



AGENDA

NORCOM Governing Board
September 13, 2024, 9:00 am

1. Call to Order
2. Roll Call
3. Open Communications from the Public
4. Consent Agenda
 - A. Governing Board Meeting Minutes July 12, 2024
 - B. AP Reports July & August 2024
5. For Briefing to Board
 - A. Console Replacement Project Update
 - B. Strategic Planning Project- Scope Proposal
6. Other Business
7. Adjournment

The next Governing Board meeting is scheduled for October 11, 2024



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 09/13/2024
Subject: Governing Board Meeting Minutes July 12, 2024

Executive Summary:

The July 2024 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

Attachments

GB Meeting Minutes 07122024



Meeting Minutes
NORCOM Governing Board
July 12, 2024

MEMBERS

| | |
|-----------------|---|
| Nathan McCommon | City of Bellevue |
| Julie Underwood | City of Kirkland |
| Mike Harden | City of Lake Forest Park |
| Austin Gidlof | City of Medina |
| Jeff Magnan | City of Mercer Island |
| Dan Yourkoski | City of Normandy Park |
| Mike Bailey | City of Snoqualmie |
| Will Aho | Eastside/Woodinville/Duvall Fire & Rescue |
| Brian Culp | Fire District #27 (Chair) |
| Adrian Sheppard | Redmond Fire Department |
| Matt Cowan | Shoreline/Northshore Fire Department |

ABSENT

| | |
|---------------|------------------------------|
| Toni Call | City of Bothell (Vice-Chair) |
| Kyle Kolling | City of Clyde Hill |
| James Knisley | Skykomish Fire District #50 |
| Jay Wiseman | Snoqualmie Pass Fire |

NORCOM ATTORNEY

| | |
|----------------|--------------------|
| Deanna Gregory | Pacifica Law Group |
|----------------|--------------------|

NORCOM TREASURER

| | |
|---------------|------------------------------------|
| Michael Olson | City of Kirkland (Board Treasurer) |
|---------------|------------------------------------|

NORCOM STAFF

| | |
|-----------------|---|
| Bill Hamilton | Executive Director |
| Katy Myers | Deputy Director Administrative Services |
| Roky Louie | Deputy Director Operations |
| Judy Cayton | Human Resource Manager |
| Jeremy Henshaw | Law Enforcement Liaison |
| Maggie Johanson | Administrative Assistant |
| Ben Webb | Public Records & QA Specialist |
| Chelsie Barcus | Accounting & Benefits Specialist |
| Nathan Way | Application & Security Architect |
| Karen Furuya | Systems & Development Supervisor |
| Zeb Middleton | Senior Systems Engineer |



**Meeting Minutes
NORCOM Governing Board
July 12, 2024**

ABSENT

| | |
|-----------------|-----------------|
| Cory James | Fire Liaison |
| Marianne Deppen | Finance Manager |

o **Call to Order**

Chief Brian Culp, Governing Board Chair, called the meeting to order at 9:00 a.m. The meeting was posted publicly and offered in a hybrid format, allowing the public to participate in person, telephonically, or by video remote access.

o **Roll Call**

Chief Culp requested a roll call of present Governing Board members. Ben Webb, Public Records & QA Specialist, 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.

o **Consent Agenda**

- **Governing Board Meeting Minutes June 14, 2024**
- **Accounts Payable Report June**

There was no discussion on any consent agenda items.

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

Motion carried.



**Meeting Minutes
NORCOM Governing Board
July 12, 2024**

○ **Board Briefing**

● **NORCOM's 15 Year Anniversary**

Director Hamilton introduced the topic of NORCOM's 15th Anniversary of serving the community. He provided details of how NORCOM was officially formed and went live on July 1, 2009, and highlighted call numbers and other statistics of the services provided. He commented that the first 15 years have been very successful due to our amazing staff and supportive and involved Governing Board. On July 1, 2024, we hosted an Open House, which was very well received and was well received by our team. Director Hamilton thanked everyone who was able to come by.

○ **Board Decision**

● **2025 Budget – Resolution 217 – Approving the 2025 Fees for Distribution**

Director Hamilton initiated the discussion of accepting the 2025 Fees for Distribution, stating that our Finance Manager, Marianne Deppen, did a lot of work before her leave which allowed us to be ahead of schedule in presenting the 2025 fees. He stated that Resolution 217 is being presented to the Board today for review and possible approval. Deputy Director Myers confirmed that we are ahead of schedule based on the budget calendar, she provided an overview of Operating, Capital Project and Equipment & Repair funds. She reminded the Board that in 2024 there was a zero increase and that the proposed increase for 2025 is 5.2%. Deputy City Manager McCommon commented that he appreciates the packaging and transparency provided to the Board.

Chief Magnan made a motion to approve Resolution 217 – Approving the 2025 Fees for Distribution. Deputy City Manager Underwood seconded the motion.

Motion carried.

● **August Governing Board Meeting**

With the 2025 Budget information and approval being ahead of schedule there are no pertinent topics for the August Governing Board Meeting. NORCOM staff is requesting that the August Governing Board Meeting be canceled and the next meeting be September 13, 2024. The NORCOM Governing Board approved canceling the August 9, 2024 meeting.



**Meeting Minutes
NORCOM Governing Board
July 12, 2024**

o **Other Business**

No other business was discussed.

o **Adjournment**

Chief Culp adjourned the meeting at 9:13.

The next Governing Board meeting is scheduled for September 13, 2024.

Approved by:

Chair

Attest:

Secretary



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 09/13/2024
Subject: AP Reports July & August 2024

Executive Summary:

NORCOM staff is asking that the Board review and 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:

Nothing Additional

Options

Risks

Finance Committee Review: Yes

Legal Review: No

Joint Operations Board Review: No

Attachments

AP Reports July 2024

AP Reports August 2024

NORCOM

ACTIVITY JUNE 29, 2024 THROUGH JULY 31, 2024

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,174,935.99

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

501- Operating

For Period Ending July 31, 2024

| | 2024 Budget | July Activity | 2024 Collected to Date | % collected |
|-----------------------------------|-------------------|------------------|------------------------|-------------|
| Agency Revenue | 15,191,029 | - | \$ 11,393,090 | 75% |
| Agency Reimbursements | 200,000 | 21,297 | \$ 122,713 | 61% |
| Grants/Intergovernmental/Interest | 285,000 | - | \$ 74,914 | 26% |
| Total | 15,676,029 | 21,297 | 11,590,717 | 74% |
| Transfers In | 1,500,000 | - | \$ 921,130 | 61% |
| Revenues + Transfers | 17,176,029 | 21,296.80 | 12,511,847 | 73% |

Expenses

| | 2024 Budget | July Activity | 2024 Spending to Date | % used | Remaining Balance |
|--------------------------------------|-------------------|------------------|-----------------------|------------|-------------------|
| Salaries & Wages - Regular | 9,176,291 | \$ 619,619 | \$ 4,672,139 | 51% | 4,504,153 |
| Salaries & Wages - Overtime | 433,954 | \$ 79,734 | \$ 531,735 | 123% | (97,780) |
| Professional Reimbursements | 4,200 | \$ 323 | \$ 2,423 | 58% | 1,777 |
| Medical | 1,389,242 | \$ 99,821 | \$ 724,942 | 52% | 664,300 |
| HSA Contributions | 30,515 | \$ 2,160 | \$ 14,983 | 49% | 15,532 |
| Dental | 102,950 | \$ 7,244 | \$ 52,415 | 51% | 50,534 |
| Vision | 13,789 | \$ 967 | \$ 7,024 | 51% | 6,766 |
| Long-Term Care | 7,184 | \$ 559 | \$ 3,960 | 55% | 3,225 |
| FSA Fees | 2,955 | \$ 100 | \$ 700 | 24% | 2,255 |
| Medicare | 142,449 | \$ 9,375 | \$ 70,141 | 49% | 72,308 |
| MEBT | 580,026 | \$ 43,179 | \$ 321,191 | 55% | 258,834 |
| PERS | 975,516 | \$ 63,824 | \$ 487,821 | 50% | 487,694 |
| Washington FMLA | 22,412 | \$ 1,482 | \$ 11,069 | 49% | 11,343 |
| Unemployment | 101,920 | \$ 5,084 | \$ 51,579 | 51% | 50,341 |
| Workers Comp | 45,977 | \$ 2,144 | \$ 16,383 | 36% | 29,593 |
| Total Personnel | 13,029,380 | 935,616 | 6,968,505 | 53% | 6,060,876 |
| Advertising | 22,500 | \$ 669 | \$ 4,680 | 21% | 17,820 |
| Bank Fees | 50 | \$ - | \$ - | 0% | 50 |
| Cellular,Pager & Radio Svcs | 27,332 | \$ 1,822 | \$ 10,964 | 40% | 16,368 |
| Computer Hardware-Non Capital | 13,028 | \$ - | \$ 582 | 4% | 12,446 |
| Consumable Goods | 17,560 | \$ 1,127 | \$ 8,271 | 47% | 9,289 |
| Dues & Memberships | 13,304 | \$ - | \$ 10,275 | 77% | 3,029 |
| Equipment Leases | 25,580 | \$ 352 | \$ 12,294 | 48% | 13,286 |
| Facility Lease | 801,874 | \$ - | \$ 419,821 | 52% | 382,053 |
| Financial Audit | 42,270 | \$ - | \$ - | 0% | 42,270 |
| Hosted Services | 228,023 | \$ 18,099 | \$ 186,076 | 82% | 41,947 |
| HR Services | 88,092 | \$ 12,697 | \$ 63,158 | 72% | 24,935 |
| Insurance | 135,500 | \$ - | \$ 135,354 | 100% | 146 |
| Legal Services | 133,350 | \$ 4,105 | \$ 21,207 | 16% | 112,143 |
| Local Travel/Training/ Mileage | 6,900 | \$ 546 | \$ 1,279 | 19% | 5,621 |
| Network Service | 49,749 | \$ 2,622 | \$ 18,939 | 38% | 30,810 |
| Office Furniture | 15,575 | \$ - | \$ 1,155 | 7% | 14,420 |
| Office Supplies | 6,500 | \$ 91 | \$ 2,804 | 43% | 3,696 |
| Operating Supplies | 5,100 | \$ 232 | \$ 1,439 | 28% | 3,661 |
| Parking Lease | 31,200 | \$ 2,628 | \$ 19,435 | 62% | 11,765 |
| Payroll Services | 17,010 | \$ 965 | \$ 9,045 | 53% | 7,965 |
| Postage | 1,000 | \$ 144 | \$ 405 | 41% | 595 |
| Printing | 2,000 | \$ 71 | \$ 1,509 | 75% | 491 |
| Professional Services | 137,040 | \$ 177 | \$ 9,346 | 7% | 127,694 |
| R&M - Network Equipment | 442,892 | \$ 100,441 | \$ 190,482 | 43% | 252,410 |
| R&M - Office Equipment | 2,500 | \$ - | \$ - | 0% | 2,500 |
| R&M - Software Maintenance | 989,438 | \$ 3,229 | \$ 408,492 | 41% | 580,946 |
| Radio Site Lease | 60,301 | \$ 1,871 | \$ 9,803 | 16% | 50,498 |
| Recruitment Supplies | 2,000 | \$ - | \$ - | 0% | 2,000 |
| Small Tools & Minor Equipment | 10,500 | \$ 92 | \$ 3,713 | 35% | 6,787 |
| Software/Licensing | 99,106 | \$ 13,344 | \$ 35,969 | 36% | 63,137 |
| Telephone Services | 40,180 | \$ 3,191 | \$ 17,884 | 45% | 22,296 |
| Training/Conf Registrations | 35,935 | \$ 435 | \$ 1,966 | 5% | 33,969 |
| Training/Conf Registrations/ Travel | 27,138 | \$ (139) | \$ 7,309 | 27% | 19,829 |
| Transfers Out | 1,553,945 | \$ - | \$ 246,130 | 16% | 1,307,815 |
| Total Supplies & Services | 5,084,473 | 168,812 | 1,859,785 | 37% | 3,224,688 |
| GRAND TOTAL | 18,113,853 | 1,104,428 | 8,828,290 | 49% | 9,285,564 |

502- Capital Projects

| | 2024 Budget | July Activity | 2024 Spending to Date | % used | Remaining Balance |
|-----------------------------|------------------|---------------|-----------------------|-------------|-------------------|
| Alpha Numeric Paging | 913,423 | \$ 36,645 | \$ 65,582 | 7% | 847,841 |
| Console Replacement Project | 714,000 | \$ 25,000 | \$ 26,671 | 4% | 687,329 |
| CAD Radio Interface | 200,000 | \$ - | \$ 3,023 | 2% | 196,978 |
| CAD to NICE | 35,000 | \$ - | \$ - | 0% | 35,000 |
| Total | 1,862,423 | 61,645 | 95,276 | 5.1% | 1,767,147 |

503- Equipment Replacement:

| | 2024 Budget | July Activity | 2024 Spending to Date | % used | Remaining Balance |
|--------------------------|----------------|---------------|-----------------------|--------------|-------------------|
| Desktops/Laptops/Phones | 30,850 | \$ - | \$ 15,459 | 50% | 15,391 |
| Network Costs | 75,000 | \$ - | \$ 46,737 | 62% | 28,263 |
| Routers/Servers | 131,379 | \$ - | \$ 43,882 | 33% | 87,497 |
| Switches & Access Points | 33,250 | \$ - | \$ - | 0% | 33,250 |
| Total | 270,479 | - | 106,078 | 39.2% | 164,400 |

505-E 911 Escrow

| | 2024 Budget | July Activity | Collected to Date | % collected |
|---------------------|------------------|---------------|-------------------|-------------|
| Revenues: | | | | |
| E-911 Escrow | 1,520,055 | - | \$ 938,142 | 62% |
| Investment Interest | - | - | \$ 13,478 | |
| Total | 1,520,055 | - | 951,620 | 63% |

Expenditures:

| | 2024 Budget | July Activity | 2024 Spending to Date | % used | Remaining Balance |
|---------------|-------------|---------------|-----------------------|--------|-------------------|
| Transfers Out | 1,500,000 | \$ - | \$ 675,000 | 45% | 825,000 |

NORCOM Financial Summary
For Period Ending July 31, 2024

| | 2024 Adopted Budget | Actual | Percent of Budget |
|--|------------------------|---------------------|----------------------|
| 501 - Operating Fund | | | |
| 2024 Beginning Fund Balance | 746,633 | 743,633 | |
| Agency Revenue | 15,191,029 | \$ 11,393,090 | 75.00% |
| Other Revenue | 485,000 | \$ 197,627 | 40.75% |
| Transfers In | 1,500,000 | \$ 921,130 | 61.41% |
| Revenue Collected | 17,176,029 | 12,511,847 | 72.84% |
| Total Resources | 17,922,662 | 13,255,480 | |
| Personnel Expenditures | 12,928,930 | \$ 6,968,505 | 53.90% |
| Operating Expenditures | 3,400,787 | \$ 1,859,785 | 54.69% |
| Transfers Out | 1,553,945 | \$ 246,130 | 15.84% |
| Total Expenditures | 17,883,662 | 9,074,420 | 50.74% |
| Available Fund Balance | \$39,000 | \$ 4,181,060 | |
| 502 - Capital Projects Fund | | | |
| 2024 Beginning Fund Balance | 51,206 | \$51,206 | |
| Agency Revenue | - | \$0 | 0.00% |
| Investment Interest | - | - | 0.00% |
| Non-Operating Revenue | - | - | 0.00% |
| Transfers In | 660,000 | - | 0.00% |
| Revenue Collected | 660,000 | - | 0.00% |
| Total Resources | 711,206 | 51,206 | |
| Expenditures | 1,862,423 | \$ 95,276 | 5.12% |
| Transfers Out | - | \$ - | 0.00% |
| Total Expenditures | 1,862,423 | 95,276 | 5.12% |
| Available Fund Balance | -\$1,151,217 | -\$44,070 | |
| 503 - Equipment Replacement Reserve | | | |
| 2024 Beginning Fund Balance | 151,470 | \$151,470 | |
| Investment Interest | - | - | 0.00% |
| Non-Operating Revenue | - | - | 0.00% |
| Transfers In | 246,130 | - | 0.00% |
| Revenue Collected | 246,130 | - | 0.00% |
| Total Resources | 397,600 | 151,470 | |
| Expenditures | 270,479 | \$ 106,078 | 39.22% |
| Transfers Out | - | - | 0.00% |
| Total Expenditures | 270,479 | 106,078 | 39.22% |
| Available Fund Balance | \$127,121 | \$45,392 | |

| | 2024 Adopted Budget | Actual | Percent of Budget |
|---|------------------------|------------------|----------------------|
| 504 - Operating Expense Reserve | | | |
| 2024 Beginning Fund Balance | \$ 160,751 | \$160,751 | |
| Investment Interest | \$ - | - | 0.00% |
| Other Revenue | \$ - | - | 0.00% |
| Transfers In | \$ 40,000 | - | 0.00% |
| Revenue Collected | 40,000 | - | 0.00% |
| Total Resources | 200,751 | 160,751 | |
| Operating Expenditures | - | - | 0.00% |
| Transfers Out | - | - | 0.00% |
| Total Expenditures | - | - | 0.00% |
| Available Fund Balance | \$200,751 | \$160,751 | |
| 505 - E-911 Escrow Trust | | | |
| 2024 Beginning Fund Balance | \$170,532 | \$170,532 | |
| Operating Revenue | 1,600,000 | \$ 938,142 | 58.63% |
| Investment Interest | - | 13,478 | 0.00% |
| Revenue Collected | 1,600,000 | 951,620 | 59.48% |
| Total Resources | 1,770,532 | 1,122,152 | |
| Expenditures | - | - | 0.00% |
| Transfers Out | 1,600,000 | 675,000 | 42.19% |
| Total Expenditures | 1,600,000 | 675,000 | 42.19% |
| Available Fund Balance | \$170,532 | \$447,152 | |
| 506 - Rate Stabilization Reserve | | | |
| 2024 Beginning Fund Balance | \$507,041 | \$507,041 | |
| Investment Interest | - | - | 0.00% |
| Non-Operating Revenue | - | - | 0.00% |
| Transfers In | 607,814 | - | 0.00% |
| Revenue Collected | 607,814 | - | 0.00% |
| Total Resources | 1,114,855 | 507,041 | |
| Expenditures | - | - | 0.00% |
| Transfers Out | - | - | 0.00% |
| Total Expenditures | - | - | 0.00% |
| Available Fund Balance | \$1,114,855 | \$507,041 | |

Accounts Payable

Checks by Date - Detail by Check Date

User: Cbarcus@norcom.org
 Printed: 7/31/2024 12:24 PM



| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|--|-------------------------------|---|-------------------------|------------------------------|
| ACH | 120 664845770 | ADP Workforce Now Payroll Solution Bundle PPE 06 | 07/09/2024 | 472.87 |
| Total for this ACH Check for Vendor 120: | | | | 472.87 |
| ACH | 146 Q2 | DEPT OF LABOR & INDUSTRIES L&I Insurance Payable - Q2 2024 | 07/09/2024 | 11,100.94 |
| Total for this ACH Check for Vendor 146: | | | | 11,100.94 |
| ACH | 785 07022024 10867901 | NAVIA BENEFITS SOLUTIONS FSA Disbursement - 07.02.2024 Admin Monthly Fee - June | 07/09/2024 | 685.00 100.00 |
| Total for this ACH Check for Vendor 785: | | | | 785.00 |
| 20994 | 364 06272024 | AT&T Cellular Services ACCT# 7817 | 07/09/2024 | 172.66 |
| Total for Check Number 20994: | | | | 172.66 |
| 20995 | 783 NORCOM10 | BENDIKSEN & BALL POLYGRAPH Pre-Employment Polygraph Exam - 1X | 07/09/2024 | 300.00 |
| Total for Check Number 20995: | | | | 300.00 |
| 20996 | 710 INV022154 | BRCK INC Telephone Services ACCT# S00166571 | 07/09/2024 | 672.91 |
| Total for Check Number 20996: | | | | 672.91 |
| 20997 | 6 RV87056 | CDW-GOVERNMENT INC LG Monitors For Furniture Replacement Project | 07/09/2024 | 1,157.10 |
| Total for Check Number 20997: | | | | 1,157.10 |
| 20998 | 8 06102024 | CENTURYLINK Telephone Services ACCT# 356B | 07/09/2024 | 895.76 |
| Total for Check Number 20998: | | | | 895.76 |
| 20999 | 9 692648787 | CENTURYLINK Telephone Services ACCT# 79965571 | 07/09/2024 | 297.15 |
| Total for Check Number 20999: | | | | 297.15 |
| 21000 | 11 49760 49760 49761 | CITY OF BELLEVUE Monthly Parking Spaces - July Monthly Parking Spaces - July Fiber Usage Rental Fee - July | 07/09/2024 | 1,357.05 478.88 477.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|-------------------------|---|-------------------------------|--------------|
| | | | Total for Check Number 21000: | 2,312.93 |
| 21001 | 324 60841-1 | CRISTA MINISTRIES Tower Rental For April - June | 07/09/2024 | 1,871.04 |
| | | | Total for Check Number 21001: | 1,871.04 |
| 21002 | 388 06252024 | NICK CURRY Fire Appreciation Supplies Reimbursement | 07/09/2024 | 110.81 |
| | | | Total for Check Number 21002: | 110.81 |
| 21003 | 767 8955 | DEFINITIVE NETWORKS, INC CAD Database Consulting | 07/09/2024 | 25,000.00 |
| | | | Total for Check Number 21003: | 25,000.00 |
| 21004 | 773 FL26452 | FRONTLINE PUBLIC SAFETY SOLUTIONS Quality Assurance/Quality Improvement Software | 07/09/2024 | 2,887.50 |
| | | | Total for Check Number 21004: | 2,887.50 |
| 21005 | 733 07012024 | SEAN GOEHNER Mileage Reimbursement - June | 07/09/2024 | 215.61 |
| | | | Total for Check Number 21005: | 215.61 |
| 21006 | 585 KFMI17609 | IVOXY CONSULTING LLC Cisco FirePower Annual License | 07/09/2024 | 13,344.12 |
| | | | Total for Check Number 21006: | 13,344.12 |
| 21007 | 254 06202024 | ANDREW JOHNSON Mileage Reimbursement - Alpha Site Visits | 07/09/2024 | 90.25 |
| | | | Total for Check Number 21007: | 90.25 |
| 21008 | 331 07012024 | ZEB MIDDLETON Mileage Reimbursement - June | 07/09/2024 | 15.28 |
| | | | Total for Check Number 21008: | 15.28 |
| 21009 | 46 15635 | NATIONAL TESTING NETWORK Background Investigation Services - 6X | 07/09/2024 | 7,560.71 |
| | | | Total for Check Number 21009: | 7,560.71 |
| 21010 | 741 NOR0524 | PACIFIC NORTHWEST GIGAPOP Internet Service - May | 07/09/2024 | 500.00 |
| | | | Total for Check Number 21010: | 500.00 |
| 21011 | 52 90472 | PACIFICA LAW GROUP Legal Services - Governing Board Prep | 07/09/2024 | 1,950.00 |
| | | | Total for Check Number 21011: | 1,950.00 |
| 21012 | 711 2469 | PETEK & ASSOCIATES Pre-Employment Psychological Exam - 1X | 07/09/2024 | 385.00 |
| | | | Total for Check Number 21012: | 385.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|-------------------------|--|-------------------------|-----------------------|
| 21013 | 782 491 492 | PSERN Operator Public Radio X33 - Q3 Public Radio x102 And Consoles x87 - Q3 | 07/09/2024 | 1,218.36 90,697.98 |
| Total for Check Number 21013: | | | | 91,916.34 |
| 21014 | 377 PSTI24-199 | PST INVESTIGATIONS Background Investigation & Report - 1X | 07/09/2024 | 1,590.00 |
| Total for Check Number 21014: | | | | 1,590.00 |
| 21015 | 261 00455718 | RADIO COMMUNICATIONS SERVICES Infrastructue, Admin & Contractor Labor - Ed H | 07/09/2024 | 5,774.47 |
| Total for Check Number 21015: | | | | 5,774.47 |
| 21016 | 772 7281 | SNO911 ADCOMM Cost Share - Paging System Project | 07/09/2024 | 20,948.39 |
| Total for Check Number 21016: | | | | 20,948.39 |
| 21017 | 762 24068 | SOUTH SOUND POLYGRAPH, LLC Polygraph Services - 1X | 07/09/2024 | 300.00 |
| Total for Check Number 21017: | | | | 300.00 |
| 21018 | 712 154850 | SUMMIT LAW GROUP PLLC Legal Services - General Employment | 07/09/2024 | 205.00 |
| Total for Check Number 21018: | | | | 205.00 |
| 21019 | 366 06212024 | T MOBILE Cellular Services ACCT# 947208760 | 07/09/2024 | 37.40 |
| Total for Check Number 21019: | | | | 37.40 |
| 21020 | 79 9966461748 | VERIZON WIRELESS Cellular Services ACCT# 471583790 | 07/09/2024 | 1,463.56 |
| Total for Check Number 21020: | | | | 1,463.56 |
| 21021 | 87 00183016 | WA STATE PATROL Access User Fee Q2 | 07/09/2024 | 18,000.00 |
| Total for Check Number 21021: | | | | 18,000.00 |
| 21022 | 189 21657 | ZAVTEK, INC Annual Service, Battery, & UPS | 07/09/2024 | 2,750.00 |
| Total for Check Number 21022: | | | | 2,750.00 |
| Total for 7/9/2024: | | | | 215,082.80 |
| ACH | 120 | ADP | 07/15/2024 | |
| | PPE07072024 | Accrued Security & WACares PPE07072024 | | 3,768.46 |
| | PPE07072024 | Garnishments Payable PPE07072024 | | 557.08 |
| | PPE07072024 | Federal Taxes Payable PPE07072024 | | 38,795.14 |
| | PPE07072024 | Medicare Payable PPE07072024 | | 9,434.97 |
| | PPE07072024 | FMLA Taxes Payable PPE07072024 | | 2,608.95 |
| | PPE07072024 | Accrued Wages PPE07072024 | | 244,696.09 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|--|--|--|----------------------------------|
| | | | Total for this ACH Check for Vendor 120: | 299,860.69 |
| ACH | 131 PPE07072024 | HEALTH EQUITY HSA Contributions PPE07072024 | 07/15/2024 | 1,539.07 |
| | | | Total for this ACH Check for Vendor 131: | 1,539.07 |
| ACH | 132 PPE07072024 | WILMINGTON TRUST MEBT Contributions PPE07072024 | 07/15/2024 | 43,011.95 |
| | | | Total for this ACH Check for Vendor 132: | 43,011.95 |
| ACH | 133 PPE07072024 PPE07072024 PPE07072024 | DEPT OF RETIREMENT SYSTEMS DRS DCP Contributions PPE07072024 PSERS Contributions PPE07072024 PERS Contributions PPE07072024 | 07/15/2024 | 403.02 10,206.06 43,690.18 |
| | | | Total for this ACH Check for Vendor 133: | 54,299.26 |
| ACH | 785 07092024 | NAVIA BENEFITS SOLUTIONS FSA Disbursement 07102024 | 07/15/2024 | 15.00 |
| | | | Total for this ACH Check for Vendor 785: | 15.00 |
| 21023 | 675 PPE07072024 | ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Contributions PPE07072024 | 07/15/2024 | 5,852.71 |
| | | | Total for Check Number 21023: | 5,852.71 |
| 21024 | 569 JULY2024 | NORCOM ASSOCIATED GUILD NAG Dues July 2024 | 07/15/2024 | 1,443.00 |
| | | | Total for Check Number 21024: | 1,443.00 |
| 21025 | 673 JULY2024 | PUBLIC SAFETY EMPLOYEES UNION PSEU Dues July 2024 | 07/15/2024 | 759.38 |
| | | | Total for Check Number 21025: | 759.38 |
| 21026 | 692 06262024 06282024 | ZIPLY FIBER Telephone Services ACCT# 0215 Telephone Services ACCT# 6115 | 07/15/2024 | 688.74 124.52 |
| | | | Total for Check Number 21026: | 813.26 |
| | | | Total for 7/15/2024: | 407,594.32 |
| ACH | 120 665589692 | ADP Workforce Now Payroll Solution Bundle PPE 07 | 07/22/2024 | 492.61 |
| | | | Total for this ACH Check for Vendor 120: | 492.61 |
| ACH | 131 43k8euu | HEALTH EQUITY Monthly Admin Fees - July | 07/22/2024 | 35.55 |
| | | | Total for this ACH Check for Vendor 131: | 35.55 |
| ACH | 785 07162024 | NAVIA BENEFITS SOLUTIONS FSA Disbursement - 7.16.2024 | 07/22/2024 | 670.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|--|---|--|-------------------------|----------------------------|
| Total for this ACH Check for Vendor 785: | | | | 670.00 |
| Total for 7/22/2024: | | | | 1,198.16 |
| ACH | 67 JUNE2024 | DEPT OF REVENUE Meydenbayer Center Excise Tax - June | 07/23/2024 | 198.90 |
| Total for this ACH Check for Vendor 67: | | | | 198.90 |
| 21027 | 718 11004993 | ACCESS CORP Shredding Services - June | 07/23/2024 | 176.76 |
| Total for Check Number 21027: | | | | 176.76 |
| 21028 | 3 06282024 | AT&T MOBILITY Cellular Services ACCT# 6980 | 07/23/2024 | 148.43 |
| Total for Check Number 21028: | | | | 148.43 |
| 21029 | 783 NORCOM11 NORCOM12 NORCOM13 | BENDIKSEN & BALL POLYGRAPH Pre-Employment Polygraph Exam - 1X Pre-Employment Polygraph Exam - 1X Pre-Employment Polygraph Exam - 1X | 07/23/2024 | 300.00 300.00 300.00 |
| Total for Check Number 21029: | | | | 900.00 |
| 21030 | 18 INV2853614 | COPIERS NORTHWEST Copier Lease - June | 07/23/2024 | 230.43 |
| Total for Check Number 21030: | | | | 230.43 |
| 21031 | 447 423421 | FIRST CHOICE COFFEE SERVICES Ice Machine Rental - July | 07/23/2024 | 121.33 |
| Total for Check Number 21031: | | | | 121.33 |
| 21032 | 252 11014825 | KING COUNTY FINANCE KCIT INET - June | 07/23/2024 | 750.00 |
| Total for Check Number 21032: | | | | 750.00 |
| 21033 | 557 11329776 | LANGUAGE LINE SERVICES Over-The-Phone Interpretation - June | 07/23/2024 | 511.67 |
| Total for Check Number 21033: | | | | 511.67 |
| 21034 | 586 2024-07 | MEYDENBAUER CENTER Construction Employee Parkng - July | 07/23/2024 | 1,950.00 |
| Total for Check Number 21034: | | | | 1,950.00 |
| 21035 | 52 91069 | PACIFICA LAW GROUP Legal Services - Prepare & Attend Board Meetin | 07/23/2024 | 1,950.00 |
| Total for Check Number 21035: | | | | 1,950.00 |
| 21036 | 256 2024-649 2024-794 | PUBLIC SAFETY TESTING INC Q2 2024 Subscription Fees PST Candidate Agency Test Site Add-on x12 | 07/23/2024 | 1,121.00 540.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|-------------------------|--|-------------------------------|--------------|
| | | | Total for Check Number 21036: | 1,661.00 |
| 21037 | 630 44332 | SITECRAFTING INC Managed Website Hosting On Pantheon Platform | 07/23/2024 | 99.00 |
| | | | Total for Check Number 21037: | 99.00 |
| 21038 | 772 7282 | SNO911 ADCOMM Paging System Project Reimburseme | 07/23/2024 | 15,696.20 |
| | | | Total for Check Number 21038: | 15,696.20 |
| 21039 | 499 130-148553 | TYLER TECHNOLOGIES Implement NCIC On Test | 07/23/2024 | 341.62 |
| | | | Total for Check Number 21039: | 341.62 |
| 21040 | 167 06192024 | MELISSA VIETH Mileage Reimbursement - June Forum Conferen | 07/23/2024 | 225.12 |
| | | | Total for Check Number 21040: | 225.12 |
| 21041 | 75 | US BANK CORPORATE PAYMENT SYS | 07/23/2024 | |
| | 06112024 | USPS - Stamps x2 | | 136.00 |
| | 06122024 | Primo Water Delivery | | 6.80 |
| | 06142024 | Amazon - Lamps x2 | | 76.47 |
| | 06142024 | Costco - Lysol Wipes | | 30.86 |
| | 06142024 | Amazon - Radio Scanner Antenna | | 25.08 |
| | 06142024 | Amazon - Vinyl Paper x3 | | 42.16 |
| | 06142024 | Costco - Coffee | | 171.94 |
| | 06142024 | Amazon - Picture Hanging Strips | | 13.76 |
| | 06152024 | Amazon - Office Busy Light | | 44.07 |
| | 06202024 | Hobby Lobby - Fire Appreciation Candy Jars | | 19.82 |
| | 06212024 | Copiers Northwest - NORCOM Poster x6 | | 71.39 |
| | 06212024 | USPS - Certified Mail Postage | | 8.05 |
| | 06212024 | Alaska Air - Flight Change Reimbursement | | -138.99 |
| | 06222024 | Amazon - Adaptors | | 23.05 |
| | 06222024 | Primo Water Delivery | | 150.43 |
| | 06222024 | Amazon - Adaptors | | 25.10 |
| | 06222024 | Amazon - Coffee Creamer | | 50.78 |
| | 06222024 | Amazon - Swiffer Duster | | 13.12 |
| | 06232024 | Amazon - Printer Paper | | 193.60 |
| | 06242024 | Costco - Fire Appreciation Candy | | 71.96 |
| | 06242024 | Costco - Kleenex | | 35.27 |
| | 06282024 | NENA - ENP Examination Registration | | 435.00 |
| | 06282024 | Party For Less - NORCOM 15YR Anniversay B; | | 48.15 |
| | 06282024 | Walmart - NORCOM 15YR Anniversay Ice Cre | | 37.61 |
| | 06282024 | Amazon - Adaptor Refund | | -25.10 |
| | 06282024 | Fred Meyer - NORCOM 15YR Anniversay Ice C | | 5.79 |
| | 06282024 | PartyCity - NORCOM 15YR Anniversay Decora | | 27.55 |
| | 06302024 | Costco - NORCOM 15YR Anniversary Cake x3 | | 79.37 |
| | 07012024 | Amazon - Medic Kit | | 41.90 |
| | 07012024 | Indeed - Job Advertising | | 471.91 |
| | 07012024 | Safeway - NORCOM 15YR Anniversary Sprinkl | | 19.44 |
| | 07022024 | Amazon Web Services | | 895.35 |
| | 07032024 | Target - Table Lamp x2 | | 77.14 |
| | 07052024 | Amazon - Air Purifier Filter & Door Stopped | | 68.58 |
| | 07062024 | Primo Water Delivery | | 133.43 |
| | 07092024 | Amazon - Refund For Lamps x2 | | -76.47 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|---|---|--|---|
| | | | Total for Check Number 21041: | 3,310.37 |
| | | | Total for 7/23/2024: | 28,270.83 |
| ACH | 120 PPE07212024 PPE07212024 PPE07212024 PPE07212024 PPE07212024 PPE07212024 | ADP FMLA Taxes Payable PPE07212024 Medicare Taxes Payable PPE07212024 Accrued Wages PPE07212024 Federal Taxes Payable PPE07212024 Garnishments Payable PPE07212024 Accrued Employment & WACares PPE07212024 | 07/26/2024 | 2,579.67 9,315.41 242,984.50 38,310.08 557.08 3,307.09 |
| | | | Total for this ACH Check for Vendor 120: | 297,053.83 |
| ACH | 131 PPE07212024 | HEALTH EQUITY HSA Contributions PPE07212024 | 07/26/2024 | 1,534.40 |
| | | | Total for this ACH Check for Vendor 131: | 1,534.40 |
| ACH | 132 PPE07212024 | WILMINGTON TRUST MEBT Contributions Payable PPE07212024 | 07/26/2024 | 44,209.18 |
| | | | Total for this ACH Check for Vendor 132: | 44,209.18 |
| ACH | 133 PPE07212024 PPE07212024 PPE07212024 | DEPT OF RETIREMENT SYSTEMS PSERS Contributions Payable PPE07212024 PERS Contributions Payable PPE07212024 DRS DCP Contributions Payable PPE07212024 | 07/26/2024 | 10,119.89 42,842.60 402.35 |
| | | | Total for this ACH Check for Vendor 133: | 53,364.84 |
| ACH | 134 AUGUST24 | COLONIAL LIFE Supplemental Insurance Premiums - August 2024 | 07/26/2024 | 1,228.15 |
| | | | Total for this ACH Check for Vendor 134: | 1,228.15 |
| ACH | 140 AUGUST24 | RELIANCE STANDARD Life/LTD Premiums - August 2024 | 07/26/2024 | 1,584.98 |
| | | | Total for this ACH Check for Vendor 140: | 1,584.98 |
| ACH | 327 AUGUST24 AUGUST24 AUGUST24 | ASSOCIATION OF WASHINGTON CITIZENS Medical Premiums - August 2024 Dental Premiums - August 2024 Vision Premiums - August 2024 | 07/26/2024 | 107,713.08 7,985.52 1,049.92 |
| | | | Total for this ACH Check for Vendor 327: | 116,748.52 |
| 21042 | 675 PPE07212024 | ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Contributions PPE07212024 | 07/26/2024 | 6,348.28 |
| | | | Total for Check Number 21042: | 6,348.28 |
| 21043 | 74 AUGUST24 | UNUM Long Term Care Insurance Premiums - August 2024 | 07/26/2024 | 717.70 |
| | | | Total for Check Number 21043: | 717.70 |
| | | | Total for 7/26/2024: | 522,789.88 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|-------------------------|----------------------------|-------------------------|--------------|
|----------|-------------------------|----------------------------|-------------------------|--------------|

Report Total (69 checks):

1,174,935.99

NORCOM

ACTIVITY AUGUST 1, 2024 THROUGH AUGUST 31, 2024

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,435,887.57

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

501- Operating

For Period Ending August 31, 2024

| | 2024 Budget | August Activity | 2024 Collected to Date | % collected |
|-----------------------------------|-------------------|------------------|------------------------|-------------|
| Agency Revenue | 15,191,029 | 3,797,757 | \$ 15,190,847 | 100% |
| Agency Reimbursements | 200,000 | 17,735 | \$ 140,448 | 70% |
| Grants/Intergovernmental/Interest | 285,000 | - | \$ 86,362 | 30% |
| Total | 15,676,029 | 3,815,492 | 15,417,657 | 98% |

| | | | | |
|-----------------------------|-------------------|---------------------|-------------------|------------|
| Transfers In | 1,500,000 | - | \$ 921,130 | 61% |
| Revenues + Transfers | 17,176,029 | 3,815,492.23 | 16,338,787 | 95% |

Expenses

| | 2024 Budget | August Activity | 2024 Spending to Date | % used | Remaining Balance |
|-----------------------------|-------------------|-----------------|-----------------------|------------|-------------------|
| Salaries & Wages - Regular | 9,176,291 | \$ 657,144 | \$ 5,329,283 | 58% | 3,847,008 |
| Salaries & Wages - Overtime | 433,954 | \$ 75,290 | \$ 607,025 | 140% | (173,070) |
| Professional Reimbursements | 4,200 | \$ 323 | \$ 2,746 | 65% | 1,454 |
| Medical | 1,389,242 | \$ 109,473 | \$ 834,415 | 60% | 554,827 |
| HSA Contributions | 30,515 | \$ 2,287 | \$ 17,270 | 57% | 13,245 |
| Dental | 102,950 | \$ 7,758 | \$ 60,174 | 58% | 42,776 |
| Vision | 13,789 | \$ 1,059 | \$ 8,083 | 59% | 5,706 |
| Long-Term Care | 7,184 | \$ 586 | \$ 4,546 | 63% | 2,638 |
| FSA Fees | 2,955 | \$ 200 | \$ 900 | 30% | 2,055 |
| Medicare | 142,449 | \$ 9,830 | \$ 79,971 | 56% | 62,478 |
| MEBT | 580,026 | \$ 45,416 | \$ 366,607 | 63% | 213,418 |
| PERS | 975,516 | \$ 65,114 | \$ 552,936 | 57% | 422,580 |
| Washington FMLA | 22,412 | \$ 1,553 | \$ 12,621 | 56% | 9,791 |
| Unemployment | 101,920 | \$ 3,400 | \$ 54,979 | 54% | 46,941 |
| Workers Comp | 45,977 | \$ 2,267 | \$ 18,650 | 41% | 27,326 |
| Total Personnel | 13,029,380 | 981,701 | 7,950,206 | 61% | 5,079,174 |

| | | | | | |
|--------------------------------------|-------------------|------------------|-------------------|------------|------------------|
| Advertising | 22,500 | \$ 1,773 | \$ 6,453 | 29% | 16,047 |
| Bank Fees | 50 | \$ - | \$ - | 0% | 50 |
| Cellular,Pager & Radio Svcs | 27,332 | \$ 3,223 | \$ 14,188 | 52% | 13,144 |
| Computer Hardware-Non Capital | 13,028 | \$ - | \$ 582 | 4% | 12,446 |
| Consumable Goods | 17,560 | \$ 654 | \$ 8,925 | 51% | 8,635 |
| Dues & Memberships | 13,304 | \$ 220 | \$ 10,495 | 79% | 2,809 |
| Equipment Leases | 25,580 | \$ 3,798 | \$ 16,092 | 63% | 9,488 |
| Facility Lease | 801,874 | \$ 109,409 | \$ 529,230 | 66% | 272,644 |
| Financial Audit | 42,270 | \$ - | \$ - | 0% | 42,270 |
| Hosted Services | 228,023 | \$ 5,597 | \$ 191,673 | 84% | 36,350 |
| HR Services | 88,092 | \$ 17,111 | \$ 80,268 | 91% | 7,824 |
| Insurance | 135,500 | \$ - | \$ 135,354 | 100% | 146 |
| Legal Services | 133,350 | \$ 4,229 | \$ 25,436 | 19% | 107,914 |
| Local Travel/Training/ Mileage | 6,900 | \$ 194 | \$ 1,473 | 21% | 5,427 |
| Network Service | 49,749 | \$ 1,477 | \$ 20,416 | 41% | 29,333 |
| Office Furniture | 15,575 | \$ 672 | \$ 1,827 | 12% | 13,748 |
| Office Supplies | 6,500 | \$ 376 | \$ 3,180 | 49% | 3,320 |
| Operating Supplies | 5,100 | \$ 573 | \$ 2,011 | 39% | 3,089 |
| Parking Lease | 31,200 | \$ 2,615 | \$ 22,050 | 71% | 9,150 |
| Payroll Services | 17,010 | \$ 1,895 | \$ 10,940 | 64% | 6,070 |
| Postage | 1,000 | \$ - | \$ 405 | 41% | 595 |
| Printing | 2,000 | \$ 25 | \$ 1,534 | 77% | 466 |
| Professional Services | 137,040 | \$ 178 | \$ 9,524 | 7% | 127,516 |
| R&M - Network Equipment | 442,892 | \$ 1,600 | \$ 192,082 | 43% | 250,810 |
| R&M - Office Equipment | 2,500 | \$ - | \$ - | 0% | 2,500 |
| R&M - Software Maintenance | 989,438 | \$ 25,899 | \$ 434,391 | 44% | 555,047 |
| Radio Site Lease | 60,301 | \$ 15,243 | \$ 25,046 | 42% | 35,255 |
| Recruitment Supplies | 2,000 | \$ 523 | \$ 523 | 26% | 1,477 |
| Small Tools & Minor Equipment | 10,500 | \$ 182 | \$ 3,895 | 37% | 6,605 |
| Software/Licensing | 99,106 | \$ 3,642 | \$ 39,611 | 40% | 59,495 |
| Telephone Services | 40,180 | \$ 4,289 | \$ 22,173 | 55% | 18,007 |
| Training/Conf Registrations | 35,935 | \$ 732 | \$ 2,698 | 8% | 33,237 |
| Training/Conf Registrations/ Travel | 27,138 | \$ 1,184 | \$ 8,492 | 31% | 18,646 |
| Transfers Out | 1,553,945 | \$ - | \$ 246,130 | 16% | 1,307,815 |
| Total Supplies & Services | 5,084,473 | 207,312 | 2,067,097 | 41% | 3,017,376 |
| GRAND TOTAL | 18,113,853 | 1,189,013 | 10,017,303 | 55% | 8,096,550 |

502- Capital Projects

| | 2024 Budget | August Activity | 2024 Spending to Date | % used | Remaining Balance |
|-----------------------------|------------------|-----------------|-----------------------|--------------|-------------------|
| Alpha Numeric Paging | 913,423 | \$ - | \$ 65,582 | 7% | 847,841 |
| Console Replacement Project | 714,000 | \$ 250,009 | \$ 276,680 | 39% | 437,320 |
| CAD Radio Interface | 200,000 | \$ - | \$ 3,023 | 2% | 196,978 |
| CAD to NICE | 35,000 | \$ - | \$ - | 0% | 35,000 |
| Total | 1,862,423 | 250,009 | 345,285 | 18.5% | 1,517,138 |

503- Equipment Replacement:

| | 2024 Budget | August Activity | 2024 Spending to Date | % used | Remaining Balance |
|--------------------------|----------------|-----------------|-----------------------|--------------|-------------------|
| Desktops/Laptops/Phones | 30,850 | \$ 54 | \$ 15,514 | 50% | 15,336 |
| Network Costs | 75,000 | \$ - | \$ 46,737 | 62% | 28,263 |
| Routers/Servers | 131,379 | \$ - | \$ 43,882 | 33% | 87,497 |
| Switches & Access Points | 33,250 | \$ - | \$ - | 0% | 33,250 |
| Total | 270,479 | 54 | 106,133 | 39.2% | 164,346 |

505-E 911 Escrow

| | 2024 Budget | August Activity | Collected to Date | % collected |
|---------------------|------------------|-----------------|-------------------|-------------|
| Revenues: | | | | |
| E-911 Escrow | 1,520,055 | - | \$ 938,142 | 62% |
| Investment Interest | - | - | \$ 16,134 | |
| Total | 1,520,055 | - | 954,276 | 63% |

Expenditures:

| | 2024 Budget | August Activity | 2024 Spending to Date | % used | Remaining Balance |
|---------------|-------------|-----------------|-----------------------|--------|-------------------|
| Transfers Out | 1,500,000 | \$ - | \$ 675,000 | 45% | 825,000 |

NORCOM Financial Summary
For Period Ending August 31, 2024

| | 2024 Adopted Budget | Actual | Percent of Budget |
|--|------------------------|---------------------|----------------------|
| 501 - Operating Fund | | | |
| 2024 Beginning Fund Balance | 746,633 | 743,633 | |
| Agency Revenue | 15,191,029 | \$ 15,190,847 | 100.00% |
| Other Revenue | 485,000 | \$ 226,809 | 46.76% |
| Transfers In | 1,500,000 | \$ 921,130 | 61.41% |
| Revenue Collected | 17,176,029 | 16,338,787 | 95.13% |
| Total Resources | 17,922,662 | 17,082,420 | |
| Personnel Expenditures | 12,928,930 | \$ 7,950,206 | 61.49% |
| Operating Expenditures | 3,400,787 | \$ 2,067,097 | 60.78% |
| Transfers Out | 1,553,945 | \$ 246,130 | 15.84% |
| Total Expenditures | 17,883,662 | 10,263,433 | 57.39% |
| Available Fund Balance | \$39,000 | \$ 6,818,987 | |
| 502 - Capital Projects Fund | | | |
| 2024 Beginning Fund Balance | 51,206 | \$51,206 | |
| Agency Revenue | - | \$0 | 0.00% |
| Investment Interest | - | - | 0.00% |
| Non-Operating Revenue | - | - | 0.00% |
| Transfers In | 660,000 | - | 0.00% |
| Revenue Collected | 660,000 | - | 0.00% |
| Total Resources | 711,206 | 51,206 | |
| Expenditures | 1,862,423 | \$ 345,285 | 18.54% |
| Transfers Out | - | \$ - | 0.00% |
| Total Expenditures | 1,862,423 | 345,285 | 18.54% |
| Available Fund Balance | -\$1,151,217 | -\$294,079 | |
| 503 - Equipment Replacement Reserve | | | |
| 2024 Beginning Fund Balance | 151,470 | \$151,470 | |
| Investment Interest | - | - | 0.00% |
| Non-Operating Revenue | - | - | 0.00% |
| Transfers In | 246,130 | - | 0.00% |
| Revenue Collected | 246,130 | - | 0.00% |
| Total Resources | 397,600 | 151,470 | |
| Expenditures | 270,479 | \$ 106,133 | 39.24% |
| Transfers Out | - | - | 0.00% |
| Total Expenditures | 270,479 | 106,133 | 39.24% |
| Available Fund Balance | \$127,121 | \$45,337 | |

| | 2024 Adopted Budget | Actual | Percent of Budget |
|---|------------------------|------------------|----------------------|
| 504 - Operating Expense Reserve | | | |
| 2024 Beginning Fund Balance | \$ 160,751 | \$160,751 | |
| Investment Interest | \$ - | - | 0.00% |
| Other Revenue | \$ - | - | 0.00% |
| Transfers In | \$ 40,000 | - | 0.00% |
| Revenue Collected | 40,000 | - | 0.00% |
| Total Resources | 200,751 | 160,751 | |
| Operating Expenditures | - | - | 0.00% |
| Transfers Out | - | - | 0.00% |
| Total Expenditures | - | - | 0.00% |
| Available Fund Balance | \$200,751 | \$160,751 | |
| 505 - E-911 Escrow Trust | | | |
| 2024 Beginning Fund Balance | \$170,532 | \$170,532 | |
| Operating Revenue | 1,600,000 | \$ 938,142 | 58.63% |
| Investment Interest | - | 16,134 | 0.00% |
| Revenue Collected | 1,600,000 | 954,276 | 59.64% |
| Total Resources | 1,770,532 | 1,124,808 | |
| Expenditures | - | - | 0.00% |
| Transfers Out | 1,600,000 | 675,000 | 42.19% |
| Total Expenditures | 1,600,000 | 675,000 | 42.19% |
| Available Fund Balance | \$170,532 | \$449,808 | |
| 506 - Rate Stabilization Reserve | | | |
| 2024 Beginning Fund Balance | \$507,041 | \$507,041 | |
| Investment Interest | - | - | 0.00% |
| Non-Operating Revenue | - | - | 0.00% |
| Transfers In | 607,814 | - | 0.00% |
| Revenue Collected | 607,814 | - | 0.00% |
| Total Resources | 1,114,855 | 507,041 | |
| Expenditures | - | - | 0.00% |
| Transfers Out | - | - | 0.00% |
| Total Expenditures | - | - | 0.00% |
| Available Fund Balance | \$1,114,855 | \$507,041 | |

Accounts Payable

Checks by Date - Detail by Check Date

User: Cbarcus@norcom.org
 Printed: 9/4/2024 12:05 PM



| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|--|-------------------------------|---|-------------------------|------------------|
| ACH | 120 666151737 666847137 | ADP Payroll Services & Workforce Now Workforce Now Payroll Solution Bundle PPE 07 | 08/01/2024 | 203.02 487.13 |
| Total for this ACH Check for Vendor 120: | | | | 690.15 |
| ACH | 785 07302024 10875213 | NAVIA BENEFITS SOLUTIONS FSA Disbursement - 7.30.2024 Admin Fee - July | 08/01/2024 | 390.00 100.00 |
| Total for this ACH Check for Vendor 785: | | | | 490.00 |
| 21044 | 364 07272024 | AT&T Cellular Services ACCT# 7817 | 08/01/2024 | 172.10 |
| Total for Check Number 21044: | | | | 172.10 |
| 21045 | 783 NORCOM14 | BENDIKSEN & BALL POLYGRAPH Pre-Employment Polygraph Exam - 1X | 08/01/2024 | 300.00 |
| Total for Check Number 21045: | | | | 300.00 |
| 21046 | 8 07102024 | CENTURYLINK Telephone Services ACCT# 356B | 08/01/2024 | 896.09 |
| Total for Check Number 21046: | | | | 896.09 |
| 21047 | 9 696645118 | CENTURYLINK | 08/01/2024 | 196.84 |
| Total for Check Number 21047: | | | | 196.84 |
| 21048 | 11 49994 | CITY OF BELLEVUE Monthly Rent (Increase) - July 2024 | 08/01/2024 | 54,704.44 |
| Total for Check Number 21048: | | | | 54,704.44 |
| 21049 | 324 60841-2 | CRISTA MINISTRIES Tower Rental - July | 08/01/2024 | 623.68 |
| Total for Check Number 21049: | | | | 623.68 |
| 21050 | 237 3553 | DECCAN INTERNATIONAL Annual Maintenance - 10.1.24 - 9.30.25 | 08/01/2024 | 25,674.00 |
| Total for Check Number 21050: | | | | 25,674.00 |
| 21051 | 46 15937 | NATIONAL TESTING NETWORK Background Investigation Services - 5X | 08/01/2024 | 7,250.00 |
| Total for Check Number 21051: | | | | 7,250.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|--|---|--|-------------------------|---|
| 21052 | 798 07142024 | KEVIN NEFF Public Outreach Recruitment Mileage Reimburs | 08/01/2024 | 64.59 |
| Total for Check Number 21052: | | | | 64.59 |
| 21053 | 741 NOR0624 | PACIFIC NORTHWEST GIGAPOP Internet Services - June | 08/01/2024 | 500.00 |
| Total for Check Number 21053: | | | | 500.00 |
| 21054 | 79 9968894224 | VERIZON WIRELESS Cellular Services ACCT# 471583790 | 08/01/2024 | 1,439.23 |
| Total for Check Number 21054: | | | | 1,439.23 |
| 21055 | 88 5030563892 | WELLS FARGO FINANCIAL LEASING Copier Lease - July | 08/01/2024 | 1,751.87 |
| Total for Check Number 21055: | | | | 1,751.87 |
| 21056 | 189 22308 | ZAVTEK, INC UPS Emergency Call | 08/01/2024 | 1,600.00 |
| Total for Check Number 21056: | | | | 1,600.00 |
| Total for 8/1/2024: | | | | 96,352.99 |
| ACH | 120 PPE 08042024 PPE 08042024 PPE 08042024 PPE 08042024 PPE 08042024 PPE 08042024 | ADP FMLA Taxes PPE 08042024 Accrued Employment & WACares PPE 0804202 Federal Taxes PPE 08042024 Accrued Wages PPE 08042024 Garnishments Payable PPE 08042024 Medicare Taxes PPE 08042024 | 08/09/2024 | 2,731.49 2,793.36 43,100.99 252,424.04 557.08 9,880.71 |
| Total for this ACH Check for Vendor 120: | | | | 311,487.67 |
| ACH | 131 9dskqtk PPE 08042024 | HEALTH EQUITY HSA Monthly Fees - August HSA Contributions PPE 08042024 | 08/09/2024 | 39.50 1,703.12 |
| Total for this ACH Check for Vendor 131: | | | | 1,742.62 |
| ACH | 132 PPE 08042024 | WILMINGTON TRUST MEBT Contributions PPE 08042024 | 08/09/2024 | 44,820.73 |
| Total for this ACH Check for Vendor 132: | | | | 44,820.73 |
| ACH | 133 PPE 08042024 PPE 08042024 PPE 08042024 | DEPT OF RETIREMENT SYSTEMS DRS DCP Contributions PPE 08042024 PSERS Contributions PPE 08042024 PERS Contributions PPE 08042024 | 08/09/2024 | 398.58 13,183.86 40,660.58 |
| Total for this ACH Check for Vendor 133: | | | | 54,243.02 |
| ACH | 785 08062024 | NAVIA BENEFITS SOLUTIONS FSA Disbursement 08.06.2024 | 08/09/2024 | 5.00 |
| Total for this ACH Check for Vendor 785: | | | | 5.00 |
| ACH | 809 | DANIELLE SCHARF | 08/09/2024 | |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|--------------------------------|---|--|------------------|
| | PPE 08042024 | Physical Check PPE 08042024 | | 1,046.91 |
| | | | Total for this ACH Check for Vendor 809: | 1,046.91 |
| ACH | 810 PPE 08042024 | EMMA PEARSON Physical Check PPE 08042024 | 08/09/2024 | 1,046.91 |
| | | | Total for this ACH Check for Vendor 810: | 1,046.91 |
| 21057 | 675 PPE 08042024 | ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Contributions PPE 08042024 | 08/09/2024 | 6,309.11 |
| | | | Total for Check Number 21057: | 6,309.11 |
| 21058 | 569 AUGUST24 | NORCOM ASSOCIATED GUILD NAG Dues - August | 08/09/2024 | 1,554.00 |
| | | | Total for Check Number 21058: | 1,554.00 |
| 21059 | 673 AUGUST24 | PUBLIC SAFETY EMPLOYEES UNION PSEU Dues - August | 08/09/2024 | 773.40 |
| | | | Total for Check Number 21059: | 773.40 |
| 21060 | 692 07262024 07282024 | ZIPLY FIBER Telephone Services ACCT#0215 Telephone Services ACCT# 6115 | 08/09/2024 | 608.64 96.21 |
| | | | Total for Check Number 21060: | 704.85 |
| | | | Total for 8/9/2024: | 423,734.22 |
| ACH | 120 6634835-00 667792877 | ADP WA Family & Medical Leave Premiums Additio Workforce Now Payroll Solution Bundle PPE 08 | 08/15/2024 | 918.07 512.61 |
| | | | Total for this ACH Check for Vendor 120: | 1,430.68 |
| ACH | 785 08132024 | NAVIA BENEFITS SOLUTIONS FSA Disbursement - 8.13.2024 | 08/15/2024 | 358.29 |
| | | | Total for this ACH Check for Vendor 785: | 358.29 |
| 21061 | 718 11063655 | ACCESS CORP Shredding Services - July | 08/15/2024 | 178.25 |
| | | | Total for Check Number 21061: | 178.25 |
| 21062 | 3 07282024 | AT&T MOBILITY Cellular Services ACCT# 287015346980 | 08/15/2024 | 148.83 |
| | | | Total for Check Number 21062: | 148.83 |
| 21063 | 764 08072024 | CHELSIE BARCUS Coffee For NORCOM - Reimbursement | 08/15/2024 | 14.99 |
| | | | Total for Check Number 21063: | 14.99 |
| 21064 | 783 NORCOM15 | BENDIKSEN & BALL POLYGRAPH Pre-Employment Polygraph Exam - 1X | 08/15/2024 | 300.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|---------------------------------------|--|-------------------------------|--------------------------------|
| | | | Total for Check Number 21064: | 300.00 |
| 21065 | 710 INV022826 | BRCK INC Telephone Services ACCT# S00166571 | 08/15/2024 | 672.91 |
| | | | Total for Check Number 21065: | 672.91 |
| 21066 | 6 SG94697 SH42235 SS42023 | CDW-GOVERNMENT INC Vertical LG Monitors Refund Vertical LG Monitors Refund Symantec Endpoint Security - Annual Renewal | 08/15/2024 | -578.55 -578.55 2,710.92 |
| | | | Total for Check Number 21066: | 1,553.82 |
| 21067 | 11 50014 50014 50015 | CITY OF BELLEVUE Monthly Parking Spaces - August Monthly Parking Spaces - August Fiber Usage Rental Fee - August | 08/15/2024 | 466.43 1,369.50 477.00 |
| | | | Total for Check Number 21067: | 2,312.93 |
| 21068 | 18 INV2867816 | COPIERS NORTHWEST Copier Lease - July | 08/15/2024 | 172.77 |
| | | | Total for Check Number 21068: | 172.77 |
| 21069 | 609 5217 | DESTINY SOFTWARE AgendaQuick Hosted Services 9.1.24 - 8.31.25 | 08/15/2024 | 4,573.80 |
| | | | Total for Check Number 21069: | 4,573.80 |
| 21070 | 447 426535 | FIRST CHOICE COFFEE SERVICES Ice Machine Rental - August | 08/15/2024 | 121.33 |
| | | | Total for Check Number 21070: | 121.33 |
| 21071 | 733 08072024 | SEAN GOEHNER Mileage Reimbursement - July | 08/15/2024 | 48.17 |
| | | | Total for Check Number 21071: | 48.17 |
| 21072 | 252 11014901 7009233 7009245 | KING COUNTY FINANCE KCIT INET Other MISC SVC - July 2024 Squak RES ANT (GF) - SEPT 2024 Rattlesnake RES ANT (RAD) - SEPT 2024 | 08/15/2024 | 750.00 6,622.88 6,622.88 |
| | | | Total for Check Number 21072: | 13,995.76 |
| 21073 | 586 2024-08 | MEYDENBAUER CENTER Construction Employee Parking - August 2024 | 08/15/2024 | 1,950.00 |
| | | | Total for Check Number 21073: | 1,950.00 |
| 21074 | 331 08022024 | ZEB MIDDLETON Mileage Reimbursement - July | 08/15/2024 | 56.28 |
| | | | Total for Check Number 21074: | 56.28 |
| 21075 | 728 160048 | MULTICARE CENTERS OF OCCUPATIC Pre-Employment Physical Exam - 4X | 08/15/2024 | 1,784.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|---|---|--|---|
| | | | Total for Check Number 21075: | 1,784.00 |
| 21076 | 690 08082024 08082024 | KATY MYERS APCO 2024 Session Recordings - Annual Acces Travel Reimbursement - APCO Conference Ube | 08/15/2024 | 220.00 256.95 |
| | | | Total for Check Number 21076: | 476.95 |
| 21077 | 52 917047 | PACIFICA LAW GROUP Legal Services - Prepare & Attend Governing Bo | 08/15/2024 | 1,950.00 |
| | | | Total for Check Number 21077: | 1,950.00 |
| 21078 | 711 2575 | SHIELD ASSESSMENTS Pre-Employment Psychological Evaluations - Jul | 08/15/2024 | 1,540.00 |
| | | | Total for Check Number 21078: | 1,540.00 |
| 21079 | 366 07212024 | T MOBILE Cellular Services ACCT# 947208760 | 08/15/2024 | 37.42 |
| | | | Total for Check Number 21079: | 37.42 |
| 21080 | 90 08072024 | KHAI TRAN Mileage Reimbursement | 08/15/2024 | 24.93 |
| | | | Total for Check Number 21080: | 24.93 |
| 21081 | 499 130-149047 | TYLER TECHNOLOGIES PulsePoint Interface 9.1.24 - 4.31.25 | 08/15/2024 | 225.38 |
| | | | Total for Check Number 21081: | 225.38 |
| | | | Total for 8/15/2024: | 33,927.49 |
| ACH | 120 PPE08182024 PPE08182024 PPE08182024 PPE08182024 PPE08182024 PPE08182024 | ADP Garnishments Payable PPE08182024 Medicare Taxes Payable PPE08182024 Accrued Wages PPE08182024 Federal Taxes Payable PPE08182024 FMLA Taxes Payable PPE08182024 Accrued Employment & WACares PPE08182024 | 08/23/2024 | 557.08 9,779.05 254,898.97 40,532.15 2,702.96 2,694.16 |
| | | | Total for this ACH Check for Vendor 120: | 311,164.37 |
| ACH | 131 PPE08182024 | HEALTH EQUITY HSA Contributions PPE 08182024 | 08/23/2024 | 1,488.56 |
| | | | Total for this ACH Check for Vendor 131: | 1,488.56 |
| ACH | 132 PPE08182024 | WILMINGTON TRUST MEBT Contributions PPE08182024 | 08/23/2024 | 46,455.94 |
| | | | Total for this ACH Check for Vendor 132: | 46,455.94 |
| ACH | 133 PPE08182024 PPE08182024 PPE08182024 | DEPT OF RETIREMENT SYSTEMS PERS Contributions Payable PPE 08182024 PSERS Contributions Payable PPE 08182024 DRS DCP Contributions Payable PPE 08182024 | 08/23/2024 | 37,954.98 18,346.57 402.95 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|--|--|--|-------------------------|---|
| Total for this ACH Check for Vendor 133: | | | | 56,704.50 |
| ACH | 134 SEPTEMBER24 | COLONIAL LIFE Colonial Supplemental Insurance Premiums - Se | 08/23/2024 | 1,228.15 |
| Total for this ACH Check for Vendor 134: | | | | 1,228.15 |
| ACH | 140 SEPTEMBER24 | RELIANCE STANDARD Life/LTD Insurance Premiums - September | 08/23/2024 | 1,864.65 |
| Total for this ACH Check for Vendor 140: | | | | 1,864.65 |
| ACH | 327 SEPTEMBER24 SEPTEMBER24 SEPTEMBER24 | ASSOCIATION OF WASHINGTON CITIZENS Vision Premiums - September Medical Premiums - September Dental Premiums - September | 08/23/2024 | 1,134.84 116,078.88 8,426.02 |
| Total for this ACH Check for Vendor 327: | | | | 125,639.74 |
| ACH | 67 JULY2024 | DEPT OF REVENUE Meydenbayer Center Parking Excise Tax - July | 08/23/2024 | 198.90 |
| Total for this ACH Check for Vendor 67: | | | | 198.90 |
| ACH | 785 08202024 | NAVIA BENEFITS SOLUTIONS FSA Disbursement - 8.20.2024 | 08/23/2024 | 600.00 |
| Total for this ACH Check for Vendor 785: | | | | 600.00 |
| 21082 | 675 PPE08182024 | ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Contributions PPE 08182024 | 08/23/2024 | 6,317.41 |
| Total for Check Number 21082: | | | | 6,317.41 |
| 21083 | 74 SEPTEMBER24 | UNUM Long Term Care Insurance Premiums - September | 08/23/2024 | 765.70 |
| Total for Check Number 21083: | | | | 765.70 |
| 21084 | 75 07102024 07102024 07102024 07102024 07112024 07112024 07122024 07142024 07152024 07152024 07152024 07162024 07162024 07162024 07172024 07172024 07202024 07222024 07222024 07222024 07272024 | US BANK CORPORATE PAYMENT SYSTEMS Primo Water Delivery Indeed - Job Advertising Amazon - Adaptor Refund APCO Convention - Hilton Hotel Costco - 15 Year Anniversary Cake Costco - Feminine Products AGREEMENT - Success Signals Training Manual QFC - 15 Year Anniversary Ice Cream Amazon - Coffee Stirrers Amazon - Floor Lamp Amazon - OWL Carrying Case APCO International - CPE Retreat Day Refund APCO Convention - Hilton Hotel Michaels - Poster Frame IPassword - Annual Business License X3 Indeed - Job Advertising Primo Water Delivery Amazon - Binder 4-Pack X2 Amazon - Memo Pad, Picture Hangers & Flag Amazon - Q2 Boost Winner Gift Card Amazon - Unit Card Holders For Manual Dispatch | 08/23/2024 | 6.80 551.32 -23.05 226.13 24.99 47.97 447.06 16.04 10.89 60.59 71.62 -204.00 904.50 66.14 316.98 551.02 167.43 50.66 50.52 25.00 190.07 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|-------------------------|--|--|--------------|
| | 07272024 | Amazon - Fingerprint Reader | | 26.44 |
| | 07292024 | VistaPrint - Name Plate | | 24.93 |
| | 07292024 | Costco - New Hire Bag Supplies | | 13.99 |
| | 07302024 | Costco - Office Chair X1 | | 132.23 |
| | 07302024 | Costco - Office Chair X2 | | 539.96 |
| | 07302024 | 1Password - Annual License X6 | | 614.18 |
| | 07312024 | 4Imprint - Lip Balm & Bandage Dispenser | | 522.67 |
| | 07312024 | Costco - Dish Soap, Kleenex & Lysol Wipes | | 108.49 |
| | 07312024 | Costco - Coffee & Coffee Creamer | | 143.95 |
| | 08012024 | Indeed - Job Advertising | | 314.80 |
| | 08022024 | Amazon Web Services - July | | 924.25 |
| | 08022024 | Amazon - Shade Pop Up Tent | | 110.49 |
| | 08032024 | Primo Water Delivery | | 133.43 |
| | 08042024 | Amazon - Picture Hangers | | 14.03 |
| | 08042024 | Amazon - Printer Paper & Envelopes | | 96.90 |
| | 08072024 | Amazon - Mouse Pad | | 38.80 |
| | 08072024 | Primo Water Delivery | | 6.80 |
| | 08072024 | Amazon - Printer Paper | | 25.28 |
| | 08082024 | King County Fire Chiefs Leadership Summit | | 285.00 |
| | 08102024 | Amazon - Wall Calendar | | 24.78 |
| | 08122024 | Amazon - Printer Paper & Label Tape | | 111.50 |
| | 08122024 | Amazon - Coffee | | 41.34 |
| | 08122024 | Amazon - Keyboard & Keyboard Wrist Rest | | 106.87 |
| | | | Total for Check Number 21084: | 7,919.79 |
| | | | Total for 8/23/2024: | 560,347.71 |
| ACH | 120 | ADP | 08/30/2024 | |
| | 668533833 | Workforce Now & Payroll Services | | 199.28 |
| | 669178084 | Workforce Now Payroll Solution Bundle PPE 08 | | 492.61 |
| | | | Total for this ACH Check for Vendor 120: | 691.89 |
| ACH | 785 | NAVIA BENEFITS SOLUTIONS | 08/30/2024 | |
| | 08282024 | FSA Disbursement - 08.28.2024 | | 189.00 |
| | 10882793 | Admin Fee - August | | 100.00 |
| | | | Total for this ACH Check for Vendor 785: | 289.00 |
| 21085 | 764 | CHELSIE BARCUS | 08/30/2024 | |
| | 08152024 | Mileage Reimbursement - AWC Trust Benefit | | 13.99 |
| | | | Total for Check Number 21085: | 13.99 |
| 21086 | 557 | LANGUAGE LINE SERVICES | 08/30/2024 | |
| | 11356235 | Over-The-Phone Interpretation - July | | 413.17 |
| | | | Total for Check Number 21086: | 413.17 |
| 21087 | 46 | NATIONAL TESTING NETWORK | 08/30/2024 | |
| | 16210 | Background Investigation Services - 3X | | 4,350.00 |
| | | | Total for Check Number 21087: | 4,350.00 |
| 21088 | 256 | PUBLIC SAFETY TESTING INC | 08/30/2024 | |
| | PSTI24-273 | Virtual Background Investigation - 1X | | 1,586.87 |
| | | | Total for Check Number 21088: | 1,586.87 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|--------------------------------|--|-------------------------|-------------------|
| 21089 | 712 156345 | SUMMIT LAW GROUP PLLC Legal Services - Prepare & Conduct Training | 08/30/2024 | 2,279.00 |
| Total for Check Number 21089: | | | | 2,279.00 |
| 21090 | 8 08112024 | CENTURYLINK Telephone Services ACCT# 333635208 | 08/30/2024 | 1,209.07 |
| Total for Check Number 21090: | | | | 1,209.07 |
| 21091 | 9 700729869 | CENTURYLINK Telephone Services ACCT# 79965571 | 08/30/2024 | 196.43 |
| Total for Check Number 21091: | | | | 196.43 |
| 21092 | 11 50177 | CITY OF BELLEVUE Monthly Rent - August | 08/30/2024 | 54,704.44 |
| Total for Check Number 21092: | | | | 54,704.44 |
| 21093 | 324 60841-3 | CRISTA MINISTRIES Tower Rental - August 2024 | 08/30/2024 | 623.68 |
| Total for Check Number 21093: | | | | 623.68 |
| 21094 | 716 1783 | IPSDI - INTERNATIONAL PUBLIC SAFI NFORS Annual Subscription - Pro-rated | 08/30/2024 | 1,327.50 |
| Total for Check Number 21094: | | | | 1,327.50 |
| 21095 | 741 NOR0724 | PACIFIC NORTHWEST GIGAPOP Internet Services - July | 08/30/2024 | 500.00 |
| Total for Check Number 21095: | | | | 500.00 |
| 21096 | 630 44492 | SITECRAFTING INC Monthly Managed Website Hosting | 08/30/2024 | 99.00 |
| Total for Check Number 21096: | | | | 99.00 |
| 21097 | 79 9971308273 9971308273 | VERIZON WIRELESS Cellular Services ACCT# 471583790 Equipment Charges | 08/30/2024 | 1,425.76 54.39 |
| Total for Check Number 21097: | | | | 1,480.15 |
| 21098 | 88 5030932083 | WELLS FARGO FINANCIAL LEASING Copier Lease - August | 08/30/2024 | 1,751.87 |
| Total for Check Number 21098: | | | | 1,751.87 |
| 21099 | 811 34887-Q | XYBIX SYSTEMS, INC. Console Replacement Project Supplies - 50% De | 08/30/2024 | 250,009.10 |
| Total for Check Number 21099: | | | | 250,009.10 |
| Total for 8/30/2024: | | | | 321,525.16 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|-------------------------|----------------------------|---------------------------|--------------|
| | | | Report Total (78 checks): | 1,435,887.57 |



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 09/13/2024
Subject: Console Replacement Project Update

Executive Summary:

NORCOM staff wishes to provide an update on the furniture replacement project. NORCOM, in collaboration with Xybix, King County 911, PSERN, and the City of Bellevue, has coordinated the console replacement project. On Sunday, September 8, 2024, 911 Operations transitioned to the Redmond backup center, where they will remain until mid-November.

The Bellevue dispatch floor has been fully cleared, with underfloor work set to commence on September 16, 2024. The project will feature updates, including new paint, carpet, and lighting in both the dispatch floor and the training room. The redesigned floor plan will optimize functionality, providing dedicated nearby backup positions for police dispatch, relocating the supervisor pod closer to the supervisor and Deputy Director's offices, and introducing dedicated storage along with individual cubbies for dispatch staff.

Background:

Several years ago, the Board approved the move to our larger backup center space in Redmond. With that project completed, NORCOM can continue to provide uninterrupted services from a safe and secure environment.

March 8, 2024, the Governing Board approved Resolution 216 and authorized the Director to award the contract for the project.

Past Board or Other Related Actions:

Resolution 216 approving the contract.

Policy and Strategic Implications:

N/A

NORCOM Staff Recommendation:

NORCOM staff recommends the Board hear the update and provide any feedback.

Staff Comments:

Nothing Additional

Options

Risks

Finance Committee Review: Yes

Legal Review: No

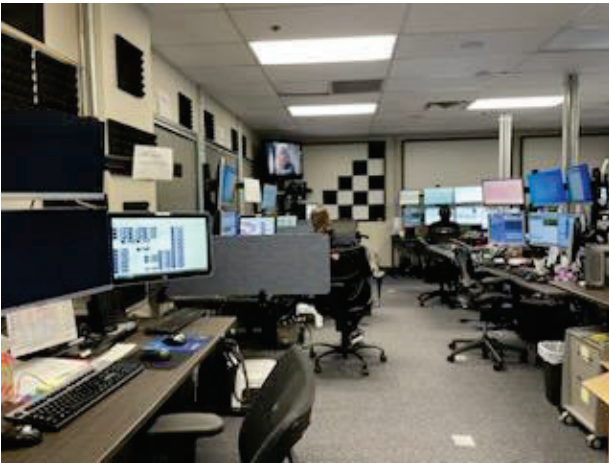
Joint Operations Board Review: No

Attachments

Console Replacement Update

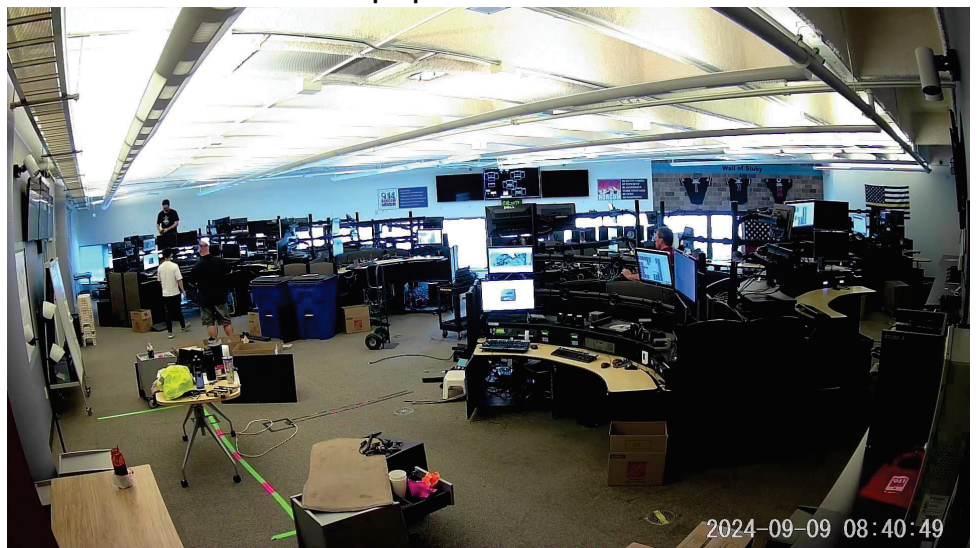
Console Replacement Update

- Sunday, September 8, 911 Operations moved to the back-up center



Console Replacement Update

- Work this week is to remove and store all equipment that will be reused



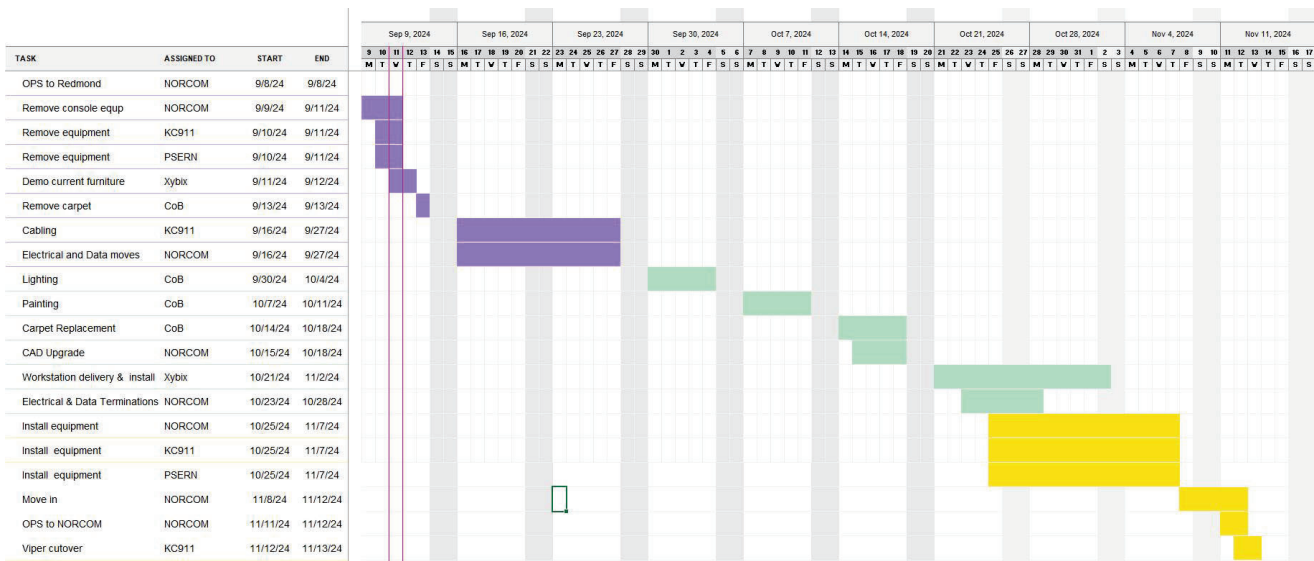
Console Replacement Update

- Then disassemble and remove all furniture and odds and ends



Console Replacement Update

- Then disassemble and remove all furniture and odds and ends





MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 09/13/2024
Subject: Strategic Planning Project- Scope Proposal

Executive Summary:

NORCOM must develop an actionable plan that strategically provides direction and guidance, anticipating, preparing for, and responding to future needs, growth, and associated challenges in alignment with customer expectations and established goals.

Background:

On April 12, 2024, the NORCOM Governing Board identified a process for best defining the scope of a desired strategic plan. A subgroup of staff and board members across various disciplines volunteered to develop recommendations for presentation and consideration by the full Governing Board.

On August 23, 2024, the subgroup developed a proposed project scope for the board to consider. City of Kirkland Deputy City Manager Underwood participated in this discussion and will present the proposal to the Governing Board for consideration and discussion.

The DRAFT proposal is contained within the board's agenda packet.

Should the Governing Board finalize a recommended scope and desire to continue developing a strategic plan, staff respectfully recommends forming a Strategic Plan Steering Committee.

Past Board or Other Related Actions:

Policy and Strategic Implications:

Developing and approving a comprehensive strategic plan will provide critical direction and guide future decisions.

NORCOM Staff Recommendation:

NORCOM Staff recommends that the Governing Board receive the proposed project scope and provide feedback and direction to staff in the form of "next steps." Staff further suggests that this should include the development of a Steering Committee.

Staff Comments:

Options

Risks

Finance Committee Review: No

The Finance Committee is aware of this project and the potential financial considerations. Staff will update the committee as the project and Governing Board direction further develop.

Legal Review: No

Joint Operations Board Review: No

Attachments

Strategic Plan Proposal

Plan Process Recommendation

Proposed NORCOM Strategic Plan Project

September 13, 2024
NORCOM Board Meeting



NORCOM 9-1-1

Strategic Planning Committee

- Objective: Draft proposed goals, objectives, scope, and process
- Committee Members:
 - Toni Call, City of Bothell, CMO
 - Brian Culp, Fall City FD
 - Kyle Kolling, City of Clyde Hill PD
 - Rocky Louie, NORCOM Operations
 - Katy Meyers, NORCOM IT and Finance
 - Adrian Sheppard, City of Redmond FD
 - Julie Underwood, City of Kirkland, CMO
 - Dan Yourkoski, City of Normandy Park PD



February 2019

Resolution 158
Approving the
Strategic Mission,
Vision, and Policy
Level Strategic
Objectives



Proposed Scope

PURPOSE

Develop a clear, achievable vision that defines where NORCOM is going in the future

GOAL

Create a strategic plan through an inclusive and collaborative process that determines if and how NORCOM will expand to address projected population growth, evolving services (e.g., mental health), and changing demands (e.g., IT support services).



Proposed Scope

OBJECTIVES

- Define the timeframe for the strategic plan
- Identify the customers that NORCOM serves currently and into the future
- Assess the current organizational structure and operations (factor in succession planning)
- Prepare a SWOT Analysis
- Determine the infrastructure needed including facility, technology, and staffing, to meet the plan's goals and objectives
- Evaluate the financial model to ensure it will address the goals of the plan
- Articulate a clear, pragmatic implementation plan with regular Board reviews

Proposed Scope

OBJECTIVES (continued)

8. Collect, evaluate, and analyze the following data:

- Call volume
- Dispatch calls for service
- Call answering standard
- Workload drivers, including what is most time intensive
- Staffing levels (i.e., is NORCOM sized right?), including overtime usage
- Retention/attrition data
- Population projections
- What do our agencies anticipate; are there trends to factor in?
- Comparisons with other similar dispatch centers
- Satisfaction with NORCOM's service
- Funding data and trends



Proposed Process

- Create a Strategic Plan Steering Team (doesn't have to be the Strategic Planning Committee who drafted the scope).
 - The Team's role would be advisory and to make recommendations to the Board.
 - The Team would represent the Board and include a mix of perspectives and interests.
 - It is advisable to keep the Team size manageable.



Proposed Process

2. Ensure a robust stakeholder engagement process.
 - Outline a process that includes gathering broad stakeholder input, including a timeline with realistic milestones.
 - Stakeholders may include Norcom Operations, Fire, Police, key stakeholder groups, elected officials, Finance Committee, labor.
 - The process should also include regular updates and check-ins with the full Board.
3. The Team would be involved in the following tasks:
 - Reviewing and finalizing an RFP and helping to recruit consultants.
 - Interviewing and selecting a consultant (preference is for a consultant with dispatch experience).

Proposed Process

4. NORCOM leadership would determine who will be the project manager and responsible for overseeing the project, consultant contract, and working closely with the Team.

5. Timeframe:

- Prepare RFP 4th Quarter 2024
Goal: Board approve scope and process.
- Initiate RFP 1st Quarter 2025
Goal: Board approves contract approval (February).
- Wrap-up in 4th Quarter 2025
Goal: Draft plan submitted to the Board for review and approval.



Discussion

- Does the proposed project purpose and goal reflect the Board's intent?
- Are there additional objectives to include, remove, change?
- Would the Board like to change the proposed process?
- Is there Board consensus to direct the staff to move forward with the RFP?

Strategic Plan Steering Team

- Board Members expressing interest in serving on the Team:
 - Toni Call
 - Julie Underwood
 - Dan Yourkoski



PROPOSED
NORCOM STRATEGIC PLAN PROJECT SCOPE
August 2024

PURPOSE

Develop a clear, achievable vision that defines where NORCOM is going in the future

GOAL

Create a strategic plan through an inclusive and collaborative process that determines if and how NORCOM will expand to address projected population growth, evolving services (e.g., mental health), and changing demands (e.g., IT support services).

OBJECTIVES

1. Define the timeframe for the strategic plan
2. Identify the customers that NORCOM serves currently and into the future
3. Assess the current organizational structure and operations (factor in succession planning)
4. Prepare a SWOT Analysis
5. Determine the infrastructure needed including facility, technology, and staffing, to meet the plan's goals and objectives
6. Evaluate the financial model to ensure it will address the goals of the plan
7. Articulate a clear, pragmatic implementation plan with regular Board reviews
8. Collect, evaluate, and analyze the following data:
 - a. Call volume
 - b. Dispatch calls for service
 - c. Call answering standard
 - d. Workload drivers, including what is most time intensive
 - e. Staffing levels (i.e., is NORCOM sized right?), including overtime usage
 - f. Retention/attrition data
 - g. Population projections
 - h. What do our agencies anticipate; are there trends to factor in?
 - i. Comparisons with other similar dispatch centers
 - j. Satisfaction with NORCOM's service
 - Possibly review NORCOM agencies' community survey data (e.g., response times)
 - k. Funding data and trends

PROCESS

1. Create a Strategic Plan Steering Team (doesn't have to be the Strategic Planning Committee who drafted the scope).
 - a. The Team's role would be advisory and to make recommendations to the Board.
 - b. The Team would represent the Board and include a mix of perspectives and interests.
 - c. It is advisable to keep the Team size manageable.
2. Ensure a robust stakeholder engagement process.
 - a. Outline a process that includes gathering broad stakeholder input, including a timeline with realistic milestones.
 - b. Stakeholders may include Norcom Operations, Fire, Police, key stakeholder groups, elected officials, Finance Committee, labor.
 - c. The process should also include regular updates and check-ins with the full Board.
3. The Team would be involved in the following tasks:
 - a. Reviewing and finalizing an RFP and helping to recruit consultants.
 - b. Interviewing and selecting a consultant (preference is for a consultant with dispatch experience).
 - c. Advise consultant on engagement process and draft plan.
4. NORCOM leadership needs to determine who will be the project manager and responsible for overseeing the project, consultant contract, and working closely with the Team.
5. Timeframe:
 - a. Prepare RFP 4th Quarter 2024 – Goal: Board approve scope and process.
 - b. Initiate RFP 1st Quarter 2025 – Goal: Contract approval in February.
 - c. Wrap-up in 4th Quarter 2025 – Goal: Draft plan submitted to the Board for review and approval.