



AGENDA

NORCOM Governing Board
March 14, 2025, 9:00 am

1. Call to Order
2. Roll Call
3. Open Communications from the Public
4. Consent Agenda
 - A. Governing Board Meeting Minutes January 10, 2025
 - B. AP Reports January & February 2025
5. For Briefing to Board
 - A. 2022/2023 Audit Exit Conference
 - B. Strategic Plan Update
6. For Board Decision
 - A. Resolution 219 - Amending the 2025 Budget
 - B. Resolution 220 - Adopting the 2026 Budget Policy
7. Newsletter
 - A. March IT & Operations Newsletters
8. Other Business
9. Adjournment

The next Governing Board meeting is scheduled for April 11, 2025.



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 03/14/2025
Subject: Governing Board Meeting Minutes January 10, 2025

Executive Summary:

The January 2025 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 011025



Meeting Minutes
NORCOM Governing Board
January 10, 2025

MEMBERS

Nathan McCommon	City of Bellevue
Toni Call	City of Bothell (Chair)
Kyle Kolling	City of Clyde Hill
Mike Harden	City of Lake Forest Park
Jeff Sass	City of Medina
Chris Sutter	City of Mercer Island
Dan Yourkoski	City of Normandy Park (Vice-Chair)
Ben Lane	Eastside/Woodinville/Duvall Fire & Rescue
Brian Culp	Fire District #27
Adrian Sheppard	Redmond Fire Department
Matt Cowan	Shoreline/Northshore Fire Department

ABSENT

Julie Underwood	City of Kirkland
Mike Bailey	City of Snoqualmie
James Knisley	Skykomish Fire District #50
Jay Wiseman	Snoqualmie Pass Fire

NORCOM ATTORNEY

Deanna Gregory	Pacifica Law Group
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NORCOM TREASURER

Michael Olson	City of Kirkland (Board Treasurer)
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NORCOM STAFF

Bill Hamilton	Executive Director
Katy Myers	Deputy Director Administrative Services
Roky Louie	Deputy Director Operations
Judy Cayton	Human Resource Manager
Marianne Deppen	Finance Manager
Jeremy Henshaw	Law Enforcement Liaison
Cory James	Fire Liaison
Andrew Johnson	Service Desk & Applications Supervisor
Karen Furuya	Systems & Development Supervisor
Sean Goehner	Systems Engineer
Nathan Way	Application & Security Architect
Zeb Middleton	Senior Systems Engineer
Maggie Johanson	Administrative Assistant
Ben Webb	Public Records & QA Specialist
Chelsie Barcus	Payroll & Accounting Specialist



**Meeting Minutes
NORCOM Governing Board
January 10, 2025**

○ **Call to Order**

Deputy City Manager Toni Call, Governing Board Chair, called the meeting to order at 8:59 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.

○ **Roll Call**

Deputy City Manager Call requested a roll call of present Governing Board members. Ben Webb, Public Records & QA Specialist, reported a quorum.

○ **Open Communications from the Public**

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

○ **Consent Agenda**

- **Governing Board Meeting Minutes December 13, 2024**
- **Accounts Payable Report December 2024**

There was no discussion on any consent agenda items.

Chief Sass made a motion to approve the Consent Agenda. Chief Harden seconded the motion.

Motion carried.

○ **Board Briefing**

- **Law Enforcement Liaison & Fire Liaison Briefing**

Director Hamilton introduced the Liaison's briefing. Law Enforcement Liaison Henshaw stated that these positions provide a 24/7 bridge with our agencies and a single point of contact for both Law Enforcement and Fire. He provided an overview of Law Enforcement Liaison Primary Duties, 2024 Projects, and Looking



**Meeting Minutes
NORCOM Governing Board
January 10, 2025**

forward to 2025; he also stated that November 2024 marks the one-year anniversary of the addition of two new agencies joining NORCOM. Chief Sass encouraged the dispatchers to schedule ride-a-longs stating it creates comradery. Director Hamilton fully supports ride-a-longs and commented that NORCOM encourages agency members to stop by NORCOM. Fire Liaison James stated that the increase in proactive communication is helping to grow and increase our relationships. He provided an overview of Fire Liaison Primary Duties, 2024 Projects, and Looking Forward to 2025. Director Hamilton inquired if the liaisons had been adequately receptive. Governing Board members' comments included that the Liaison go the extra step to see what is needed, they appreciate the continued improvement which the Governing Board sees, that this is a best use of public money and they greatly appreciate what a wonderful job the liaisons do.

- **NORCOM 2025 Project List Update**

Director Hamilton stated that NORCOM staff is busy, and several projects are in the early stages. Deputy Director Myers provided an update on completed projects and an overview of the 2025 Projects, including continuing and new projects. She provided a 2025 Project Planning Chart and asked our agencies to please notify us if there are any additional projects so we can coordinate their completion.

- **Alphanumeric Paging Project Update**

Director Hamilton requested that Service Desk & Applications Supervisor Johnson provide an update on the paging project. Supervisor Johnson stated that this paging system has been in use since 2010, is antiquated, and needs to be updated. We are now a partner with the paging system, the project is on schedule and within budget. Supervisor Johnson provided a project description, recent progress, and next milestones. He stated that there are 28 sites maintained by Snohomish & NORCOM and there will be a need to plan for maintenance and replacement in the future. Finance Manager Deppen stated that ERR will be discussed in the next budget.



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- **Alliconnect for NORCOM**

Director Hamilton provided information on Alliconnect, a mobile-based application to which NORCOM has just subscribed. The application aligns staff with practitioners who know the industry to help employees with anything they need as a by-product of their job. The Application goes live on January 15, 2025. He stated that we as an organization are working to do more as it relates to mental wellness. NORCOM employees are willing to seek help but needed more resources in a timely manner.

- **Other Business**

Finance Manager Deppen notified the Governing Board that the State Auditor's Office has commenced its audit for 2022 – 2023. The Auditor's Office will hold an audit Entrance Conference next week, and if any Governing Board member is interested in attending, please let her know.

- **Adjournment**

Deputy City Manager Call adjourned the meeting at 9:47.

The next Governing Board meeting is scheduled for February 14, 2025.

Approved by:

Chair

Attest:

Secretary



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 03/14/2025
Subject: AP Reports January & February 2025

Executive Summary:

NORCOM staff is asking that the Board review and approve these reports 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:

Joint Operations Board Review:

Attachments

AP Reports January 2025
AP Reports February 2025

NORCOM

ACTIVITY JANUARY 1, 2025 THROUGH JANUARY 31, 2025

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,779,674.17

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 January 31, 2025

	2025 Budget	January Activity	2025 Collected to Date	% collected
Agency Revenue	15,985,471	3,996,368	\$ 3,996,368	25%
Agency Reimbursements	215,000	-	\$ -	0%
Grants/Intergovernmental/Interest	275,000	-	\$ -	0%
Total	16,475,471	3,996,368	3,996,368	24%
Transfers In	1,600,000	-	\$ -	0%
Revenues + Transfers	18,075,471	3,996,368.00	3,996,368	22%

Expenses

	2025 Budget	January Activity	2025 Spending to Date	% used	Remaining Balance
Salaries & Wages - Regular	9,865,115	\$ 443,232	\$ 443,232	4%	9,421,883
Salaries & Wages - Overtime	584,422	\$ 32,312	\$ 32,312	6%	552,110
Professional Reimbursements	4,200	\$ 323	\$ 323	8%	3,877
Medical	1,481,774	\$ 105,282	\$ 105,282	7%	1,376,492
HSA Contributions	24,298	\$ 1,928	\$ 1,928	8%	22,370
Dental	100,512	\$ 6,887	\$ 6,887	7%	93,626
Vision	13,321	\$ 950	\$ 950	7%	12,371
Long-Term Care	7,848	\$ 565	\$ 565	7%	7,283
FSA Fees	1,740	\$ -	\$ -	0%	1,740
Medicare	153,654	\$ 6,534	\$ 6,534	4%	147,120
MEBT	678,231	\$ 30,332	\$ 30,332	4%	647,899
PERS	995,880	\$ 21,246	\$ 21,246	2%	974,634
Washington FMLA	25,178	\$ 1,282	\$ 1,282	5%	23,896
Unemployment	74,815	\$ 5,186	\$ 5,186	7%	69,629
Workers Comp	33,589	\$ 1,441	\$ 1,441	4%	32,148
Total Personnel	14,044,577	657,499	\$ 657,499	5%	13,387,078
Advertising	15,000	\$ 1,698	\$ 1,698	11%	13,302
Bank Fees	50	\$ -	\$ -	0%	50
Cellular,Pager & Radio Svcs	24,540	\$ -	\$ -	0%	24,540
Computer Hardware-Non Capital	20,075	\$ -	\$ -	0%	20,075
Consumable Goods	21,095	\$ 143	\$ 143	1%	20,952
Dues & Memberships	15,205	\$ 10,609	\$ 10,609	70%	4,596
Equipment Leases	24,420	\$ 121	\$ 121	0%	24,299
Facility Lease	854,649	\$ 54,704	\$ 54,704	6%	799,945
Financial Audit	29,492	\$ -	\$ -	0%	29,492
Hosted Services	274,301	\$ 1,497	\$ 1,497	1%	272,804
HR Services	113,453	\$ 7,850	\$ 7,850	7%	105,603
Insurance	168,750	\$ -	\$ -	0%	168,750
Legal Services	111,400	\$ -	\$ -	0%	111,400
Local Travel/Training/ Mileage	6,350	\$ 69	\$ 69	1%	6,281
Network Service	48,500	\$ 477	\$ 477	1%	48,023
Office Furniture	11,500	\$ -	\$ -	0%	11,500
Office Supplies	6,650	\$ 24	\$ 24	0%	6,626
Operating Supplies	4,500	\$ 3,012	\$ 3,012	67%	1,488
Parking Lease	31,263	\$ 2,702	\$ 2,702	9%	28,561
Payroll Services	20,000	\$ 1,113	\$ 1,113	6%	18,887
Postage	1,000	\$ 40	\$ 40	4%	960
Printing	1,450	\$ -	\$ -	0%	1,450
Professional Services	195,205	\$ 40	\$ 40	0%	195,165
R&M - Network Equipment	466,701	\$ 99,210	\$ 99,210	21%	367,491
R&M - Office Equipment	2,500	\$ -	\$ -	0%	2,500
R&M - Software Maintenance	1,071,145	\$ -	\$ -	0%	1,071,145
Radio Site Lease	65,752	\$ -	\$ -	0%	65,752
Recruitment Supplies	2,000	\$ -	\$ -	0%	2,000
Small Tools & Minor Equipment	10,500	\$ 248	\$ 248	2%	10,252
Software/Licensing	89,458	\$ 43,665	\$ 43,665	49%	45,793
Telephone Services	44,578	\$ 673	\$ 673	2%	43,905
Training/Conf Registrations	30,000	\$ 665	\$ 665	2%	29,335
Training/Conf Registrations/ Travel	24,750	\$ 512	\$ 512	2%	24,238
Total Supplies & Services	3,806,232	229,072	\$ 229,072	6%	3,577,160
GRAND TOTAL	17,850,809	886,571	\$ 886,571	5%	16,964,238

502- Capital Projects

	2025 Budget	January Activity	2025 Spending to Date	% used	Remaining Balance
COOP: CAD Server RUBRICK	275,000	\$ -	\$ -	0%	275,000
Call Taking Protocol Systems	150,000	\$ 538	\$ 538	0%	149,462
Internet Resiliency	75,000	\$ -	\$ -	0%	75,000
	500,000	538	538	0.1%	499,462

503- Equipment Replacement:

	2025 Budget	January Activity	2025 Spending to Date	% used	Remaining Balance
Desktops/Laptops/Phones	31,725	\$ -	\$ -	0%	31,725
Network Costs	10,200	\$ -	\$ -	0%	10,200
Routers/Servers	89,438	\$ -	\$ -	0%	89,438
Firewall	27,168	\$ -	\$ -	0%	27,168
	158,531	-	-	0.0%	158,531

505-E 911 Escrow

	2025 Budget	January Activity	Collected to Date	% collected
Revenues:				
E-911 Escrow	1,500,000	-	\$ -	0%
Investment Interest	-	-	\$ -	0%
	1,500,000	-	\$ -	0%

	2025 Budget	January Activity	2025 Spending to Date	% used	Remaining Balance
Expenditures:					
Transfers Out	1,545,000	\$ -	\$ -	0%	1,545,000

NORCOM Financial Summary
For Period Ending January 31, 2025

	2025 Adopted Budget	Actual	Percent of Budget
501 - Operating Fund			
2024 Beginning Fund Balance	745,060	745,060	
Agency Revenue	15,415,807	\$ 3,853,952	25.00%
Other Revenue	490,000	\$ -	0.00%
Transfers In	1,545,000	\$ -	0.00%
Revenue Collected	17,450,807	3,853,952	22.08%
Total Resources	18,195,867	4,599,012	
Personnel Expenditures	14,044,576	\$ 657,499	4.68%
Operating Expenditures	3,806,232	\$ 229,072	6.02%
Transfers Out	-	\$ -	0.00%
Total Expenditures	17,850,808	886,571	4.97%
Available Fund Balance	\$345,059	\$ 3,712,441	
502 - Capital Projects Fund			
2024 Beginning Fund Balance	135,573	\$135,573	
Agency Revenue	417,753	\$104,438	25.00%
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	-	660,000	0.00%
Revenue Collected	417,753	764,438	182.99%
Total Resources	553,326	900,011	
Expenditures	500,000	\$ 538	0.11%
Transfers Out	-	\$ -	0.00%
Total Expenditures	500,000	538	0.11%
Available Fund Balance	\$53,326	\$899,473	
503 - Equipment Replacement Reserve			
2024 Beginning Fund Balance	133,324	\$133,324	
Agency Revenue	151,910	\$37,978	25.00%
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	-	-	0.00%
Revenue Collected	151,910	37,978	25.00%
Total Resources	285,234	171,302	
Expenditures	158,531	\$ -	0.00%
Transfers Out	-	-	0.00%
Total Expenditures	158,531	-	0.00%
Available Fund Balance	\$126,703	\$171,302	

	2025 Adopted Budget	Actual	Percent of Budget
504 - Operating Expense Reserve			
2024 Beginning Fund Balance	\$ 200,751	\$200,751	
Investment Interest	\$ -	-	0.00%
Other Revenue	\$ -	-	0.00%
Transfers In	\$ -	-	0.00%
Revenue Collected	-	-	0.00%
Total Resources	200,751	200,751	
Operating Expenditures	-	-	0.00%
Transfers Out	-	-	0.00%
Total Expenditures	-	-	0.00%
Available Fund Balance	\$200,751	\$200,751	
505 - E-911 Escrow Trust			
2024 Beginning Fund Balance	\$185,517	\$185,517	
Operating Revenue	1,500,000	\$ -	0.00%
Investment Interest	-	-	0.00%
Revenue Collected	1,500,000	-	0.00%
Total Resources	1,685,517	185,517	
Expenditures	-	-	0.00%
Transfers Out	1,545,000	-	0.00%
Total Expenditures	1,545,000	-	0.00%
Available Fund Balance	\$140,517	\$185,517	
506 - Rate Stabilization Reserve			
2024 Beginning Fund Balance	\$1,114,855	\$1,114,855	
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	-	-	0.00%
Revenue Collected	-	-	0.00%
Total Resources	1,114,855	1,114,855	
Expenditures	-	-	0.00%
Transfers Out	-	-	0.00%
Total Expenditures	-	-	0.00%
Available Fund Balance	\$1,114,855	\$1,114,855	

Accounts Payable

Checks by Date - Detail by Check Date

User: mryerson
 Printed: 2/3/2025 9:41 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	785 12312024	NAVIA BENEFITS SOLUTIONS FSA Disbursement - 12.31.2024	01/03/2025	526.65
Total for this ACH Check for Vendor 785:				526.65
ACH	120 678659795	ADP Workforce Now Payroll Solution Bundle PPE 12	01/03/2025	485.24
Total for this ACH Check for Vendor 120:				485.24
ACH	132 PPE 12222024	WILMINGTON TRUST MEBT Contribution Adjustment - PPE 12222024	01/03/2025	3,000.00
Total for this ACH Check for Vendor 132:				3,000.00
ACH	692 11262024 11282024	ZIPLY FIBER Telephone Services ACCT# 0215 Telephone Services ACCT# 6115	01/03/2025	1,530.85 125.36
Total for this ACH Check for Vendor 692:				1,656.21
ACH	785 10921102	NAVIA BENEFITS SOLUTIONS FSA Monthly Admin Fee - December	01/03/2025	100.00
Total for this ACH Check for Vendor 785:				100.00
21332	831 2501 2501	ALLCONNECT Setup & Onboarding Fee Safety/Wellness Program	01/03/2025	2,735.00 11,224.44
Total for Check Number 21332:				13,959.44
21333	808 141226B-IN	AMERICAN POWER SYSTEMS, LLC Rock Mount DC-DC Converter	01/03/2025	387.49
Total for Check Number 21333:				387.49
21334	364 12272024	AT&T Cellular Services ACCT# 7817	01/03/2025	172.78
Total for Check Number 21334:				172.78
21335	6 AB9ML3Q	CDW-GOVERNMENT INC Desktop Computer Replacements	01/03/2025	13,348.15
Total for Check Number 21335:				13,348.15
21336	9 716657438	CENTURYLINK Cellular Services ACCT# 79965571	01/03/2025	6.83
Total for Check Number 21336:				6.83

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
21337	324 60841-7	CRISTA MINISTRIES Radio Tower Rental - December	01/03/2025	623.68
Total for Check Number 21337:				623.68
21338	757 3405664	DAILY JOURNAL OF COMMERCE Advertising Printing Fee	01/03/2025	87.00
Total for Check Number 21338:				87.00
21339	585 CSGT11056 CSGT11056	IVOXY CONSULTING LLC Sales Tax Cisco Firewall - Secondary Power Supply	01/03/2025	202.86 1,988.85
Total for Check Number 21339:				2,191.71
21340	254 12202024	ANDREW JOHNSON Mileage Reimbursement - Alpha Paging Work	01/03/2025	187.33
Total for Check Number 21340:				187.33
21341	830 1007	JOHNSON TECHNOLOGY CONSULTIN Consulting Services - VHF Radio Project	01/03/2025	3,200.00
Total for Check Number 21341:				3,200.00
21342	46 17242	NATIONAL TESTING NETWORK Background Investigation Services - 4X	01/03/2025	5,800.00
Total for Check Number 21342:				5,800.00
21343	256 2024-1299 2024-1428	PUBLIC SAFETY TESTING INC Subscription Fee - Q4 2024 Agect Test Add-On - October X13 & December	01/03/2025	1,121.00 481.00
Total for Check Number 21343:				1,602.00
21344	261 00456574 00456574 00456574 00456574 00456574 00456574 00456574 00456574 00456574 00456574 00456574 00456574 00456574 00456574 00456574 00456574 00456574 00456574 00456574	RADIO COMMUNICATIONS SERVICES Alpha Paging Project: Support Hoisting Grip Alpha Paging Project: PTP 820G, Single Moder Alpha Paging Project: PTP820 Alpha Paging Project: PTP820G RFU-C 4 Year Alpha Paging Project :PTP 820 RFU-C, 11GHz, Alpha Paging Project: 50 Ohm Braided Coaxial Alpha Paging Project: Shipping & Sales Tax Alpha Numeric Paging: AMP, 136-174 MHz, 20 Alpha Paging Project: Single Modem 4 Year Wa Alpha Paging Project: PTP 820 2' ANT, SP, 11C Alpha Paging Project: PTP820, RFU-C, 11GHz, Alpha Paging Project: PTP800 Coax Ground Ki Alpha Paging Project: TNC Mle Right Angle Ca Alpha Paging Project: PTP800 Lightning Protec Alpha Paging Project: PTP800 Coax Install Alpha Numeric Paging: ED Hill Install Admin Labor	01/03/2025	24.95 8,316.00 2,310.00 847.00 3,811.50 473.00 1,270.81 6,124.39 642.40 1,700.28 3,811.50 28.60 220.00 1,201.72 672.80 2,651.51 78.65
Total for Check Number 21344:				34,185.11
21345	79 6100987826	VERIZON WIRELESS Cellular Services ACCT# 471583790	01/03/2025	1,468.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 21345:	1,468.28
21346	713 200342	WA CITIES INSURANCE AUTHORITY Fidelity, Liability & Property Insurance	01/03/2025	144,508.00
			Total for Check Number 21346:	144,508.00
21347	87 00184248	WA STATE PATROL Access User Fee - Q4 2024	01/03/2025	18,000.00
			Total for Check Number 21347:	18,000.00
21348	832 12202024	ASHLEIGH WITT Mileage Reimbursement - CBD Training	01/03/2025	106.13
			Total for Check Number 21348:	106.13
21349	811 54868	XYBIX SYSTEMS, INC. Console Replacement Project - Final Installment	01/03/2025	247,142.79
			Total for Check Number 21349:	247,142.79
			Total for 1/3/2025:	492,744.82
ACH	120 PPE 01052025 PPE 01052025 PPE 01052025 PPE 01052025 PPE 01052025 PPE 01052025	ADP Accrued Employment & WACares PPE 0105202 Garnishments Payable PPE 01052025 Medicare Payable PPE 01052025 FMLA Taxes PPE 01052025 Federal Taxes PPE 01052025 Accrued Wages PPE 01052025	01/10/2025	5,581.32 487.85 10,937.32 3,759.91 48,236.69 280,765.23
			Total for this ACH Check for Vendor 120:	349,768.32
ACH	131 PPE 01052025	HEALTH EQUITY HSA Contributions PPE 01052025	01/10/2025	1,621.97
			Total for this ACH Check for Vendor 131:	1,621.97
ACH	132 PPE 01052025	WILMINGTON TRUST MEBT Contributions PPE 01052025	01/10/2025	50,750.57
			Total for this ACH Check for Vendor 132:	50,750.57
ACH	133 PPE 01052025 PPE 01052025 PPE 01052025	DEPT OF RETIREMENT SYSTEMS PERS Contributions Payable PPE 01052025 PSERS Contributions Payable PPE 01052025 DCP Contributions Payable PPE 01052025	01/10/2025	28,915.08 34,839.03 949.58
			Total for this ACH Check for Vendor 133:	64,703.69
ACH	146 Q42024	DEPT OF LABOR & INDUSTRIES L&I Taxes - Q4 2024	01/10/2025	10,974.64
			Total for this ACH Check for Vendor 146:	10,974.64
ACH	131 5ih2xzc	HEALTH EQUITY Monthly Fees - January 2025	01/10/2025	27.65

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 131:				27.65
ACH	785 01072025	NAVIA BENEFITS SOLUTIONS FSA Disbursement 01.07.2025	01/10/2025	25.00
Total for this ACH Check for Vendor 785:				25.00
21350	675 PPE 01052025	ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Contributions PPE 01052025	01/10/2025	4,729.67
Total for Check Number 21350:				4,729.67
21351	569 JANUARY25	NORCOM ASSOCIATED GUILD NAG Dues - January 2025	01/10/2025	1,406.00
Total for Check Number 21351:				1,406.00
21352	673 JANUARY25	PUBLIC SAFETY EMPLOYEES UNION PSEU Dues - January 2025	01/10/2025	821.09
Total for Check Number 21352:				821.09
Total for 1/10/2025:				484,828.60
ACH	120 679562414	ADP Workforce Now Payroll Solution Bundle PPE 01	01/17/2025	459.77
Total for this ACH Check for Vendor 120:				459.77
ACH	327 156866	ASSOCIATION OF WASHINGTON CITII AWC Annual Membership Dues	01/17/2025	10,608.87
Total for this ACH Check for Vendor 327:				10,608.87
ACH	67 DEC24	DEPT OF REVENUE Meydenbayer Center - Employee Parking Excise	01/17/2025	198.90
Total for this ACH Check for Vendor 67:				198.90
ACH	785 01132025 01142025 01142025PT2	NAVIA BENEFITS SOLUTIONS FSA Disbursement - 01.13.2025 FSA Disbursement - 01.14.2025 FSA Disbursement - 01.14.2025	01/17/2025	189.98 1,369.13 4.89
Total for this ACH Check for Vendor 785:				1,564.00
21353	823 12162024	ANNIKA ASAS Mileage Reimbursement - CBD Training	01/17/2025	112.02
Total for Check Number 21353:				112.02
21354	783 NORCOM20	BENDIKSEN & BALL POLYGRAPH Pre-Employment Polygraph Exam - 1x	01/17/2025	300.00
Total for Check Number 21354:				300.00
21355	710 INV026064	BRCK INC Telephone Services ACCT# 6571	01/17/2025	672.91
Total for Check Number 21355:				672.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
21356	11	CITY OF BELLEVUE	01/17/2025	
	51709	Monthly Parking Spaces - January		553.58
	51709	Monthly Parking Spaces - January		1,282.35
	51710	Fiber Usage Rental Fee - January		477.00
	51711	Monthly Rent - January		54,704.44
Total for Check Number 21356:				57,017.37
21357	818	SUMMER CULLEN	01/17/2025	
	09262024	Mileage Reimbursement - Access Training		45.96
Total for Check Number 21357:				45.96
21358	447	FIRST CHOICE COFFEE SERVICES	01/17/2025	
	440465	Ice Machine Rental - January		121.33
Total for Check Number 21358:				121.33
21359	585	IVOXY CONSULTING LLC	01/17/2025	
	KFJMI18027	Cisco Threat Defense License - 1.6.25 - 12.27.27		3,886.97
	KFJMI18027	End Of Support Life - 12.28.24 - 1.31.27		2,511.11
	KFJMI18027	End Of Support Life - 1.2.25 - 10.31.27		2,717.29
	KFJMI18027	CISCO ANYCONNECT APEX LICENSE - 1.6.		602.79
	KFJMI18027	Cisco Support Renewal - 12.28.24 - 12.27.27		1,746.53
	KFJMI18027	Cisco ISR4451 - 12.28.24 - 12.27.27		19,454.07
	KFJMI18027	Cisco Catalyst 3650 - 1.2.25 - 10.31.26		5,463.30
	KFJMI18027	End Of Support Life - 1.2.25 - 10.31.27		3,367.93
	KFJMI18027	End Of Support Life - 1.2.25 - 8.31.26		1,802.91
	KFJMI18027	CISCO FIREPOWER APPLIANCE - 12.28.24 -		2,112.42
Total for Check Number 21359:				43,665.32
21360	557	LANGUAGE LINE SERVICES	01/17/2025	
	11481703	Over-The-Phone Interpretation - December		586.64
Total for Check Number 21360:				586.64
21361	586	MEYDENBAUER CENTER	01/17/2025	
	2025-01	Construction Employee Parking - January		1,950.00
Total for Check Number 21361:				1,950.00
21362	728	MULTICARE CENTERS OF OCCUPATIC	01/17/2025	
	160574	Pre-Employment Physical Exam - 1x		446.00
Total for Check Number 21362:				446.00
21363	520	NORTHWEST AED	01/17/2025	
	4743	SMART AED Pads - 2X		198.36
Total for Check Number 21363:				198.36
21364	52	PACIFICA LAW GROUP	01/17/2025	
	94704	Legal Services - General		1,950.00
Total for Check Number 21364:				1,950.00
21365	782	PSERN Operator	01/17/2025	
	1108	Q1 Public Safety Radios - 11x		1,218.36
	1109	Q1 Public Safety Radios 34X & Consoles 31X		97,991.58

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 21365:	99,209.94
21366	256 2025-24	PUBLIC SAFETY TESTING INC Candidate Agency Test Site Add-On - 9x	01/17/2025	117.00
			Total for Check Number 21366:	117.00
21367	762 24136	SOUTH SOUND POLYGRAPH, LLC Polygraph Services - 1X	01/17/2025	300.00
			Total for Check Number 21367:	300.00
21368	555 L166047	STATE AUDITOR'S OFFICE Accountability & Financial Audit	01/17/2025	18,848.05
			Total for Check Number 21368:	18,848.05
21369	694 1164	URBAN DAKOTA CREATIVE Professional Services - Edit NORCOM Logo	01/17/2025	40.00
			Total for Check Number 21369:	40.00
			Total for 1/17/2025:	238,412.44
ACH	692 12262024 12282024	ZIPLY FIBER Telephone Services ACCT# 0215 Telephone Services ACCT# 6115	01/21/2025	1,787.16 115.87
			Total for this ACH Check for Vendor 692:	1,903.03
21370	718 11347902	ACCESS CORP Shredding Services - December	01/21/2025	379.42
			Total for Check Number 21370:	379.42
21371	364 12282024	AT&T Cellular Services ACCT# 6980	01/21/2025	149.17
			Total for Check Number 21371:	149.17
21372	252 11015341	KING COUNTY FINANCE KCIT INET - December	01/21/2025	750.00
			Total for Check Number 21372:	750.00
21373	739 2433336 2433336 2433336 2433336 2530011	LEVERAGE INFORMATION SYSTEMS Cat 6 Quickport - Console Replacement Project Labor - Console Replacement Project Q/P 4-Port S/M Box - Console Replacement Proj Misc Materials - Console Replacement Project Demo - Console Replacement Project	01/21/2025	1,673.52 12,968.00 209.80 170.00 2,179.98
			Total for Check Number 21373:	17,201.30
21374	331 01022025	ZEB MIDDLETON Mileage Reimbursement - December	01/21/2025	53.47
			Total for Check Number 21374:	53.47
21375	833	SYNERGY BUILDING SERVICES	01/21/2025	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	32882	Clean-Up Fee - Console Replacement Project		518.50
			Total for Check Number 21375:	518.50
21376	366 12212024	T MOBILE Cellular Services ACCT# 8760	01/21/2025	37.42
			Total for Check Number 21376:	37.42
21377	811 55645 55645	XYBIX SYSTEMS, INC. Shipping - Console Replacement Project Status Indicator Badge 9x - Console Replacemer	01/21/2025	37.13 1,009.47
			Total for Check Number 21377:	1,046.60
			Total for 1/21/2025:	22,038.91
ACH	120 PPE 01192025 PPE 01192025 PPE 01192025 PPE 01192025 PPE 01192025 PPE 01192025	ADP Accrued Wages - PPE 01192025 Accrued Employment & WACares - PPE 01192025 Federal Taxes - PPE 01192025 Medicare - PPE 01192025 Garnishments - PPE 01192025 FMLA Taxes - PPE 01192025	01/24/2025	245,256.82 4,759.26 37,747.03 9,349.43 487.85 3,222.44
			Total for this ACH Check for Vendor 120:	300,822.83
ACH	131 PPE 01192025	HEALTH EQUITY HSA Contributions - PPE 01192025	01/24/2025	1,621.97
			Total for this ACH Check for Vendor 131:	1,621.97
ACH	132 PPE 01192025	WILMINGTON TRUST MEBT Contributions - PPE 01192025	01/24/2025	44,676.08
			Total for this ACH Check for Vendor 132:	44,676.08
ACH	133 PPE 01192025 PPE 01192025 PPE 01192025	DEPT OF RETIREMENT SYSTEMS DCP Contributions - PPE 01192025 PSERS Contributions - PPE 01192025 PERS Contributions - PPE 01192025	01/24/2025	828.71 29,285.37 25,463.15
			Total for this ACH Check for Vendor 133:	55,577.23
ACH	134 FEBRUARY25	COLONIAL LIFE Supplemental Insurance Premiums - February	01/24/2025	1,112.35
			Total for this ACH Check for Vendor 134:	1,112.35
ACH	140 FEBRUARY25	RELIANCE STANDARD L/LTD Insurance Premiums - February	01/24/2025	1,655.61
			Total for this ACH Check for Vendor 140:	1,655.61
ACH	327 FEBRUARY25 FEBRUARY25 FEBRUARY25	ASSOCIATION OF WASHINGTON CITIZENS Vision Premiums - February Dental Premiums - February Medical Premiums - February	01/24/2025	1,026.76 7,525.80 112,919.88
			Total for this ACH Check for Vendor 327:	121,472.44

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	785 01212025	NAVIA BENEFITS SOLUTIONS Disbursement - 01.21.2025	01/24/2025	843.66
Total for this ACH Check for Vendor 785:				843.66
21378	75	US BANK CORPORATE PAYMENT SYS	01/24/2025	
	01012025	Indeed - Job Advertising		487.81
	01012025	DigiKey - DC Adaptor Refund		-376.99
	01022025	Office Depot - Desktop Pad - Console Replacem		20.27
	01022025	Amazon - Return Charge - To Be Returned		19.82
	01022025	Classmarker Annual Membership		792.00
	01022025	Amazon - Adapter Cable		24.71
	01022025	Office Depot - Return Refund - Console Replace		-20.27
	01022025	Amazon Web Services - December		1,416.44
	01022025	Amazon - Giftcard Q4 Boost Winner		25.00
	01022025	VistaPrint - Mouse Pad X20		160.14
	01032025	Amazon - Mouse Pad X20 - Console Replaceme		263.80
	01032025	Costco - Kleenex & Dishwasher Detergent		67.80
	01032025	Linkden - Job Advertising		605.00
	01042025	Primo Water Delivery		117.90
	01042025	Amazon - Desk Pad X1		26.68
	01052025	Google - YouTube TV		80.43
	01062025	DRI - Manual Dispatch Forms		2,825.31
	01062025	Amazon - Laptop Cover With Fingerprint ID		157.91
	01062025	UPS - Postage & Shipping Cost		39.83
	01062025	Amazon - Surface Case Refund		-153.17
	01082025	Amazon - File Folders		24.23
	01082025	M3-Academy - Training Registration Fee		195.00
	01082025	Profile Evaluations - Training Registration Fee		470.00
	01082025	Amazon - Air Purifier Filter Replacement		78.37
	01082025	Linkden - Job Advertising		605.00
	01092025	Amazon - Mouse Pads X12 - Console Replacem		87.60
	01102025	Amazon - Digital Wall Clock		40.76
	12102024	Costco - Coffee		35.99
	12102024	Costco - Lysol Wipes & Kleenex		49.05
	12102024	EBAY - Dual IP Remote Adaptor x2		2,202.83
	12102024	EBAY - Tone Remote Adapter Panel x4		322.82
	12102024	Primo Water Delivery		185.91
	12112024	DigiKey - Tone Remote DC/DC Converter x4		392.96
	12122024	Costco - Welcome Back Cake - Console Replace		24.99
	12122024	Amazon - Keyboard x14 - Console Replacement		169.54
	12122024	Displays2Go - Hanging File Folder		181.20
	12122024	Costco - Gloves & Danish		42.98
	12132024	Amazon - Keyboards x4 - Console Replacement		198.32
	12142024	Amazon - Note Pads & Tape		65.02
	12162024	Amazon - Replacement Christmas Tree		115.70
	12172024	ServerSupply - TwinAx Cables		596.73
	12172024	CourseRa Membership		439.70
	12182024	Indeed - Job Advertising		555.20
	12182024	Amazon - Coffee		43.98
	12182024	Amazon - Sticky Tabs		7.63
	12192024	DigiKey - DC-DC Converters		519.30
	12202024	Amazon - Electric Warming Tray		121.64
	12202024	Amazon - Name Holder		55.09
	12202024	Amazon - Reusable Ice Packs - Wellness Commi		59.46
	12222024	SparkHire - Job Advertising		329.50
	12232024	Amazon - Laptop Cover & Cable Connections		91.41
	12242024	Doodle Membership		14.95
	12242024	Linkden - Job Advertising		605.00
	12252024	Primo Water Delivery		150.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	12252024	CourseRa Monthly Subscription		65.02
	12252024	Amazon - Workplace Compliance & Labor Law		27.49
	12262024	VistaPrint - Supervisor Name Plates		24.93
	12262024	Bose Corporation - Headphone Ear Cushion		37.47
	12262024	Amazon - Check Windown Envelopes		31.31
	12262024	Amazon - Bluetooth Adaptor, Headphones & US		129.83
	12262024	Amazon - Heating Pad Replacement - Wellness C		58.35
	12272024	Amazon - IT Label Maker Supplies		438.20
	12282024	Shutterfly - Agency Cards		151.40
	12282024	Amazon - Laptop Surface Cover		153.17
	12292024	Linkden - Job Advertising		605.00
	12302024	USPS - Stamps		73.00
	12302024	Google - Electronic Display		5.49
			Total for Check Number 21378:	17,459.14
21379	74 FEBRUARY25	UNUM Long Term Care - February	01/24/2025	668.80
			Total for Check Number 21379:	668.80
21380	675 PPE 01192025	ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Contributions PPE 01192025	01/24/2025	4,225.47
			Total for Check Number 21380:	4,225.47
			Total for 1/24/2025:	550,135.58
ACH	120 680111807 681889176	ADP Payroll & Workforce NOW Services Workforce Now Payroll Solution - PPE 0119202	01/31/2025	193.65 459.77
			Total for this ACH Check for Vendor 120:	653.42
ACH	785 01272025	NAVIA BENEFITS SOLUTIONS FSA Disbursement - 01.27.2025	01/31/2025	558.71
			Total for this ACH Check for Vendor 785:	558.71
21381	807 01212025	TYLOR WALTERS Tyler Conference - Airfair Reimbursement	01/31/2025	511.60
			Total for Check Number 21381:	511.60
21382	46 17458	NATIONAL TESTING NETWORK Background Investigation Services - 5x	01/31/2025	7,250.00
			Total for Check Number 21382:	7,250.00
21383	254 01282025	ANDREW JOHNSON Mileage Reimbursement - Alpha Paging Work	01/31/2025	114.59
			Total for Check Number 21383:	114.59
21384	751 765189	FISHER BROYLES, LLP Legal Services - RAADAR December 2024	01/31/2025	2,125.50
			Total for Check Number 21384:	2,125.50
21385	783 NORCOM21	BENDIKSEN & BALL POLYGRAPH Pre-Employment Polygraph Services - 1x	01/31/2025	300.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 21385:	300.00
			Total for 1/31/2025:	11,513.82
			Report Total (81 checks):	1,799,674.17

NORCOM

ACTIVITY FEBRUARY 1, 2025 THROUGH FEBRUARY 28, 2025

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,310,318.66

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 February 28, 2025

	2025 Budget	February Activity	2025 Collected to Date	% collected
Agency Revenue	15,985,470	-	\$ 3,996,368	25%
Agency Reimbursements	215,000	16,775	\$ 16,775	8%
Grants/Intergovernmental/Interest	275,000	523	\$ 11,499	4%
Total	16,475,470	17,298	4,024,642	24%

Transfers In	1,600,000	-	\$ -	0%
Revenues + Transfers	18,075,470	17,298.05	4,024,642	22%

Expenses

	2025 Budget	February Activity	2025 Spending to Date	% used	Remaining Balance
Salaries & Wages - Regular	9,819,960	\$ 690,139	\$ 1,133,371	12%	8,686,589
Salaries & Wages - Overtime	584,422	\$ 42,850	\$ 75,162	13%	509,260
Professional Reimbursements	4,200	\$ 323	\$ 646	15%	3,554
Medical	1,481,774	\$ 107,038	\$ 212,320	14%	1,269,455
HSA Contributions	24,298	\$ 2,002	\$ 3,929	16%	20,369
Dental	100,512	\$ 7,162	\$ 14,048	14%	86,464
Vision	13,321	\$ 976	\$ 1,926	14%	11,396
Long-Term Care	7,848	\$ 542	\$ 1,107	14%	6,741
FSA Fees	1,740	\$ 400	\$ 400	23%	1,340
Medicare	153,654	\$ 9,812	\$ 16,346	11%	137,308
MEBT	678,231	\$ 45,548	\$ 75,880	11%	602,351
PERS	995,880	\$ 30,677	\$ 51,923	5%	943,957
Washington FMLA	25,178	\$ 1,925	\$ 3,207	13%	21,971
Unemployment	74,815	\$ 7,787	\$ 12,973	17%	61,842
Workers Comp	33,589	\$ 2,113	\$ 3,553	11%	30,035
Total Personnel	13,999,421	949,292	\$ 1,606,791	11%	12,392,631

Advertising	15,000	\$ 5,305	\$ 7,002	47%	7,998
Bank Fees	50	\$ -	\$ -	0%	50
Cellular,Pager & Radio Svcs	24,540	\$ 1,970	\$ 3,424	14%	21,116
Computer Hardware-Non Capital	20,075	\$ -	\$ -	0%	20,075
Consumable Goods	21,095	\$ 1,210	\$ 1,352	6%	19,743
Dues & Memberships	15,205	\$ 440	\$ 11,049	73%	4,156
Equipment Leases	24,420	\$ 1,962	\$ 3,836	16%	20,585
Facility Lease	854,649	\$ -	\$ 54,704	6%	799,945
Financial Audit	29,492	\$ 17,735	\$ 17,735	60%	11,757
Hosted Services	274,301	\$ 1,349	\$ 26,717	10%	247,584
HR Services	113,453	\$ 3,084	\$ 10,934	10%	102,519
Insurance	168,750	\$ -	\$ -	0%	168,750
Legal Services	111,400	\$ 2,384	\$ 2,384	2%	109,016
Local Travel/Training/ Mileage	5,350	\$ 48	\$ 117	2%	5,233
Network Service	48,500	\$ 1,727	\$ 2,204	5%	46,296
Office Furniture	11,500	\$ 12,677	\$ 12,677	110%	(1,177)
Office Supplies	6,650	\$ 440	\$ 464	7%	6,186
Operating Supplies	4,500	\$ 386	\$ 3,399	76%	1,101
Parking Lease	31,263	\$ 2,598	\$ 5,301	17%	25,963
Payroll Services	20,000	\$ 1,679	\$ 2,793	14%	17,207
Postage	1,000	\$ -	\$ 40	4%	960
Printing	550	\$ -	\$ -	0%	550
Professional Services	195,205	\$ 1,040	\$ 1,080	1%	194,125
R&M - Network Equipment	466,702	\$ 3,125	\$ 102,335	22%	364,367
R&M - Office Equipment	2,500	\$ -	\$ -	0%	2,500
R&M - Software Maintenance	1,026,145	\$ -	\$ 19,836	2%	1,006,309
Radio Site Lease	65,752	\$ 624	\$ 1,247	2%	64,505
Recruitment Supplies	2,000	\$ -	\$ -	0%	2,000
Small Tools & Minor Equipment	10,500	\$ 193	\$ 440	4%	10,060
Software/Licensing	89,458	\$ 4,543	\$ 140,760	157%	(51,302)
Telephone Services	14,250	\$ 4,113	\$ 5,116	36%	9,134
Training/Conf Registrations	15,000	\$ -	\$ 665	4%	14,335
Training/Conf Registrations/ Travel	15,250	\$ 512	\$ 1,815	12%	13,435
Total Supplies & Services	3,704,506	69,143	\$ 439,427	12%	3,265,079

GRAND TOTAL	17,703,927	1,018,435	\$ 2,046,217	12%	15,657,710
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502- Capital Projects

	2025 Budget	February Activity	2025 Spending to Date	% used	Remaining Balance
COOP: CAD Server RUBRICK	275,000	\$ -	\$ -	0%	275,000
Call Taking Protocol Systems	150,000	\$ -	\$ -	0%	150,000
Console Replacement	-	\$ 37,108	\$ 37,646		(37,646)
Internet Resiliency	75,000	\$ -	\$ -	0%	75,000
Total	500,000	37,108	37,646	7.5%	462,354

503- Equipment Replacement:

	2025 Budget	February Activity	2025 Spending to Date	% used	Remaining Balance
Desktops/Laptops/Phones	31,725	\$ 11,577	\$ 11,577	36%	20,148
Network Costs	10,200	\$ -	\$ -	0%	10,200
Routers/Servers	89,438	\$ -	\$ 15,015	17%	74,423
Firewall	27,168	\$ -	\$ -	0%	27,168
Total	158,531	11,577	26,592	16.8%	131,939

505-E 911 Escrow

	2025 Budget	February Activity	Collected to Date	% collected
Revenues:				
E-911 Escrow	1,500,000	-	\$ -	0%
Investment Interest	-	-	\$ 2,186	
Total	1,500,000	-	\$ 2,186	0%

Expenditures:

	2025 Budget	February Activity	2025 Spending to Date	% used	Remaining Balance
Transfers Out	1,545,000	\$ -	\$ -	0%	1,545,000

NORCOM Financial Summary
For Period Ending February 28, 2025

	2025 Adopted Budget	Actual	Percent of Budget
501 - Operating Fund			
2025 Beginning Fund Balance	745,060	745,060	
Agency Revenue	\$ 15,415,807	\$ 3,853,952	25.00%
Other Revenue	\$ 490,000	\$ 28,274	5.77%
Transfers In	\$ 1,545,000	\$ -	0.00%
Revenue Collected	17,450,807	3,882,226	22.25%
Total Resources	18,195,867	4,627,286	
Personnel Expenditures	\$ 14,044,576	\$ 1,606,791	11.44%
Operating Expenditures	\$ 3,806,232	\$ 439,427	11.54%
Transfers Out	\$ -	\$ -	0.00%
Total Expenditures	17,850,808	2,046,217	11.46%
Available Fund Balance	\$345,059	\$ 2,581,069	
502 - Capital Projects Fund			
2025 Beginning Fund Balance	135,573	\$135,573	
Agency Revenue	\$ 417,753	\$104,438	25.00%
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	-	660,000	0.00%
Revenue Collected	417,753	764,438	182.99%
Total Resources	553,326	900,011	
Expenditures	\$ 500,000	\$ 37,646	7.53%
Transfers Out	\$ -	\$ -	0.00%
Total Expenditures	500,000	37,646	7.53%
Available Fund Balance	\$53,326	\$862,365	
503 - Equipment Replacement Reserve			
2025 Beginning Fund Balance	133,324	\$133,324	
Agency Revenue	\$ 151,910	\$37,978	25.00%
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	-	-	0.00%
Revenue Collected	151,910	37,978	25.00%
Total Resources	285,234	171,302	
Expenditures	\$ 158,531	\$ 26,592	16.77%
Transfers Out	\$ -	\$ -	0.00%
Total Expenditures	158,531	26,592	16.77%
Available Fund Balance	\$126,703	\$144,709	

	2025 Adopted Budget	Actual	Percent of Budget
504 - Operating Expense Reserve			
2025 Beginning Fund Balance	\$ 200,751	\$200,751	
Investment Interest	\$ -	\$ -	0.00%
Other Revenue	\$ -	\$ -	0.00%
Transfers In	\$ -	\$ -	0.00%
Revenue Collected	-	-	0.00%
Total Resources	200,751	200,751	
Operating Expenditures	-	-	0.00%
Transfers Out	-	-	0.00%
Total Expenditures	-	-	0.00%
Available Fund Balance	\$200,751	\$200,751	
505 - E-911 Escrow Trust			
2025 Beginning Fund Balance	\$185,517	\$185,517	
Operating Revenue	\$ 1,500,000	\$ -	0.00%
Investment Interest	-	2,186	0.00%
Revenue Collected	1,500,000	2,186	0.15%
Total Resources	1,685,517	187,703	
Expenditures	-	-	0.00%
Transfers Out	1,545,000	-	0.00%
Total Expenditures	1,545,000	-	0.00%
Available Fund Balance	\$140,517	\$187,703	
506 - Rate Stabilization Reserve			
2025 Beginning Fund Balance	\$1,114,855	\$1,114,855	
Investment Interest	-	-	0.00%
Non-Operating Revenue	-	-	0.00%
Transfers In	-	-	0.00%
Revenue Collected	-	-	0.00%
Total Resources	1,114,855	1,114,855	
Expenditures	-	-	0.00%
Transfers Out	-	-	0.00%
Total Expenditures	-	-	0.00%
Available Fund Balance	\$1,114,855	\$1,114,855	

Accounts Payable

Checks by Date - Detail by Check Date

User: mryerson
 Printed: 3/3/2025 8:44 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	630 45321	SITECRAFTING INC Monthly Website Hosting - January	02/04/2025	99.00
Total for this ACH Check for Vendor 630:				99.00
21386	808 141226B	AMERICAN POWER SYSTEMS, LLC Shipping & Handling Fee	02/04/2025	28.25
Total for Check Number 21386:				28.25
21387	8 01112025	CENTURYLINK Telephone Services ACCT# 5208	02/04/2025	330.14
Total for Check Number 21387:				330.14
21388	9 720666236	CENTURYLINK Cellular Services ACCT# 5571	02/04/2025	0.37
Total for Check Number 21388:				0.37
21389	324 60841-8	CRISTA MINISTRIES Tower Rental - January	02/04/2025	623.68
Total for Check Number 21389:				623.68
21390	619 2723	FIRSTTWO, INC Annual Agency License - 1.1.25 - 12.31.25	02/04/2025	19,836.00
Total for Check Number 21390:				19,836.00
21391	760 196548	GRANICUS GovQA Annual License - 2.28.25 - 2.27.26	02/04/2025	23,772.74
Total for Check Number 21391:				23,772.74
21392	585 DZPBI3257 DZPBI3257 DZPBI3257 DZPBI3257 DZPBI3257 DZPBI3257 KFJMI7928	IVOXY CONSULTING LLC Arctic Wolf Total Server License - 3.1.25 - 2.28. Arctic Wolf MDR Office 365 - 3.1.25 - 2.28.26 Arctic Wolf Managed Risk CSPM GCP - 3.1.25 - Arctic Wolf 200 Series Sensor - 3.1.25 - 2.28.26 Arctic Wolf MDR Log Retention - 3.1.25 - 2.28. Arctic Wolf Total User License - 3.1.25 - 2.28.26 IVOXY Professional Services	02/04/2025	40,077.84 1,342.24 83.40 3,123.57 2,578.75 20,900.53 3,581.50
Total for Check Number 21392:				71,687.83
21393	741 NOR1224	PACIFIC NORTHWEST GIGAPOP Internet Services - December	02/04/2025	500.00
Total for Check Number 21393:				500.00
21394	819	RACOM	02/04/2025	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	INV27695	Relay Coax Assembly		693.00
	INV27695	P25 Analog 50Watts		8,977.68
	INV27695	Coax Relay		1,762.68
			Total for Check Number 21394:	11,433.36
21395	79 6103430529	VERIZON WIRELESS Cellular Services ACCT# 3790	02/04/2025	1,453.25
			Total for Check Number 21395:	1,453.25
21396	88 5032829542	WELLS FARGO FINANCIAL LEASING Copier Lease - January	02/04/2025	1,751.87
			Total for Check Number 21396:	1,751.87
21397	543 50100227825	ZOHO Corporation Manage Engine Annual Subscription - 1.7.25 - 1.	02/04/2025	24,445.67
			Total for Check Number 21397:	24,445.67
			Total for 2/4/2025:	155,962.16
ACH	120 PPE 02022025 PPE 02022025 PPE 02022025 PPE 02022025 PPE 02022025 PPE 02022025	ADP Accrued Wages - PPE 02022025 Medicare - PPE 02022025 Accrued Employment & WACares - PPE 02022025 FMLA Taxes - PPE 02022025 Federal Taxes - PPE 02022025 Garnishments - PPE 02022025	02/07/2025	251,213.25 9,984.29 5,039.03 3,436.20 44,876.22 487.85
			Total for this ACH Check for Vendor 120:	315,036.84
ACH	131 PPE 02022025	HEALTH EQUITY HSA Contributions PPE 02022025	02/07/2025	1,621.97
			Total for this ACH Check for Vendor 131:	1,621.97
ACH	132 PPE 02022025	WILMINGTON TRUST MEBT Contributions Payable - PPE 02022025	02/07/2025	45,883.91
			Total for this ACH Check for Vendor 132:	45,883.91
ACH	133 PPE 02022025 PPE 02022025 PPE 02022025	DEPT OF RETIREMENT SYSTEMS PERS Contributions PPE 02022025 DRS DCP Contributions PPE 02022025 PSERS Contributions PPE 02022025	02/07/2025	26,164.92 824.66 29,685.92
			Total for this ACH Check for Vendor 133:	56,675.50
ACH	785 02042025	NAVIA BENEFITS SOLUTIONS FSA Disbursement - 02042025	02/07/2025	547.02
			Total for this ACH Check for Vendor 785:	547.02
ACH	837 PPE 02022025	ADP PHYSICAL CHECK Check# 153 - PPE 02022025	02/07/2025	4,172.73
			Total for this ACH Check for Vendor 837:	4,172.73
ACH	785	NAVIA BENEFITS SOLUTIONS	02/07/2025	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	10934024	Monthly Admin Fee - January		200.00
Total for this ACH Check for Vendor 785:				200.00
21398	675 PPE 02022025	ICMA-RC VANTAGEPOINT TRANSFER ICMA 457 Contributions PPE 02022025	02/07/2025	5,332.78
Total for Check Number 21398:				5,332.78
21399	569 FEBRUARY	NORCOM ASSOCIATED GUILD NAG Dues - February	02/07/2025	1,665.00
Total for Check Number 21399:				1,665.00
21400	673 FEBRUARY	PUBLIC SAFETY EMPLOYEES UNION PSEU Dues - February	02/07/2025	708.26
Total for Check Number 21400:				708.26
Total for 2/7/2025:				431,844.01
ACH	120 682706706	ADP Workforce Now Payroll Solution Bundle PPE 02	02/14/2025	479.77
Total for this ACH Check for Vendor 120:				479.77
ACH	131 3jfpex	HEALTH EQUITY HSA Admin Fee - February	02/14/2025	43.45
Total for this ACH Check for Vendor 131:				43.45
ACH	67 JANUARY25	DEPT OF REVENUE Meydenbayer Parking Excise Tax - January	02/14/2025	198.90
Total for this ACH Check for Vendor 67:				198.90
ACH	692 01262025 01282025	ZIPLY FIBER Telephone Services ACCT# 0215 Telephone Services ACCT# 6115	02/14/2025	2,164.66 87.96
Total for this ACH Check for Vendor 692:				2,252.62
21401	482 INV-17117	3R TECHNOLOGY SSD Shredding Services	02/14/2025	322.50
Total for Check Number 21401:				322.50
21402	836 8860	ABSOLUTE ACCESS ID, LLC HID Omnikey 5427 Gen 2 Dual Frequency Read	02/14/2025	15,207.60
Total for Check Number 21402:				15,207.60
21403	718 11388536	ACCESS CORP Shredding Services - January	02/14/2025	207.28
Total for Check Number 21403:				207.28
21404	808 0142658-IN 0142658-IN	AMERICAN POWER SYSTEMS, LLC DC-DC Converter Shipping and Handling	02/14/2025	385.84 12.08

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 21404:	397.92
21405	364 01272025	AT&T Cellular Services ACCT# 7817	02/14/2025	220.51
			Total for Check Number 21405:	220.51
21406	3 01282025	AT&T MOBILITY Cellular Services ACCT# 6980	02/14/2025	149.41
			Total for Check Number 21406:	149.41
21407	710 INV026703	BRCK INC Telephone Services ACCT# S00166571	02/14/2025	672.91
			Total for Check Number 21407:	672.91
21408	18 INV2957726	COPIERS NORTHWEST Copier Lease - January	02/14/2025	89.29
			Total for Check Number 21408:	89.29
21409	20 S046293332 S046293332 S046293332 S046293332 S046293332 S046293332 S046293332 S046293332	DAY WIRELESS SYSTEMS Connectors - Alpha Numeric Project Prevailing Wage Filing Fee Hoist Grip - Alpha Numeric Project Equipment Shipping Fee Remove & Replace Old Antenna & Feedline Ground Kits - Alpha Numeric Project Polyphaser - Alpha Numeric Project AVA5-50 Feedline - Alpha Numeric Project	02/14/2025	77.29 100.00 24.33 150.00 3,518.73 94.49 107.35 1,352.00
			Total for Check Number 21409:	5,424.19
21410	29 94900390	ESRI ESRI Renewal - ArcGIS Network Analyst	02/14/2025	712.38
			Total for Check Number 21410:	712.38
21411	447 443524	FIRST CHOICE COFFEE SERVICES Ice Machine Rental - February	02/14/2025	121.33
			Total for Check Number 21411:	121.33
21412	774 69258 69259	HARLOW & FALK LLP Legal Services - Review SSFA Legal Services - MEBT Trust	02/14/2025	80.00 80.00
			Total for Check Number 21412:	160.00
21413	835 S04789139 S04789139 S04789139 S04789139 S04789139	HERMAN MILLER, INC Hermain Miller Chair 100114986 Hermain Miller chair 100099998 Hermain Miller Chair 100098035 Hermain Miller Chair 100077469 Hermain Miller Chair 100140938	02/14/2025	3,636.77 2,862.35 1,604.88 2,862.35 1,431.15
			Total for Check Number 21413:	12,397.50
21414	41 2024-NC	KING COUNTY E-911 PROGRAM OFFIC Language Interpretation Services Jan - Dec 2024	02/14/2025	2,440.45

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 21414:	2,440.45
21415	252 11015434	KING COUNTY FINANCE KCIT INET Other Misc SVC	02/14/2025	750.00
			Total for Check Number 21415:	750.00
21416	185 12319137	KRONOS Telestaff Enterprise Bundle 12.30.24 - 12.29.25	02/14/2025	11,858.15
			Total for Check Number 21416:	11,858.15
21417	557 11507251	LANGUAGE LINE SERVICES Over-The-Phone Interpretation - January	02/14/2025	271.93
			Total for Check Number 21417:	271.93
21418	599 02042025	CHRIS MAST Tyler Connect Training Conference - Airfare	02/14/2025	511.60
			Total for Check Number 21418:	511.60
21419	586 2025-02	MEYDENBAUER CENTER Construction Employee Parking - February	02/14/2025	1,950.00
			Total for Check Number 21419:	1,950.00
21420	331 02032025	ZEB MIDDLETON Mileage Reimbursement - January	02/14/2025	47.88
			Total for Check Number 21420:	47.88
21421	728 160750	MULTICARE CENTERS OF OCCUPATIC Pre-Employment Physical Exam - 3X	02/14/2025	1,389.00
			Total for Check Number 21421:	1,389.00
21422	741 NOR0125	PACIFIC NORTHWEST GIGAPOP Internet Service - January	02/14/2025	500.00
			Total for Check Number 21422:	500.00
21423	52 96141	PACIFICA LAW GROUP January Legal Services - General	02/14/2025	1,950.00
			Total for Check Number 21423:	1,950.00
21424	795 INV01059129	PAGERDUTY, INC. Annual User Fee 2.7.25 - 2.6.26	02/14/2025	3,795.29
			Total for Check Number 21424:	3,795.29
21425	261 INV-WO000747 INV-WO000747	RADIO COMMUNICATIONS SERVICES Admin Fee Telewave Fiberglass Antenna - Alpha Paging Prc	02/14/2025	143.00 1,698.88
			Total for Check Number 21425:	1,841.88
21426	762 25013	SOUTH SOUND POLYGRAPH, LLC Polygraph Exam - 1X	02/14/2025	300.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 21426:	300.00
21427	555 L166717	STATE AUDITOR'S OFFICE Accountability & Financial Aduit	02/14/2025	17,735.25
			Total for Check Number 21427:	17,735.25
21428	366 01212025	T MOBILE Cellular Services ACCT# 8760	02/14/2025	37.42
			Total for Check Number 21428:	37.42
21429	189 23024	ZAVTEK, INC Annual & Semi-Annual UPS PM & Battery Serv	02/14/2025	3,125.00
			Total for Check Number 21429:	3,125.00
21430	75	US BANK CORPORATE PAYMENT SYS	02/14/2025	
	01102025	Costco - Coffee		119.96
	01102025	Amazon - Mouse Pad Return X19 - Console Rej		-250.61
	01102025	Amazon - Mouse Pad Return X1 - Console Repl:		-13.19
	01112025	Indeed - Job Advertising		555.51
	01132025	Linkden - Job Advertising		605.00
	01142025	Telexpress - Breaker x4 - Alpha Paging Project		249.45
	01152025	Amazon - Headset Return		-19.82
	01152025	Indeed - Job Advertising		551.02
	01162025	Amazon - Febreze		24.93
	01162025	Amazon - Coffee Creamer		39.49
	01172025	Jimmy Johns - PERC IBB Training Lunch		143.54
	01182025	Primo Water Delivery		160.41
	01182025	Linkden - Job Advertising		605.00
	01222025	Primo Water Delivery		6.80
	01222025	Spark Hire - Job Advertising		329.50
	01232025	Linkden - Job Advertising		605.00
	01232025	Simple In Out Monthly Subscription		19.99
	01242025	Doodle Monthly Subscription		14.95
	01252025	Costco - Emergency Food For Backup Center		499.95
	01252025	Coursera Annual Membership		439.70
	01262025	Amazon - File Folders		31.38
	01262025	Amazon - Floor Mats X3		107.98
	01282025	Linkden - Job Advertising		605.00
	01282025	Costco - Coffee Creamer		27.98
	01282025	Amazon - TC Mount For Back Up Center		110.19
	01292025	Indeed - Job Advertising		551.00
	01302025	Michaels - Frames For Annual Awards		27.53
	01302025	Amazon - Picture Frame		49.35
	01302025	Google - Electronic Display		5.49
	01312025	Amazon - Folders		28.42
	01312025	Amazon - Construction Paper, Dry Erase Marker		176.28
	02012025	Linkden - Job Advertising		476.09
	02012025	Amazon Web Services		1,244.12
	02022025	Google - Chrome Subscription		91.45
	02022025	Indeed - Job Advertising		421.42
	02032025	Costco - Kleenex		36.38
	02042025	Amazon - Printer Paper x4		261.88
	02052025	Walmart - Kleenex & Lens Wipes		82.36
	02062025	Office Depot - Office Chair		279.99
	02072025	Amazon - Tape		16.44
	02072025	CDW - Push-To-Talk Adaptor x3		102.25
	02082025	Primo Water Delivery		211.41

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 21430:				9,630.97
Total for 2/14/2025:				97,192.38
ACH	120	ADP	02/20/2025	
	02192025	Accrued Employment & WACares - Final Paych		12.13
	02192025	Federal Taxes - Final Paycheck 02192025		6.65
	02192025	FMLA Taxes - Final Paycheck 02192025		6.80
	02192025	Medicare - Final Paycheck 02192025		20.11
	PPE 02162025	Medicare - PPE 02162025		9,618.81
	PPE 02162025	Garnishments - PPE 02162025		487.85
	PPE 02162025	Federal Taxes - PPE 02162025		40,486.78
	PPE 02162025	FMLA Taxes - PPE 02162025		3,315.87
	PPE 02162025	Accrued Wages - PPE 02162025		245,162.88
	PPE 02162025	Accrued Employment & WACares - PPE 02162025		4,927.90
Total for this ACH Check for Vendor 120:				304,045.78
ACH	131	HEALTH EQUITY	02/20/2025	
	PPE 02162025	HSA Contributions - PPE 02162025		1,680.30
Total for this ACH Check for Vendor 131:				1,680.30
ACH	132	WILMINGTON TRUST	02/20/2025	
	PPE 02162025	MEBT Contributions Payable - PPE 02162025		46,059.32
Total for this ACH Check for Vendor 132:				46,059.32
ACH	133	DEPT OF RETIREMENT SYSTEMS	02/20/2025	
	PPE 02162025	PERS Contributions - PPE 02162025		24,921.05
	PPE 02162025	PSERS Contributions - PPE 02162025		30,287.46
	PPE 02162025	DRS DCP Contributions - PPE 02162025		829.25
Total for this ACH Check for Vendor 133:				56,037.76
ACH	140	RELIANCE STANDARD	02/20/2025	
	MARCH25	L/LTD Premiums - March		1,668.23
Total for this ACH Check for Vendor 140:				1,668.23
ACH	327	ASSOCIATION OF WASHINGTON CITIZENS	02/20/2025	
	MARCH25	Medical Premiums - March		115,033.78
	MARCH25	Dental Premiums - March		7,856.88
	MARCH25	Vision Premiums - March		1,057.64
Total for this ACH Check for Vendor 327:				123,948.30
ACH	785	NAVIA BENEFITS SOLUTIONS	02/20/2025	
	02182025	FSA Disbursement - 02182025		575.00
Total for this ACH Check for Vendor 785:				575.00
ACH	837	ADP PHYSICAL CHECK	02/20/2025	
	02192025	Check# 5005 - 02192025		616.82
	PPE 02162025	Check# 154 - PPE 02162025		1,092.50
	PPE 02162025	Check# 155 - PPE 02162025		4,572.71
Total for this ACH Check for Vendor 837:				6,282.03
21431	675	ICMA-RC VANTAGEPOINT TRANSFER	02/20/2025	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	PPE 02162025	ICMA 457 Contributions - PPE 02162025		4,696.03
			Total for Check Number 21431:	4,696.03
21432	74 MARCH25	UNUM Long Term Care Insurance Premiums - March	02/20/2025	638.00
			Total for Check Number 21432:	638.00
			Total for 2/20/2025:	545,630.75
ACH	120 683219464 683729122 684114803	ADP Payroll Services & Workforce Now Q4 2024 Tax Reporting Fees Workforce Now Payroll Solution Bundle PPE 02	02/28/2025	193.65 498.80 507.13
			Total for this ACH Check for Vendor 120:	1,199.58
ACH	134 33904650301201	COLONIAL LIFE Supplemental Insurance Premiums - March	02/28/2025	1,112.35
			Total for this ACH Check for Vendor 134:	1,112.35
ACH	630 45480	SITECRAFTING INC Managed Website Hosting - February	02/28/2025	99.00
			Total for this ACH Check for Vendor 630:	99.00
ACH	785 02252025	NAVIA BENEFITS SOLUTIONS FSA Disbursement - 2.25.2025	02/28/2025	40.78
			Total for this ACH Check for Vendor 785:	40.78
ACH	785 10941797	NAVIA BENEFITS SOLUTIONS FSA Monthly Admin Fee - February	02/28/2025	200.00
			Total for this ACH Check for Vendor 785:	200.00
21433	836 8884 8884 8884	ABSOLUTE ACCESS ID, LLC TX Systems Pro Services Fee Washington State Sales Tax 3 Year Digital Persona HID Premium License Su	02/28/2025	2,000.00 1,856.40 18,200.00
			Total for Check Number 21433:	22,056.40
21434	6 AC7J86W AC7J86W AC7J86W AC7J86W AC7J86W AC7J86W	CDW-GOVERNMENT INC HP EliteBook HP EliteBook HP EliteBook HP EliteBook 840 HP USB-C Dock G5 HP ZBook Firefly	02/28/2025	1,764.40 1,981.79 1,677.87 1,701.09 864.24 3,587.91
			Total for Check Number 21434:	11,577.30
21435	8 02112025	CENTURYLINK Telephone Services ACCT# 5208	02/28/2025	915.67
			Total for Check Number 21435:	915.67
21436	9	CENTURYLINK	02/28/2025	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	724690005	Cellular Services ACCT# 79965571		6.81
			Total for Check Number 21436:	6.81
21437	11 52014 52014 52015	CITY OF BELLEVUE Monthly Parking Spaces - February Monthly Parking Spaces - February Fiber Usage Rental Fee - February	02/28/2025	449.42 1,386.51 477.00
			Total for Check Number 21437:	2,312.93
21438	324 60841-9	CRISTA MINISTRIES Tower Rental - February	02/28/2025	623.58
			Total for Check Number 21438:	623.58
21439	751 770383	FISHER BROYLES, LLP Legal Services - RAADAR	02/28/2025	434.00
			Total for Check Number 21439:	434.00
21440	839 00001	PATRICK ELIS Basic Peer Support Services	02/28/2025	350.00
			Total for Check Number 21440:	350.00
21441	812 5660	SEQUOYAH ELECTRIC LLC Electrical Work - Console Replacement Project	02/28/2025	5,114.38
			Total for Check Number 21441:	5,114.38
21442	711 2840 5887	SHIELD ASSESSMENTS Pre-Employment Psychological Exam - 1x Dece: Pre-Employment Psychological Exam - 3X Janu:	02/28/2025	385.00 1,395.00
			Total for Check Number 21442:	1,780.00
21443	793 19996 19996	STEELHEAD COMMUNICATIONS, INC Antenna & Cable Replacement Marterials - Alph Labor Cost - Alpha Paging Project	02/28/2025	25,376.58 2,400.00
			Total for Check Number 21443:	27,776.58
21444	834 1	STIMBER TREE SERVICE Tree Branch Removal - Alpha Numeric Paging F	02/28/2025	781.90
			Total for Check Number 21444:	781.90
21445	79 6105876704	VERIZON WIRELESS Cellular Services ACCT# 3790	02/28/2025	1,556.23
			Total for Check Number 21445:	1,556.23
21446	88 5033205475	WELLS FARGO FINANCIAL LEASING Copier Lease - February	02/28/2025	1,751.87
			Total for Check Number 21446:	1,751.87
			Total for 2/28/2025:	79,689.36

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Report Total (86 checks):	1,310,318.66



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 03/14/2025
Subject: 2022/2023 Audit Exit Conference

Executive Summary:

The State Auditor's Office has completed NORCOM's Financial and Accountability audits for the years ending December 31, 2022, and 2023. Representatives from the Auditor's Office will be presenting the Exit Conference to cover the results of the audits.

Background:

The audits resulted in a clean opinion on NORCOM's financial statements and no findings or management letters for the accountability audit.

Some immaterial errors were found during NORCOM's financial statements and accountability audits. These errors are listed as "exit items" and include recommendations made by the State Auditor's office to address before the next audit.

Past Board or Other Related Actions:

Policy and Strategic Implications:

N/A

NORCOM Staff Recommendation:

N/A

Staff Comments:

N/A

Options

Risks

Finance Committee Review: Yes

Legal Review: No

Joint Operations Board Review: No



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 03/14/2025
Subject: Strategic Plan Update

Executive Summary:

The process of acquiring the professional services of a strategic planning consultant continues. Staff will provide the Governing Board with a brief update.

Background:

NORCOM seeks to develop a Strategic Plan. A subcommittee composed of staff and Governing Board representatives has previously reviewed and provided input into creating and publishing a Request For Proposal seeking related services. The subcommittee has received and examined five proposals, inviting three consultant firms to a final presentation and interview process on March 24th, 2025.

Past Board or Other Related Actions:

The Governing Board has funded and directed staff to engage in this critical process.

Policy and Strategic Implications:

Developing a comprehensive strategic plan is critical to guiding future growth, decision making and sustainability.

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends the Board receive this information and provide the desired direction.

Staff Comments:

Options

Risks

Finance Committee Review: No

The NORCOM Finance Committee is aware of this project and the related funding.

Legal Review: No

None at this time.

Joint Operations Board Review: No



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 03/14/2025
Subject: Resolution 219 - Amending the 2025 Budget

Executive Summary:

NORCOM traditionally amends the current year's budget with a prior year carryover.

After reconciling the 2024 ending fund balances, NORCOM Management identified the rollover amounts in the Operating, Capital Projects, and Equipment Replacement Funds and presented the recommendations to the Finance Committee for approval on March 4 th.

Resolution 219 has been prepared to recognize the 2024 carryforward balances in the Operating, Capital Project, and Equipment Replacement Funds into the 2025 Budget and adjust budgeted expenditures to incorporate requests for additional spending approved by NORCOM Management.

Background:

Each year, NORCOM, in conjunction with financial statement preparation, calculates carryover amounts to amend the current year's 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:

Policy and Strategic Implications:

No policy changes were made with this resolution.

NORCOM Staff Recommendation:

NORCOM staff recommends that the Board receive this request and approve Resolution 219.

Staff Comments:

Staff to provide comments during the meeting.

Options

Risks

Finance Committee Review: Yes

Legal Review: No

Joint Operations Board Review: No

Fiscal Impact

Budgeted Y/N: Y

Fiscal Year: 2024/2025

Account (s):

Fiscal Note:

Fiscal Impact:

Account (s): Operating, Capital Projects, Equipment Reserves and Replacements, Operating Expense Reserve and Rate Stabilization Reserve funds

Attachments

Budget Staff Report

March GB Finance Slides

R219 - Amending the 2025 Budget



2025 Operating Fund Budget Carry-forward Resources Staff Report

Summary

After reconciling the 2024 operating fund activities, NORCOM identified an additional \$1,080,000 beginning 2025 Operating Fund Balance over the budgeted estimate. The following document outlines the details considered by NORCOM Management to develop a recommendation for the use of the additional resources.

NORCOM is requesting the Board consider and approve the following recommendations

- Increase operating fund expenditure budget by \$225,000 to account for increases and expenses identified since development of operating expenses in July 2024
- Transfer \$200,000 to Capital Projects fund in anticipation of future project needs
- Transfer \$200,000 to the ERR fund in anticipation of future equipment needs
- Transfer \$200,000 to the reserve funds, \$100k to each fund
- Keep the remaining identified resources (\$255,000) in the operating fund, to use in consideration of offsetting 2026 fee increases.

Sources of Carry Forward

2024 Revenues

A summary of revenue activity is:

	2024 Budget	2024 Actuals	Additional Revenues Collected
Principal Revenue	15,190,847	15,190,847	-
King County EMS	250,000	261,504	11,504
Agency Reimbursements	200,000	270,286	70,286
Interest/Miscellaneous	45,000	171,760	126,760
Total Revenues	15,685,847	15,894,397	208,550

NORCOM collected \$208,000 more than budgeted. Under the 2024 budget policy, NORCOM shall only budget for items *known* to be collected during the year, so additional revenues are anticipated due to this conservative budgeting approach.

2024 Personnel

NORCOM traditionally experiences vacancy savings as it budgeted for full staffing.

In 2024, actual personnel expenditures were \$610,260 less than budgeted. While vacancy savings in NORCOM's Operations Department is expected, in 2024 NORCOM had savings in its IT/Admin Departments. Total savings in these departments was 25% of the overall saving in personnel expenses. There were two vacancies in IT, and unpaid FMLA in Admin that resulted in \$150,000 savings. NORCOM does not anticipate similar savings in future years from IT or Admin vacancies.

	Budget	Actuals	Variance
Salaries & Wages - Regular	\$ 9,279,338	\$ 8,515,266	\$ 764,072
Salaries & Wages - OT	\$ 334,657	\$ 945,244	\$ (610,587)
Benefits	\$ 3,414,935	\$ 2,959,304	\$ 455,631
Total Personnel	\$ 13,028,930	\$ 12,419,814	\$ 609,116

2024 Non-Personnel Expenses

In 2024, NORCOM underspent its budgeted non-personnel expenditures by \$264,000. Significant areas of underspending were:

- Legal - \$70,000
- Training Registration and Travel- \$35,000
- Network/Software Maintenance- \$115,000

Recommended use for Carryforward Resources

2025 Operating Budget Expenditure Increase

NORCOM Management met and identified expenses not captured in the 2025 budget. Some expenses were budgeted in 2024 but not yet charged and should be rolled into the current year’s budget. Other expenses were included in the 2025 budget, however NORCOM received updated quotes reflecting price increases since developing the adopted budget. Lastly, there were some expenses identified that were not included in the adopted budget.

Significant new items include:

- **NICE Audio vendor configuration- \$100,000-** the vendor for NORCOM’s audio recorder is sunsetting the currently used version of its software and is charging increased pricing for it’s annual support and assurance package, along with upgrade fees to NORCOM to continue to use its audio recorder
- **Microsoft Server Licensing Annual maintenance- \$80,000-** the vendor NORCOM utilizes to purchase licenses for the servers migrated from multi-year contracts to annual maintenance.
- **Firewall Rebuild Contractor- \$25,000-** In response to a recent firewall-related outage, NORCOM would like to execute a contract for professional support for firewall migration.

Total requested use of carryforward: \$225,000

Fund Transfers

Capital and Equipment Funds

NORCOM considered the impact of the projected Capital Project and Equipment Replacement needs in the upcoming three years:

Year	2025	2026	2027	2028
Total Fee increase	5.2%	5.7%	7.0%	7.8%
% Fees Directed to Operating Fund	1.5%	3.2%	3.8%	2.9%
% Fees Directed to Capital Projects	2.8%	1.5%	0.5%	3.0%
<i>Capital Expenses</i>	\$500,000	\$275,000	\$50,000	\$575,000
% Fees Directed to Equipment	1.0%	1.0%	2.7%	1.9%
<i>Equipment Expenses</i>	\$158,561	\$135,539	\$580,450	\$339,758

NORCOM adopted its 10-year budget planning practices in large part to incorporate long-term Capital and Equipment needs and stabilize year over year fee increases. NORCOM anticipates a great need for funding in 2027 and 2028 for these activities. Setting aside resources now with the carryforward funds will offset the funding required during the year of planned spending and the fee increases associated with this need.

With the additional resources transferred to the Capital and Equipment Funds, projections indicate future fee increases driven by Capital and Equipment needs would be lowered:

Year	2025	2026	2027	2028
------	------	------	------	------

Total Fee increase	5.2%	5.2%	6.4%	7.5%
% Fees Directed to Operating Fund	1.5%	3.2%	3.8%	2.9%
% Fees Directed to Capital Projects	2.8%	1.5%	0.0%	2.5%
<i>Capital Expenses</i>	\$500,000	\$275,000	\$50,000	\$575,000
% Fees Directed to Equipment	1.0%	1.0%	2.0%	1.3%
<i>Equipment Expenses</i>	\$158,561	\$135,539	\$580,450	\$339,758

Total requested transfer to Capital and Equipment funds with 2024 carryforward resources is \$200,000 to each fund.

Reserves

NORCOM's 10-year projections showed the ending reserve fund balances as:

Year	2025	2026	2027	2028	2029
Op Ex Fund balance	200,751	200,751	200,751	200,751	450,751
<i>% of Operating expenses (5%-10% policy goal)</i>	5.2%	4.5%	3.8%	3.5%	7.4%
Rate Stabilization Fund	1,114,855	1,114,855	894,855	894,855	895,855
<i>% of operating revenues (policy limit 10%)</i>	7.2%	6.8%	5.1%	4.8%	4.5%

NORCOM has a desire to bring the Operating Expense Reserve fund closer to the goal suggested under its policies. A transfer of \$100,000 to each reserve funds would bring the Operating Expense Reserve fund within the policy recommendation of 5-10% of non-personnel operating expense for the next 5 years.

One of the Governing Board's plans for funds in the Rate Stabilization Fund is to save for the costs associated with NORCOM expanding to serve additional agencies. The costs of such activity is largely driven by operating an additional position, or the equivalent of increasing operational FTE by 7. Projected costs are \$850,000, which may represent a 4.5% fee increase to overall NORCOM fees to do so. This estimated cost will increase every year as wages are projected to increase.

With the proposed transfer to reserves, projected ending fund balance for NORCOM's reserves are:

Year	2025	2026	2027	2028	2029
Op Ex Fund balance	300,751	300,751	300,751	300,751	450,751
<i>% of Operating expenses (5%-10% policy goal)</i>	7.4%	6.7%	5.7%	5.2%	7.4%
Rate Stabilization Fund	1,214,855	1,214,855	1,214,855	1,214,855	1,214,855
<i>% of operating revenues (policy limit 10%)</i>	7.9%	7.4%	6.9%	6.5%	6.1%

Total requested carryforward funds transferred to reserves: \$200,000 (\$100,000 to each reserve fund)

Offset of projected 2026 Fees

The adopted 2025 budget estimated \$345,000 in resources would be available at the start of 2026 and could be used to offset fee increases for this year. In NORCOM's projections this could offset a fee increase of 2.1% in 2026 should the full balance be approved to be used to do so.

The proposed recommendations listed above will leave an additional \$255,000 in the operating fund for future operating fund budgets.

NORCOM does not have a recommendation at this time of the total amount that should be used to offset next year fee increases, however, projections show the additional resources eliminate the need to use reserve funds in 2027 to offset fees, a highly desired outcome, as the Board's expressed desire attached to the last transfer to the Rate Stabilization Reserve Fund was to offset the costs to expand NORCOM operations to serve additional agencies.

10-Year Plans- 2025 Budget Adoption Plan

	5.2%	5.7%	7.0%	7.8%	3.0%	3.0%	3.0%	3.0%	3.8%	4.2%
Overall Fee Increase										
Total Agency Fees	15,985,471	16,896,643	18,079,408	19,489,602	20,074,290	20,676,518	21,296,814	21,935,718	22,758,308	23,714,157
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Beginning Fund Balance										
Operating Fund	735,138	335,137	3,795	18,952	64,394	296,317	204,769	320,050	271,219	110,122
Capital Project Fund	135,573	53,327	18,109	52,592	19,974	114,870	115,613	172,378	10,346	179,704
Equipment & Replacement Reserves	133,324	126,673	150,989	26,749	30,500	178,700	146,639	93,020	99,488	238,787
Escrow	185,517	140,517	140,517	70,517	70,517	70,517	70,517	70,517	70,517	70,517
Operating Expense Reserve	200,751	200,751	200,751	200,751	200,751	450,751	575,751	575,751	575,751	575,751
Rate Stabilization Reserve Fund	1,114,855	1,114,855	1,114,855	894,855	894,855	894,855	1,019,855	1,019,855	1,019,855	1,019,855
Total NORCOM Fund Beg Balance	2,505,158	1,971,260	1,629,016	1,264,417	1,280,991	2,006,010	2,133,144	2,251,572	2,047,177	2,194,735
Operating Revenues										
<i>Operating increase for Agency Fees</i>	1.5%	3.2%	3.8%	2.9%	1.0%	1.0%	1.0%	1.0%	1.8%	2.4%
Agency Fees for Operations	15,415,807	16,497,006	17,538,715	18,603,711	19,684,498	20,275,032	20,883,283	21,509,782	22,319,593	23,304,507
E911 Revenues	1,545,000	1,415,000	1,485,000	1,415,000	1,400,000	1,200,000	1,200,000	1,200,000	1,100,000	1,100,000
KCEMS	255,000	255,000	260,000	265,000	265,000	265,000	265,000	265,000	265,000	265,000
IT Billing	195,000	200,000	200,000	205,000	205,000	200,000	200,000	200,000	200,000	200,000
Miscellaneous	40,000	45,000	45,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Transfers in from Reserves	-	-	220,000	-	-	-	-	-	-	-
Total Operating Revenues	17,450,807	18,412,006	19,748,715	20,538,711	21,604,498	21,990,032	22,598,283	23,224,782	23,934,593	24,919,507
Operating Expenditures										
Operating Expenditures	17,850,808	18,743,348	19,733,558	20,493,269	21,122,575	21,731,580	22,483,002	23,273,613	24,095,691	24,903,224
Transfer to ERR	-	-	-	-	-	50,000	-	-	-	-
Transfer to Capital	-	-	-	-	-	50,000	-	-	-	-
Transfer to Reserves	-	-	-	-	250,000	250,000	-	-	-	-
Total Operating Fund Expenses	17,850,808	18,743,348	19,733,558	20,493,269	21,372,575	22,081,580	22,483,002	23,273,613	24,095,691	24,903,224
Capital Projects Fund										
<i>Capital increase for Agency Fees</i>	2.8%	1.5%	0.5%	3.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Agency Fee Distribution	417,753	239,782	84,483	542,382	194,896	200,743	206,765	212,968	219,357	227,583
Transfers from Operations	-	-	-	-	-	50,000	-	-	-	-
Capital Expenses	500,000	275,000	50,000	575,000	100,000	250,000	150,000	375,000	50,000	250,000
Net impact to Cap Proj. Fund Balance	(82,247)	(35,218)	34,483	(32,618)	94,896	743	56,765	(162,032)	169,357	(22,417)
Equipment & Replacement Reserves										
<i>Equipment increase for Agency Fees</i>	1.0%	1.0%	2.7%	1.9%	1.0%	1.0%	1.0%	1.0%	1.0%	0.8%
Agency Fee Distribution	151,910	159,855	456,209	343,509	194,896	200,743	206,765	212,968	219,357	182,066
Transfers from Operations	-	-	-	-	-	50,000	-	-	-	-
Equipment Expenses	158,561	135,539	580,449	339,758	46,696	282,804	260,384	206,500	80,059	22,950
Net impact to ERR Fund Balance	(6,651)	24,316	(124,240)	3,751	148,200	(32,061)	(53,619)	6,468	139,298	159,116
Reserves										
Op Ex Reserve- Transfers In	-	-	-	-	250,000	125,000	-	-	-	-
Op. Ex Reserve - Transfer Out	-	-	-	-	-	-	-	-	-	-
Rate Stabilization Reserve Transfer In	-	-	-	-	-	125,000	-	-	-	-
Rate Stabilization Reserve Transfer Out	-	-	(220,000)	-	-	-	-	-	-	-
Net impact to Reserves Fund Balance	-	-	(220,000)	-	250,000	250,000	-	-	-	-
Ending Fund Balance										
Operating Fund	335,137	3,795	18,952	64,394	296,317	204,769	320,050	271,219	110,122	126,405
Capital Project Fund	53,327	18,109	52,592	19,974	114,870	115,613	172,378	10,346	179,704	157,287
Equipment & Replacement Reserves	126,673	150,989	26,749	30,500	178,700	146,639	93,020	99,488	238,787	397,903
Escrow	140,517	140,517	70,517	70,517	70,517	70,517	70,517	70,517	70,517	70,517
Operating Expense Reserve	200,751	200,751	200,751	200,751	450,751	575,751	575,751	575,751	575,751	575,751
<i>% of operating expenses (5-10% policy goal)</i>	5.2%	4.5%	3.8%	3.5%	7.4%	8.9%	8.2%	7.7%	7.1%	6.7%
Rate Stabilization Reserve Fund	1,114,855	1,114,855	894,855	894,855	894,855	1,019,855	1,019,855	1,019,855	1,019,855	1,019,855
<i>% of operating revenues (policy limit 10%)</i>	7.2%	6.8%	5.1%	4.8%	4.5%	5.0%	4.9%	4.7%	4.6%	4.4%
Total NORCOM Fund Beg Balance	1,971,260	1,629,016	1,264,417	1,280,991	2,006,010	2,133,144	2,251,572	2,047,177	2,194,735	2,347,717

10 Year Plan- 2025 with Carry-forward Resources

Overall Fee Increase	0.0%	5.2%	5.2%	6.4%	7.5%	3.0%	3.1%	3.7%	4.4%	3.6%	3.5%
Total Agency Fees	15,191,029	15,985,471	16,816,715	17,892,985	19,234,959	19,812,008	20,426,180	21,181,949	22,113,954	22,910,057	23,711,909
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Beginning Fund Balance											
Operating Fund	1,572,693	1,826,731	601,730	190,461	3,554	310	75,044	88,404	32,548	53,341	40,428
Capital Project Fund	1,036,748	653,756	218,181	182,963	132,963	5,287	97,637	45,757	140,871	3,873	175,012
Equipment & Replacement Reserves	178,969	226,930	356,517	380,833	136,718	29,569	175,223	90,539	54,843	144,890	285,970
Escrow	147,036	285,030	240,030	240,030	170,030	170,030	170,030	170,030	170,030	170,030	170,030
Operating Expense Reserve	160,751	200,751	300,751	300,751	300,751	300,751	450,751	450,751	450,751	450,751	450,751
Rate Stabilization Reserve Fund	507,041	1,114,855	1,214,855	1,214,855	1,214,855	1,214,855	1,214,855	1,214,855	1,214,855	1,214,855	1,214,855
Total NORCOM Fund Beg Balance	3,603,238	4,308,053	2,932,064	2,509,892	1,958,870	1,720,802	2,183,539	2,060,335	2,063,898	2,037,739	2,337,046
Operating Revenues											
<i>Operating increase for Agency Fees</i>	0.0%	1.5%	2.7%	4.4%	3.7%	1.0%	1.1%	1.4%	1.9%	1.6%	1.5%
Agency Fees for Operations	13,460,994	15,415,807	16,417,079	17,556,651	18,555,026	19,427,309	20,029,940	20,712,147	21,584,406	22,467,778	23,253,708
E911 Revenues	1,600,000	1,545,000	1,415,000	1,485,000	1,415,000	1,400,000	1,200,000	1,200,000	1,200,000	1,100,000	1,100,000
KCEMS	261,504	255,000	255,000	260,000	265,000	265,000	265,000	265,000	265,000	265,000	265,000
IT Billing	270,286	195,000	200,000	200,000	205,000	205,000	200,000	200,000	200,000	200,000	200,000
Miscellaneous	1,901,535	40,000	45,000	45,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Transfers in from Reserves	-	-	-	-	-	-	-	-	-	-	-
Total Operating Revenues	17,494,319	17,450,807	18,332,079	19,546,651	20,490,026	21,347,309	21,744,940	22,427,147	23,299,406	24,082,778	24,868,708
Operating Expenditures											
Operating Expenditures	15,686,337	18,075,808	18,743,348	19,733,558	20,493,269	21,122,575	21,731,580	22,483,002	23,273,613	24,095,691	24,903,224
Transfer to ERR	246,130	200,000	-	-	-	-	-	-	-	-	-
Transfer to Capital	660,000	200,000	-	-	-	-	-	5,000	-	-	-
Transfer to Reserves	647,814	200,000	-	-	-	150,000	-	-	-	-	-
Total Operating Fund Expenses	17,240,281	18,675,808	18,743,348	19,733,558	20,493,269	21,272,575	21,731,580	22,483,002	23,278,613	24,095,691	24,903,224
Capital Projects Fund											
<i>Capital increase for Agency Fees</i>	0.0%	2.8%	1.5%	0.0%	2.5%	1.0%	1.0%	1.2%	1.1%	1.0%	1.0%
Agency Fee Distribution	-	417,753	239,782	-	447,325	192,350	198,120	245,114	233,001	221,140	229,101
Transfers from Operations	660,000	200,000	-	-	-	-	-	5,000	-	-	-
Capital Expenses	1,042,992	1,053,329	275,000	50,000	575,000	100,000	250,000	150,000	375,000	50,000	250,000
Net impact to Cap Proj. Fund Balance	(382,992)	(435,576)	(35,218)	(50,000)	(127,675)	92,350	(51,880)	95,114	(136,999)	171,140	(20,899)
Equipment & Replacement Reserves											
<i>Equipment increase for Agency Fees</i>	0.0%	1.0%	1.0%	2.0%	1.3%	1.0%	1.0%	1.1%	1.4%	1.0%	1.0%
Agency Fee Distribution	-	151,910	159,855	336,334	232,609	192,350	198,120	224,688	296,547	221,140	229,101
Transfers from Operations	246,130	200,000	-	-	-	-	-	-	-	-	-
Equipment Expenses	198,169	222,323	135,539	580,449	339,758	46,696	282,804	260,384	206,500	80,059	22,950
Net impact to ERR Fund Balance	47,961	129,587	24,316	(244,115)	(107,149)	145,654	(84,684)	(35,696)	90,047	141,081	206,151
Reserves											
Op Ex Reserve- Transfers In	40,000	100,000	-	-	-	150,000	-	-	-	-	-
Op. Ex Reserve - Transfer Out	-	-	-	-	-	-	-	-	-	-	-
Rate Stabilization Reserve Transfer In	607,814	100,000	-	-	-	-	-	-	-	-	-
Rate Stabilization Reserve Transfer Out	-	-	-	-	-	-	-	-	-	-	-
Net impact to Reserves Fund Balance	647,814	200,000	-	-	-	150,000	-	-	-	-	-
Ending Fund Balance											
Operating Fund	1,826,731	601,730	190,461	3,554	310	75,044	88,404	32,548	53,341	40,428	5,912
Capital Project Fund	653,756	218,181	182,963	132,963	5,287	97,637	45,757	140,871	3,873	175,012	154,113
Equipment & Replacement Reserves	226,930	356,517	380,833	136,718	29,569	175,223	90,539	54,843	144,890	285,970	492,121
Escrow	285,030	240,030	240,030	170,030	170,030	170,030	170,030	170,030	170,030	170,030	170,030
Operating Expense Reserve	200,751	300,751	300,751	300,751	300,751	450,751	450,751	450,751	450,751	450,751	450,751
% of operating expenses (5-10% policy goal)	6.1%	7.4%	6.7%	5.7%	5.2%	7.4%	7.0%	6.5%	6.0%	5.6%	5.2%
Rate Stabilization Reserve Fund	1,114,855	1,214,855	1,214,855	1,214,855	1,214,855	1,214,855	1,214,855	1,214,855	1,214,855	1,214,855	1,214,855
% of operating revenues (policy limit 10%)	8.3%	7.9%	7.4%	6.9%	6.5%	6.3%	6.1%	5.9%	5.6%	5.4%	5.2%
Total NORCOM Fund Beg Balance	4,308,053	2,932,064	2,509,892	1,958,870	1,720,802	2,183,539	2,060,335	2,063,898	2,037,739	2,337,046	2,487,781
Overall Fee Increase	0.0%	5.2%	5.2%	6.4%	7.5%	3.0%	3.1%	3.7%	4.4%	3.6%	3.5%
Total Agency Fees	15,191,029	15,985,471	16,816,715	17,892,985	19,234,959	19,812,008	20,426,180	21,181,949	22,113,954	22,910,057	23,711,909

NORCOM Finance Update



NORCOM 9-1-1

2024 Budget Recap – Capital Projects Fund

Project	2024 Budget	2024 Spending	Remaining Budget	Project Status
Alpha Numeric Paging	862,320	367,548	494,772	Ongoing
Console Replacement	714,000	608,126	105,874	still need window tinting , sound proofing paneling, MFA setup
CAD to Nice	35,000	-	35,000	Ongoing- vendor delay
Cad Radio Interface	200,000	42,318	157,683	Ongoing- vendor just started
CAD Solution	51,103	25,000	26,103	Complete
	1,862,423	1,042,992	819,431	

Recommendation: Recognize Beg. Fund balance resources, increase 2025 expenses to continue ongoing projects

2024 Budget Recap – Equipment Fund

Category	2024 Budget	2024 Spending	Remaining Budget
Workstations	15,000	28,065	(13,065)
Locution Computers	10,250	688	9,562
Radio Sites Expenses	5,000	-	5,000
Cell Phones	600	109	491
Network	75,000	61,014	13,986
Routers	24,000	30,664	(6,664)
Servers	93,674	72,377	21,297
Switch	30,000	5,253	24,747
Wireless Access Point	3,250	-	3,250
Voter	35,000	-	35,000
	291,774	198,169	93,605

Recommendation: Recognize Beg. Fund balance resources, increase 2025 expenses to recognize changes identified since budget adoption

2024 Operating Fund- Budget Recap

	2024 Budget	2024 Actuals	Variance
Beginning Fund Balance	1,572,693	1,572,693	-
Principal Revenue	15,190,847	15,190,847	-
Miscellaneous	495,000	703,550	208,550
Total Resources	17,258,540	17,467,091	208,550
Transfers In	1,600,000	1,600,000	-
Totals + Transfers	18,858,540	19,067,091	208,550

	Budget	Actuals	Variance
Salaries & Wages - Regular	\$ 9,279,338	\$ 8,515,266	\$ 764,072
Salaries & Wages - OT	\$ 334,657	\$ 945,244	\$ (610,587)
Benefits	\$ 3,414,935	\$ 2,959,304	\$ 455,631
Total Personnel	\$ 13,028,930	\$ 12,419,814	\$ 609,116
Supplies & Services	3,530,606	3,266,601	264,005
Total Expenditures	16,559,536	15,686,337	873,121
Transfers Out	1,553,944	1,553,944	-
Ending Balance	745,060	\$ 1,826,731	\$ 1,081,671

- Collected \$208,550 more than budgeted revenues
- Personnel was underspent by \$609,000
- Non-personnel underspent by \$264,000

Operating Fund Carry forward recommendations- Development

To develop NORCOM's recommendation for the use of carryforward resources, staff goals included:

- Strengthen funding policy compliance
- Address newly identified needs
- Support past Board direction regarding future growth funding
- Mitigate impacts to future NORCOM fees

Note: All recommendations include the input and direction of the Finance Committee

Operating Fund Carry forward recommendations- New Expense request

- NICE Audio vendor configuration- \$100,000
- Microsoft Server Licensing Annual maintenance- \$80,000
- Firewall Rebuild Contractor- \$25,000.

Total requested use of carryforward: \$225,000

Operating Fund Carry forward recommendations- Fund Transfers

Recommendation: Transfer \$100k to Operating Expense Reserve Fund & Rate Stabilization Reserve Fund

Reserve balances per 2025 Adopted 10-year budget projections:

Year	2025	2026	2027	2028	2029
Op Ex Fund balance	200,751	200,751	200,751	200,751	450,751
% of Operating expenses (5%-10% policy goal)	5.2%	4.5%	3.8%	3.5%	7.4%
Rate Stabilization Fund	1,114,855	1,114,855	894,855	894,855	895,855
% of operating revenues (policy limit 10%)	7.2%	6.8%	5.1%	4.8%	4.5%



Updated reserve balances with recommended transfer:

Year	2025	2026	2027	2028	2029
Op Ex Fund balance	300,751	300,751	300,751	300,751	450,751
% of Operating expenses (5%-10% policy goal)	7.4%	6.7%	5.7%	5.2%	7.4%
Rate Stabilization Fund	1,214,855	1,214,855	1,214,855	1,214,855	1,214,855
% of operating revenues (policy limit 10%)	7.9%	7.4%	6.9%	6.5%	6.1%

Operating Fund Carry forward recommendations- Fund Transfers

- **Recommendation:** transfer \$200k to Capital & ERR Funds

Per 10-year projections in 2025 Adopted Budget:

Updated fee projections with recommended transfers:

Year	2025	2026	2027	2028
Total Fee increase	5.2%	5.7%	7.0%	7.8%
% Fees Directed to Operating Fund	1.5%	3.2%	3.8%	2.9%
% Fees Directed to Capital Projects	2.8%	1.5%	0.5%	3.0%
Capital Expenses	\$500,000	\$275,000	\$50,000	\$575,000
% Fees Directed to Equipment	1.0%	1.0%	2.7%	1.9%
Equipment Expenses	\$158,561	\$135,539	\$580,450	\$339,758



Year	2025	2026	2027	2028
Total Fee increase	5.2%	5.2%	6.4%	7.5%
% Fees Directed to Operating Fund	1.5%	3.2%	3.8%	2.9%
% Fees Directed to Capital Projects	2.8%	1.5%	0.0%	2.5%
Capital Expenses	\$500,000	\$275,000	\$50,000	\$575,000
% Fees Directed to Equipment	1.0%	1.0%	2.0%	1.3%
Equipment Expenses	\$158,561	\$135,539	\$580,450	\$339,758

- **Recommendation:** Keep remaining \$225k in Operating Fund to offset 2026 fee increase

Operating Fund Carry forward recommendations- Summary

- Increase operating fund expenditure budget by \$225,000
- Transfer \$200,000 to the reserve funds, \$100k to each fund
- Transfer \$200,000 to Capital Projects fund
- Transfer \$200,000 to the ERR fund
- Keep the remaining identified resources (\$255,000) in the operating fund

Resolution 219

For Board Approval:

- Recognizing carryforward resources,
- Approve requested increase to operating expenses
- Approve fund transfers

NORCOM Budget

2025 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	\$ 745,060	\$ 135,573	\$ 133,324	\$ 200,751	\$ 147,036	\$ 1,114,855	\$ 2,476,599
Add: CF Beg Balance	\$ 1,081,750	\$ 518,183	\$ 93,606	\$ -	\$ 137,994	\$ -	\$ 1,831,533
Total Beg Balance	\$ 1,826,810	\$ 653,756	\$ 226,930	\$ 200,751	\$ 285,030	\$ 1,114,855	\$ 4,308,132
Revenue:							
From Participating Agencies	15,415,807	417,753	151,910	-	-	-	\$ 15,985,470
E-911 Revenue	-	-	-	-	1,500,000	-	\$ 1,500,000
Miscellaneous Revenues	470,000	-	-	-	-	-	\$ 470,000
Interest Earnings	20,000	-	-	-	-	-	\$ 20,000
Total Revenue	15,905,807	417,753	151,910	-	1,500,000	-	17,975,470
Total 2025 Resources	\$ 17,732,617	\$ 1,071,509	\$ 378,840	\$ 200,751	\$ 1,785,030	\$ 1,114,855	\$ 22,283,602
Expenditures							
Salaries & Wages	10,245,155	-	-	-	-	-	10,245,155
Personnel Benefits	3,799,421	-	-	-	-	-	3,799,421
Operating Services & Supplies	3,806,232	-	-	-	-	-	3,806,232
Add: Services	225,000	-	-	-	-	-	
Equipment Expense	-	-	158,561	-	-	-	158,561
Add: Equipment Expense	-	-	63,762	-	-	-	
Capital Outlays	-	500,000	-	-	-	-	500,000
Add: CF Projects	-	793,329	-	-	-	-	
Total Expenditures	\$ 18,075,808	\$ 1,293,329	\$ 222,323	\$ -	\$ -	\$ -	\$ 18,509,369
Transfers:							
Transfers In	1,545,000	200,000	200,000	100,000	-	100,000	2,145,000
Transfer Out:							
To Operating	-	-	-	-	1,545,000	-	1,545,000
To Capital Projects	200,000	-	-	-	-	-	200,000
To ER & R	200,000	-	-	-	-	-	200,000
To Reserves	200,000	-	-	-	-	-	200,000
Transfers In less Transfers out	\$ 945,000	\$ 200,000	\$ 200,000	\$ 100,000	\$ (1,545,000)	\$ 100,000	\$ -
2025 Ending Fund Balance	\$ 601,809	\$ (21,820)	\$ 356,517	\$ 300,751	\$ 240,030	\$ 1,214,855	\$ 3,774,233
Change in Fund Balance	\$ (143,251)	\$ (157,393)	\$ 223,193	\$ 100,000	\$ 92,994	\$ 100,000	\$ 215,543



Resolution 220- 2026 Budget Policy

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

- No significant changes in language from previous year
- Finance Committee discussion:
 - Only known revenues shall be budgeted- conservative approach
 - Maintain personnel budgeting methodologies
 - Multi-year forecasting

Decision Item: approve Resolution 220 to Adopt 2025 Budget Policy

RESOLUTION 219

**RESOLUTION OF THE GOVERNING BOARD OF NORCOM AMENDING THE
2025 BUDGET**

WHEREAS, by Resolution 219, the NORCOM Governing Board adopted the 2025 budget; and

WHEREAS, the NORCOM Governing Board desires to amend the 2025 budget

NOW, THEREFORE, BE IT RESOLVED by NORCOM that:

Section 1. The changes to the 2025 Budget for NORCOM, attached and incorporated as Exhibit A, are adopted

Section 2. A summary of the 2025 amended budgeted resources are as follows:

	Operating	Capital Projects	Equipment Replacement	Operating Exp. Res.	E-911 Escrow	Rate Stabilization	Total All Funds
2025 Estimated Beg. Fund Balance	745,060	135,573	133,324	200,751	147,036	1,114,855	2,476,599
<i>Carry forward</i>	<i>1,081,750</i>	<i>518,183</i>	<i>93,606</i>	-	<i>137,994</i>	-	<i>1,831,533</i>
Total 2025 Revenues	15,905,807	417,753	151,910	-	1,500,000	-	17,975,470
Total 2025 Expenditures	(18,075,808)	(1,053,329)	(222,323)	-	-	-	(18,509,369)
Transfer Activities	945,000	200,000	200,000	100,000	(1,545,000)	10000	-
Ending Fund Resources	601,809	218,180	356,517	300,751	240,030	1,214,855	3,774,233

Passed by a majority vote of the Governing Board in an open public meeting on this 14^h of March, 2025

Signed in authentication thereof on this 14th day of March, 2025

Chair

Attest

NORCOM Budget
2025 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	\$ 745,060	\$ 135,573	\$ 133,324	\$ 200,751	\$ 147,036	\$ 1,114,855	\$ 2,476,599
Add: CF Beg Balance	<i>\$ 1,081,750</i>	<i>\$ 518,183</i>	<i>\$ 93,606</i>	<i>\$ -</i>	<i>\$ 137,994</i>	<i>\$ -</i>	<i>\$ 1,831,533</i>
Total Beg Balance	\$ 1,826,810	\$ 653,756	\$ 226,930	\$ 200,751	\$ 285,030	\$ 1,114,855	\$ 4,308,132
Revenue:							
From Participating Agencies	15,415,807	417,753	151,910	-	-	-	\$ 15,985,470
E-911 Revenue		-	-	-	1,500,000	-	\$ 1,500,000
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Total Revenue	15,905,807	417,753	151,910	-	1,500,000	-	17,975,470
Total 2025 Resources	\$ 17,732,617	\$ 1,071,509	\$ 378,840	\$ 200,751	\$ 1,785,030	\$ 1,114,855	\$ 22,283,602
Expenditures							
Salaries & Wages	10,245,155	-	-	-	-	-	10,245,155
Personnel Benefits	3,799,421	-	-	-	-	-	3,799,421
Operating Services & Supplies	3,806,232	-	-	-	-	-	3,806,232
Add: Services	<i>225,000</i>						
Equipment Expense			158,561				158,561
Add: Equipment Expense			<i>63,762</i>				
Capital Outlays	-	500,000		-	-	-	500,000
Add: CF Projects		<i>793,329</i>					
Total Expenditures	\$ 18,075,808	\$ 1,293,329	\$ 222,323	\$ -	\$ -	\$ -	\$ 18,509,369
Transfers:							
Transfers In	1,545,000	<i>200,000</i>	<i>200,000</i>	<i>100,000</i>	-	<i>100,000</i>	2,145,000
Transfer Out:							
To Operating	-	-	-	-	1,545,000	-	1,545,000
To Capital Projects	<i>200,000</i>					-	200,000
To ER & R	<i>200,000</i>					-	200,000
To Reserves	<i>200,000</i>					-	200,000
Transfers In less Transfers out	\$ 945,000	\$ 200,000	\$ 200,000	\$ 100,000	\$(1,545,000)	\$ 100,000	\$ -
2025 Ending Fund Balance	\$ 601,809	\$ (21,820)	\$ 356,517	\$ 300,751	\$ 240,030	\$ 1,214,855	\$ 3,774,233
Change in Fund Balance	\$ (143,251)	\$ (157,393)	\$ 223,193	\$ 100,000	\$ 92,994	\$ 100,000	\$ 215,543



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 03/14/2025
Subject: Resolution 220 - Adopting the 2026 Budget Policy

Executive Summary:

Under 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 board has approved all budget policies presented in the past.

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 approval of Resolution 220 - Adoption of the 2026 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 2026 budget processes.

Finance Committee Review: Yes

The Finance Committee has been briefed and supported the recommendation to approve the 2026 Budget Policy.

Legal Review: No

Joint Operations Board Review: No

Attachments

R220 - Approving the 2026 Budget Policy

RESOLUTION 220

A RESOLUTION OF THE GOVERNING BOARD OF NORCOM ADOPTING THE 2026 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 2026 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 2026, 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 action 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 14th of March, 2025.

Signed in authentication thereof on this 14th day of March 2025.

Chair

Attest

NORCOM

2026 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 and effectiveness, and determine issues impacting 2026 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.
- 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 10 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 10 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.

2026 BUDGET CALENDAR

March

Finance Committee approves budget policy

Governing Board adopts budget policy

Preliminary budget is drafted and distributed to Leadership

Date

March 4

March 14

March 28

April

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

April 29

June

Budget Development complete

June 26

July

Presentation of preliminary budget to Finance Committee

User Fee updates complete

July 1

July 12

August

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

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

August 7

August 8

September

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

Sept. 12

December

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

Governing Board adopts final budget/ ILA12(c)

December 12

December 12



MEMORANDUM

To: Governing Board
From: Bill Hamilton, Executive Director
Date: 03/14/2025
Subject: March IT & Operations Newsletters

Executive Summary:

The IT & Operations Newsletters contain updates and other important topics. The Newsletters are presented to the Board for review, input, and questions.

Background:

The Newsletters 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:

N/A

Options

Risks

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No

Attachments

March IT & Operations Newsletters



Radio

PSERN to CAD Interface

Equipment is being configured. Tyler Technologies is configuring their portion of the interface.

Alpha-Numeric Paging

Final configurations are in progress, with an estimated go-live by the end of March. Expect brief alpha paging outages during the upgrade; fire users will receive notifications in advance.

Telephone Systems

The new system is online and working smoothly. Next, we're focusing on regional recording solutions.

Project, Systems and Programs

RAADAR - Enumclaw

Enumclaw Police is live in RAADAR!

911 Console Replacement

Sound paneling and window tinting are the last outstanding items.

Both are in progress and we are working with the vendor to finalize and install.

Multi-factor Authentication

Vendor selected for dispatch floor MFA. Testing in progress with IT staff to ensure full functionality.

Network & Security Specialist Position

Working with recruiting firm. Currently we have two candidates in the interview process. In the interim, a contract with Ivoxy has been approved to provide network services, with a focus on supporting the firewall migration. This initiative is funded through cost savings from the position remaining vacant.

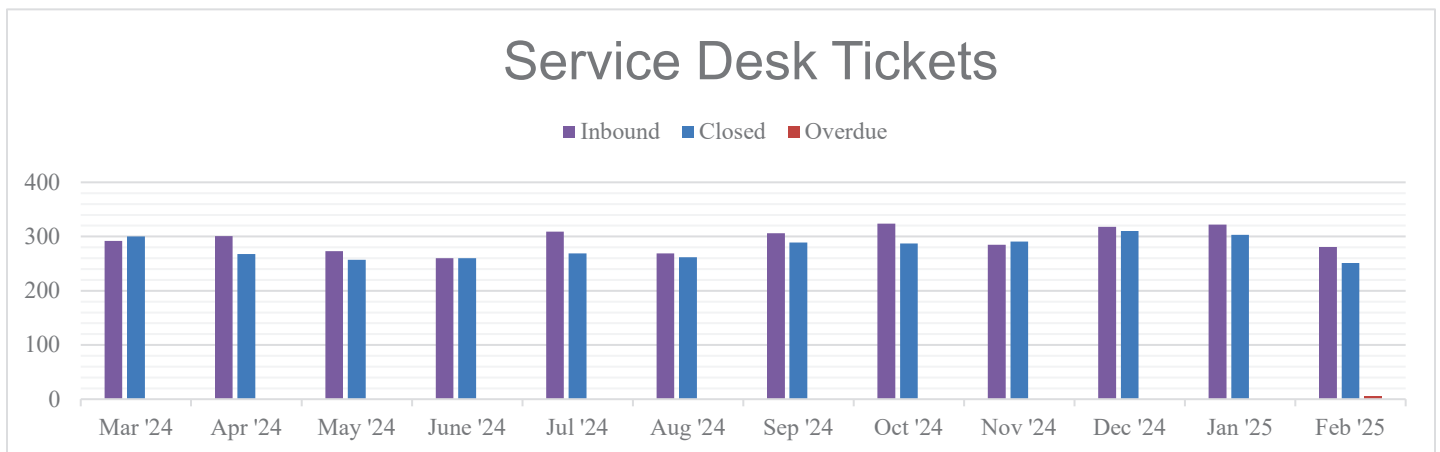
IT Service Desk

Surveys

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

Last Month: 15 surveys were returned (60 ratings)

- Better than expected – 35
- As expected – 24
- Worse than expected – 1





911 OPERATIONS UPDATES

From: Katy Myers, Deputy Director

March 2025

TEXT TO 911 – REAL-TIME TRANSLATION CAPABILITIES COMING MARCH 19, 2025

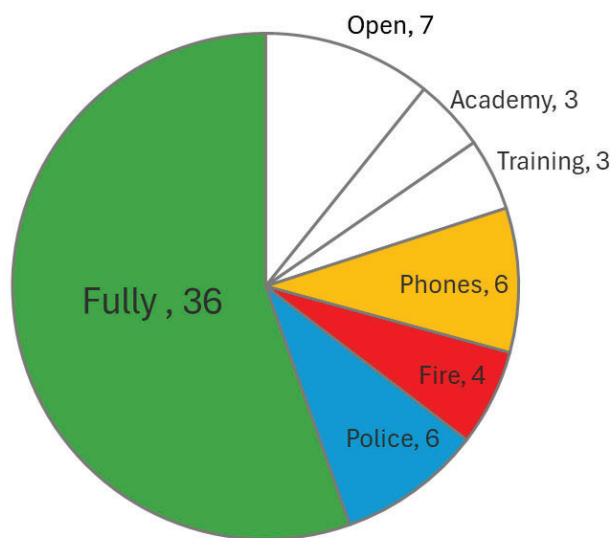
We continue to enhance our ability to serve all communities by improving language accessibility in emergency communications. One of the most significant advancements in this area is the Text-to-911 Automatic Translation Service, which allows us to receive and respond to emergency texts in multiple languages in real-time.

Currently, the service supports 30 languages, with 25 of those available for automatic detection—meaning the system can identify the language of an incoming text and begin translating immediately. This capability ensures that non-English speakers and individuals with limited English proficiency can communicate with 911 call takers via text more efficiently during emergencies.

Looking ahead, 12 additional languages are scheduled for future releases, further expanding our ability to provide equitable emergency services to a diverse population. As with any new technology, we will monitor translation services and work closely with our dispatchers to ensure they have the tools and training needed to manage multilingual emergency text communications effectively.

This service represents another step forward in our commitment to removing communication barriers and ensuring that help is accessible to everyone, regardless of the language they speak. We will continue to evaluate and enhance this program as new capabilities become available.

February 2025 - 911 PST Staffing Levels



WELCOME CALL
RECEIVING ACADEMY
#46

Ali Sanchez
Leah Smith
Whitney Rowe

National Public Safety Telecommunicators Week
April 13-19, 2025