



POLK COUNTY EMERGENCY MANAGEMENT AGENCY

A.J. MUMM, COORDINATOR

POLK COUNTY OFFICE BUILDING
111 COURT AVENUE, DES MOINES, IA 50309
PH. (515) 286-2107 FAX (515) 323-5256
EMAIL: ema@co.polk.ia.us
WEB SITE: www.polkcountyia.gov

AGENDA

The Polk County Emergency Management Commission will meet on **Wednesday, February 20, 2008 at 1300 hrs** at **Polk County Communications Center, 6023 NE 14th St., Des Moines, Iowa.**

Minutes of the Executive Committee meeting held on 13 February 2008 are integrated into the agenda and are in red.

I. Call to Order – Executive Committee at 1100 hours.

II. Roll Call/Introductions

A. Members

- | | | | |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Alleman | <input type="checkbox"/> Des Moines | <input type="checkbox"/> Pleasant Hill | <input type="checkbox"/> Urbandale |
| <input type="checkbox"/> Altoona | <input type="checkbox"/> Elkhart | <input type="checkbox"/> Polk City | <input type="checkbox"/> West Des Moines |
| <input type="checkbox"/> Ankeny | <input type="checkbox"/> Grimes | <input type="checkbox"/> Polk County BOS | <input type="checkbox"/> Windsor Heights |
| <input type="checkbox"/> Bondurant | <input type="checkbox"/> Johnston | <input type="checkbox"/> Polk County Sheriff | |
| <input type="checkbox"/> Clive | <input type="checkbox"/> Mitchellville | <input type="checkbox"/> Runnells | |

Executive Committee members present were: Phillips, Vorlander, and Walters

B. Staff – Mumm and Reelitz

C. Guests/Public -

III. Approval of Agenda

No corrections, additions or objections, agenda is approved as written.

IV. Invited Guests or Speakers – none scheduled

V. Approval of Previous Meeting Minutes – January 16, 2008

Executive Committee Action: Moved by Walters, seconded by Phillips to approve the January minutes as distributed. Motion passed unanimously.

VI. Reports

A. Administration and Finance

1. Grants Management – Attachment #1

a. 2006 Homeland Security Grant Program (HSGP)

Award of \$778,647. Performance period began October 1, 2006 and will end March 30, 2008. Regional initiatives include: ESF Conversion Planning Assistance, Mass Fatalities Equipment and Exercise; EOC Survey and Equipment; and Animal Health Emergency Planning/Training/Equip/Exercise.

b. 2007 Homeland Security Grant Program (HSGP)

Award of \$339,638. Performance period began October 1, 2007 and will end March 30, 2009.

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

c. 2008 Homeland Security Grant Program (HSGP)

Region 1 and All-Region project applications will be submitted by February 14, 2008. NIMS/NRP and Critical Asset Protection portions are guaranteed to the regions. Other projects need to be applied for and are awarded competitively. All-Region projects included resource management, EOC standardization, and ESF conversion.

d. 2006 Metropolitan Medical Response System (MMRS) Grant – Attachment #2

Award of \$228,000 Performance period began October 1, 2006 and will end March 31, 2009. Subgrantee contract paperwork is being processed to designate EMA as the official subgrantee.

e. 2006 Community Emergency Response Team (CERT)

Award of \$4,295.29. Performance period began October 1, 2006 and will end March 31, 2008. Ankeny CERT has submitted scope of work and budget for funding. HSEMD has approved the submitted budget. EMA Staff will process the reimbursement request submitted by the City of Ankeny.

f. 2005 Pre-Disaster Mitigation (PDM) Grant

Application submitted on March 8, 2005. Budget of \$207,612.50 (\$150,579.53 federal share and \$57,032.97 local share) over a three-year performance period was successful. Grant will help bring all Polk County local jurisdictions compliant with Disaster Mitigation Act standards. Communities are discussing the final draft of the HARA and brainstorming mitigation measures.

g. 2008 Hazardous Materials Emergency Program (HMEP)

Awarded \$18,101.45 (\$5,650.65 for planning; \$5,450.80 for training; and \$7,000 for Iowa Hazmat Symposium). Performance period began October 1, 2007 and will end September 30, 2008. This is a 7-county grant to be used for hazardous materials planning, emergency responder training, and to conduct the annual hazmat symposium in Ames.

h. 2008 Emergency Management Performance Grant (EMPG)

Award of \$33,000. Performance period began October 1, 2007 and will end September 30, 2008. Funds to be used for personnel expenses. State received approximately \$1.4 million more than in 2007 yet the cap of \$33,000 still applies to the most populous counties.

Executive Committee Action: Moved by Phillips, seconded by Walters to direct the Coordinator to draft a letter for the Chair's signature asking HSEMD to reconsider its EMPG allocation formula to reflect risk, population, and property value. Motion passed unanimously. Chair also suggested that a copy be sent to the Lt. Governor.

i. 2008 Health Resource Systems Administration (HRSA)

Award not yet received.

j. 2008 Emergency Medical Services (EMS) Systems Development

Award not yet received.

B. Hazard Identification, Risk Assessment, and Capability Assessment

1. Hazard Analysis and Risk Assessment

Being developed as part of the PDM local mitigation planning process.

C. Resource Management

1. Resource Management Database

Volunteer approached Coordinator and will be assigned to explore IRIS and begin work on resource typing project.

D. Planning

1. Part A – Operations

Current state status is compliant. Next update is due to HLSEM by October 1, 2008.

2. Part B – Mitigation Strategy

Current state status is compliant. Recertification submitted in August 2007.

3. Part C - Recovery

Current state status is compliant. Recertification submitted in August 2007.

4. Local Pre-Disaster Mitigation (PDM)Plans

See Item VI.A.1.c.

5. Biological Emergencies/Pandemic Planning

Polk County Public Health is the appropriate lead agency. Emergency Management and Public Health will continue to co-facilitate multidisciplinary committee. Next meeting to be held February, 21, 2008. Team to develop SOP on distribution of quarantine & isolation orders issued.

6. Emergency Management Commission Strategic Plan

Poster is being converted into a traditional document form for distribution.

E. Direction, Control, and Coordination

1. National Incident Management System (NIMS)

NIMS Integration Center (NIC) is to be developing a multi-year implementation strategy rather than releasing requirements periodically throughout the year. Strategy will be distributed by EMA once received from the NIC. Still in draft form at the NIC.

F. Damage Assessment

1. Damage Assessment Team (DAT)

Staff is developing an implementation strategy for presentation to the Commission.

G. Communications and Warning

1. Interoperability Academy

Background: Coordinator attended academy sponsored by DHS, National Association of Counties, and National League of Cities. Other delegates from the Des Moines/Polk County area included Supervisor Tom Hockensmith, Lt. Scott Locker (PCSO), DC John Schilling (Ankeny FD), and Captain Todd Misel (ISP). Supervisor Hockensmith will be championing the formation of a subcommittee of the Metro Advisory Committee along with key appointed subject matter experts to consider this issue and provide recommendations to elected officials.

H. Operations and Procedures

1. Polk County Emergency Operations Center (EOC)

Background: Vorlander sought interest from the Executive Committee in drafting a 28E agreement for a consolidated Emergency Operations Center (EOC) between the Polk County Emergency Management Commission and the City of Des Moines.

Staff Update: Staff is currently researching best practices as well as required and desired capabilities of a functioning EOC. Staff will continue to develop a concept support document under the advice of Commission Members. Other concerns that will be addressed include operational layout options, communications capabilities, and security. Greater consideration will be given to this item following the results of the WMD capability assessment. Commission members should continue to give thought to this concept and be prepared to discuss upon the completion of the capability assessment project. EOC Subcommittee met on March 22. Pros and cons of 4 options were presented by the Coordinator. Coordinator shared the preliminary discussion that he had with Public Health regarding a joint EOC.

Commission Discussion: Coordinator shared with the Commission that he had a conversation with Polk County Public Health Director Terri Henkels regarding the potential for a joint EOC to be developed at the building at 1900 Carpenter. This space is possibly being vacated by Polk County Supplemental Foods and would make a very suitable location for a countywide EOC. Coordinator will keep the Commission informed of further discussion.

Staff Update: Coordinator has met with the Board of Supervisor's Staff, Mike Freilinger, on Thursday, December 14 to discuss space requirements. EMA, Public Health, and the Medical Examiner will be included in a meeting with the architect in early 2007.

Commission Discussion: Chair asked Coordinator to draft a letter to Supervisor Brownell expressing the Commission's support of previous discussion to relocate EMA administrative offices and develop emergency operations center in space vacated by Supplemental Foods.

Staff Update: Staff will be drafting letter to Supervisor Brownell and will be ready for the Chair's signature by April 18th. Sent April 18th.

Staff Update: Coordinator and Public Health Director met with Interim County Manager on May 8. He was supportive of the concept and recommended that discussion take place with Polk County General Services. Board Discussion meeting to be scheduled to present the concept to the Board of Supervisors.

I. Training

J. Exercises

1. Iowa Air National Guard Exercise

The Iowa Air National Guard is conducting a multi-day exercise to evaluate base security and unified command with civil authorities March 26 and 27, 2008. IANG is the lead agency.

2. CST Radiological Exercise

71st Civil Support Team along with Ames, Story County, and Central Iowa agencies will be participating in a tabletop exercise and eventual full-scale exercise in the late spring 2008. Exercise will be conducted in Ames and is being led by Story County EMA.

3. Iowa Contingency Planners and Wells Fargo

The Iowa Contingency Planners and Wells Fargo have approached area public safety agencies to design a two part exercise (tabletop and functional) to take place in mid to late summer 2008 centered around a workplace violence scenario to be conducted at Wells Fargo in West Des Moines. Private sector is taking the lead in exercise design.

4. City/County/State Exercise

Chief Vorlander, Des Moines Fire Department, has proposed a two part exercise (tabletop and full-scale) that would involve city, county, and state agencies and evaluate unified command as well as activation of local and state specialty teams for a WMD scenario.

K. Public Education and Information

L. Homeland Security

1. Information Sharing

Coordinator continues to distribute relevant information from Department of Homeland Security, Iowa Homeland Security and Emergency Management, the Highway Watch Program, and other credible sources when received by the Agency. Staff is also working with LEIN Region 5 Fusion Center located in the DMPD to foster information sharing relationships among public and private sectors.

VII. Old Business

A. Evacuation Planning Request for Proposal (RFP)

Background: Des Moines and West Des Moines have been provided funding to develop evacuation plans for their communities. Staff has worked with both communities on a proposal to collaborate on this project and use the funding to develop a metro-wide evacuation plan. RFP has been approved and advertised. Proposals due by November 9, 2007. Four proposals were received (2 from national firms and 2 from local firms). One firm was not invited to interview because of the extremely high cost proposal. Executive Committee and the Coordinator interviewed the other three and the Executive Committee voted to recommend Emergency Preparedness Consulting, LLC for contract. Total project is expected to take 180 days from contract execution. Story County is the contracting authority because they are the fiscal agent of the 2006 HSGP which is paying the cost.

Commission Action: Moved by Walters, seconded by Whetstone to approve the Executive Committee's recommendation. Motion passed unanimously.

Update: Contract being reviewed by HSEMD and Story County. Upon approval of the draft contract, all bidders will be notified of the contract award and work will begin.

B. Automated Notification System Request for Proposal (RFP)

Background: There is growing interest in establishing an automated notification system that would use telephone and paging technologies to contact individuals, groups, and the public during emergency and non-emergency situations where large numbers of contacts needed to be made. There are several vendors that offer this technology and in order to better evaluate specific systems, their potential applications, and related costs, the Agency is requesting the authority to develop an official non-binding request for proposal to solicit comparable information from providers.

Staff Recommendation: Authorize the development of a non-binding Request for Proposal in order to gauge the ability for this project to be pursued. The RFP would be brought back to the Commission for the final approval before being released.

Commission Action: Moved by Mathis to adopt the Staff recommendations, seconded by Milewski. **Discussion:** Roe pointed out that the CodeRed System has already been implemented at WestCom and that there would be advantages in consistency across Polk County. Coordinator acknowledged this fact and said that those types of issues would definitely be factored into any decisions during the proposal review process. Motion passed unanimously.

Staff Recommendation: Approve the RFP as distributed to the Commission for publishing

C. Fiscal Year 2008-2009 Proposed Budget Presentation – Attachment #2

Background: The 2008-2009 proposed budget is presented for discussion by the Commission. The Commission will be asked to approve a budget at the February 20th Commission Meeting where a Public Hearing will be scheduled. Budgets must be submitted to the Iowa Department of Management in March.

Staff Recommendation: Set the date for the Public Hearing on the 2008-2009 Polk County Emergency Management Commission budget for February 20, 2008 at 1:00 PM and direct staff to publish the proposed budget in the Des Moines Register to meet the requirements of public notification.

Commission Discussion: Chair Vorlander and Vice-Chair Walters have a meeting with County Administrator Ron Olson on February 15 to discuss the proposed budget. Requests to increase the 28E assessed amount would be received very negatively.

Commission Action: Moved by Cox, seconded by Mundt to have the Commission Chair draft a letter to Mr. Olson and explain the situation and ask for an earlier meeting in order to meet budget deadlines. Motion passed unanimously.

Commission Action: Moved by Holt, seconded by Krohse to hold a public hearing for the proposed budget on February 20, 2008 at 1300 and direct the Coordinator to publish the hearing in the Des Moines Register. Motion passed unanimously.

Staff Update: Attempts to move up meeting with Mr. Olson were unsuccessful but the Board of Supervisors did approve the funding of the original staff request for the Coordinator position and the Office Specialist position. Other budget questions remain from the BOS related to hazmat contract costs. Notice of Public Hearing has not been published due to questions on budget.

Staff Recommendation: Attend meeting between Mr. Olson, Commission Chair and Vice-Chair, and Coordinator on February 15 as scheduled. Adjust budget if needed. Arrange for budget to be published. Reschedule public hearing to meet the 10-20 day requirement. Submit approved budget by March 15 deadline.

Executive Committee Action: Moved by Phillips, seconded by Walters to hold the Commission meeting as scheduled on February 20 and schedule a special budget meeting and public hearing on March 5, 2008 at 1300 hours. Motion passed unanimously. Chair asked staff to verify that a quorum would be available for the March 5 meeting.

VIII. New Business

A. 28E Agreement for Administration of Emergency Management Agency

Background: The term of the initial 28E Agreement funding the administration of the EMA at \$0.25 per capital expires this year. Commission will need to consider renewal of the agreement.

Executive Committee Action: Moved by Walters, seconded by Phillips to direct staff to contact the County Attorney's Office to verify what action needs to be taken in order for the agreement to continue at its current assessed rate. Motion passed unanimously.

IX. Other Business

X. Upcoming Events

- A. Commission Meeting – February 20, 2008 at 1300 hours – Polk County Communications Ctr.
- B. Commission Budget Meeting and Public Hearing – March 5 at 1300 hrs. – PC Comm. Ctr.
- C. Region 1 Meeting – March 6, 2008 at 1300 hours – Marshall County EMA
- D. Iowa State Assoc. of Counties Spring School – March 12-14, 2008 – Des Moines
- E. Executive Committee Meeting – March 19, 2008 at 1100 hours – Polk Co. Comm. Center
- F. Commission Meeting – May 21, 2008 at 1300 hours – Polk County Communications Ctr.

XI. Programs/Presentations – none scheduled

XII. Adjourn

Executive Committee Action: Moved by Walters, seconded by Phillips to adjourn. Motion passed unanimously at 1147 hours.

Attachment

#1

Attachment

#2

Proposed 2008-2009 Budget Summary

Beginning Fund Balance	-\$84,759
Revenues	
Polk County	\$164,930
Polk County Hazmat	\$210,000
Responsible Parties Hazmat	\$40,000
Polk County 28E	\$6,464
Cities 28E	\$94,026
EMPG	\$33,000
Other Federal Grants	\$34,000
	<u>\$582,420</u>
Expenditures	
Coordinator (S&B)	\$117,161
Asst. Coord (S&B)	\$89,220
Office Specialist (S&B)	\$47,768
Hazmat Services	\$250,000
Supplies & Commodities	\$5,350
Service Contracts	\$7,075
Other Federal Grants	\$34,000
	<u>\$550,574</u>
Ending Fund Balance	-\$52,913

Detail A - Personnel Costs					
Coordinator		Asst. Coord.		Office Spec.	
Salary	\$85,000	Salary	\$66,857	Salary	\$39,662
Insurance	\$17,981	Insurance	\$10,681	Insurance	\$150
IPERS	\$5,287	IPERS	\$4,184	IPERS	\$2,538
FICA	\$6,685	FICA	\$5,290	FICA	\$3,210
Flex	\$2,208	Flex	\$2,208	Flex	\$2,208
Subtotal	<u>\$117,161</u>	Subtotal	<u>\$89,220</u>	Subtotal	<u>\$47,768</u>

Detail B - Federal Grants	
EMPG	\$33,000
EMS System Development	\$9,350
HRSA	\$6,050
HMEP	\$18,600
PDM	\$0
HSGP	\$0
	<u>\$67,000</u>

NOTICE OF PUBLIC HEARING - PROPOSED BUDGET Fiscal Year July 1, 2008 - June 30, 2009	EMERGENCY MANAGEMENT COMMISSION NAME: Polk County Emergency Management Commission
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The Emergency Management Commission of the above-named County will conduct a public hearing on the proposed fiscal year 2008/2009 budget as follows:

Meeting Date: March 5, 2008	Meeting Time: 1:00 PM	Meeting Location: 6023 NE 14th Street, Des Moines, IA 50313
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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 receipts and expenditures on file with the County Coordinator. Copies of the supplemental budget detail will be furnished upon request.

County Coordinator Telephone Number: 515-286-2107	County Coordinator Name: A.J. Mumm
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PROPOSED BUDGET SUMMARY

		Actual FYE June 30, 2007	Estimated FYE June 30, 2008	Proposed FYE June 30, 2009
BEGINNING FUND BALANCE:	1	0	-66,605	-84,759
REVENUES:				
County Contribution	2	56,000	56,000	164,930
Other Revenues	3	474,260	485,891	417,493
Total Revenues (2+3)	4	530,260	541,891	582,423
EXPENDITURES:				
Administration and Operations	5	562,335	560,045	550,575
Capital Outlays	6	34,530	0	0
Total Expenditures (5+6)	7	596,865	560,045	550,575
ENDING FUND BALANCE:				
Reserved	8	0	0	0
Unreserved/Designated	9	0	0	0
Unreserved/Undesignated	10	-66,605	-84,759	-52,911
Total Ending Fund Balance (8+9+10)	11	-66,605	-84,759	-52,911

ADOPTED BUDGET Fiscal Year July 1, 2008 - June 30, 2009	EMERGENCY MANAGEMENT COMMISSION NAME: Polk County Emergency Management Commission
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File **two** copies of the Adopted Budget Summary, **two** copies of the Supplemental Detail, and Proof of Publication with the County Auditor immediately following the public hearing and **by February 28, 2008**.

County Name: Polk	County Number: 77	Date Budget Adopted: 0
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ADOPTED BUDGET SUMMARY

		Actual FYE June 30, 2007	Estimated FYE June 30, 2008	Proposed FYE June 30, 2009
BEGINNING FUND BALANCE:	1	0	-66,605	-84,759
REVENUES:				
County Contribution	2	56,000	56,000	164,930
Other Revenues	3	474,260	485,891	417,493
Total Revenues (2+3)	4	530,260	541,891	582,423
EXPENDITURES:				
Administration and Operations	5	562,335	560,045	550,575
Capital Outlays	6	34,530	0	0
Total Expenditures (5+6)	7	596,865	560,045	550,575
ENDING FUND BALANCE:				
Reserved	8	0	0	0
Unreserved/Designated	9	0	0	0
Unreserved/Undesignated	10	-66,605	-84,759	-52,911
Total Ending Fund Balance (8+9+10)	11	-66,605	-84,759	-52,911

The amounts shown on line 7 for FYE June 30, 2009 cannot exceed published estimates and represent maximum authorized expenditures.

CERTIFICATION

To the County Auditor and Board of Supervisors of the above named county, in the State of Iowa: At a meeting of the Emergency Management Commission of the above-named County, on the above-named date, the budget for July 1, 2008 to June 30, 2009 was adopted as summarized above and as contained in the attached supplemental details of revenues and expenditures.

County Coordinator Address: 111 Court Ave., Des Moines, IA 50309	County Coordinator Telephone Number: 515-286-2107
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Chairperson, EMC, Signature of Certification

County Coordinator Signature of Certification

COUNTY AUDITOR'S CERTIFICATION

- The prescribed Notice of Public Hearing and Proposed Budget (Form JDS1) was lawfully published, with said publication being evidenced by verified and filed proof of publication.
- The budget hearing notice was published not less than 10 days, nor more than 20 days prior to the budget hearing.
- Adopted expenditure amounts shown on line 7 for FYE June 30, 2009 do not exceed published amounts.

County Auditor Signature of Certification

**EMERGENCY MANAGEMENT AGENCY
REVENUES DETAIL
Fiscal Year July 1, 2008 - June 30, 2009**

County Name: Polk	County Number: 77
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		Actual FYE June 30, 2007	Estimated FYE June 30, 2008	Proposed FYE June 30, 2009
BEGINNING FUND BALANCE:				
Reserved for Encumbrances	1		0	0
Unreserved/Designated	2		0	0
Unreserved/Undesignated	3		-66,605	-84,759
TOTAL BEGINNING FUND BALANCE (1+2+3)	4	0	-66,605	-84,759
COUNTY CONTRIBUTION:	5	56,000	56,000	164,930
OTHER REVENUES:				
OTHER INTERGOVERNMENTAL:				
28E Agreement for Administration (Local Jurisdictions)	6	97,823	99,600	100,490
County Hazmat Services	7	232,709	235,000	210,000
Hazmat Collections from responsible parties	8	32,704	35,000	40,000
Siren Service from Polk County	9	25,820	0	0
Federal Grants	10			
EMPG	11	37,832	33,000	33,000
EMS Systems Development	12	8,650	8,650	9,363
HRSA	13	6,040	6,040	6,040
HMEP	14	25,432	18,601	18,600
Pre-Disaster Mitigation	15	7,250	50,000	0
HSGP	16	0	0	0
	17			
	18			
Other	19			
	20			
	21			
	22			
	23			
Subtotal Other Intergovernmental Revenue (6-23)	24	474,260	485,891	417,493
CHARGES FOR SERVICES:				
	25			
	26			
	27			
Subtotal Charges for Services (25 - 27)	28	0	0	0
MISCELLANEOUS REVENUES:				
Contributions & Donations from Private Sources:				
	29			
	30			
	31			
	32			
Subtotal Miscellaneous Revenues (29 - 32)	33	0	0	0
TOTAL OTHER REVENUES (24+28+33)	34	474,260	485,891	417,493
TOTAL REVENUES: (5+34)	35	530,260	541,891	582,423
TOTAL RESOURCES: (4+35)	36	530,260	475,286	497,664

EMERGENCY MANAGEMENT AGENCY -- EXPENDITURE DETAIL

Fiscal Year July 1, 2008 - June 30, 2009

County Name: Polk	County Number: 77
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ADMINISTRATION & OPERATIONS:		Actual FYE June 30, 2007	Estimated FYE June 30, 2008	Proposed FYE June 30, 2009
Personnel Services:				
Salary	1	169,460	180,825	191,520
Insurance	2	12,420	21,290	28,810
IPERS	3	10,125	11,315	12,010
FICA	4	12,760	14,340	15,185
Flex	5	6,625	6,625	6,625
Deferred Comp Match	6	420	0	0
	7			
	8			
Subtotal Personnel Service:	(1-8) 9	211,810	234,395	254,150
Commodities:				
Motor Vehicle Fuel	10	1,345	2,500	3,000
Motor Vehicle Parts/Supplies	11	25	250	250
Office Supplies (Outside)	12	700	500	500
Publications	13	0	0	0
Info. Technology Supplies/Equip	14	250	0	250
Central Stores Supplies	15	60	50	50
Minor Equipment & Hand Tools	16	5,600	0	250
Radio/Camera/A.V. Supplies	17	700	1,200	500
Uniform and Wearing Apparel	18	330	250	250
P.C. Software	19	0	0	300
	20			
	21			
	22			
	23			
Subtotal Commodities	(10-23) 24	9,010	4,750	5,350
Human Resource Provider Charges:				
	25			
	26			
Subtotal	(25-26) 27	0	0	0

Other Services & Charges		Actual FYE June 30, 2007	Estimated FYE June 30, 2008	Proposed FYE June 30, 2009
Official Publications & Legal Notices	28	80	100	100
Print Shop Services	29	25	0	25
Milage/Misc. Travel	30	1,390	100	100
Postage	31	150	150	150
Telephone	32	2,035	2,000	2,000
Cellular Telephone Services	33	1,000	1,200	1,300
R & M Motor Vehicles	34	45	750	500
R & M Equipment	35	25,820	500	250
Maintenance Agreements	36	982	1,200	1,200
Other Misc. Lease or Maint. Agreements	37	110	200	200
Dues and Memberships	38	235	400	400
Travel/Training/Education	39	2,388	500	500
Misc. Other Services	40	263,390	250,000	250,000
Grant Expense	41	43,590	63,000	34,000
Meetings	42	200	100	100
Misc. Other Charges	43	75	700	250
	44			
	45			
Subtotal Other Services & Char	(28-45) 46	341,515	320,900	291,075
TOTAL ADMINISTRATION & OPERATIONS	(9+24+27+46) 47	562,335	560,045	550,575
CAPITAL OUTLAYS:				
Motor Vehicles	48	34,530	0	0
	49			
	50			
	51			
	52			
	53			
	54			
TOTAL CAPITAL OUTLAYS	(48-54) 55	34,530	0	0
TOTAL EXPENDITURES	(47+55) 56	596,865	560,045	550,575
ENDING FUND BALANCE:				
Reserved for Encumbrances	57			
Unreserved/Designated	58			
Unreserved/Undesignated	59	-66,605	-84,759	-52,911
TOTAL ENDING FUND BAL	(57+58+59) 60	-66,605	-84,759	-52,911
TOTAL REQUIREMENTS	(56+60) 61	530,260	475,286	497,664

ENDING FUND BALANCE RESERVED AND DESIGNATED ITEMIZATIONS

Reserved FYE 2007:
Designated FYE 2007:
Reserved FYE 2008:
Designated FYE 2008:
Reserved FYE 2009:
Designated FYE 2009: