POLK COUNTY EMERGENCY MANAGEMENT

AGENDA

Polk County Joint 911 Service Board

Full 911 Service Board

Meeting Date/Time:
WED 21-FEB-2024
1300 Hours

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

Distributed on: 15-FEB-2024

A virtual option was requested for the Board meeting. 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/tZMlce2qrD8iH9YchM4yuJ2qwHIPW8TOHUb7

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– Occurred15-NOV-2023

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

VI. Public Hearing: FY 2024 Proposed Budget Amendment- The proposed budget amendment and notice of public hearing was published in the Des Moines Register on Friday, February 9, 2024. The public is welcome to ask questions or make comments for or against the proposed budget amendment. Attachment #1

VII. Public Hearing: FY 2025 Proposed Budget- The proposed budget and notice of public hearing was published in the Des Moines Register on Friday, February 9, 2024. The public is welcome to ask questions or make comments for or against the proposed budget amendment. Attachment #2

VIII. New Business and Action Items

A. FY 2024 Proposed Budget Amendment– The proposed budget amendment was discussed at a previous Executive Committee meeting. The Executive Committee recommends the 911 Service Board approve the budget amendment. Requesting a vote to approve the proposed budget amendment. Attachment #3

B. FY 2025 Proposed Budget- The proposed budget was discussed at a previous Executive Committee meeting. The Executive Committee recommends the 911 Service Board approve the FY24-25 budget. Requesting a vote to approve the proposed budget. Attachment #4

C. **Chair and Vice Chair Elections –** The bylaws governing the Polk County Joint 911 Service Board require annual elections of the Chairperson and Vice Chairperson. All appointed members of the 911 Service Board are eligible.
   1. Chairperson
      a. Current Chair: Robert Brownell-Not running for reelection. Current Vice Chair Ness is willing to serve as Chairperson.
      b. Nominations from the Floor
      c. Vote to approve Chairperson
   2. Vice Chairperson
      a. Current Vice Chair: Dave Ness
      b. Nominations from the Floor
      c. Vote to approve Vice Chairperson.

D. Fiscal Policy Approval Attachment #5- The fiscal policy was developed by staff to standardize practices, increase efficiency, transparency, and accountability as well as align with the Iowa Code /Iowa Administrative Code and the FORVIS recommendations. The Executive Committee reviewed the policy and recommended the attached policy be approved by the full 911 Service Board. Requesting a motion to approve the fiscal policy.

E. Bylaws Approval-Distributed to all members on file on January 22, 2024. The bylaws were updated to align with the fiscal policy as well as update the quorum to align with the United Supreme Court ruling and Iowa law. Requesting a motion to approve the proposed amendments to the bylaws.

IX. **Old Business –**

A. **CAD Improvement Project-**Hentzel

X. **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 –**Bearden Attachment #6 (January 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**
   2. **Metro Interoperability Committee-**Working through the Unified Concept of Interoperability

E. **Planning-**None

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

G. **Lunch and Learn**- Next Session - 27 February from 11:30-12:30 – topic: Crisis Canines of the Midlands

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

I. **Legislative**
  1. HSB 692 -School safety bill would appropriate $3,000,000 of 911 surcharge for "the purposes of school emergency radio access grant program"
  2. SSB 3172 the Boards and Commissions bill to eliminate the 911 Council is assigned to the State Government Committee.

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

K. **Public Education and Information** –McIntyre and Bearden visited Fairmeadows Elementary School in West Des Moines on February 14, 2024. They discussed Emergency Management and 911 Communications with 75 third-grade students.

L. **State of Iowa 911 Program Manager**-The 911 Coordinator 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**-Bearden
  4. **Iowa NENA and APCO**-Spring Conferences-April 8th -9th, 2024 Holiday Inn Des Moines Airport

XI. **Open Discussion Amongst Board Members**

XII. **Public Comment**

XIII. **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
April 8 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

XIV. **Adjourn** –

POLK COUNTY EMERGENCY MANAGEMENT

Attachment #1

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET
Polk County 911 Service Board
Fiscal Year July 1, 2023 - June 30, 2024

The Polk County 911 Service Board will conduct a PUBLIC HEARING for the purpose of amending the current budget for the fiscal year ending June 30, 2024

Meeting Date: (entered upon publish) **Meeting Time: (entered upon publish)** **Meeting Location: (entered upon publish)**

Contact Name: (entered upon publish) **Contact Telephone Number: (entered upon publish)**

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.

PROPOSED EXPENDITURE SUMMARY

EXPENDITURES	Total Budget as Certified or Last Amended	Amendment Increase	Total Budget After Current Amendment	Reason
Surcharge Fund	2,738,724	128,517	2,867,241	Additional Project Expenditu
Operating Fund	0		0	
Total	2,738,724	128,517	2,867,241	

$92,517 PCSO
36,000 GIS Grant updated

Attachment #2

NOTICE OF PUBLIC HEARING BUDGET ESTIMATE Fiscal Year July 1, 2024 - June 30, 2025
Polk County 911 Service Board

The 911 Service Board of the above named jurisdiction will conduct a public hearing on the proposed fiscal year budget as follows:
Meeting Date: (entered upon publish) Meeting Time: (entered upon publish) Meeting Location: (entered upon publish)
At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of budgeted receipts and expenditures on file with the 911 Service Board Secretary. Copies of the Supplemental Budget Detail will be furnished upon request.

	FYE June 30, 2023 Actual Expenditures	FYE June 30, 2024 Re-Estimated Expenditures	FYE June 30, 2025 Proposed Expenditures	Transfers Out	Estimated Ending Fund Balance June 30, 2025	Estimated Beginning Fund Balance July 1, 2024	Estimated Other Receipts	Transfers In	Estimated Amount To Be Raised By Surcharge
1. Surcharge Fund	2,275,371	2,867,241	4,638,897	0	3,825,122	5,518,019	46,000		2,900,000
2. Operating Fund	0	0	0	0	0	0	0	0	
3. TOTAL	2,275,371	2,867,241	4,638,897	0	3,825,122	5,518,019	46,000	0	2,900,000

Attachment #3

	Actual	Estimated	Proposed
	FYE June 30 2022	**FYE June 2023**	**FYE June 2024**
Beg. July 1 2021	FY 22	FY 23	FY 24
Beginning Fund Blance	**3,894,772**	**4,310,007**	**4,544,441**
Revenue			
Landline	1,366,397	1,350,000	1,350,000
Wireless	1,699,722	1,562,875	1,562,875
Interest	14,656	10,000	10,000
wireless State grant reimbursement	0	24,000	24,000
misc state grant reimbursement	44,100		
Revenue Total	**3,124,875**	**2,946,875**	**2,946,875**
Total Resources	**7,019,647**	**7,256,882**	**7,491,316**
Expenditures			
Administration			
Personnel costs (1)	104,931	110,668	119,580
Office supplies (2)	1,954	1,300	1,500
Postage (3)	79	500	100
Advertising (4)	1,427	10,234	10,200
Insurance (5)	2,940	2,800	4,588
Training (6)	28,912	18,000	40,000
Other (7)	$90,651	22,645	139,604
Admin Subtotal	**$230,894**	**166,147**	**315,572**
Communications			
911 Telephone expense (8)	11,716	83,875	157,300
Other telephone expense (9)	85,098	117,532	12,200
Communications Subtotal	**96,814**	**201,407**	**169,500**
NextGen, GIS			
Other (15)		158,646	96,000
NextGen, GIS Subtotal	**0**	**158,646**	**96,000**
Equip Repair Maint			
Telephone (16)	114,136	116,488	131,488
Radio (17)	10,803	0	42,000
Other (18)	725,661	462,183	585,147
Equip Repair Maint Subtotal	**850,599**	**578,671**	**758,635**
Contracted Services			
consultant fees 19	27,785	0	0
city governments 20	653,668	538,600	410,000
county goverenement 21	238,333	232,991	260,000
telephone companies 22	0	0	0
Contracted Services Subtotal	**919,786**	**771,591**	**670,000**
Capital Expenditures			
comms towers (23)	53,814	69,502	17,244
vehicle and portable radios (24)	522	6,713	8,500
psap telephone equip (25)	0	2,600	9,790
psap other equip (26)	312,336	478,077	601,000
addressing (27)		0	0
other (28)	214,875	255,087	221,000
captial expenditures subtotal	**581,547**	**811,979**	**857,534**
Transfers Out (32)	30,000	24,000	0
Total Expenditures	**2,709,640**	**2,712,441**	**2,867,241**
Ending Fund Balance	**4,310,007**	**4,544,441**	**4,624,075**

Attachment #4

	Actual	Estimated	Proposed
	FYE June 30 2023	**FYE June 2024**	**FYE June 2025**
Beg. July 1 2022	FY 23	FY 24	FY 25
Beginning Fund Blance	**4,310,006**	**5,310,546**	**5,518,019**
Revenue			
Landline	1,421,608	1,350,000	1,350,000
Wireless	1,712,609	1,595,199	1,550,000
Interest	105,354	93,515	10,000
wireless State grant reimbursement	0	36,000	36,000
misc state grant reimbursement	36,340		
Revenue Total	**3,275,911**	**3,074,714**	**2,946,000**
Total Resources	**7,585,917**	**8,385,260**	**8,464,019**
Expenditures			
Administration			
Personnel costs (1)	111,985	119,580	123,786
Office supplies (2)	860	1,500	900
Postage (3)	0	100	100
Advertising (4)	10,152	10,200	5,200
Insurance (5)	4,328	4,588	4,829
Training (6)	17,374	40,000	32,000
Other (7)	$92,272	139,604	78,479
Admin Subtotal	**$236,970**	**315,572**	**245,294**
Communications			
911 Telephone expense (8)	18,812	157,300	19,852
Other telephone expense (9)	88,907	12,200	13,540
Communications Subtotal	**107,719**	**169,500**	**33,392**
NextGen, GIS			
Other (15)	34,549	96,000	131,000
NextGen, GIS Subtotal	**34,549**	**96,000**	**131,000**
Equip Repair Maint			
Telephone (16)	251,155	131,488	221,200
Radio (17)	0	42,000	195,000
Other (18)	511,527	585,147	334,003
Equip Repair Maint Subtotal	**762,682**	**758,635**	**750,203**
Contracted Services			
consultant fees 19	0		300,000
city governments 20	244,152	410,000	151,000
county governement 21	246,192	260,000	285,000
telephone companies 22	0	0	0
Contracted Services Subtotal	**490,344**	**670,000**	**736,000**
Capital Expenditures			
comms towers (23)	25,848	17,244	12,808
vehicle and portable radios (24)	288	8,500	300
psap telephone equip (25)	8,193	9,790	14,000
psap other equip (26)	482,734	601,000	1,265,900
addressing (27)	0	0	0
other (28)	126,043	221,000	1,450,000
captial expenditures subtotal	**643,106**	**857,534**	**2,743,008**
Transfers Out (32)			
Total Expenditures	2,275,371	2,867,241	4,638,897
Ending Fund Balance	**5,310,546**	**5,518,019**	**3,825,122**

Attachment #5

POLK COUNTY JOINT 911 SERVICE BOARD FINANCIAL POLICY AND PROCEDURE

ADOPTED BY THE 911 SERVICE BOARD

February 2024

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Introduction

GENERAL PURPOSE

1. This policy will establish 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 division 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

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.
    a. **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.
    b. **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.
    c. **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 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, Polk County Emergency Management, 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

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.
4. September-The 911 Coordinator obtains closed books numbers from auditors/central accounting, and prepares budget documents for the Public Safety Answering Points. Forecasts revenues for next fiscal year.
5. **Sometime 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.**
6. October- 911 Coordinator provides PSAPs with budgeting documents.
7. 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.*
8. 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.
9. 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*
10. 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.

Commented [A1]: Change recommended to the full Emergency Management Commission.

b. The 911 Coordinator must publish the Notice of Public Hearing and Proposed Budget in a newspaper published within the county not less than 10 nor more than 20 days before the date of the hearing (See Code of Iowa, Chapter 24).
c. The public hearing for the proposed budget is 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. A quorum of the 911 Service Board must be present both at the public hearing and to adopt the budget. Following the public hearing, the 911 Service Board can 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. ESTIMATED 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
    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 funding areas:
    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
    f. 1207 – Catastrophic Reserve
    g. 1208 – Surcharge Funding
6. Funds identified for use in joint projects beneficial to all PSAPs will be dispersed into the 1206 business unit. Funding necessary to pay expenses for the 911 service board will be disbursed into the 1202 business unit. If catastrophic reserve needs to be collected, then the amount will be transferred to the 1207 business unit. The remaining funding from income sources will be allocated by funding formula to the three PSAPS serving Polk County.
7. The funding formula approved on December 9, 2021 will include the following variables (see attachment C):
    a. Base amount
    b. Population for the PSAP coverage area
    c. 911 Calls received by the PSAP
8. The distribution variables will be weighted and agreed upon by the 911 Service Board. (See attachment C)
9. Funding distributed by a grant to a specific PSAP for a specific project will be passed through without following the distribution process.
10. If the State of Iowa distributes end-of-the-year surplus to the PSAPs, then the amount designated to each will be divided by three and distributed equally to the PSAPs.
11. Revenues received but not expended in any fiscal year will be designated for future projects and will remain in the individual business units as a balance carried forward into the next fiscal year (1202, 1203, 1204, 1205, 1206, and 1207).

c. Revenue Quarterly Distribution of Surcharge Procedures
    i. Surcharge will be distributed as follows:
        1. Quarter 1: July 1-September 30 with distribution to PSAPs, Service Board, Joint Projects, and, if needed, catastrophic reserve, following the closed book date at Central Accounting, on or about October 12th.

        2. Quarter 2: October 1-December 31 with distribution to PSAPs, Service Board, Joint Projects, and, if needed, catastrophic reserve, following the closed book date at Central Accounting, on or about January 12th.
        3. Quarter 3: January 1-March 31 with distribution to PSAPs, Service Board, Joint Projects, and, if needed, catastrophic reserve, following the closed book date at Central Accounting, on or about April 12th.
        4. Quarter 4: April 1-June 30 with distribution to PSAPs, Service Board, Joint Projects, and, if needed, catastrophic reserve, following the closed book date at Central Accounting, on or about July 12th.

2. ESTIMATED EXPENDITURES
    a. All three PSAPs seeking reimbursement using surcharge funding, must pay for expenditures upfront utilizing non-surcharge funding, and submit a reimbursement packet seeking reimbursement.
    b. Only approvable expenditures will be reimbursed. [Iowa Code 34A] and state guidance provided by the Program Manager or designee will be used to determine whether an expense is approvable
    c. If there is an expenditure exceeding $25,000 that has not been preapproved during the budget adoption process during the fiscal year, then it will need to be approved by the Executive Committee before the reimbursement request may be processed. All requests must be received by the last day of the month before 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. 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 expenditure. The remaining funds must remain within the 911 Service Board 346 Fund and not revert to the general county fund.
h. 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.
    ii. A PSAP may request the use of the catastrophic reserve under the following conditions:
        1. The catastrophic reserve may be requested to be borrowed 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 use funds with the 911 Coordinator describing the incident, the preventative steps taken to minimize such an event, the amount of funds requested, and which 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 24 hours to request the 911 Coordinator schedule an emergency meeting of the 911 Service Board. The meeting may be virtual.
        3. Repayment Plans-Funds will be taken from the surcharge a PSAP is expected to receive in future fiscal years. Repayment will begin one year from when the requested funds are received. Funds must be repaid within three years of receiving the funds. The PSAP may request a one- or two-year repayment plan.
            a. One-Year Repayment Plan- For four quarters, 25% of the funding borrowed will be taken from the amount of surcharge the PSAP is designated to receive under the agreed-upon funding formula.

b. Two-Year Repayment Plan-For eight quarters, 12.5% of the funding borrowed will be taken from the amount the PSAP is designated to receive under the agreed-upon funding formula.
c. The 911 Service Board must approve the usage of the funds and the type of repayment plan by a 2/3 majority.

3. Reimbursement
    a. Business Units shall request reimbursement or pay expenditures with approved object codes. If additional object codes are needed during the fiscal year, the 911 Coordinator and Central Accounting will determine if an additional object code is needed.
    b. A reimbursement 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 (Official bill/invoice, copy of ledger showing payment, copy of check for proof of payment, payroll records, etc.).
            3. The 911 Coordinator or the Polk County Emergency Management Office Specialist are the only entities 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 Packet- The 911 Coordinator must receive the business units' reimbursement packet no later than 30 days after the last day of the reimbursing month barring exigent circumstances.
        ii. Packet Reimbursement- The 911 Coordinator will process the packet no later than 30 days after receipt of the packet barring exigent circumstances. The 911 Coordinator will submit the reimbursement packet to Central Accounting for final approval and payment reimbursement.
        iii. The 911 Service Board will follow and 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' expense accounts have a shortfall in their certified budget, a request for budget amendment may be completed and presented to the 911 Service Board.
b. If funds are available and not otherwise encumbered in an individual business unit and expenses are eligible for 911 Surcharge funding, 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, then a budget amendment must be effective before additional expenditures are approved (Iowa Code, 24A and Department of Management, 911 Service Board FY 2025 instructions). Entities are ultimately responsible for their over-expenditures. All budget amendments must be completed no later than May 31 of the current fiscal year (see Iowa Code, 24.9b(2)).

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							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
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
#6

R512000P POLK0001

POLK COUNTY

Job Status Inquiry Print

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

Job 3461202 911 SERVICE BOARD

Project

Job	Cost Code	Cost Type	Description	L P M DE C UM	Approp Amount	Encumbered Amount	Accrual Amount	Enc/Accrual Total	% Approp Used	Approp Remaining	% Approp Remaining
3461202		50000	REVENUES	3 ND	.00						
3461202		50000	REVENUES	3 T	35,798.00-		1,282,428.81-	1,282,428.81-	3,582.40	1,246,630.81	3,482.40-
3461202		60000	REVENUES	3 ND	.00						
3461202		60000	REVENUES	3 T	3,700,380.00-		4,380,315.98-	4,380,315.98-	118.37	679,935.98	18.37-
3461202		70000	EXPENDITURES	3 ND	.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 ND	.00						
3461202		82000	EXPENDITURES	3 T	4,841,942.00		2,485,650.94	2,485,650.94	51.34	2,356,291.06	48.66
3461202			911 SERVICE BOARD	2 T	1,236,303.00		1,786,075.50-	1,786,075.50-	144.47-	3,022,378.50	244.47

Job 3461203 DES MOINES PSAP

Project

Job	Cost Code	Cost Type	Description	L P M DE C UM	Approp Amount	Encumbered Amount	Accrual Amount	Enc/Accrual Total	% Approp Used	Approp Remaining	% Approp Remaining
3461203		50000	REVENUES	3 ND	.00						
3461203		50000	REVENUES	3 T	11,570,227.00-		18,402,030.93-	18,402,030.93-	159.05	6,831,803.93	59.05-
3461203		70000	EXPENDITURES	3 ND	.00						
3461203		70000	EXPENDITURES	3 T	14,716,983.00		16,624,224.56	16,624,224.56	112.96	1,907,241.56-	12.96-
3461203			DES MOINES PSAP	2 T	3,146,756.00		1,777,806.37-	1,777,806.37-	56.50-	4,924,562.37	156.50

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

Job 3461204 POLK COUNTY PSAP

Project

Job	Cost Code	Cost Type	Description	L P M DE C UM	Approp Amount	Encumbered Amount	Accrual Amount	Enc/Accrual Total	% Approp Used	Approp Remaining	% Approp Remaining
3461204		50000	REVENUES	3 ND	.00						
3461204		50000	REVENUES	3 T	9,671,722.00-		15,952,246.23-	15,952,246.23-	164.94	6,280,524.23	64.94-
3461204		70000	EXPENDITURES	3 ND	.00						
3461204		70000	EXPENDITURES	3 T	13,257,243.00		13,824,050.53	13,824,050.53	104.28	566,807.53-	4.28-
3461204			POLK COUNTY PSAP	2 T	3,585,521.00		2,128,195.70-	2,128,195.70-	59.36-	5,713,716.70	159.36

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POLK COUNTY

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

Job 3461205 WESTCOM PSAP

Project

Job	Cost Code	Cost Type	Description	L P M DE C UM	Approp Amount	Encumbered Amount	Accrual Amount	Enc/Accrual Total	% Approp Used	Approp Remaining	% Approp Remaining
3461205		50000	REVENUES	3 ND	.00						
3461205		50000	REVENUES	3 T	10,652,933.00-		14,981,882.72-	14,981,882.72-	140.64	4,328,949.72	40.64-
3461205		70000	EXPENDITURES	3 ND	.00						
3461205		70000	EXPENDITURES	3 T	14,045,267.00		14,814,116.76	14,814,116.76	105.47	768,849.76-	5.47-
3461205			WESTCOM PSAP	2 T	3,392,334.00		167,765.96-	167,765.96-	4.95-	3,560,099.96	104.95
			Total:	1 T	11,360,914.00		5,859,843.53-	5,859,843.53-	51.58-	17,220,757.53	151.58

Full 346 Acct.

Westcom

R55A103 POLK0005
User ID: TBEARDE

POLK COUNTY
Approp./Commitment Status Report: Fund/Agency/Organization
For Budget Fiscal Year 23/24
As of 1/31/2024

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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	20.00	20.00	1,480.00	98.67
82570	MISCELLANEOUS OTHER SUPPLIES	02	300.00	.00	.00	.00	.00	300.00	100.00
02 SUPPLIES			1,800.00	.00	.00	20.00	20.00	1,780.00	98.89
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	.00	.69	.69	99.31	99.31
86130	TELEPHONE LINES	06	155,500.00	.00	1,442.84	10,146.30	10,146.30	145,353.70	93.48
86171	RADIO SVCS - VEHICLE/PORTABLE	06	8,500.00	.00	23.97	167.79	167.79	8,332.21	98.03
86190	CELLULAR TELEPHONES SERVICE	06	755.00	.00	46.43	278.28	278.28	476.72	63.14
86205	INTERNAL TELEPHONE CHARGES	06	1,400.00	.00	.00	.00	.00	1,400.00	100.00
86472	COORDINATOR PROF / TECH SVCS	06	119,580.00	.00	.00	31,454.92	31,454.92	88,125.08	73.70
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	.00	1,068.00	1,068.00	7,476.00	87.50
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	147.00	272.00	272.00	141.00	34.14
87170	TRAVEL / TRAINING / EDUCATION	06	15,000.00	.00	.00	495.64	495.64	14,504.36	96.70
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	60,000.00	.00	.00	.00	.00	60,000.00	100.00
87490	PROGRAM EXPENSE	06		.00	6,122.49	42,410.61	42,410.61	42,410.61-	*********
06 OTH SVCS & CHGS			545,151.00	.00	7,782.73	92,193.67	92,193.67	452,957.33	83.09
89580	GRANT PASS THROUGH REMITTANCE	09	24,000.00	.00	9,000.00	18,000.00	18,000.00	6,000.00	25.00
09 MISCELLANEOUS			24,000.00	.00	9,000.00	18,000.00	18,000.00	6,000.00	25.00
1202 E911 SERVICE BOARD			570,951.00	.00	16,782.73	110,213.67	110,213.67	460,737.33	80.70

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	1,213.76	1,213.76	1,213.76-	*********
02 SUPPLIES			5,000.00	.00	.00	1,878.41	1,878.41	3,121.59	62.43
86150	TELEPHONE EQUIPMENT	06	3,790.00	.00	.00	.00	.00	3,790.00	100.00
86190	CELLULAR TELEPHONES SERVICE	06	95,000.00	.00	.00	15,054.38	15,054.38	79,945.62	84.15
86470	CITY PROF / TECH SERVICES	06	175,000.00	.00	.00	27,803.42	27,803.42	147,196.58	84.11
86730	MAINT AGREEMENTS - TELE EQUIP	06	65,000.00	.00	.00	.00	.00	65,000.00	100.00
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	22,621.48	22,621.48	22,621.48-	*********
06 OTH SVCS & CHGS			360,990.00	.00	.00	65,479.28	65,479.28	295,510.72	81.86
88315	MINOR INFO TECH EQUIPMENT	08	255,000.00	.00	.00	6,351.72	6,351.72	248,648.28	97.51
88360	INFO TECH SOFTWARE	08	274,000.00	.00	.00	216,615.96	216,615.96	57,384.04	20.94
08 CAPITAL OUTLAYS			529,000.00	.00	.00	222,967.68	222,967.68	306,032.32	57.85
1203 DM E911 SURCHARGE			894,990.00	.00	.00	290,325.37	290,325.37	604,664.63	67.56

POLK COUNTY
Approp./Commitment Status Report: Fund/Agency/Organization
For Budget Fiscal Year 23/24
As of 1/31/2024

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	4,000.00	.00	.00	.00	.00	4,000.00	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			7,500.00	.00	.00	.00	.00	7,500.00	100.00
86130	TELEPHONE LINES	06	1,800.00	.00	273.33	1,075.66	1,075.66	724.34	40.24
86140	DATA LINES	06	10,800.00	.00	1,751.01	6,070.43	6,070.43	4,729.57	43.79
86150	TELEPHONE EQUIPMENT	06	3,383.00	.00	.00	.00	.00	3,383.00	100.00
86470	CITY PROF / TECH SERVICES	06	110,000.00	.00	.00	35,709.93	35,709.93	74,290.07	67.54
86471	CONSULTANT PROF / TECH SVCS	06	260,000.00	.00	.00	.00	.00	260,000.00	100.00
86473	COUNTY PROF / TECH SVCS	06		.00	.00	139,003.07	139,003.07	139,003.07-	*********
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	35,000.00	.00	.00	6,310.00	6,310.00	28,690.00	81.97
86732	MAINT AGREEMENTS - OTHER	06	135,100.00	.00	.00	154,429.30	154,429.30	19,329.30-	14.31-
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	797.00	5,980.76	5,980.76	9,019.24	60.13
87490	PROGRAM EXPENSE	06	21,000.00	.00	.00	7,559.00	7,559.00	13,441.00	64.00
06 OTH SVCS & CHGS			659,283.00	.00	2,821.34	405,268.13	405,268.13	254,014.87	38.53
1204 PC E911 SURCHARGE			666,783.00	.00	2,821.34	405,268.13	405,268.13	261,514.87	39.22

POLK COUNTY
Approp./Commitment Status Report: Fund/Agency/Organization
For Budget Fiscal Year 23/24
As of 1/31/2024

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	78,838.90	78,838.90	78,838.90-	*********
86470	CITY PROF / TECH SERVICES	06	125,000.00	.00	.00	136,622.28	136,622.28	11,622.28-	9.30-
86730	MAINT AGREEMENTS - TELE EQUIP	06		.00	.00	54.82	54.82	54.82-	*********
86732	MAINT AGREEMENTS - OTHER	06	425,000.00	.00	.00	40,912.83	40,912.83	384,087.17	90.37
06 OTH SVCS & CHGS			550,000.00	.00	.00	256,428.83	256,428.83	293,571.17	53.38
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	33,150.00	33,150.00	33,150.00-	*********
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	33,150.00	33,150.00	46,850.00	58.56
1205 WESTCOM E911 SURCHARGE			630,000.00	.00	.00	289,578.83	289,578.83	340,421.17	54.04
099 NONDEPARTMENTAL/NON-BUDGET			2,762,724.00	.00	19,604.07	1,095,386.00	1,095,386.00	1,667,338.00	60.35
00346 E911 SERVICE			2,762,724.00	.00	19,604.07	1,095,386.00	1,095,386.00	1,667,338.00	60.35
Grand Total(s)			2,762,724.00	.00	19,604.07	1,095,386.00	1,095,386.00	1,667,338.00	60.35

POLK COUNTY
Cash Receipts Status Report: Subactivity/Revenue Source
For Budget Fiscal Year 23/24
As of 1/31/2024

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	4,000.00-	6,679.78-	91,562.88-	87,562.88	2289.07
56 USE OF MONEY AND PROPERTY			4,000.00-	6,679.78-	91,562.88-	87,562.88	2289.07
62290	MISC STATE GRANTS/REIMB	60	.00	.00	18,000.00-	18,000.00	*********
62291	WIRELESS STATE GRANTS/REIMB	60	24,000.00-	.00	.00	24,000.00-	.00
65410	LL SURCHARGE	60	1,350,000.00-	.00	656,395.93-	693,604.07-	48.62
65420	WL SURCHARGE	60	1,562,875.00-	.00	859,930.24-	702,944.76-	55.02
65430	REVENUE ALLOCATION OUT	60	2,197,071.00	593,758.89	4,867,744.79	2,670,673.79-	221.56
60 NON-BUDGETARY REVENUES			739,804.00-	593,758.89	3,333,418.62	4,073,222.62-	450.58-
1202 E911 SERVICE BOARD			743,804.00-	587,079.11	3,241,855.74	3,985,659.74-	435.85-

POLK COUNTY
Cash Receipts Status Report: Subactivity/Revenue Source
For Budget Fiscal Year 23/24
As of 1/31/2024

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	2,500.00-	4,302.36-	37,137.02-	34,637.02	1485.48
56 USE OF MONEY AND PROPERTY			2,500.00-	4,302.36-	37,137.02-	34,637.02	1485.48
65410	LL SURCHARGE	60	374,032.00-	76,795.64-	630,228.16-	256,196.16	168.50
65420	WL SURCHARGE	60	520,958.00-	165,075.59-	1,245,826.59-	724,868.59	239.14
60 NON-BUDGETARY REVENUES			894,990.00-	241,871.23-	1,876,054.75-	981,064.75	209.62
1203 DM E911 SURCHARGE			897,490.00-	246,173.59-	1,913,191.77-	1,015,701.77	213.17

POLK COUNTY
Cash Receipts Status Report: Subactivity/Revenue Source
For Budget Fiscal Year 23/24
As of 1/31/2024

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	2,500.00-	5,646.14-	37,057.67-	34,557.67	1482.31
56 USE OF MONEY AND PROPERTY			2,500.00-	5,646.14-	37,057.67-	34,557.67	1482.31
65410	LL SURCHARGE	60	145,825.00-	57,214.06-	554,167.74-	408,342.74	380.02
65420	WL SURCHARGE	60	520,958.00-	122,984.13-	1,247,942.25-	726,984.25	239.55
60 NON-BUDGETARY REVENUES			666,783.00-	180,198.19-	1,802,109.99-	1,135,326.99	270.27
1204 PC E911 SURCHARGE			669,283.00-	185,844.33-	1,839,167.66-	1,169,884.66	274.80

POLK COUNTY
Cash Receipts Status Report: Subactivity/Revenue Source
For Budget Fiscal Year 23/24
As of 1/31/2024

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	1,000.00-	214.33-	22,837.17-	21,837.17	2283.72
56 USE OF MONEY AND PROPERTY			1,000.00-	214.33-	22,837.17-	21,837.17	2283.72
65410	LL SURCHARGE	60	114,340.00-	54,512.49-	564,976.25-	450,636.25	494.12
65420	WL SURCHARGE	60	520,958.00-	117,176.98-	546,366.56-	25,408.56	104.88
60 NON-BUDGETARY REVENUES			635,298.00-	171,689.47-	1,111,342.81-	476,044.81	174.93
1205 WESTCOM E911 SURCHARGE			636,298.00-	171,903.80-	1,134,179.98-	497,881.98	178.25
099 NONDEPARTMENTAL/NON-BUDGET			2,946,875.00-	16,842.61-	1,644,683.67-	1,302,191.33-	55.81
00346 E911 SERVICE			2,946,875.00-	16,842.61-	1,644,683.67-	1,302,191.33-	55.81
Grand Total(s)			2,946,875.00-	16,842.61-	1,644,683.67-	1,302,191.33-	55.81