POLK COUNTY EMERGENCY MANAGEMENT

AGENDA

Polk County Joint 911 Service Board

Full 911 Service Board

Meeting Date/Time:
WED 15-MAY-2024
1300 Hours

Location: PCEMA EOC
1907 Carpenter Ave.
Des Moines, IA 50314

Distributed on: 09-MAY-2024

While in-person attendance is preferred, if you are unable to attend in person, then please pre-register to attend via Zoom. Register in advance for this meeting:
https://us06web.zoom.us/meeting/register/tZYsdOqgqDouGt3XHUVv8-AZpFFZUXacyaPo

I. **Call to Order –**

II. **Roll Call and Introductions**

A. **Members** (Highlighted = attended)

- ☐ Altoona
- ☐ Ankeny
- ☐ Bondurant
- ☐ Carlisle
- ☐ Clive
- ☐ Delaware Township
- ☐ Des Moines
- ☐ Elkhart
- ☐ Granger
- ☐ Grimes
- ☐ Johnston
- ☐ Maxwell
- ☐ Madrid
- ☐ Mitchellville
- ☐ Norwalk
- ☐ Northern Warren Fire Department
- ☐ Pleasant Hill
- ☐ Police Chief of PSAP (Des Moines)
- ☐ Polk City
- ☐ Polk County
- ☐ Polk County EM
- ☐ Polk County Sheriff's Office
- ☐ Runnells
- ☐ Slater
- ☐ Urbandale
- ☐ Waukee
- ☐ West Des Moines
- ☐ Windsor Heights

B. **Staff –**

C. **Guests/Public –**

III. **Approval of Agenda –**

IV. **Approval of Previous Meeting Minutes–** Occurred 21-FEB-2023

V. **Programs, Presentations, Invited Guests or Speakers –** None scheduled

VI. **New Business and Action Items**

A. **Removing RINO 2.0 from the Aureon Network–** The PSAP Advisory Committee and the Metro Interoperability Committee reviewed the current usage and need for RINO 2.0 on the AUREON Network. Their recommendation is not to renew the AUREON Contract and to terminate services with the Aureon network. The Executive Committee approved unanimously a motion to approve not renewing the Aureon contract and to terminate all services with Aureon as they relate to RINO 2.0. The Executive Committee recommends the full 911 Service Board approve removing RINO 2.0 from the AUREON network and not renew any contracts with Aureon. Requesting a motion to approve from the full-Service Board.

B. 911 Fiscal Policy-Attachment #1 is the most recent version of the 911 Fiscal Policy. 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. Requesting a motion to approve the updated fiscal policy.

VII. **Old Business –**

A. **CAD Improvement Project**-Hentzel

VIII. **Reports and Discussion**

A. **Administration and Finance**

1. **Chairperson and Vice Chairperson Reports:**
2. **Public Safety Answering Points (PSAP) Reports**
   a. **Des Moines**
   b. **Polk County**
   c. **Westcom**

B. **Fiscal Report:**

1. **Monthly Budget Report –** Attachment #2 (March 2024).

C. **Outdoor Warning Sirens-**

1. **Monthly System Testing** – Unchanged - "Go/NoGo" coordination before the monthly test. Contact Cameron Stufflebeam with any questions or concerns regarding outdoor warning sirens

D. **Service Board Committees**

1. **PSAP Advisory Committee-**Button-Working through a solution for automatic alerts based on CAD call type.
2. **Metro Interoperability Committee-**Working through the Unified Concept of Interoperability page 2.

E. **Planning-**None

F. **Training/Conferences –Upcoming Offerings:** (see Polk Co EMA website for more information)

G. **Lunch and Learn**- Next Session – 28 May from 11:30-12:30 – topic: Communicable Diseases

H. **Exercises with a Communications Component-** DSM Airport FSE – August 22, 2024 (tentative date)

I. **Legislative**

J. **GIS Update-**The City of Des Moines GIS is continuing to meet the benchmarks monthly.

K. **Public Education and Information –**None

L. **State of Iowa 911 Program Manager-**The 911 Coordinator or representative will share any pertinent information from the Program Manager's monthly report.

M. **State Committees**

1. **Iowa Statewide Interoperable Communications Systems Board**-Bischof-
2. **Regional Interoperability Committee Region 1-**Dehnert-Meeting occurs the second Tuesday of each month beginning at 3:00 PM. [Click here to join the meeting]
   Meeting ID: 277 970 927 208
   Passcode: EUWtTc
3. **Iowa 911 Communications Council-**Dehnert
4. **Iowa NENA and APCO-**

IX. **Open Discussion Amongst Board Members**

X. **Public Comment**

XI. Upcoming Meetings:

911 Service Board Meeting

~~February 21 at 1300 hours~~
May 15 at 1300 hours
August 21 at 1300 hours
November 20 at 1300 hours

Executive Committee Meetings

~~January 12 at 1330 hours~~
~~February 5 at 0930 hours~~
~~February 12 at 1330 hours~~
~~March 11 at 1330 hours~~
~~May 6 at 1330 hours~~
June 10 at 1330 hours
July 8 at 1330 hours
August 12 at 1330
September 9 at 1330 hours
October 14 at 1330 hours
November 11 at 1330 hours
December 9 at 1330 hours

XII. Adjourn –

POLK COUNTY EMERGENCY MANAGEMENT

Attachment #1

POLK COUNTY JOINT 911 SERVICE BOARD FINANCIAL POLICY AND PROCEDURE

ADOPTED BY THE 911 SERVICE BOARD

May 2024

TABLE OF CONTENTS

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:

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	**Grants**
☐Approved Joint Projects	☐Grant Reimbursement (Attachment B Attached to Packet)
☐Approved Individual Projects	☐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	33%
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							
7							
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9							
10							
11							
12							
13							
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21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
	Total	$				Total	$

Submit Packet Electronically To:
Tracey L. Bearden
Polk County Joint 911 Service Board
Polk County Emergency Management
tracey.bearden@polkcountyiowa.gov
515-286-2107

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

Attachment #2

Job 3461202 911 SERVICE BOARD From Date 1/1/2001 Thru Date 3/31/2024

Project

Job	Cost Code	Cost Type	Description	L D	P E	M C	UM	Approp Amount	Encumbered Amount	Accrual Amount	Enc/Accrual Total	% Approp Used	Approp Remaining	% Approp Remaining
3461202		50000	REVENUES	3	N	D		.00						
3461202		50000	REVENUES	3		T		40,450.00-		1,292,012.53-	1,292,012.53-	3,194.10	1,251,562.53	3,094.10-
3461202		60000	REVENUES	3	N	D		.00						
3461202		60000	REVENUES	3		T		3,712,380.00-		4,491,779.76-	4,491,779.76-	120.99	779,399.76	20.99-
3461202		70000	EXPENDITURES	3	N	D		.00						
3461202		70000	EXPENDITURES	3		T		130,539.00		1,391,018.35	1,391,018.35	1,065.60	1,260,479.35-	965.60-
3461202		82000	EXPENDITURES	3	N	D		.00						
3461202		82000	EXPENDITURES	3		T		4,853,942.00		2,564,358.11	2,564,358.11	52.83	2,289,583.89	47.17
3461202			911 SERVICE BOARD	2		T		1,231,651.00		1,828,415.83-	1,828,415.83-	148.45-	3,060,066.83	248.45

Job 3461203 DES MOINES PSAP

From Date 1/1/2001 Thru Date 3/31/2024

Project

Job	Cost Code	Cost Type	Description	L D	P E	M C	UM	Approp Amount	Encumbered Amount	Accrual Amount	Enc/Accrual Total	% Approp Used	Approp Remaining	% Approp Remaining
3461203		50000	REVENUES	3	N	D		.00						
3461203		50000	REVENUES	3		T		11,600,220.00-		18,668,269.66-	18,668,269.66-	160.93	7,068,049.66	60.93-
3461203		70000	EXPENDITURES	3	N	D		.00						
3461203		70000	EXPENDITURES	3		T		14,716,983.00		16,834,611.47	16,834,611.47	114.39	2,117,628.47-	14.39-
3461203			DES MOINES PSAP	2		T		3,116,763.00		1,833,658.19-	1,833,658.19-	58.83-	4,950,421.19	158.83

Job 3461204 POLK COUNTY PSAP

From Date 1/1/2001 Thru Date 3/31/2024

Project

Job	Cost Code	Cost Type	Description	L D	P E	M C	UM	Approp Amount	Encumbered Amount	Accrual Amount	Enc/Accrual Total	% Approp Used	Approp Remaining	% Approp Remaining
3461204		50000	REVENUES	3	N	D		.00						
3461204		50000	REVENUES	3		T		9,698,969.00-		15,901,449.10-	15,901,449.10-	163.95	6,202,480.10	63.95-
3461204		70000	EXPENDITURES	3	N	D		.00						
3461204		70000	EXPENDITURES	3		T		13,349,760.00		13,982,865.25	13,982,865.25	104.74	633,105.25-	4.74-
3461204			POLK COUNTY PSAP	2		T		3,650,791.00		1,918,583.85-	1,918,583.85-	52.55-	5,569,374.85	152.55

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POLK COUNTY

Job Status Inquiry Print

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Job 3461205 WESTCOM PSAP

From Date 1/1/2001 Thru Date 3/31/2024

Project

Job	Cost Code	Cost Type	Description	L D	P E	M C	UM	Approp Amount	Encumbered Amount	Accrual Amount	Enc/Accrual Total	% Approp Used	Approp Remaining	% Approp Remaining
3461205		50000	REVENUES	3	N	D		.00						
3461205		50000	REVENUES	3		T		10,674,556.00-		15,418,721.90-	15,418,721.90-	144.44	4,744,165.90	44.44-
3461205		70000	EXPENDITURES	3	N	D		.00						
3461205		70000	EXPENDITURES	3		T		14,045,267.00		15,016,830.02	15,016,830.02	106.92	971,563.02-	6.92-
3461205			WESTCOM PSAP	2		T		3,370,711.00		401,891.88-	401,891.88-	11.92-	3,772,602.88	111.92
			Total:	1		T		11,369,916.00		5,982,549.75-	5,982,549.75-	52.62-	17,352,465.75	152.62

Fund 00346 E911 SERVICE
As of 3/31/2024

Agency .

Orgn. .

(Budget Period: 12)

Account	Description	Catg	Total Approp.	Amts. Committed	Expended M-T-D	Expended Y-T-D	Expnd/Commited Y-T-D	Remaining Balance	Remaining Balance Perc

Fund 00346 E911 SERVICE
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn. 1201 E911 (Budget Period: 12)

Account	Description	Catg	Total Approp.	Amts. Committed	Expended M-T-D	Expended Y-T-D	Expnd/Commited Y-T-D	Remaining Balance	Remaining Balance Perc
1201 E911									
06 OTH SVCS & CHGS									

POLK COUNTY
Approp./Commitment Status Report: Fund/Agency/Organization
For Budget Fiscal Year 23/24
As of 3/31/2024

Fund 00346 E911 SERVICE
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn. 1202 E911 SERVICE BOARD (Budget Period: 12)

Account	Description	Catg	Total Approp.	Amts. Committed	Expended M-T-D	Expended Y-T-D	Expnd/Commited Y-T-D	Remaining Balance	Remaining Balance Perc
02 SUPPLIES									
82400	OFFICE SUPPLIES	02	1,500.00	.00	.00	108.40	108.40	1,391.60	92.77
82570	MISCELLANEOUS OTHER SUPPLIES	02	300.00	.00	.00	.00	.00	300.00	100.00
02 SUPPLIES			1,800.00	.00	.00	108.40	108.40	1,691.60	93.98
86000	OFF PUBLICATIONS / LGL NOTICES	06	200.00	.00	.00	.00	.00	200.00	100.00
86010	ADVERTISING	06	10,000.00	.00	.00	.00	.00	10,000.00	100.00
86020	PRINTING	06	2,000.00	.00	.00	.00	.00	2,000.00	100.00
86110	MILEAGE / MISC TRAVEL	06	1,240.00	.00	.00	.00	.00	1,240.00	100.00
86120	POSTAGE	06	100.00	.00	.70	1.39	1.39	98.61	98.61
86130	TELEPHONE LINES	06	155,500.00	.00	1,427.84	13,031.98	13,031.98	142,468.02	91.62
86171	RADIO SVCS - VEHICLE/PORTABLE	06	8,500.00	.00	.00	215.73	215.73	8,284.27	97.46
86190	CELLULAR TELEPHONES SERVICE	06	755.00	.00	.00	324.71	324.71	430.29	56.99
86205	INTERNAL TELEPHONE CHARGES	06	1,400.00	.00	.00	.00	.00	1,400.00	100.00
86471	CONSULTANT PROF / TECH SVCS	06		.00	31,944.41	31,944.41	31,944.41	31,944.41-	*********
86472	COORDINATOR PROF / TECH SVCS	06	119,580.00	.00	27,556.44	59,011.36	59,011.36	60,568.64	50.65
86600	ELECTRIC	06	3,796.00	.00	.00	1,068.00	1,068.00	2,728.00	71.87
86610	GAS	06	300.00	.00	.00	.00	.00	300.00	100.00
86730	MAINT AGREEMENTS - TELE EQUIP	06	1,488.00	.00	.00	1,511.34	1,511.34	23.34-	1.57-
86732	MAINT AGREEMENTS - OTHER	06	147.00	.00	.00	.00	.00	147.00	100.00
86860	LEASE / RENTALS	06	8,544.00	.00	534.00	3,738.00	3,738.00	4,806.00	56.25
86940	INSURANCE	06	4,588.00	.00	.00	3,320.10	3,320.10	1,267.90	27.64
87100	DUES AND MEMBERSHIP	06	413.00	.00	.00	376.00	376.00	37.00	8.96
87170	TRAVEL / TRAINING / EDUCATION	06	15,000.00	.00	1,118.19	1,613.83	1,613.83	13,386.17	89.24
87190	MISCELLANEOUS OTHER SERVICES	06	150,000.00	.00	.00	.00	.00	150,000.00	100.00
87330	MEETINGS	06	1,600.00	.00	.00	.00	.00	1,600.00	100.00
87390	COMPUTER/DATA ACCESS & STORAGE	06	96,000.00	.00	.00	.00	.00	96,000.00	100.00
87490	PROGRAM EXPENSE	06		.00	6,122.49	54,655.59	54,655.59	54,655.59-	*********
06 OTH SVCS & CHGS			581,151.00	.00	68,704.07	170,812.44	170,812.44	410,338.56	70.61
89580	GRANT PASS THROUGH REMITTANCE	09		.00	.00	18,000.00	18,000.00	18,000.00-	*********
09 MISCELLANEOUS				.00	.00	18,000.00	18,000.00	18,000.00-	*********
1202 E911 SERVICE BOARD			582,951.00	.00	68,704.07	188,920.84	188,920.84	394,030.16	67.59

Fund 00346 E911 SERVICE
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn. 1203 DM E911 SURCHARGE (Budget Period: 12)

Account	Description	Catg	Total Approp.	Amts. Committed	Expended M-T-D	Expended Y-T-D	Expnd/Commited Y-T-D	Remaining Balance	Remaining Balance Perc
02 SUPPLIES									
82310	M.V. LUB / PARTS / SUPPLIES	02		.00	.00	380.55	380.55	380.55-	*********
82420	INFO TECH SUPPLIES / EQUIPMENT	02		.00	.00	284.10	284.10	284.10-	*********
82460	FURNITURE AND EQUIPMENT	02	5,000.00	.00	.00	.00	.00	5,000.00	100.00
82570	MISCELLANEOUS OTHER SUPPLIES	02		.00	.00	1,810.26	1,810.26	1,810.26-	*********
02 SUPPLIES			5,000.00	.00	.00	2,474.91	2,474.91	2,525.09	50.50
86150	TELEPHONE EQUIPMENT	06	3,790.00	.00	50.97	50.97	50.97	3,739.03	98.66
86190	CELLULAR TELEPHONES SERVICE	06	95,000.00	.00	7,610.94	30,329.52	30,329.52	64,670.48	68.07
86470	CITY PROF / TECH SERVICES	06	175,000.00	.00	3,231.01	39,024.38	39,024.38	135,975.62	77.70
86730	MAINT AGREEMENTS - TELE EQUIP	06	65,000.00	.00	.00	66,175.92	66,175.92	1,175.92-	1.81-
86860	LEASE / RENTALS	06	8,700.00	.00	.00	.00	.00	8,700.00	100.00
87100	DUES AND MEMBERSHIP	06	3,500.00	.00	.00	.00	.00	3,500.00	100.00
87170	TRAVEL / TRAINING / EDUCATION	06	10,000.00	.00	.00	.00	.00	10,000.00	100.00
87390	COMPUTER/DATA ACCESS & STORAGE	06		.00	.00	37,759.60	37,759.60	37,759.60-	*********
06 OTH SVCS & CHGS			360,990.00	.00	10,892.92	173,340.39	173,340.39	187,649.61	51.98
88315	MINOR INFO TECH EQUIPMENT	08	255,000.00	.00	43,551.00	51,006.32	51,006.32	203,993.68	80.00
88360	INFO TECH SOFTWARE	08	274,000.00	.00	48,364.70	273,890.66	273,890.66	109.34	.04
08 CAPITAL OUTLAYS			529,000.00	.00	91,915.70	324,896.98	324,896.98	204,103.02	38.58
1203 DM E911 SURCHARGE			894,990.00	.00	102,808.62	500,712.28	500,712.28	394,277.72	44.05

POLK COUNTY

Approp./Commitment Status Report: Fund/Agency/Organization

For Budget Fiscal Year 23/24

As of 3/31/2024

Fund 00346 E911 SERVICE
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn. 1204 PC E911 SURCHARGE (Budget Period: 12)

Account	Description	Catg	Total Approp.	Amts. Committed	Expended M-T-D	Expended Y-T-D	Expnd/Commited Y-T-D	Remaining Balance	Remaining Balance Perc
02 SUPPLIES									
82460	FURNITURE AND EQUIPMENT	02	20,000.00	.00	.00	.00	.00	20,000.00	100.00
82520	RADIO / CAMERA / A.V. SUPPLIES	02	500.00	.00	.00	.00	.00	500.00	100.00
82560	P.C. SOFTWARE	02	3,000.00	.00	.00	.00	.00	3,000.00	100.00
02 SUPPLIES			23,500.00	.00	.00	.00	.00	23,500.00	100.00
86130	TELEPHONE LINES	06	1,800.00	.00	.00	1,192.25	1,192.25	607.75	33.76
86140	DATA LINES	06	10,800.00	.00	875.69	7,821.81	7,821.81	2,978.19	27.58
86150	TELEPHONE EQUIPMENT	06	6,000.00	.00	.00	.00	.00	6,000.00	100.00
86470	CITY PROF / TECH SERVICES	06	110,000.00	.00	.00	35,709.93	35,709.93	74,290.07	67.54
86473	COUNTY PROF / TECH SVCS	06	260,000.00	.00	75,152.24	214,155.31	214,155.31	45,844.69	17.63
86730	MAINT AGREEMENTS - TELE EQUIP	06	65,000.00	.00	.00	47,113.98	47,113.98	17,886.02	27.52
86731	MAINT AGREEMENTS - RADIO EQUIP	06	42,000.00	.00	36,603.69	42,913.69	42,913.69	913.69-	2.18-
86732	MAINT AGREEMENTS - OTHER	06	160,000.00	.00	.00	158,437.30	158,437.30	1,562.70	.98
87100	DUES AND MEMBERSHIP	06	2,200.00	.00	.00	2,016.00	2,016.00	184.00	8.36
87170	TRAVEL / TRAINING / EDUCATION	06	15,000.00	.00	955.00	9,331.76	9,331.76	5,668.24	37.79
87490	PROGRAM EXPENSE	06	21,000.00	.00	.00	7,559.00	7,559.00	13,441.00	64.00
06 OTH SVCS & CHGS			693,800.00	.00	113,586.62	526,251.03	526,251.03	167,548.97	24.15
88315	MINOR INFO TECH EQUIPMENT	08		.00	.00	37,831.82	37,831.82	37,831.82-	*********
88340	MINOR EQUIPMENT	08	42,000.00	.00	.00	.00	.00	42,000.00	100.00
08 CAPITAL OUTLAYS			42,000.00	.00	.00	37,831.82	37,831.82	4,168.18	9.92
1204 PC E911 SURCHARGE			759,300.00	.00	113,586.62	564,082.85	564,082.85	195,217.15	25.71

POLK COUNTY
Approp./Commitment Status Report: Fund/Agency/Organization
For Budget Fiscal Year 23/24
As of 3/31/2024

Fund 00346 E911 SERVICE
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn. 1205 WESTCOM E911 SURCHARGE (Budget Period: 12)

Account	Description	Catg	Total Approp.	Amts. Committed	Expended M-T-D	Expended Y-T-D	Expnd/Commited Y-T-D	Remaining Balance	Remaining Balance Perc
02 SUPPLIES									
86140	DATA LINES	06		.00	.00	103,111.52	103,111.52	103,111.52-	*********
86470	CITY PROF / TECH SERVICES	06	125,000.00	.00	.00	138,362.28	138,362.28	13,362.28-	10.69-
86730	MAINT AGREEMENTS - TELE EQUIP	06		.00	.00	54.82	54.82	54.82-	*********
86732	MAINT AGREEMENTS - OTHER	06	425,000.00	.00	.00	207,888.47	207,888.47	217,111.53	51.09
06 OTH SVCS & CHGS			550,000.00	.00	.00	449,417.09	449,417.09	100,582.91	18.29
88300	MAJOR EQUIPMENT	08	50,000.00	.00	.00	.00	.00	50,000.00	100.00
88310	MAJOR INFO TECH EQUIPMENT	08	15,000.00	.00	.00	.00	.00	15,000.00	100.00
88340	MINOR EQUIPMENT	08		.00	.00	42,875.00	42,875.00	42,875.00-	*********
88360	INFO TECH SOFTWARE	08	15,000.00	.00	.00	.00	.00	15,000.00	100.00
08 CAPITAL OUTLAYS			80,000.00	.00	.00	42,875.00	42,875.00	37,125.00	46.41
1205 WESTCOM E911 SURCHARGE			630,000.00	.00	.00	492,292.09	492,292.09	137,707.91	21.86
099 NONDEPARTMENTAL/NON-BUDGET			2,867,241.00	.00	285,099.31	1,746,008.06	1,746,008.06	1,121,232.94	39.10
00346 E911 SERVICE			2,867,241.00	.00	285,099.31	1,746,008.06	1,746,008.06	1,121,232.94	39.10
Grand Total(s)			2,867,241.00	.00	285,099.31	1,746,008.06	1,746,008.06	1,121,232.94	39.10

Fund 00346 E911 SERVICE
Agency .
Orgn. .
(Budget Period: 12)

Account	Description	Catg.	Revenue Budget	Current M-T-D	Received Y-T-D	Budget Amt. Receivable	% Budget Received

Fund 00346 E911 SERVICE
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn. 1201 E911 (Budget Period: 12)

Account	Description	Catg.	Revenue Budget	Current M-T-D	Received Y-T-D	Budget Amt. Receivable	% Budget Received
1201 E911							
52 INTERGOVERNMENTAL REVENUES							

Fund 00346 E911 SERVICE
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn. 1202 E911 SERVICE BOARD (Budget Period: 12)

Account	Description	Catg.	Revenue Budget	Current M-T-D	Received Y-T-D	Budget Amt. Receivable	% Budget Received
52 INTERGOVERNMENTAL REVENUES							
56000	INTEREST ON INVESTMENTS	56	8,652.00-	3,770.47-	101,146.60-	92,494.60	1169.05
56 USE OF MONEY AND PROPERTY			8,652.00-	3,770.47-	101,146.60-	92,494.60	1169.05
62290	MISC STATE GRANTS/REIMB	60	.00	9,675.00-	36,675.00-	36,675.00	*********
62291	WIRELESS STATE GRANTS/REIMB	60	36,000.00-	.00	.00	36,000.00-	.00
65410	LL SURCHARGE	60	1,350,000.00-	.00	944,050.60-	405,949.40-	69.93
65420	WL SURCHARGE	60	1,562,875.00-	.00	1,300,807.34-	262,067.66-	83.23
65430	REVENUE ALLOCATION OUT	60	2,197,071.00	.00	5,503,487.78	3,306,416.78-	250.49
60 NON-BUDGETARY REVENUES			751,804.00-	9,675.00-	3,221,954.84	3,973,758.84-	428.56-
1202 E911 SERVICE BOARD			760,456.00-	13,445.47-	3,120,808.24	3,881,264.24-	410.39-

POLK COUNTY
Cash Receipts Status Report: Subactivity/Revenue Source
For Budget Fiscal Year 23/24
As of 3/31/2024

Fund 00346 E911 SERVICE
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn. 1203 DM E911 SURCHARGE (Budget Period: 12)

Account	Description	Catg.	Revenue Budget	Current M-T-D	Received Y-T-D	Budget Amt. Receivable	% Budget Received
52 INTERGOVERNMENTAL REVENUES							
56000	INTEREST ON INVESTMENTS	56	32,493.00-	3,309.27-	44,402.05-	11,909.05	136.65
56 USE OF MONEY AND PROPERTY			32,493.00-	3,309.27-	44,402.05-	11,909.05	136.65
65410	LL SURCHARGE	60	374,032.00-	.00	717,147.74-	343,115.74	191.73
65420	WL SURCHARGE	60	520,958.00-	.00	1,417,880.71-	896,922.71	272.17
60 NON-BUDGETARY REVENUES			894,990.00-	.00	2,135,028.45-	1,240,038.45	238.55
1203 DM E911 SURCHARGE			927,483.00-	3,309.27-	2,179,430.50-	1,251,947.50	234.98

Fund 00346 E911 SERVICE
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn. 1204 PC E911 SURCHARGE (Budget Period: 12)

Account	Description	Catg.	Revenue Budget	Current M-T-D	Received Y-T-D	Budget Amt. Receivable	% Budget Received
52 INTERGOVERNMENTAL REVENUES							
56000	INTEREST ON INVESTMENTS	56	29,747.00-	4,044.57-	46,081.97-	16,334.97	154.91
56 USE OF MONEY AND PROPERTY			29,747.00-	4,044.57-	46,081.97-	16,334.97	154.91
65410	LL SURCHARGE	60	145,825.00-	.00	618,924.31-	473,099.31	424.43
65420	WL SURCHARGE	60	520,958.00-	252,761.26	1,123,364.25-	602,406.25	215.63
60 NON-BUDGETARY REVENUES			666,783.00-	252,761.26	1,742,288.56-	1,075,505.56	261.30
1204 PC E911 SURCHARGE			696,530.00-	248,716.69	1,788,370.53-	1,091,840.53	256.75

Fund 00346 E911 SERVICE
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn. 1205 WESTCOM E911 SURCHARGE (Budget Period: 12)

Account	Description	Catg.	Revenue Budget	Current M-T-D	Received Y-T-D	Budget Amt. Receivable	% Budget Received
52 INTERGOVERNMENTAL REVENUES							
56000	INTEREST ON INVESTMENTS	56	22,623.00-	200.97-	23,085.63-	462.63	102.04
56 USE OF MONEY AND PROPERTY			22,623.00-	200.97-	23,085.63-	462.63	102.04
65410	LL SURCHARGE	60	114,340.00-	.00	626,675.10-	512,335.10	548.08
65420	WL SURCHARGE	60	520,958.00-	252,761.26-	921,258.43-	400,300.43	176.84
60 NON-BUDGETARY REVENUES			635,298.00-	252,761.26-	1,547,933.53-	912,635.53	243.65
1205 WESTCOM E911 SURCHARGE			657,921.00-	252,962.23-	1,571,019.16-	913,098.16	238.79
099 NONDEPARTMENTAL/NON-BUDGET			3,042,390.00-	21,000.28-	2,418,011.95-	624,378.05-	79.48
00346 E911 SERVICE			3,042,390.00-	21,000.28-	2,418,011.95-	624,378.05-	79.48
Grand Total(s)			3,042,390.00-	21,000.28-	2,418,011.95-	624,378.05-	79.48