

Agenda
Executive Committee-911 Service Board
Monday, February 5, 2024
9:30-9:45 am
ZOOM

<https://us06web.zoom.us/j/86170966526?pwd=TJA1V4Gn2t7TOL1FtLbDt5DrSBqKdo.1>

Meeting ID: 861 7096 6526

Passcode: 860802



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DES MOINES, IOWA 50314
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911 Service Board Executive Committee Members

911 Service Board Chair	Robert Brownell
911 Service Board Vice Chair:	Dave Ness
Des Moines PSAP:	Brad Button
Des Moines User:	Michele Bischof
Polk County Sheriff PSAP:	Nick Brockman
Polk County Sheriff User:	Rob Chiappano
Westcom PSAP:	Udell Mentola
Westcom User:	Chad McCluskey
Staff: AJ Mumm, Dutch Geisinger, Tracey Bearden	
Guests:	

I. Chair's Opening Comments

II. Budget and Finance

a. Estimated Ending Fund Balances with Proposed Changes to Budgets-Attachment 1

b. Approval to publish FY23-24 Budget Amendment-Attachment 2

- i. Amended GIS Grant to reflect the success of achieving state-imposed benchmarks. Shows up as an expenditure but the expenditure is paid for with the State GIS funding.
- ii. Amended interest received and state Surplus received
- iii. See PCSO's Narrative-Attachment 3

c. Approval to publish proposed 24-25 budget (updated)-Attachment 4

- i. Amended GIS Grant to reflect the success of achieving state-imposed benchmarks. Shows up as an expenditure but the expenditure is paid for with the State GIS funding.
- ii. See PCSO's Narrative-Attachment 3

III. Adjourn

Proudly serving the communities of:

Alleman - Altoona - Ankeny - Bondurant - Clive - Des Moines - Elkhart - Grimes - Johnston - Mitchellville

Pleasant Hill - Polk City - Polk County - Runnells - Urbandale - West Des Moines - Windsor Heights



Attachment #1

	911 Service Board/Joint Projects/Catastrophic Reserve	DSM	PCSO	Westcom	Row Totals
Beginning Fund Balance 7/1/2023	\$ 5,138,145	\$ 154,940	\$ 694,296	\$ (676,835)	\$ 5,310,546
Surcharge Reconciliation (not including interest)	\$ (4,163,505)	\$ 1,623,409	\$ 1,358,456	\$ 1,181,640	
Reconciled Fund Balance	\$ 974,640	\$ 1,778,349	\$ 2,052,752	\$ 504,805	\$ 5,310,546
State Surplus (22-23 Received 2023)	\$ 32,325				
State Surplus Distributed	\$ (32,325)	\$ 10,775	\$ 10,775	\$ 10,775	\$ 32,325
Estimated Surcharge Revenue-23/24	\$ 715,803	\$ 894,990	\$ 666,783	\$ 635,298	\$ 2,912,874
Misc. Rev (Includes Known additional interest as of 12-31-2023)	\$ 42,646	\$ 32,835	\$ 31,412	\$ 22,623	\$ 129,515
Estimated Expenditures-23/24	\$ (582,951)	\$ (894,990)	\$ (759,300)	\$ (630,000)	\$ (2,867,241)
Estimated Beginning Fund Balance 7/1/2024	\$ 1,150,138	\$ 1,821,959	\$ 2,002,422	\$ 543,501	\$ 5,518,019
Estimated Surcharge Revenue 24/25	\$ 508,354	\$ 975,493	\$ 723,305	\$ 692,848	\$ 2,900,000
Proposed Expenditures 24/25	\$ (366,353)	\$ (858,000)	\$ (2,721,696)	\$ (692,848)	\$ (4,638,897)
Misc. Rev	\$ 46,000				
Estimated Ending Fund Balance 24/25	\$ 1,338,139	\$ 1,939,452	\$ 4,031	\$ 543,501	\$ 3,825,122



Attachment #2

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 Expenditure
Operating Fund	0		0	
Total	2,738,724	128,517	2,867,241	

\$ 92,517 PCSO

36,000 GIS Grant updated



Attachment #3

1.9.24

PC PSAP FY 23/24 IN YEAR BUDGET AMMENDMENT

REVENUES:

LL and WL revenues increase due to distribution of funds held in 3461202 due to the external audit of previous fiscal years. Interest on investments revenue increases coincides with increases in both surcharge revenues.

EXPENSES:

Three expenses codes: furniture and equipment, telephone equipment, and minor info tech equipment will all increase due to upgrades being made to 14 workstations for Public Safety Communications Specialists at the PCSO communications center. Purchases include new chairs, workstation computer towers, and additional telephone equipment.

Maintenance agreements costs for both radio equipment as well as other maintenance agreements have increased with yearly inflation accompanied with additional licenses for end users. Increases from our providers include Racom, Intergraph/Hexagon, and Sayers/Net motion.

Lastly funding allocation is being moved between two object codes to more accurately line up with E911 chart of accounts to cover internal salary and benefit expense of the sheriffs office two public safety technicians.



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

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