128
Transfers In	1,124,100		1,124,100
Expenditures:			
Salaries & Wages	5,816,828	49,143	5,865,971
Benefits	1,833,203		1,833,203
Operating Supplies	109,487		109,487
Operating Services	2,152,114	54,650	2,206,764
Transfer Out - Contingency	9,250		9,250
Transfer Out - Equipment Replacement	250,000		250,000
Capital Outlays	95,239	129,571	224,810
Revenues less Expenditures:	\$ -	\$ -	\$ -

**NORCOM  
2010 BUDGET AMENDMENT  
Exhibit A**

<b>CAPITAL PROJECTS TECHNOLOGY</b>	<b>2010 ADOPTED BUDGET</b>	<b>2010 ADJUSTMENT Increase/(Decrease)</b>	<b>2010 AMENDED BUDGET</b>
Revenue:			
Beginning Fund Balance	\$ -	\$ 192,888	\$ 192,888
Participant Revenue	95,320		95,320
Grant Revenue	542,061	2,520,849	3,062,910
Expenditures:			
Capital Outlays	637,381	2,713,737	3,351,118
Revenues less Expenditures:	\$ -	\$ -	\$ -



Date: March 24, 2010

To: Chris Fischer, Executive Director

From: Gwen Pilo, Finance Manager

Re: 2009 Carry-over Fund Balance Request – Sales tax on Asset Purchase

### **Purpose**

The purpose of this request is to cover the cost of sales tax on assets previously purchased from the City of Bellevue and the City of Kirkland.

### **History**

In July of 2009 the Governing Board approved the purchase of assets used for the business of providing 911 services from the City of Bellevue and the City of Kirkland. The cost of the purchase was based on the depreciated value of the assets at the time of purchase and the budget was set according to this schedule.

During an audit of asset sales and purchases for the year, the City of Bellevue Finance department determined that NORCOM is required to pay sales tax on the purchase of assets under RCW 82.08.050 which states that it is “conclusively presumed that the selling price quoted in any price list, sales document, contract or other agreement between the parties does not include the tax imposed by this chapter.” Further research failed to provide any provision that would exempt NORCOM from paying sales tax on this purchase.

### **Financial Impact**

This is a onetime cost and both cities have submitted invoices to NORCOM totaling \$129,571.31 to cover the cost of the sales tax due to the Department of Revenue (DOR). Once the revised tax returns are remitted to the DOR there is the potential interest penalties will be assessed. The City of Bellevue has estimated these penalties to be approximately \$3,700 to \$4,200 and intends to pass any assessed penalties through to NORCOM.

### **Justification/Concern**

NORCOM agrees that the payment of sales tax due on the purchase of the assets is NORCOM’s responsibility. However, we are not in agreement that penalties assessed against Bellevue for their failure to account for the tax in the budget process or contract are the responsibility of NORCOM.



Date: 3/2/2010

To: Chris Fischer, Executive Director  
Gwen Pilo, Finance Manager

From: Sheryl Mullen, Professional Standards & Development Manager

Re: 2009 Ending Fund Balance Request – New World CAD Training (Police Dispatch & Call Receiving)

**Purpose**

The Purpose of this request is to cover costs related to the New World CAD Next Generation Training scheduled for September, 2010. Training will include Police Dispatch and Call Receiving functions. Fire Dispatch related training will be scheduled in early 2011 and will be addressed in the 2011 budget requests.

**History**

NORCOM personnel who had not been exposed to New World CAD were provided with 20 hours of training in June, 2009. They learned how to use the technology to perform call receiving and police dispatch functions. New World is introducing a new version of CAD (New World Next Generation) which requires a 20 hour New World instructed training course for all employees who will be using the CAD system. These courses are tentatively scheduled for September, 2010 with implementation to follow shortly thereafter. The technology budget supported the training of employees on New World before go-live but does not have funding to support this level of training for the Next Generation CAD. Most Telecommunicators will need to attend the 20 hours of training on overtime due to staffing levels on the dispatch floor. The balance of the training time, employees will be removed from the comm room floor and overtime will be paid to fill their positions. Team Supervisors, Training Coordinator, Operations Manager, Quality Assurance & Public Records Specialist, and Professional Standards & Development Manager are salaried and will attend without additional costs incurred.

**Services Provided**

This training is required for all personnel who work with the CAD system. New World's Next Generation CAD is a completely different format than the current NW CAD. This training will allow employees to function as call receivers and police dispatchers once the new CAD system is installed (anticipated in October, 2010).

**Financial Impact**

Estimated cost of this training is \$57,610 (69 Full Time and 1 Relief Telecommunicator at the average OT cost of \$41.15 for 20 hours of training).

**Justification/Concern**

Personnel have to be able to use the new CAD system in order to do essential functions of the job (call receiving & police dispatching).



Date: March 3, 2010

To: Chris Fischer, Executive Director  
Gwen Pilo, Finance Manager

From: Susan Beisheim, Human Resources Manager

Re: 2009 Ending Fund Balance Request – Labor Negotiation

**Purpose**

The purpose of this request is to cover the cost associated with contract negotiations with the NORCOM Associated Guild.

**History**

The NORCOM Associated Guild was formed in the fall of 2008 and the bargaining process began. Bargaining continued through the spring of 2009 ending in May 2009 without a contract. The 2010 budget was formed with the intent a contract would be in place by the end of 2009 and no provisions were included for negotiations in 2010.

**Services Provided**

Approval of this request will cover the costs of legal fees associated with ongoing negotiations.

**Financial Impact**

\$50,000 will cover approximately 125 hours of the labor attorney's time. If the costs exceed the estimated amount contingency funds may have to be used.

**Justification/Concern**

NORCOM recommends that any funds budgeted but not spent in the current year be carried over and held for use in future years.



Date: March 2, 2010

To: Chris Fischer, Executive Director  
Gwen Pilo, Finance Manager

From: Sheryl Mullen, Professional Standards & Development Manager

Re: 2009 Ending Fund Balance Request – Off Site Parking for Call Receiving Academy

**Purpose**

The purpose of this request is to cover unfunded costs related to new hire call receiving academy personnel parking off site.

**History**

NORCOM has a lease with the City of Bellevue for the space occupied on the 7<sup>th</sup> floor of the City Hall building. Part of that lease covers 17 parking spaces in the secured public safety parking garage during regular business hours (0800-1600). The 17 parking spaces are used by operational personnel including on duty Telecommunicators, Team Supervisors, and the Training Coordinator. Personnel in training and assigned to work with a trainer on the dispatch floor are also included in the secured parking area. All other personnel park off site including the management team, technology team, and administrative personnel. NORCOM conducted 2 Call Receiving Academies in 2009 and is scheduled to conduct 3 in 2010 in order to fill all budgeted Telecommunicator positions. After exhausting several options related to parking for Academy personnel, NORCOM entered into a lease for 10 parking spots at an off-site location with the City of Bellevue through Wallace Properties. The rate charged by the City was \$50 per month per spot between January & March 2010 and \$75 per month per spot beginning in April 2010. The number of employees anticipated in the call receiving academies is:

January – March	10
May – July	8
October – December	6

**Services Provided**

Approval of this request will cover off-site parking costs for new employees attending the Call Receiving Academy in 2010.

**Financial Impact**

Estimated cost for parking for new employees attending the call receiving academy is \$4,650.

CRA03 (Jan – Mar)	\$1500
CRA04 (May – July)	\$1800
CRA05 (Oct – Dec)	\$1350

**Justification/Concern**

Parking costs will continue to be a budget concern as NORCOM does not have on site access to the number of parking spots needed to run the agency. The structure of the Call Receiving Academy requires that the training be conducted in close proximity to the comm room floor (as opposed to training off site) to allow for consistent exposure to the application of material learned in the classroom and access to resources that are part of the training program. While we expect that the actual number of academies per year will decrease (as well as the number of employees in each academy), we anticipate continued regular need to budget for off-site parking. Beginning in 2011, parking will be an academy related cost included in budget recommendations.