



AGENDA

Polk County
Emergency
Management
Commission

Full Commission

Meeting Date/Time:
WED 15-MAY-2024
1400 Hours

Location:
Polk County EOC
1907 Carpenter Ave.
Des Moines, Iowa 50314

Distributed on: 8-MAY-24

- I. Call to Order –
- II. Roll Call and Introductions –
 - A. **Members** (*Member of the Commission’s Executive Committee) Elected Official Attended, Appointed Official Attended

☐ Alleman	☐ Des Moines* (C)	☐ Pleasant Hill	☐ Runnells
☐ Altoona*	☐ Elkhart	☐ Polk City	☐ Urbandale
☐ Ankeny	☐ Grimes	☐ Polk County BOS	☐ West Des Moines*
☐ Bondurant	☐ Johnston*	☐ Polk County	☐ Windsor Heights
☐ Clive	☐ Mitchellville	Sheriff* (VC)	
 - B. **Staff** –
 - C. **Guests/Public** –
- III. Approval of Agenda –
- IV. Approval of Previous Meeting Minutes– 21-FEB-2024 (draft minutes distributed 23-FEB-2024)
- V. Programs, Presentations, Invited Guests or Speakers - None
- VI. New Business and Action Items –
 - A. **Bylaws Quorum Amendment (Attachment 1):** Based on recent court rulings, compliance with Iowa laws, and alignment with the Polk County 911 Service Board, the following amendment to Article IX, Section 7 of the Commission’s Bylaws is proposed - ...~~“quorum shall consist of a minimum of six voting members in attendance. A minimum of six affirmative votes if the meeting attendance is eleven or less or a majority of the quorum present if the attendance is twelve or higher shall be sufficient to pass all motions, resolutions or other matters proposed.”~~ And replaced with... “A quorum exists if a majority of the members of the Commission are present.”

The terms of the Commission’s bylaws may be amended by a three-fourths vote of the Commission, at any regular meeting provided that, under the Chair’s authority and at least thirty (30) days prior to the meeting, each individual member shall have received by mail or electronic means a copy of the proposed amendment(s). Proposed amendment was sent to all Commission members electronically on April 10, 2024.

Executive Committee Action: Motion made by Johnston, seconded by West Des Moines to recommend approval to the full Commission at the May commission meeting. The motion passed unanimously

- B. **Officer Elections** – According to Bylaws Article IX, Section 2, The Commission shall elect each year from its membership, which may include alternate members, a Chair and Vice-Chair to serve for a period of one year. Officer elections shall be held annually in the fourth quarter of the fiscal year. The one-year term shall begin on the first day of July following the election.

Chairperson (TeKippe – DM) and Vice-Chairperson (Schneider – PCSO) both expressed their interest in continuing in their leadership positions. Nominating committee includes Chris Scott (WMD), Jim Clark (Johnston), and Jared Ogbourne (Altoona). Nominations may also be taken from the floor on day of elections.

VII. Old Business –

- A. **Commission Designated as 911 Service Board Fiscal Agent (Attachment 2)** - 911 Service Board voted unanimously (11/20/23) to request the EM Commission assume responsibility as the fiscal agent for 911 fund. A Fiscal Policy has been drafted and expected to be approved by the 911 Service Board at their meeting on 15-May.

Commission Action 2024-02-21: Motion by Clive, seconded by Ankeny to table this item until a workable solution is reached by the Polk County Auditor's Office. Motion to table was agreed upon unanimously.

Executive Committee Discussion 2024-04-09: Director and Deputy Director met with Polk County Auditor's Office on March 12th. Meeting was productive and resulted in several minor but clarifying improvements.

Executive Committee Discussion 2024-05-07: The content is very similar to that which was reviewed and approved by the 911 Service Board on February 21st, however, there have been formatting and cosmetic changes to ensure clarity and understanding for all users of the Policy. Section V – Cash Reconciliation and Financial Reporting, was added to provide transparency on the reporting process and how monthly cash balance reports would be created and reconciled with each business unit.

Executive Committee Action 2024-05-07: Motion by Johnston, seconded by Polk County Sheriff to recommend EMA act as fiscal agent to the 911 Service Board and approval of the fiscal policy to the Full Commission at the May 15th Commission meeting. The motion passed unanimously.

VIII. Reports and Discussion –Administration and Finance

1. Staff/Personnel:

- a) **Director Visit to Kosovo** – April 19-28, 2024 in support of the Defense Threat Reduction Agency and the State of Iowa Partnership Program. Conduct of multi-day WMD/Hazmat Tabletop Exercise.
- b) **Resiliency Coordinator** – 6-month evaluation completed
- c) **Program Assistant (Stufflebeam)** – annual evaluation completed
- d) **Program Assistant (McIntyre)** – first year evaluation in-progress
- e) **911 Coordinator** – submitted resignation. Last day 10-May-2024

2. **Commission By-Laws:** See new business.

3. **Budget:**
 - a) **Monthly Budget Reports** (Attachment 3)
 - b) **28E Agreement for Emergency Management Administration** – current approved agreement of \$0.50 per capita covers FYs 23/24, 24/25, and 25/26.
4. **Grants Management –**
 - a) **EMPG** – received \$39,000 used for personnel expenses.
 - b) **Coronavirus Relief Funds (Cares Act Funding)** – CAD to CAD (\$4.9M)
 - c) **SHSGP 2023 - Iowa Events Center** - PCEMA received a HSGP Grant award for \$374K for security equipment for Iowa Events Center. The procurement process is currently underway.
 - d) **SHSGP 2024 - Video Fusion System** – The Notice of Interest submitted for a video fusion system was approved by HSEMD along with an invitation for a full application. This project would fuse disparate video feeds into a system accessible by local and state law enforcement. The current application would be considered a proof of concept using Altoona PD and West Des Moines PD as the initial users in years 1 and 2. If proven successful, the project would seek additional funding in years 3+ to expand to all local LE in Polk County and possibly statewide.
- B. **Hazard Identification, Risk and Capability Assessment –**
 1. **Updated HARA** – covered under Mitigation Planning updates. Meeting on February 20th.
- C. **Resource Management**
 1. **Resource Typing** – 2024 process underway. To be completed in Spring/Early Summer 2024
- D. **Planning**
 1. **Comprehensive Emergency Plan (CEP)** – Update schedule currently being evaluated.
 - a) **Extreme Temperature Planning** – Meeting to establish leader's intent between Des Moines and Polk County elected officials occurred on March 19
 2. **EMA Strategic Plan** – Director and Deputy Director currently inventorying programs and projects for prioritization.
 3. **Multi-jurisdictional Hazard Mitigation Plan** – Kickoff meeting held in September. Public input meeting held in November. Hazard identification and risk assessment update meeting occurred in February. Draft available for public review and comments in early May. On schedule for a July approval. Special Commission meeting in July may be necessary to close a gap in compliance (tentatively scheduled for July 17).
 4. **Active Threat Working Group** – Training and exercises continue in various forms and locations. Multi-jurisdictional/agency convention in October of 2024 at Prairie Meadows.
 5. **Planned Special Events –**
 - a) **National Guard Best Warrior Competition** – occurred in Johnston, April 6 & May 1-5
 - b) **The Ruckus Concert Festival** – Altoona, June 7-8, 2024
 - c) **Ironman 70.3** – June 9, 2024 – Des Moines and West Des Moines
 - d) **Capital City Pride Festival** – June 7-9, 2024 – Des Moines' East Village
 - e) **Iowa State Fair** – August 8-18, 2024 – Des Moines, Iowa State Fairgrounds
 - f) **Knotfest** – September 21, 2024 – Des Moines Water Works Park

E. **Direction, Control, and Coordination** – none

F. **Damage Assessment** –

1. **Winter Snow Storms January 2024** – Presidential Disaster Declaration requested from Governor Reynolds includes Polk County. Request was denied by FEMA.
2. **April 26th Tornado** – Initial damage assessment included 3-Destroyed, 24-Major, 107-Minor and 3-Affected. Damage path stretched from SE Des Moines to Pleasant Hill and rural Altoona. Joint Preliminary Damage Assessment (Joint PDA) with state and federal partners will occur on May 8th.

G. **Communications and Warning**

1. **911 Service Board Updates** –
 - a) **EM Commission Acting as 911 Service Board** – The 911 Service Board Chairperson suggested to the Service Board's Executive Committee that thought should be given to joining EM Commission and Service Board.
 - b) **Fiscal Agent** –see New Business
 - c) **CAD to CAD Project** – see Grant Management
2. **PSAP Advisory Committee** –
 - a) **Alert Iowa**–maintaining status.
3. **Metro Interoperability Committee** –
 - a) **MICS review** – MICS significantly downsized but still maintained. No updates.
 - b) **Regional Interoperable Communications Plan (RICP)** committee will re-engage on this topic as defined by new direction of 911 Service Board. PSAP Directors will be evaluating the level of sustainment of the RINO system based on its past utilization and future value.
4. **Outdoor Warning Sirens** –
 - a) **Monthly System Testing** – “Go/NoGo” coordination prior to monthly test.
 - b) **Long-Term Sustainment of Countywide Siren System**– discussion deferred to mitigation planning updates.
 - c) **Mitigation Project Notice of Interest (NOI)** – limited support based on likelihood of receiving grant funding for a project of this focus and scale

H. **Operations and Procedures**

1. **EOC Operations Guidebook** – on hold, pending other priorities.
2. **Small-scale sheltering:** Field Operations Guide (FOG) completed
3. **April 26 Tornado Response** – Partial activation of EOC. Field liaison provided to Pleasant Hill. Daily activities continued with focus on the following functions: damage assessment, debris management, donations/volunteer management, sheltering, public information, and coordination/support. Governor's Proclamation issued. Federal declarations are pending results of JPDA. SBA declaration is pending as well.

- I. Training –
 - 1. **Comprehensive Training Program** – under development
 - 2. **Offerings:** see Polk Co EMA web site for more information
 - a) **Active Shooter Incident Management** - C3 Pathways – Iowa Events Center – 7-9 May
 - b) **TEEX 440 – Enhanced Sports and Special Events Incident Management** - request pending scheduling
 - 3. **Lunch and Learn:**
 - a) Next Session – Communicable Diseases - 28 May from 11:30-12:30
- J. Exercises –
 - 1. **Comprehensive Exercise Program** – under development
 - 2. **DSM Airport FSE** – August 29, 2024
- K. **Public Education, Outreach and Information** –
- L. **Homeland Security** –
- IX. **Open Discussion** –
- X. **Upcoming Meetings:**
 - A. **2024 Full Commission Meetings:** Start Time 2:00 pm
 - ~~February 21~~ August 21
 - May 15 November 20
 - July 17 (tentative)
 - B. **2024 Executive Committee Meetings:** Start Time 7:30 am
 - ~~January 9~~ ~~March 12~~ ~~May 7~~ September 10
 - ~~February 13~~ ~~April 9~~ ~~June 11~~ November 12
 - August 13 December 10
- XI. **Adjourn** –



Attachment #1



1907 CARPENTER AVENUE
DES MOINES, IOWA 50314

BYLAWS

POLK COUNTY EMERGENCY MANAGEMENT COMMISSION

The following Bylaws shall establish and govern the operation of the Polk County Emergency Management Commission.

ARTICLE I. NAME

SECTION 1. The official name of this administration shall be the Polk County Emergency Management Commission. The office of the Commission shall be called the Polk County Emergency Management Agency.

ARTICLE II. LEGAL STATUS

SECTION 1. This administration shall be a joint undertaking of Polk County and all its incorporated municipalities as authorized and established by the Federal Civil Defense Act of 1950 as amended, federal rule 44 CFR Part 302, Presidential Executive Order 12656 of November 18, 1988, National Security Directive #259 of 1988, by the administrative rules of the Iowa Homeland Security and Emergency Management Department and by Code of Iowa, Chapter 29C and all acts amendatory.

SECTION 2. It is the intention of the parties to this agreement that this Commission shall be a legal entity according to Code of Iowa, Chapter 29C, and shall be recorded with the Polk County Recorder.

ARTICLE III. MEMBERSHIP

SECTION 1. The membership of this Commission shall be a member of the Polk County Board of Supervisors, the Polk County Sheriff, and the Mayor from each municipality within Polk County. A Commission Member may designate alternates to represent the designated entity. For any activity relating to section 29C.17, subsection 2, or chapter 24 of the Iowa Code, participation

shall only be by a Commission Member or a designated alternate that is an elected official from the same designated entity. Member jurisdictions shall affirm their Member and Alternate(s) to the Commission annually in the month of January.

SECTION 2. This provision is a “Notice of Information” to the political jurisdictions of the county and its substance or consequence is not changed whether it is struck from or remains in the Bylaws because the consequences of neglect of the duties of care and trust for the protection of the people imposed by federal and state law for public officials are not revoked by its presence or absence.

Any political jurisdiction not participating as an active member of the Commission or not sharing in the costs of establishing and maintaining the Commission and its agency is still considered a defacto member of the Commission subject to the liabilities and obligations of the Commission wherever litigation may be brought against the Commission.

ARTICLE IV. COMMENCEMENT OF OPERATIONS

SECTION 1. The operations of the Commission shall be in accordance with the bylaws upon its adoption by the Commission.

ARTICLE V. DURATION

SECTION 1. The duration and existence of this Commission shall be perpetual or until provision for termination is provided by the Code of Iowa and acted upon by the Commission.

ARTICLE VI. PURPOSE

SECTION 1. The Commission is established for the protection of lives and property in time of emergency, and for providing planning and coordination of Emergency Management services countywide.

SECTION 2. The mission of the Polk County Emergency Management Commission is: To serve the public by: Protecting the whole community through coordination, support and integration of activities to mitigate, prepare for, respond to and recover from all hazards.

SECTION 3. Paid and volunteer emergency response units are formed and trained under the direction and control of the jurisdictions to which they respond. The Commission promotes and coordinates cooperative agreements as appropriate for mutual aid among these units, member municipalities, and the County.

SECTION 4. The Commission appoints an Emergency Management Director to act as an agent of the Commission to develop and maintain a county-wide emergency management program including comprehensive hazard identification, capability assessment and planning for natural, technological, and manmade disasters affecting this county and cities within Polk County.

ARTICLE VII. COMMISSION POWERS AND DUTIES

SECTION 1. Powers: The Commission shall have the power to do all things necessary to carry out the guiding purpose and specific duties of the emergency management program for its members, including risk management and crisis management, as developed within limitations of the mitigation, preparedness, response and recovery emergency management concepts.

SECTION 2. Duties: The Commission shall provide the county and its cities with an emergency management program of highest quality. An office of the Commission shall be established and staffed adequately to fulfill this duty.

During non-emergency periods, the Commission membership shall provide guidance and policies concerning the development of readiness for operating in emergencies as outlined below:

1. Development of an Emergency Operations Center (EOC) facility, a protected site from which key officials coordinate operations.
2. Development of EOC staffing and internal procedures to permit key executives to conduct coordinated operations in emergencies.
3. Arrange for exercises to give key officials evaluated practice in directing coordinated operations under simulated emergency conditions.
4. Providing expert knowledge and advice to operating departments on special conditions and operating requirements that would be imposed by natural or human-caused disasters (e.g., effects of tornadoes, blizzards, floods, or hazardous materials incidents).
5. Coordinating and leading in development of local government emergency operations plans, outlining which local resources and supporting organizations are available both in natural or human-caused disasters, and coordinating local organization for major emergencies.

6. Establishing a system to warn the public of natural or human-caused disasters.
7. Establishing a system to alert key government officials.
8. Organizing a hazardous materials monitoring and analysis system, including procurement of instruments and training and exercising of personnel.
9. Coordinating and leading emergency communications planning, securing necessary equipment, and exercising emergency communications.
10. Coordinating with public and private sector medical personnel to develop emergency medical plans and capabilities as part of local emergency plans.
11. Establishing and maintaining a local shelter system in cooperation with local support organizations.
12. Establishing, training and exercising the emergency public information system to get advice and information to the public before, during and after natural or human-caused disasters (including establishing relationships with local news media: radio, TV, and newspapers).
13. Coordinating with local human services offices, support organizations and volunteer groups to develop emergency welfare capabilities to care for people needing mass care as a result of natural or human-caused disasters.
14. Coordinating and maintaining relationships with business and industry to develop emergency plans and capabilities that are aligned with local government emergency plans.
15. Assisting local operating departments with training needs.
16. Coordinating and participating in training programs for the public on disaster preparedness.
17. Preparing, submitting, and justifying annual emergency management commission budgets.
18. Securing-matching funds and other assistance available through state and federal grant programs.
19. Coordination of resource management within political jurisdictions of the county and with other state and federal agencies.

20. Provide for procedures to coordinate disaster assistance programs in regard to disaster aid for the public and private sector.
21. Provide for any other emergency operations deemed necessary by the state, county and city governments, which are within the policy and scope of the Commission's responsibility as judged by the Commission.
22. Provide for mutual use of resources (personnel, facilities, equipment) between political jurisdictions of Polk County and other counties in Iowa.

ARTICLE VIII. FINANCE

SECTION 1. The Commission shall determine a method to apportion the costs of establishing and operating the agency among its membership. The Commission may request the County Board of Supervisors and each municipality to provide in their budgets for their apportioned share of the budget of this Commission.

The Emergency Management Agency's approved budget shall be funded by one or any combination of the following options, as determined by the Commission:

1. Countywide special levy pursuant to Iowa Code 331.424(1);
2. Per capita allocation funded from city and county general funds or by a combination of city and county special levies which may be apportioned among the member jurisdictions;
3. Voluntary share allocation;
4. Other funding sources allowed by law as authorized under Iowa Code 29C.17(2).

SECTION 2. The Commission may enter into contracts and make expenditures for services, purchase of and maintenance of equipment and other property, administration, or planning in order to carry out the purposes of this agreement.

SECTION 3. The Commission may cooperate with, contract with, and accept and expend funds from federal, state, or local associations, public or semi-public corporations or private individuals for emergency management projects and activities consistent with federal, state, and local law and these bylaws.

SECTION 4. The county Board of Supervisors shall establish in the office of the County Treasurer a Joint Emergency Management Commission Fund. The fund shall be for the purpose of paying expenses relating to all emergency management matters of the Commission and its agency.

1. All funds in the Commission account remaining at the end of the fiscal year shall carry over into the next fiscal year either as reserve funds, encumbered funds or for general expenditure.
2. Any reimbursement, matching funds, or money received from the sale of property obtained through the surplus property program, or monies obtained from any source whatever in connection with the emergency management program shall be deposited in the Joint Emergency Management fund.
3. Withdrawals of money for the Joint Emergency Management Commission or its agency shall be made on warrants drawn by the county auditor and supported by claims signed by the Chair, the Vice Chair of the Commission or the Director.
4. Withdrawals of money for the Joint Emergency Management Commission or its agency shall be made on warrants drawn by the county auditor and supported by claims signed jointly by the Chair or Vice Chair of the Commission and the Director for a warrant that exceeds \$10,000.

SECTION 5. Financial and operational procedures, policies and practices of the Commission shall parallel those of Polk County unless otherwise distinguished through official action of the Commission or its Executive Committee.

SECTION 6. The Commission's fiscal year shall be from July 1 through June 30 annually.

SECTION 7. During the third quarter of each fiscal year, the Commission shall consider a budget for the Commission and its agency for the ensuing fiscal year and shall propose and adopt a budget not later than February 28.

ARTICLE IX. RULES OF CONDUCT

SECTION 1. Procedural rules: Other than those rules stated in this document, the business meetings of the Commission shall be generally governed by Robert's Rules of Order.

SECTION 2. Officers: The Commission shall elect each year from its membership, which may include alternate members, a Chair and Vice-Chair to serve for a period of one (1) year. Officer elections shall be held annually in the fourth quarter of the fiscal year. The one (1) year term shall begin on the first day of July following the election. If the Chair is unable to serve in his/her capacity, the Vice-Chair shall be first in line of succession followed by Executive Committee members in order of tenure until elections are held according to this section of the by-laws.

- SECTION 3 Executive Committee: The Chair shall appoint three Commission members, which may include alternate members, to serve as the Commission's Executive Committee along with the Chair and Vice-Chair. The responsibilities of the Executive Committee shall include: 1) Serve as an advisory body to the Commission Chair; and 2) Develop and present the agenda to the Commission at all regular and special meetings.
- SECTION 4. Secretary: The Emergency Management Director shall serve as Secretary to the Commission responsible for records, minutes, documents and all other matters pertaining to the operation of the business meetings. The Director may delegate duties to other personnel appropriate to conduct the Commission's business.
- SECTION 5. Meetings: The Commission shall meet not less than twice a year to elect officers, consider and adopt a budget and carry on the business of the Commission. The Commission shall also meet when called by the Chair or the Vice-Chair. Meetings of the Commission may be held in-person, or by means of conference call, video conference, or other such means or combination thereof that allow for each participant to hear and be heard by each other participant at the same time. Any business may be transacted at such a meeting that could have been transacted at an in-person meeting of the Commission.
- SECTION 6. The Commission may employ such employees, staff, and firms or consultants as it may deem necessary to carry out the purpose of this agreement and for which it has arranged funding.
- SECTION 7. Voting and Quorum: Each member jurisdiction of the Commission shall be entitled to one vote by either a member or alternate member, ~~and quorum shall consist of a minimum of six voting members in attendance. A minimum of six affirmative votes if the meeting attendance is eleven or less or a majority of the quorum present if the attendance is twelve or higher shall be sufficient to pass all motions, resolutions or other matters proposed.~~ Proxy voting is not permitted. A quorum exists if a majority of the members of the Commission are present. A majority of quorum present shall be sufficient to pass all motions, resolutions or other matters proposed.
- SECTION 8. Amendments: The terms of these bylaws may be amended by a three-fourths vote of the Commission, at any regular meeting provided that, under the Chair's authority and at least thirty (30) days prior to the meeting, each individual member shall have received by mail or electronic means a copy of the proposed amendment(s).

ARTICLE X. EMPLOYMENT PRACTICES

- SECTION 1. The Executive Committee on a day-to-day basis will supervise the position of Director. Formal action on appointing, hiring, discipline, termination, and annual performance evaluations require a Quorum vote.

SECTION 2. The Director will supervise all other positions within the Emergency Management Agency. Formal action on appointing, hiring, discipline, termination, and annual performance evaluations require approval of the Executive Committee.

SECTION 3. All positions within the Polk County Emergency Management Agency are employees of the Commission. The administrative offices of Polk County facilitate the administration of Commission employee salaries and benefits. The salary and benefit structures will parallel those of Polk County. Human resource practices of Polk County will be followed.

ARTICLE XI. SEVERABILITY

SECTION 1. Invalidation of any provision or application of these bylaws shall not affect other provisions or applications.

ARTICLE XII. DISSOLUTION

SECTION 1. The Commission shall not be dissolved by an action other than that caused by changes in federal and state laws dissolving or significantly reorganizing the organization, structure and operational processes of emergency management.

SECTION 2. Upon dissolution of this administration, all assets of the Commission shall be liquidated and distributed among the member jurisdiction according to the percentage share of funds paid to the Commission by the county and the municipalities. Liquidation and distribution of assets will be completed within eighteen (18) months of dissolution.

These bylaws are hereby adopted by the Polk County Emergency Management Commission, a Joint Administration under Chapter 29C, Code of Iowa, as of this ~~16th~~ 15th day of ~~February~~ May 20222024.

John TeKippe, Chairperson
Emergency Management Commission

A.J. Mumm, Director
Emergency Management Agency

City of Alleman

City of Altoona

City of Ankeny

City of Bondurant

City of Clive

City of Des Moines

City of Elkhart

City of Grimes

City of Johnston

City of Mitchellville

City of Pleasant Hill

City of Polk City

County of Polk

Polk County Sheriff

City of Runnells

City of Urbandale

City of West Des Moines

City of Windsor Heights



Attachment #2

POLK COUNTY JOINT 911 SERVICE BOARD FINANCIAL POLICY AND PROCEDURE



ADOPTED BY THE 911 SERVICE BOARD

May 2024

DRAFT

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Introduction

GENERAL PURPOSE

1. This policy establishes guidelines for the financial goals and objectives of the Polk County Joint 911 Service Board (911 Service Board) in Polk County Iowa, provide direction for budget development, identify guidance for expenditure approval, and outline the dispersion of revenues to eligible recipients.
2. The goal of the Board shall be to achieve a strong financial condition with the ability to:
 - a. Withstand state and local economic impacts affecting 911 Communications
 - b. To be able to support projects beneficial to all three Public Safety Answering Points

Section I

FINANCIAL EXECUTIVE SUMMARY

1. **Contracts and Expenditures** – Under [Iowa Code 34A](#), the 911 Service Board is a legal entity. Its members may enter into contracts and make expenditures for services, administration, or planning to carry out purposes of the Polk County Joint 911 Service Board Bylaws (hereinafter referred to as “the Bylaws”). The 911 Service Board may cooperate with, contract with, and accept and expend funds from federal, state, or local associations, public or semi-public corporations, or private individuals and businesses for 911 projects and activities consistent with federal, state, and local law and the Bylaws.
2. **911 Service Fund** –The Polk County 911 Service Board has established a 911 Service Fund with the Polk County Treasurer. Collected surcharge money and any interest thereon shall be deposited into the 911 Service Fund as authorized by [Iowa Code 34A](#). 911 Surcharge money must be kept separate from all other county sources of revenue.
 - a) Account 346 has been established in Polk County Central Accounting and is comprised of the following business units:
 - i. 1202 – 911 Service Board Expenses
 - ii. 1203 – Des Moines Police Department PSAP
 - iii. 1204 – Polk County Sheriff’s Office PSAP
 - iv. 1205 – Westcom PSAP
 - v. 1206 – Joint Projects
 - vi. 1207 – Catastrophic Reserve
 - vii. 1208 – Surcharge Funding

- b) Business Unit 1201 will exist within Central Accounting for the sole purpose of annual reporting related to the 346 Account. Reporting is required by the State to be completed on an accrual basis rather than a cash accounting basis. This account shall not hold funds but will be used only for the purpose of identifying revenue and expenditure accruals related to the annual report.
- 3. **Reserve Funds** – All funds in the 911 Service Fund remaining at the end of the fiscal year shall carry over into the next fiscal year either as reserve funds, encumbered funds, or for general expenditures. The remaining funds must remain within the 911 Service Board 346 Fund and not revert to the general county fund.
- 4. **The 911 Service Board Budget Publication** - The 911 Service Board budget must be prepared and adhere to the rules using the Department of Management (DOM) Local Government Budgets online application. The requirements may be found in the [Code of Iowa, Chapter 24](#).
- 5. **Audit Provisions** – The 911 Service funds must be subject to examination by the Iowa Department of Homeland Security and Emergency Management at any time during usual business hours. 911 Service funds are also subject to the audit provisions of Iowa Administrative code 605.10.11(2).
- 6. **Compliance**-All business units must remain in compliance with the fiscal policy. Discrepancies will be reviewed and resolved by the 911 Executive Committee or the 911 Service Board. Processing of reimbursement request packets in question will be suspended until the issue is resolved.

Section II

CONFLICT OF INTEREST

- 1. The 911 Service Board and its fiscal agent, the Polk County Emergency Management Agency, shall comply with the guidelines set forth herein. Any recommended deviation from these policies shall be identified in written documentation (e.g., staff report, resolution, or budget presentation). These policies are intended to be applied in conjunction with requirements outlined in Iowa Code, and Generally Accepted Accounting Principles (GAAP). In the case of any conflict, the provisions of such laws or GAAP will control.
- 2. Annually on July 1 of each fiscal year, Service Board members and anyone with negotiation or purchasing power of 911 goods or services will receive and be required to sign the Service Board's Conflict of Interest Policy. Please see Attachment A.

Section III

BUDGETING PROCESS/TIMELINE (budgets are prepared on a cash basis)

1. August:
 - a. The 911 Coordinator reviews revenues for the previous fiscal year as well as previous budget expenditures.
 - b. The 911 Coordinator sends out a request for joint projects with a due date of September 1st.
7. September:
 - a. The 911 Coordinator obtains closed books numbers from auditors/central accounting, and prepares budget documents for the Public Safety Answering Points.
 - b. Forecasts revenues for next fiscal year.
8. During the first quarter of the new fiscal year, the 911 Coordinator will meet with each PSAP to reconcile the fund balances from the previous fiscal year.
9. October- 911 Coordinator provides PSAPs with budgeting documents.
10. November-
 - a. Budget workshop is held, and all changes to PSAP budgets must be provided to the 911 Coordinator no later than December 1st.
 - b. In submitting a budget to the 911 Coordinator, the PSAP is certifying all reserve funding is assigned as defined by the “911 Service Board FY 2025 Instructions” provided by the Iowa Department of Management and recommended by the State of Iowa 911 Program Manager. *See Definitions.*
11. December-
 - a. The 911 Coordinator will combine all budgets by the second week of December and distribute the combined budget to all PSAPs for review.
 - b. To ensure accuracy and compliance with the Iowa Code, the combined 911 budget and the 911 Annual PSAP Expenditure Data Collection forms will be reviewed and discussed as a group.
12. January-
 - a. Comments and changes to the distributed budget are due no later than two weeks before the January 911 Service Board Executive Committee meeting.
 - b. PSAPs *may* receive preapproval up to the certified budget amount for expenditures for an individual object code greater than \$25,000. Advance approval requires details of the expenditure to be submitted with the budget submission. *See Estimated Expenses*
13. February-
 - a. The budget is published adhering to the Department of Management (DOM) Local Government Budgets online application requirements found in the [Code of Iowa, Chapter 24](#).

- b. The 911 Coordinator must publish the Notice of Public Hearing and Proposed Budget according to Code of Iowa. (See [Code of Iowa, Chapter 24](#)).
- c. The public hearing for the proposed budget will be held on the third Wednesday in February unless the 911 Service Board votes to hold the hearing at an earlier or later meeting date.
- d. Following the public hearing, the 911 Service Board may adopt expenditures equal to or less than the amount published. Adopted expenditures cannot be greater than the amount published.
- e. The approved budget must be certified by the Polk County Auditor and submitted to the Program Manager no later than March 15 of each year.

Section IV

1. REVENUE

a. Types of Revenues

i. Surcharge Funding-

- 1. Wire-line 911 service surcharge, and
- 2. Emergency communication service surcharge (Wireless 911 service surcharge)

- a. Iowa Homeland Security and Emergency Management year end surcharge surplus payment occurs only if money is left over in their budget after all their bills have been paid at the end of the fiscal year. The amount is determined by dividing the funds equally among the number of PSAPs in the State of Iowa.

ii. Interest Income

iii. Miscellaneous Revenue – other sources allowed by law

b. Revenue Procedures –

- i. When the 911 Service Board is issued a check the following procedures are followed:
 - 1. The 911 Coordinator copies the checks
 - 2. The 911 Coordinator inputs the checks into JD Edwards for the funds to be deposited into the 1208 business unit
 - 3. Checks are submitted to cash management for deposit.
 - 4. The copies of the checks and accompanying paperwork are held physically at Polk County Emergency Management for five years.
 - 5. All sources of revenue will be deposited into fund 1208 pending allocation to the following business units utilizing the approved funding formula (see Attachment C):

- a. 1202 – 911 Service Board Expenses
- b. 1203 – Des Moines Police Department PSAP
- c. 1204 – Polk County Sheriff’s Office PSAP
- d. 1205 – Westcom PSAP
- e. 1206 – Joint Projects – funds identified for projects/programs beneficial to all PSAPs
- f. 1207 – Catastrophic Reserve
- 6. Funding distributed by a grant to a specific PSAP for a specific project will be passed through without following the distribution process.
- 7. The State of Iowa end-of-the-year surplus, if applicable, will be divided equally amongst the PSAPs.
- 8. Unexpended revenues in any fiscal year should be designated for future projects and will remain in the individual business units as a balance carried forward into the next fiscal year and shall not revert back to the county’s general fund.
- ii. Other forms of revenue received may include electronic transfer of funds. Documentation must be maintained as required by Code of Iowa. The Fiscal Agent will prepare a cash receipt in JD Edwards when notified by cash management that an electronic payment has been received.
- c. Quarterly revenue distribution of surcharge procedures to PSAPs, Service Board, Joint Projects, and if necessary, Catastrophic Reserve will be distributed as follows:
 - i. Quarter 1: July 1-September 30 on or about October 12th.
 - ii. Quarter 2: October 1-December 31 on or about January 12th.
 - iii. Quarter 3: January 1-March 31 on or about April 12th.
 - iv. Quarter 4: April 1-June 30 on or about July 12th.

2. EXPENDITURES

- a. All three PSAPs seeking reimbursement using surcharge funding, must pay for expenditures upfront utilizing non-surcharge funding, and submit a reimbursement request packet.
- b. Procurement processes for 911 funds and all expenditures shall follow Federal, State and local laws and procurement guidance. Only allowable and approved expenditures will be reimbursed. [Iowa Code 34A](#), Federal and State guidance provided by the Program Manager or designee will be used to determine whether an expense is allowable.
- c. Expenditures exceeding \$25,000 that have not been preapproved during the budget adoption process must be approved by the 911 Executive Committee before the reimbursement request may be processed. All requests must be received by the last day of the month prior to the next 911 Executive Committee meeting.

- d. Exceptions to Approved Budget Spending– The Executive Committee of the 911 Service Board may authorize exceptions to the joint projects approved 911 budget and authorize the use of 911 funding for time-sensitive expenditures without authorization of the full 911 Service Board if:
 - i. The cost of the project is \$25,000 or less
 - ii. The project is supported by all three Public Safety Answering Point Directors and is recorded in the Executive Committee minutes, and
 - iii. The 911 Service Board is electronically notified within 24 hours after the approval is made and is provided a full briefing at the next 911 Service Board meeting.
- e. Withdrawals – Withdrawals of money from the 911 Service fund shall be made on warrants drawn by the county auditor, per Iowa code section 331.506, supported by claims and vouchers. Withdrawals that exceed \$25,000 shall be signed jointly by the Chairperson and the Vice-Chairperson in advance.
- f. Separate 911 Service Fund – Per Iowa Administrative Code, Homeland Security [605], Chapter 10.11(1)b, all surcharge funding must not be commingled with other revenue sources utilized to pay for 911 expenses.
- g. Unexpended revenues in any fiscal year should be designated for future projects and will remain in the individual business units as a balance carried forward into the next fiscal year and shall not revert back to the county’s general fund. Catastrophic Reserve-
 - i. The catastrophic reserve is designated for use by the Polk County 911 Service Board in calamitous conditions for uses allowable under law. The catastrophic reserve goal is set at 25% of expected annual surcharge as approved by the 911 Service Board’s Executive Committee.
 - ii. A PSAP may request the use of the catastrophic reserve under the following conditions:
 - 1. Catastrophic reserve funds may be requested by a PSAP if a calamitous event leaves a PSAP with the inability to receive and process 911 calls in a timely manner and provide citizens with lifesaving emergency assistance. Examples include but are not limited to malicious incidents, total equipment failure as a result of a natural disaster, and technology system failures.
 - 2. A PSAP must submit a written request to the 911 Coordinator to use funds. Request must include: description of the incident, the preventative steps taken to minimize such an event, the amount of funds

requested, and terms of the repayment plan the PSAP is requesting (see *Repayment Plans*). The 911 Coordinator will provide the request to the Chair and Vice-Chair of the 911 Service Board. The Chair and Vice Chair have up to 2 business days to request the 911 Coordinator schedule an emergency meeting of the 911 Service Board. The meeting may be virtual.

3. The 911 Service Board must approve the usage of the funds and the type of repayment plan by a 2/3 majority.
4. Repayment Plans- Repayment will begin one year from when the requested funds are received. The PSAP may request a repayment plan not to exceed three years. Repayments will be made on a quarterly basis (without interest). Repayment funds will be taken from the future surcharge the PSAP is expected to receive.

3. REIMBURSEMENT

- a. Business Units shall use only approved object codes for purchases and to request reimbursement. If additional object codes are needed during the fiscal year, the 911 Coordinator and Central Accounting will consider requests by the business units.
- b. A reimbursement request packet must contain the following items:
 - i. Cover sheet with authorized signature (Attachment B)
 - ii. Request for reimbursement template (Attachment D)
 - iii. Supporting Documentation
 1. Invoice/Receipt
 2. Proof of Payment must be included with the invoice/receipt (Documentation may include: Official bill/invoice or copy of ledger showing payment. Other documentation may be periodically requested, such as copy of check, credit card statements, payroll records, etc.).
 3. Only the Fiscal Agent and Central Accounting are authorized to process speed vouchers and reimbursement requests for the 911 Service Board, joint projects, and PSAPs. PSAPs are not authorized to process their speed vouchers or complete Journal Entries (JE) in JD Edwards.
- c. Reimbursement Timeline
 - i. Reimbursement Request Packet- The Fiscal Agent must receive the business units' reimbursement packet no later than 30 days after the last day of the reimbursing month barring exigent circumstances.

- ii. The Fiscal Agent will process the reimbursement packet no later than 30 days after receipt of the packet barring exigent circumstances. The Fiscal Agent will submit the reimbursement packet to Central Accounting for final approval and payment reimbursement.
- iii. The 911 Service Board will adhere to all Polk County budgeting timelines and will cease processing reimbursements on or before the date provided by Polk County Central Accounting at the end of the fiscal year.

3. BUDGET AMENDMENTS

- a. When it is recognized that any of the business units' may exceed certified expenditures, a request for budget amendment shall be completed and presented to the 911 Service Board.
- b. If funds are available and not otherwise encumbered in an individual business unit, the 911 Service Board may choose to approve the expenditure. The designated 911 Service Board meetings for budget amendment consideration are the November and May full-service board meetings.
- c. There are no guaranteed approvals of amendments and every effort should be made to avoid continued spending once shortfalls are identified. If it appears expenditures will exceed the published estimates, a budget amendment must be effective before additional expenditures are approved in accordance with the Iowa Department of Management. Entities are ultimately responsible for their expenditures. All budget amendments must be completed no later than May 31 of the fiscal year (see Iowa Code, 24.9b(2)).

Section V

CASH RECONCILIATIONS

1. A monthly cash reconciliation document will be completed for each business unit by the 911 Coordinator. These documents will be completed using information sources from the Polk County Accounting Management system. These documents will be created on or about the 12th of the following month, as soon as practical following the last day of the previous month to allow for outstanding items to reconcile. The monthly cash reconciliations will be reviewed and verified for accuracy by Central Accounting during calendar year 2024, and quarterly thereafter, before distribution to 911 Board.
2. An annual cash reconciliation will be completed for each business unit and the 911 consolidated fund. This reconciliation will be prepared using the same sources as the monthly reconciliations and reviewed and verified for accuracy by Central Accounting before distribution to the 911 Board.
3. Discrepancies identified by the 911 Coordinator will be discussed and reconciled with Central Accounting as practical. Discrepancies that cannot be resolved through normal discussion and channels will be brought to the 911 Board Executive Committee for recommendation and resolution steps.

FINANCIAL REPORTING

1. **MONTHLY REPORTS FOR 911 SERVICE BOARD** - The 911 Coordinator will prepare a monthly report for presentation to the 911 Board Executive Board using cash basis financial report and to the 911 Service Board on a quarterly basis. This report will provide information on the most current closed book monthly balance. (As an example, for the June meeting, the most recent closed book reports available may be for April. Reconciled revenues and expenditures for April will be completed on or about May 12th and the May report may not be completed until after the June 911 Service board meeting making April the most current completed reports). The reports will be completed using information provided through the Polk County Accounting Management system and reviewed and verified for accuracy by Central Accounting during calendar year 2024, and quarterly thereafter, before distribution to the 911 Board.
2. **ANNUAL REPORTING** – Annual reports are required by Iowa Homeland Security and Emergency Management as defined in Iowa Code. These reports will be completed by each PSAP and the 911 Coordinator using an accrual basis accounting method. The information necessary to complete these reports will be retrieved from the Polk County Accounting Management system by the 911 Coordinator and Central Accounting. These reports will be consolidated by the 911 Coordinator and reviewed and verified for accuracy by Central Accounting before being distributed to Iowa Homeland Security, Emergency Management and the County's external auditors.

Definitions

Assigned Fund Balance-Intended use expressed, but neither restricted or committed. Examples include budget carryover for a specific item and appropriation of existing fund balance for a specific use.

Encumbered Funds-Funds that are committed for a particular liability (project, item, etc.) in the future.

Reserve Funds-an account used to satisfy any unexpected, unbudgeted future costs.

Unassigned Funds-Not constrained in any way.

Attachment A:

Polk County Joint 911 Service Board's Conflict of Interest Statement

The standard of behavior of the Polk County 911 Service Board (Board) Members is all board members and individuals negotiating contracts and/or using surcharge monies to purchase items and/or services must scrupulously avoid conflicts of interest between the interests of the Board on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the Board's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff, and board members. Upon appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family, and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Signed:

Date:

DNA

Attachment B.

Polk County Emergency Management
Attn: Tracey L. Bearden
1907 Carpenter Ave.
Des Moines, IA 50314

Date: November 30, 2023

Ref: October 2023 Reimbursement Request

Miss Bearden,

Please find the Request for Reimbursement packet request for ☐ the City of Des Moines, ☐ the Polk County Sheriff's Office, or ☐ Westcom (check one). The expenses incurred are directly related to the receipt and disposition of 911 calls for service. The total reimbursement requested is _____ for our jurisdiction's expenses and _____ for joint project expenses. If I have both joint and individual expenses, I have attached a separate packet for individual and joint expenditures.

If you have any questions, please contact _____ at _____.

Requesting Agency Authorizing Signature

Date

PCEMA 911 Coordinator Signature

Date

Director/Deputy Director PCEMA Signature

Date

Please check all that apply:

Joint and Individual

☐ Approved Joint Projects

☐ Approved Individual Projects

Grants

☐ Grant Reimbursement
(Attachment B Attached to Packet)

☐ GIS Grant Reimbursement (Attach Email
demonstrating benchmarks met).

I attached a copy of all invoices ☐

I attached proof of payment (Copy of Ledger and/or Receipts)? ☐

Proof of justification, if needed. ☐

Attachment C

Weighting	Percentage
Base	59%
Population	8%
No. of 911 Calls	<u>33%</u>
Total	100%

Attachment D

Polk County Joint 911 Service Board																	
Request for Wire-line and Emergency Communication Service Surcharge (Wireless) Reimbursement																	
PSAP Requesting Reimbursement (Drop Down Box)				911 Service Board													
Submission Date																	
Submitted By				Tracey Bearden													
Phone Number																	
Agency Claim #																	
Item	Vendor and Vendor Address	Amount	Object Code Description	Fund and Business Unit	Object Code	Invoice/Service Dates	Object Code Total										
1																	
2																	
3																	
4																	
5																	
6																	
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		Total \$					Total \$										
Submit Packet Electronically To: Tracey L. Bearden Polk County Joint 911 Service Board Polk County Emergency Management tracey.bearden@polkcountyia.gov 515-286-2307 <table border="1"> <thead> <tr> <th colspan="2">Polk County Emergency Management Review and Authorization</th> </tr> </thead> <tbody> <tr> <td>911 Coordinator Signature:</td> <td>Date:</td> </tr> <tr> <td>Director Signature:</td> <td>Date:</td> </tr> <tr> <td>Deputy Director Signature (if needed):</td> <td>Date:</td> </tr> <tr> <td>Central Accounting Signature:</td> <td>Date:</td> </tr> </tbody> </table>								Polk County Emergency Management Review and Authorization		911 Coordinator Signature:	Date:	Director Signature:	Date:	Deputy Director Signature (if needed):	Date:	Central Accounting Signature:	Date:
Polk County Emergency Management Review and Authorization																	
911 Coordinator Signature:	Date:																
Director Signature:	Date:																
Deputy Director Signature (if needed):	Date:																
Central Accounting Signature:	Date:																



Attachment #3

Fund 00351 - 00351
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn 1210 EMERGENCY MANAGEMENT (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %
71000		SALARIES	01	670,666.00	.00	51,379.36	543,095.55	127,570.45	543,095.55	80.98
71050		SALARY ALLOCATIONS OUT	01	.00	.00	.00	90,955.77-	90,955.77	90,955.77-	*****
71100		EMPLOYEE INSURANCE	01	77,949.00	.00	4,370.10	46,739.39	31,209.61	46,739.39	59.96
71110		IPERS	01	63,310.00	.00	4,850.21	51,268.31	12,041.69	51,268.31	80.98
71120		FICA	01	61,983.00	.00	3,807.68	40,341.58	21,641.42	40,341.58	65.08
71260		DEFERRED COMP MATCH	01	16,626.00	.00	1,738.22	15,563.99	1,062.01	15,563.99	93.61
		PERSONAL SERVICES		890,534.00	.00	66,145.57	606,053.05	284,480.95	606,053.05	68.06
72240		CUSTODIAL SUPPLIES	02	.00	.00	.00	17.22	17.22-	17.22	*****
72300		MOTOR VEHICLE FUEL	02	4,500.00	.00	277.15	2,355.78	2,144.22	2,355.78	52.35
72310		M. V. LUB/PARTS/SUPP	02	1,500.00	.00	37.64	946.76	553.24	946.76	63.12
72400		OFFICE SUPPLIES (OUTSIDE)	02	3,500.00	.00	6.99	598.13	2,901.87	598.13	17.09
72420		IT SUPP / EQUIP	02	.00	.00	.00	240.81	240.81-	240.81	*****
72460		FURNITURE & OFFICE EQUIP	02	4,000.00	.00	.00	1,117.80	2,882.20	1,117.80	27.94
72520		RADIO/CAMERA/A.V. SUPPLIES	02	.00	.00	.00	111.24	111.24-	111.24	*****
72550		UNIFORM AND WEARING APPAREL	02	1,800.00	.00	.00	1,053.31	746.69	1,053.31	58.52
72560		P. C. SOFTWARE	02	.00	.00	.00	119.40	119.40-	119.40	*****
72570		MISCELLANEOUS OTHER SUPPLIES	02	.00	.00	.00	315.60	315.60-	315.60	*****
		SUPPLIES		15,300.00	.00	321.78	6,876.05	8,423.95	6,876.05	44.94
76000		OFF PUBLICATIONS / LGL NOTICES	06	150.00	.00	.00	.00	150.00	.00	.00
76060		PRINT SHOP SERVICES	06	40.00	.00	.00	.00	40.00	.00	.00
76110		MILEAGE/MISC TRAVEL	06	.00	.00	.00	201.50	201.50-	201.50	*****
76120		POSTAGE	06	35.00	.00	.00	21.20	13.80	21.20	60.57
76130		TELEPHONE	06	950.00	.00	.00	674.91	275.09	674.91	71.04
76170		RADIO SERVICES	06	2,300.00	.00	191.76	1,917.60	382.40	1,917.60	83.37
76190		CELLULAR TELEPHONES	06	3,500.00	.00	464.16	2,303.99	1,196.01	2,303.99	65.83
76205		INTERNAL TELEPHONE CHRGS	06	7,000.00	.00	.00	.00	7,000.00	.00	.00
76700		R & M - SERVICES	06	1,000.00	.00	.00	.00	1,000.00	.00	.00
76710		R & M - MOTOR VEHICLES	06	1,500.00	.00	412.66	1,251.38	248.62	1,251.38	83.43
76730		MAINTENANCE AGREEMENTS	06	13,000.00	.00	952.39	8,509.06	4,490.94	8,509.06	65.45
76860		LEASE / RENTALS	06	1,200.00	.00	82.98	767.63	432.37	767.63	63.97
76940		INSURANCE	06	23,600.00	.00	.00	21,715.90	1,884.10	21,715.90	92.02
77100		DUES AND MEMBERSHIP	06	900.00	.00	.00	1,134.00	234.00-	1,134.00	126.00
77120		HAZMAT EXPENSE	06	270,000.00	.00	.00	266,169.76	3,830.24	266,169.76	98.58
77170		TRAVEL/TRNG/EDUC	06	3,000.00	.00	528.00	2,296.80	703.20	2,296.80	76.56
77190		MISCELLANEOUS OTHER SERVICES	06	100.00	.00	.00	.00	100.00	.00	.00
77330		MEETINGS	06	800.00	.00	.00	115.66	684.34	115.66	14.46
77350		MISC OTHER CHARGES	06	.00	.00	.00	154.54	154.54-	154.54	*****

Fund 00351 - 00351
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn 1210 EMERGENCY MANAGEMENT (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %
77390		COMPUTER DATA ACCESS & STORAGE	06	.00	.00	136.80-	2,439.89	2,439.89-	2,439.89	*****
77440	94	2023 HMGP	06	.00	.00	11,724.25	34,005.75	34,005.75-	34,005.75	*****
77455		COMMUNITY RELATIONS	06	.00	.00	.00	1,890.68	1,890.68-	1,890.68	*****
OTH SVCS & CHGS				329,075.00	.00	14,219.40	345,570.25	16,495.25-	345,570.25	105.01
EMERGENCY MANAGEMENT				1,234,909.00	.00	80,686.75	958,499.35	276,409.65	958,499.35	77.62

3

Fund 00351 - 00351
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn 1212 HAZARD MITIGATION SERVICES (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %
		PERSONAL SERVICES								
		NONDEPARTMENTAL/NON-BUDGET		1,234,909.00	.00	80,686.75	958,499.35	276,409.65	958,499.35	77.62
		Grand Total(s)		1,234,909.00	.00	80,686.75	958,499.35	276,409.65	958,499.35	77.62