



Proposed Budget
Fiscal Year
2023-2024



Proposed Budget

for the

Fiscal Year 2023-2024

Beginning July 1, 2023

MEMBERS OF THE BUDGET COMMITTEE:

Governing Body Portion:

Position #1

Lyle Mordhorst
6030 Bethel Heights Rd.
Salem, OR 97304
623-8173(w)
Term Expires: 1/3/2025

Position #2

Craig Pope
15040 Airlie Road
Monmouth, OR 97361
838-6444(h) 623-8173(w)
Term Expires: 1/7/2026

Position #3

Jeremy Gordon
180 Dayton St
Falls City, OR 97344
623-8173(w)
Term Expires: 1/5/2026

Lay Member Portion:

Position #1

Blair Wasson
10165 Buena Vista Rd.
Independence, OR 97351
364-8662 (w) 838-5498 (h)
Term Expires: 12/31/2024

Position #2

Norbert Hartmann
4935 Matney Rd.
Monmouth, OR 97361
838-5057(h)
Term Expires: 12/31/2025

Position #3

David Johnson
2275 Woodhill St. NW
Salem, OR 97304
399-6124(h)
Term Expires: 12/31/2023

STAFF

Budget Officer:
County Counsel:
Recording Secretary:
Finance Director:

Gregory Hansen
Morgan Smith
Nicole Pineda
Katlyn D'Agostini

2023-2024 POLK COUNTY BUDGET TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE(S)</u>
INTRODUCTION		
	Budget Hearings Schedule	1-4
	Organizational Chart	5
	Fiscal Year 2023-2024 Budget Calendar	6-7
	Budget Committee Standard Operating Procedures (SOP)	8-9
BUDGET MESSAGE AND SUMMARIES		
	Budget Message - FY 2023-2024	1-6
	Summary of Proposed Budget (By Department) FY 2023-2024	7-8
	General Fund Revenue Charts	9-10
	O & C Timber Revenue	11
	Revenue – All Funds	12-13
	General Fund Expenditure Charts	14-15
	Expenditure History	16-20
	General Fund Revenues	21-22
CLERK		
	Recording	1-2
	Elections	3-4
ASSESSOR		
		1-7
TREASURER		
		1-2
TAX COLLECTOR		
		4
DISTRICT ATTORNEY		
	Prosecution	2-6
	Medical Examiner	7-8
	Support Enforcement	9-12
	Victim Assistance	13-15
	C.A.M.I. Fund	16-19
	CASA	20-45
SHERIFF		
	Patrol	1-3
	Jail	4-12
	Animal Control Fund	13-14
	Marine Patrol Fund	15-17
COMMUNITY CORRECTIONS		
	Corrections	1-2
	Community Service	3-4
	Parole & Probation	5-27
JUVENILE FUND		
	Revenues	1
	Juvenile Probation	2-3
	Juvenile Sanctions	4
	Juvenile Community Service	5
EMERGENCY MANAGEMENT		
		1-4

2023-2024 POLK COUNTY BUDGET TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE(S)</u>
PARKS		1-2
NON-DEPARTMENTAL		
	Non-departmental (Community Mediation/Transfers/Contingency) TITLE III	1-4
COMMUNITY DEVELOPMENT		
	Planning	1-2
	Environmental Health	3-4
	Building Inspection	5-6
	Economic Development Fund	7-12
	Household Hazardous Waste Fund	13-14
MISCELLANEOUS FUNDS		
	Insurance Fund	1-2
	County School Fund	3-4
	Law Library Fund	5-6
	Court Security Fund	7-8
	Domestic Mediation	9-10
	P.O.I.N.T.	11
	Debt Service	12
	American Rescue	13-14
	Coordinated Housing Fund	15-16
FAIRGROUNDS & EVENT CENTER FUND		
	Revenues	1
	Annual County Fair	2-3
	Year-Round Operations	4-5
PUBLIC HEALTH FUND		
	Revenue	1
	Family Planning	2-3
	General Health	4-6
	Women/Infant/Children (WIC)	7-8
BEHAVIORAL HEALTH FUND		
	Revenues	1
	Behavioral Health Support Services	2-4
	Addictions	5-7
	Outpatient Behavioral Health Services	8-10
	Developmental Disability	11-12
	Sub-Grant Program	13
HEALTH SERVICES FUND		
	Revenues	1
	Health Services Administration	2-3
	Family & Community Outreach	4-18
	Veterans Services Fund	19-21
MANAGEMENT SERVICES FUND		
	Revenues	1
	Non-Departmental	2-3
	Board of Commissioners	4-5

2023-2024 POLK COUNTY BUDGET TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE(S)</u>
Central Services		6-7
MANAGEMENT SERVICES FUND <i>(continued)</i>		
	Academy Building Maintenance	8-9
	Jail Building Maintenance	10-11
	Buchanan Building Maintenance	12-13
	Courthouse Building Maintenance	14-15
	Information Services	16-17
	GIS-Computer Mapping	18-19
	Finance	20-21
	Human Resources	22-23
	County Counsel	24-25
BUILDING IMPROVEMENT FUND		1-4
PUBLIC WORKS FUND		
	Revenues	1
	Administration Program	2-3
	County Shops	4-5
	Road Maintenance	6-8
	Road Construction	9-10
	Survey	11-12
	Engineering	13-14
	Public Land Corner Preservation Fund	15-16
APPENDIX		
	Budget Hearing Minutes April 5-7, 2022	1-25
	Budget Preparation and Management Services Worksheets (cost distribution)	26-30

2023-2024 POLK COUNTY BUDGET HEARINGS SCHEDULE
 COURTHOUSE CONFERENCE ROOM
 DAY #1 – TUESDAY – APRIL 4, 2023

TIME		PAGE
9:00 a.m.	CALL TO ORDER/NOTE OF ATTENDANCE, <i>Jeremy Gordon BOC Chair</i> ELECTION OF CHAIRMAN, VICE CHAIRMAN AND SECRETARY APPROVAL OF APRIL 5 AND 7, 2022 BUDGET HEARING MINUTES. ADOPT PROCEDURES & RULES OF GOVERNANCE (SOP)	Appendix 1-23
9:10	BUDGET MESSAGE – FY2023-2024	1-6
9:20	GENERAL FUND REVENUES	9-10
9:30	CLERK, <i>Val Unger</i> Recording Elections	1-2 3-4
9:40	ASSESSOR, <i>Valerie Patoine</i>	1-9
9:50	TREASURER, <i>Steve Milligan</i> TAX COLLECTOR, <i>Katyln D’Agostini</i>	1-2 4
10:00	DISTRICT ATTORNEY, <i>Aaron Felton</i> Prosecution Medical Examiner Support Enforcement Victim Assistance CAMI Fund CASA	2-6 7-8 9-12 13-15 16-19 20-45
10:30	BREAK	
10:45	SHERIFF, <i>Mark Garton</i> Patrol (includes 9-1-1 contract) Jail Animal Control Marine Patrol P.O.I.N.T.	1-3 4-12 13-14 15-17
11:15	COMMUNITY CORRECTIONS, <i>Jodi Merritt</i> Corrections Community Service – Diversion Parole & Probation	1-2 3-4 5-27

2023-2024 POLK COUNTY BUDGET HEARINGS SCHEDULE
 COURTHOUSE CONFERENCE ROOM
 DAY #1 – TUESDAY – APRIL 4, 2023

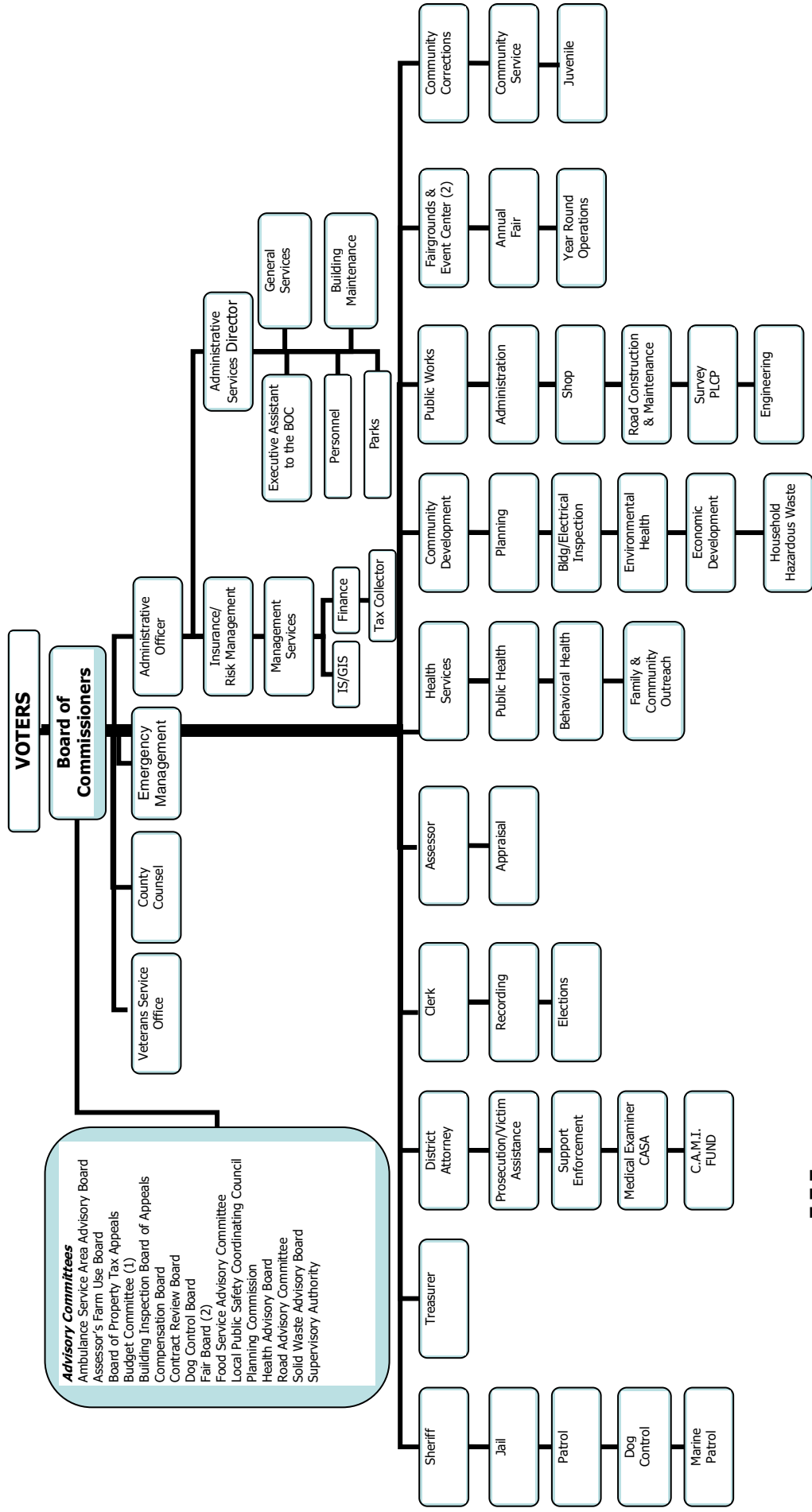
11:35	JUVENILE FUND, <i>Jodi Merritt</i>	
	Revenues	1
	Juvenile Probation	2-3
	Juvenile Sanctions	4
	Juvenile Community Service	5
11:45	EMERGENCY MANAGEMENT, <i>Dean Bender</i>	1-4
12:00	LUNCH	
1:00	PARKS	1-2
1:05	NON-DEPARTMENTAL	
	Miscellaneous	1-2
	Title III	3-4
1:10	COMMUNITY DEVELOPMENT, <i>Austin McGuigan</i>	
	Planning	1-2
	Environmental Health	3-4
	Building Inspection	5-6
	Economic Development	7-12
	Household Hazardous Waste	13-14
1:40	MISCELLANEOUS funds	
	Insurance Fund	1-2
	County School Fund	3-4
	Law Library Fund	5-6
	Court Security	7-8
	Domestic Mediation	9-10
	P.O.I.N.T.	11
	Debt Service	12
	American Rescue Plan	13-14
	Coordinated Housing Fund	15-16
2:00	FAIR FUND, <i>Tina Andersen</i>	
	Revenues	1
	Annual County Fair	2-3
	Year-Round Operations	4-5
2:30	RECESS TO 9:00 A.M. – 4/5/2023	

2023-2024 POLK COUNTY BUDGET HEARINGS SCHEDULE
 COURTHOUSE CONFERENCE ROOM
 DAY #2 – WEDNESDAY – APRIL 5, 2023

TIME		PAGE
9:00 a.m.	UPDATE/OVERVIEW	
9:10	HEALTH SERVICES, <i>Noelle Carroll</i>	
	<u>PUBLIC HEALTH FUND</u>	
	Revenues	1
	Family Planning	2-3
	General Health	4-6
	Women/Infant/Children (WIC)	7-8
	<u>BEHAVIORAL HEALTH FUND</u>	
	Revenues	1
	Behavioral Health	2-4
	Addictions Program	5-7
	Outpatient BH Services	8-10
	Developmental Disabilities	11-12
	Sub-Grant Programs	13
	<u>HEALTH SERVICES FUND</u>	
	Revenues	1
	Health Services Administrations	2-3
	Family & Community Outreach, <i>Brent DeMoe</i>	4-18
9:55	VETERAN’S SERVICES FUND, <i>Brent DeMoe/Eric Enderle</i>	19-21
10:00	MANAGEMENT SERVICES FUND	
	Revenue	1
	General Services	
	Non-Departmental	2-3
	Board of Commissioners	4-5
	Central Services	6-7
	Academy Building Maintenance	8-9
	Jail Building Maintenance	10-11
	Buchanan Building Maintenance	12-13
10:30	PUBLIC COMMENT	
	<i>This time is reserved for Public Comment involving The Polk County Proposed Budget for 2023-2024</i>	
10:35	BREAK	

2023-2024 POLK COUNTY BUDGET HEARINGS SCHEDULE
 COURTHOUSE CONFERENCE ROOM
 DAY #2 – WEDNESDAY – APRIL 5, 2023

	MANAGEMENT SERVICES FUND (continued)	
	Courthouse Building Maintenance	14-15
	Information Services	16-17
	Geographic Information Services	18-19
	Finance	20-21
	Human Resources	22-23
	County Counsel	24-25
10:50	BUILDING IMPROVEMENT FUND	1-4
	P.W. BUILDING CONSTRUCTION FUND	
11:00	PUBLIC WORKS, <i>Todd Whitaker</i>	
	Revenue	1
	Administration Program	2-3
	County Shops	4-5
	Road Maintenance	6-8
	Road Construction	9-10
	Surveying	11-12
	Engineering	13-14
	Public Land Corner Presentation Fund	15-16
11:30	NON-DEPARTMENTAL (continued)	
	TRANSFERS	
	CONTINGENCY	
11:45	UNSCHEDULED – RESERVED FOR CALLBACK	
11:50	SUMMARY OF BUDGET COMMITTEE ACTIONS	
	Distribution of Unfunded List Worksheets	
11:55	BUDGET COMMITTEE DELIBERATION	
	TENTATIVE APPROVAL OF FY 2023-2024 BUDGET	
	Direct Budget Officer to prepare tentatively approved	
	Budget for review and approval	
12:00	ADJOURN TO MAY 17, 2023 AT 9:30 A.M.	



Legend: [---] Denotes elected officials

- (1) The Budget Committee, although appointed by the Board of Commissioners, has statutory responsibilities exceeding those of a typical advisory board.
- (2) The Fair Board, although appointed by the Board of Commissioners, has statutory responsibilities exceeding those of a typical advisory board.

**Fiscal Year 2023-2024
Budget Calendar**

- | | | | |
|-----|---|-------------------------|-----------|
| 1. | Compensation Committee meets to Recommend Elected Officials Salaries | 02/08/2023 | Wednesday |
| 2. | Departmental Budget Request Forms to Department Heads | 02/10/2023 | Friday |
| 3. | Department Budget Request forms Returned to Budget Officer | 03/03/2023 | Friday |
| 4. | Budget Officer Meets with Department Heads to discuss budget request | 03/07/2023- 03/10/2023 | |
| 5. | Deliver to Newspaper of Record Notice of Budget Committee Meeting (1 st notice) | 03/10/2023 | Friday |
| 6. | Publication of Notice of 9:00 a.m. 04/04/2023 Budget Committee Meeting (not more than 30 days prior to meeting) | 03/15/2023 | Wednesday |
| 7. | Deliver to Newspaper of Record Notice of Budget Committee Meeting (2 nd notice) | 03/24/2023 | Friday |
| 8. | Publication of Notice of 9:00 a.m. 04/04/2023 Budget Committee Meeting (not less than 5 days prior to meeting) | 03/29/2023 | Wednesday |
| 9. | Budget Officer delivers to the Budget Committee the Proposed Budget and the Budget Message | 03/31/2023 | Friday |
| 10. | Budget Committee meets on the FY 2023-2024 Proposed Budget Approval (Recess to 5/17/2023) | 04/04/2023 - 04/06/2023 | |
| 11. | Budget Committee Meeting for approval of the Budget | 05/17/2023 | Wednesday |
| 12. | Mail Public Improvement List to State (ORS 279.023) by | 05/26/2023 | Friday |

- | | | | |
|-----|---|------------|----------------|
| 13. | Deliver to Newspaper of Record the Notice of Approved Budget Summary and Public Hearing on 06/28/2023 | 06/09/2023 | Friday |
| 14. | Publication of Notice of Approved Budget Summary and Public Hearing on 06/28/2023 (5-25 days prior to meeting). | 06/14/2023 | Wednesday |
| 15. | Public Hearing on Approved Budget in conjunction with BOC meeting | 06/28/2023 | Wednesday |
| 16. | Adopt 2023 - 2024 Budget, make appropriations and declare tax levies | 06/28/2023 | Wednesday |
| 17. | Submit Notice of Tax Levy (LB-50), Copy of Adopted Budget and Resolution adopting the Budget making appropriations and Levy of Tax to the Assessor. | 07/15/2023 | (on or before) |
| 18. | One copy of the Adopted Budget to County Clerk | | |

TO: Budget Committee
FROM: Greg Hansen, Budget
DATE: Officer April 3, 2023
SUBJECT: Budget Committee Standard Operating Procedures (SOP)

POLK COUNTY BUDGET COMMITTEE RULES AND PROCEDURES

- I. Officers to be elected by the Budget Committee shall include a Chairman, Vice-Chairman, and Secretary.
- II. Presentation by the Budget Officer providing an overview of the proposed Fiscal Year Budget followed by questions from the Budget Committee.
 - A. The proposed Budget is distributed approximately one week in advance for review by the Budget Committee.
- III. Presentation of individual departmental budgets by the Budget Officer and the appropriate Department Head.
 - A. Questions from the Budget Committee.
 - B. The Committee does not approve any increase request from a Department Head (i.e. amount exceeding that recommended by the Budget Officer) at this time.
 - C. By motion and second, without a committee vote, a requested increase by a Department Head may be placed on the Unfunded List.
 - D. All unfunded increases are pooled together as the Committee proceeds through the department presentations and held for final consideration on the last day of the budgetary process.
 - E. The Committee may further reduce the Budget Officer's proposed budget by a motion, second and majority vote. This deletion may or may not be included on the Unfunded List, depending upon its receiving a motion and second to be placed on the Unfunded List.
 - F. After all motions to delete are voted upon and all motions and second to place items on the Unfunded List are completed, the Committee must pass a motion by majority vote to "tentatively approve" the department's budget.

- G. This “tentative approval” of the departmental budget is not the final approval, which is held in abeyance until the final day of the process.

IV. Final day process.

- A. The Committee has a final opportunity to question Department Heads by callback and to discuss among themselves the implication of various programs that are on the Unfunded List.
- B. All motions and seconds to place items on the Unfunded List are placed on a summary worksheet by County staff for final distribution.
- C. Any additional monies that have been released by motions to delete are added to the General Fund Contingency.
- D. After finalizing the Unfunded List worksheet provided by staff, the Committee members vote individually on the items and amounts on the Unfunded List they wish to include in the final Budget.
- E. Staff then compiles the final list of votes by the six Budget Committee members, makes copies, and distributes the list for a final round of discussions by the Committee.
- F. The Chairman then leads the Committee through a process that requires a motion, second, and majority vote to place items on the Unfunded List into the tentatively approved Budget. Money for items not receiving a majority vote remains in the General Fund Contingency.

V. Final Approval.

- A. After I through III above are completed, the Budget Committee passes a motion “tentatively approving” the complete budget including all revenues and expenditures for all funds.

VI. Final Budget Committee meeting in May.

- A. The Budget Committee reconvenes to review and update revenue estimates and corresponding expenditures. The Budget Committee makes a final recommendation of approval to the Board of Commissioners who must adopt the budget by June 30, 2023, as provided in Oregon Statute.
- B. The Budget Committee then passes a motion adopting the recommended tax levy/rate to finance the property tax portion of the budget’s revenues.

VII. Miscellaneous Rules.

- A. Technical changes in line items that do not affect a Fund bottom line can be made by consensus during the budgetary process.



POLK COUNTY

POLK COUNTY COURTHOUSE * DALLAS, OREGON 97338-3177
(503) 623-8173 * FAX (503) 623-0896

BOARD OF COMMISSIONERS

Commissioners
CRAIG A. POPE
JEREMY GORDON
LYLER MORDHORST

GREGORY P. HANSEN
Administrative Officer

**TO: MEMBERS OF THE 2023-24
BUDGET COMMITTEE**

FROM: GREG HANSEN, BUDGET OFFICER

DATE: MARCH 28, 2023

SUBJECT: 2023-24 BUDGET MESSAGE

INTRODUCTION

2023-24 Budget Overview

The 2023-24 Polk County Proposed Budget has been developed to address the upcoming operational needs, without knowing the full impacts of the current legislative session. The proposed budget, as you know, is the first phase of a three (3) month process. During that period of time, there will be many potential changes to what was proposed to what is adopted. Some of those changes could include the outcome of the proposed re-authorization of the public safety operating levy, funding from the State for Community Corrections, Behavioral Health, and homelessness.

As a result, the proposed budget for the General Fund will see an **decrease** approximately \$50,000 over last year's adopted budget (-0.15% decrease) and a decrease of -0.42 FTE in staff.

Other Funds with dedicated funding that saw significant increases in funding. For example, Public Works saw overall funding increases of approximately 28.48% (increase of \$3,672,000), Health Services saw an increase of 44.86% (\$2,640,000), Behavioral Health saw overall increases of 9.42% (\$3,000,000), and the Fair Fund saw an increase of 21.15% (\$176,000) while Public Health saw a decrease of -8.48% (-\$332,500) and the American Rescue Plan saw a decrease of -42.62% (-\$5,200,000). In total, other funds saw an increases in funding amounting to approximately \$3,325,000 and FTE increases of 15.5.

Overall, the proposed budget for the County increased by 2.78% (a \$3,372,448 increase in overall budget). The total proposed budget has an increase of 15.85 FTE.

Looking ahead and predicting where we are going to be financially is still somewhat unclear, but by the time we adopt the budget those predictions should be much clearer. This proposed budget includes the PERS employer rate increase, health insurance increases, and infrastructure improvements.

Prior Years' Budget History

Following is a ten-year synopsis of the County's operating budgets:

The 2012-13 budget saw the biggest cuts to date in the General Fund. A reduction in personnel of 10.45 FTE and a reduction in revenues amounting \$939,000 the General Fund scrambled to staff critical services. The County's total budget had a total decrease of approximately 0.94% and 10.79 FTE increase.

The 2013-14 budget saw additional cuts to the General Fund. A reduction in personnel of 6.30 FTE and a reduction in revenues amounting \$72,000 in the General Fund. With these reductions the ability to provide and staff critical public safety services was eroded. The County's total budget had a total decrease of approximately 5.93% and 25.58 FTE decrease as severe cuts were required in Mental Health.

The 2014-15 budget saw additional cuts to General Fund personnel (-5.50 FTE) and overall operating budget -2.61% (-\$434,200). As a result of these cuts the County was forced to cut Patrol services to 10 hours a day seven days a week. Overall the County budget increased 3.7% and had reduction of 1.0 FTE.

The 2015-16 saw operating and FTE increases to the General Fund due the voter approved public safety levy. Total operating monies increased 22.42% (\$3,631,850) and an increase in personnel of 24.75 FTE. Overall the County budget increased 20.44% (approximately \$10 million) and had an addition of 47.73 FTE.

The 2016-17 saw operating and FTE increases to the General Fund due to increased property tax revenue and increased beginning fund balance. Total General Fund operating monies increased 12.22% (\$2,422,859) and an increase in personnel of 5.07 FTE. Overall the County budget increased 12.40% (approximately \$7.3 million) and had an addition of 33.70 FTE.

The 2017-18 saw operating and FTE increases to the General Fund due to increased property tax revenue and other revenues. Total General Fund operating monies increased 5.19% (\$1,155,850) and an increase in personnel of 3.20 FTE Overall the County budget increased 4.33% (approximately \$2,870,485) and had an addition of 8.50 FTE.

The 2018-19 saw operating and FTE increases to the General Fund due to increased property tax revenue and other revenues. Total General Fund operating monies increased 10.02% (\$2,345,450) and an increase in personnel of 7.78 FTE Overall the County budget increased 11.19% (approximately \$7,740,259) and had an addition of 14.53 FTE.

The 2019-20 saw operating and FTE increases to the General Fund due to increased property tax revenue and other revenues. Total General Fund operating monies increased 4.02% (\$1,034,800) and an increase in personnel of 2.42 FTE Overall the County budget increased 23.80% (approximately \$18,303,221) and had an addition of 12.19 FTE. The major reason behind the overall increase is the selling of \$14 million worth of construction bonds.

The 2020-21 budget saw operating remain status quo and FTE decreases in the General Fund. Total General Fund operating monies increased 0.22% (\$59,500) and an decrease in personnel of 3.8 FTE Overall the County budget decreased 8.3% (approximately \$8,630,000 mainly due to construction projects being completed) and had an addition of 10.55 FTE

The 2021-22 budget saw operating expenses increase along with FTE increases in the General Fund. Total General Fund operating monies increased 6.61% (\$1,775,500) and an increase in personnel of 1.8 FTE Overall the County budget increased 12.4% (\$12,289,693 mainly due to ARPA funding) and had an addition of 16.30 FTE

The 2022-23 budget saw operating expenses increase along with FTE increases in the General Fund. Total General Fund operating monies increased 13.42% (\$3,841,500) and an increase in personnel of 2.41 FTE Overall the County budget increased 5.49% (\$6,320,358) and had an addition of 31.45 FTE

PROPERTY TAX LEVY

Like the previous year, I am proposing that the budget committee set the Measure 50 maximum tax rate of \$1.7160 / \$1,000 in the General Fund.

For the Public Safety Operating Levy, I am recommending a tax rate in the amount of \$0.495/\$1,000. Re-authorization of this levy is proposed for the May 2023 election.

PROGRAM CHANGES / UPDATES:

General Fund

The General Fund will see decreases in personnel of -0.42 FTE and a decrease in the overall budget of -0.15% (-\$48,550 increase).

Other Funds

Public Works saw an increase in the overall budget increase of 28.48% (\$3,672,000). The primary increase is the result of finally receiving federal reimbursement monies for projects previously completed, three major projects (Grand Ronde Road, Hoffman Road and Black Rock Road).

Health Services will have an increase in appropriations of 42.86% due to an inter-fund loan to finish construction of a new building and prevention monies from the State to address homelessness.

Public Health has a decrease in the overall budget of -8.41% and personnel (-3.80 FTE) due to the ramp down from COVID.

Behavioral Health saw an increase in personnel (12.90 FTE) and appropriations (\$3,000,000) due new State programs and funding streams.

REVENUES:

General Fund

General Fund revenue for fiscal year 2023-24 is proposed at \$32,417,550 (a \$48,500 decrease from last year). This is a **decrease** of -0.15% over last year's adopted budget. The primary revenue increases for the upcoming year are Beginning Fund Balance (\$200,000), Property Taxes (\$1,000,000), and Interest Income (\$650,000). Major decreases occurred in the Clerk-Recoding (-\$200,000), State Mental Health Grant (MCRT) (-\$240,000), State Drug Grant (-\$275,000), and Community Corrections funding (-\$500,000).

All other revenues in the General Fund remained fairly constant.

Other Funds

The Public Works Fund **increased** by 28.46% (\$3,672,000) due to finally receiving our federal reimbursement for work already completed, plus addressing three major construction projects (Grand Ronde Road, Black Rock and Hoffman Road).

Health Services related funds with **increases** in Health Services (42.8%) and Behavioral Health (9.42%) and a **decrease** in Public Health (-8.48%).

The Fair Fund saw a **increase** in operating budget of 21.15%.

American Rescue Plan saw a decrease in operating budget as we spend down the allocation of funds (-42.62%).

PROPOSED STAFFING LEVELS:

General Fund (budgeted net decrease 0.42 FTE)

Proposed staffing levels in the General Fund decreased by -0.42 FTE

Other Funds (budgeted net increase of 16.27 FTE)

Staff increases occurred in the Behavioral Health Fund (12.90 FTE) and American Rescue Plan (4.0 FTE).

Salaries & Benefits

The County has contracts in place for the next two or three fiscal years.

Costs associated with COLAs for elected officials, AFSCME, Deputy DA, Deputy Sheriff and Non-Represented have already been incorporated into this years budget.

PERS continues to be a serious financial issue for State & Local Governments. PERS employer rates adjust every two years. In July of 2023, the County will experience a new PERS rate that is approximately 1.5% (down from the normal 4.0% adjustment).

The Unfunded Actuarial Liability (UAL) for Polk County with the latest evaluation period (2021) is now at negative \$24.46 million, a decrease of \$17.7 million over the previous year.

Health insurance continues to be a burden on our financial stability. Lately, health insurance rates have been very stable, however this year we could see significant increases (approximately 8%).

To put the cost associated with employee salaries and benefits into perspective, Polk County will potentially be employing 195 more employees in 2023 than in 2013, but the total cost associated with those employees will be \$29,000,000 higher. Another way to look at how the costs associated with an employee increase is to look at the average cost of a full-time employee. The cost of an average employee has increased over 36.0% in the past ten years (almost a 3.6% increase a year).

INTERNAL CHARGES:

The overhead charges associated with Central Services, Finance, Personnel, County Counsel and Board of Commissioners **increased** 12.57% for fiscal year 2023-24.

The distribution of rental charges was based on square footage for the Courthouse Complex and the Academy Building. Charges include operational costs (utilities, custodial, maintenance, etc.) and building depreciation/COP repayment (a 500,000 transfer to Building Improvement). Rental charges for the Courthouse Complex **increased** 5.08% and **increased** 4.8% for the Academy Building. Rent for the Jail **increased** by 5.88% for the upcoming year. A new rent was created seven years ago for the Buchanan Building and this year it saw no increase.

The insurance charges for 2023-24 **increased** 35.6% and were distributed based on past claims history, current litigation and payment for full insurance coverage.

Charges for Information Services and G.I.S. were distributed based on the established formula of user hardware and proposed programming for the upcoming year. Overall charges **increased** 6.31% for the fiscal year.

PROPOSED CAPITAL OUTLAY:

General Fund

The one proposed capital outlay item for the General Fund is vehicles (3) for the Sheriff's Office and one traffic speed reader in the amount of \$190,000.

Other Funds

In Public Works, the proposed capital outlay expenditures of \$495,000 includes multiple pieces of equipment along with vehicles. Other capital outlay in Public Works includes machinery, right of way purchases and bike path dollars.

The Building Inspection Fund has \$50,000 for the purchase of a vehicle.

The Court Security Fund has \$25,000 earmarked for security upgrades.

Behavioral Health has \$3,500,000 allocated for a new building.

In the Economic Development Fund, there is a \$700,000 capital project that may be secured through a Community Development Block Grant.

Management Services has \$75,000 allocated for one/two motor pool vehicles and computer equipment.

The Building Improvement Fund has \$673,880 allocated for landscaping, emergency generator and parking lot.

The Public Works Construction Fund has \$120,000 for renovation of the existing Public Works building.

TRANSFERS:

Transfers from the General Fund to other funds had an **increase** by 12.68%.

The Public Health Fund transfer increased by \$50,000.

The transfer to the Juvenile Fund was **decreased** by \$45,000 to \$755,000.

The transfer to the Public Works Fund stayed the same at \$150,000 based upon timber cut projections. The monies from this transfer are dedicated to designated state timber resource roads in the County. This transfer will be used to reimburse the Public Works Fund for work done on these roads and to pay off an infrastructure loan from the State of Oregon.

The transfer to the Dog Control Fund is proposed to **increase** \$60,000 for a total of \$170,000. This amount reflects the addition of a 0.5 FTE.

The transfer to the Marine Patrol Fund remained the same at \$5,000. This transfer allows for the County to utilize approximately \$70,000 in State Marine monies for the program.

The transfer to the Fair Fund is proposed to remain the same (\$200,000). This transfer is intended to assist with facility upkeep/maintenance and employee benefits.

The transfer to the Veteran's Services Fund is proposed to remain the same at \$90,000.

Transfers to the Law Library \$25,000 and Domestic Mediation Fund at \$5,000 to cover expenses for the programs.

The transfer to the Family & Community Outreach program will increase to \$250,000.

The two transfers for the building projects are in the amounts of \$250,000 (Courthouse Improvement) and \$100,000 to the Public Works Construction Fund to cover costs associated with the new EOC/Sheriff locker room.

Public Works Fund is transferring \$500,000 to the Public Works Construction Fund.

Management Services will be transferring \$750,000 to the Building Improvement Fund to cover the costs associated with the COPs for the Academy Building and other facility related projects.

CONTINGENCIES:

The General Fund Contingency is proposed at \$4,084,579, which is a decrease of \$118,308 over last year's adopted contingency. Other funds with significant contingencies are Public Works (\$3,261,992), Behavioral Health (\$4,862,117) and Public Health (\$348,204).

CONCLUSION:

At Polk County we have always taken great pride in the way we do business and I believe the proposed budget continues to provide our citizens with programs and services they have come to expect and deserve from their local government.

As a result of COVID-19 and the issue of homelessness, the term "business as usual" will never be the same. There will be a new normal, it is just difficult to predict what that new normal will be (more telecommuting, less travel, increased cybersecurity, increased spending on social services, etc.). It will be the goal of Polk County to be prepared to move forward and address the future way of doing business, which I believe this budget continues to address.

Also, this budget affords the Budget Committee the opportunity to make choices/decisions that have not always been there in the past.

POLK COUNTY

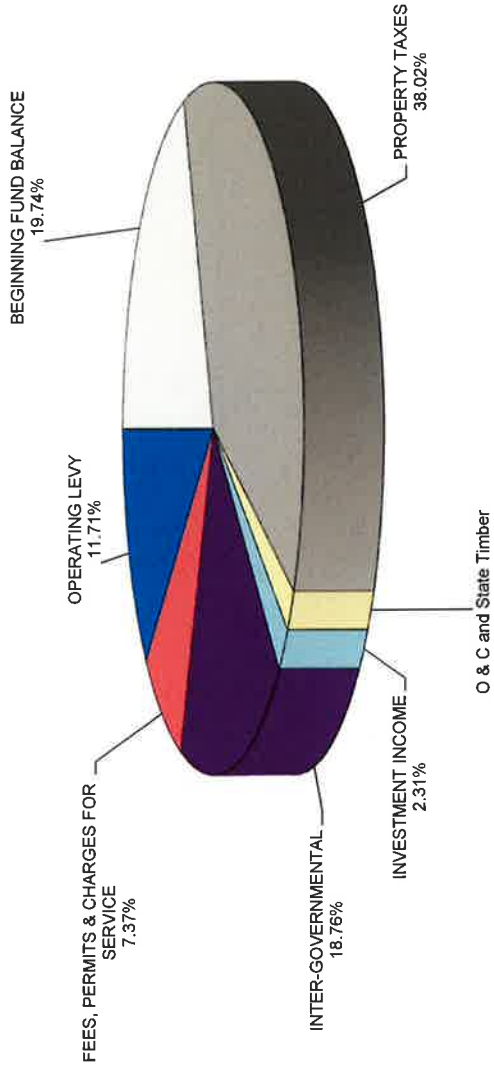
SUMMARY OF PROPOSED BUDGET FY 2023-2024

DEPARTMENT	PERSONAL AND MATERIALS			CAPITAL			OTHER			FY 2023-24			FY 2022-23			NET		
	PERSONAL SERVICES	AND SERVICES	(FTE)	SERVICES	OUTLAY	OTHER	TOTAL BUDGET	TOTAL BUDGET	NET CHANGE	PERCENT CHANGE	FTE	REVENUES	NET CHANGE	PERCENT CHANGE	FTE	PROGRAM	COST OF	
GENERAL FUND (100)																		
ASSESSOR COUNTY CLERK	1,282,461	516,481	12.00	0	0	0	1,798,942	1,744,608	54,334	3.11%	12.00	312,500	0.00		12.00	1,486,442		
RECORDING ELECTIONS	148,559	86,936	1.30	0	0	0	235,495	229,495	6,000	2.61%	1.30	360,000	0.00		1.30	-124,505		
TREASURER	217,693	222,373	1.70	0	0	0	440,066	411,068	28,998	7.05%	1.70	22,500	0.00		1.70	417,566		
TAX COLLECTOR	42,212	19,368	0.30	0	0	0	61,580	67,896	-6,316	-9.30%	0.30	0	0.00		0.30	61,580		
COMMUNITY DEVELOPMENT	266,104	128,308	1.60	0	0	0	394,412	395,430	-1,018	-0.26%	2.50	17,000	-0.90		2.50	377,412		
PLANNING ENVIRONMENTAL HEALTH	472,222	241,186	4.55	0	0	0	713,408	677,205	36,203	5.35%	4.11	270,800	0.44		4.11	442,608		
DISTRICT ATTORNEY	274,842	111,636	2.10	0	0	0	386,478	426,277	-39,799	-9.34%	2.81	370,500	-0.71		2.81	15,978		
PROSECUTION	1,730,250	357,587	14.30	0	0	0	2,087,837	1,920,104	167,733	8.74%	14.00	95,000	0.30		14.00	1,992,837		
MEDICAL EXAMINER	59,584	15,490	0.00	0	0	0	75,074	74,173	901	1.21%	0.00	0	0.00		0.00	75,074		
SUPPORT ENFORCEMENT	389,452	92,409	3.70	0	0	0	481,861	465,337	16,524	3.55%	3.70	335,000	0.00		3.70	146,861		
VICTIMS ASSISTANCE	331,479	93,155	3.65	0	0	0	424,634	431,277	-6,643	-1.54%	3.90	250,000	-0.25		3.90	174,634		
CASA/COURT APPOINTED SPECIAL ADVOCATE	0	20,000	0.00	0	0	0	20,000	25,000	-5,000	-20.00%	0.00	0	0.00		0.00	20,000		
SHERIFF																		
PATROL	5,402,008	1,592,647	36.45	0	0	0	7,184,655	6,982,841	201,814	2.89%	36.95	261,000	-0.50		36.95	6,923,655		
JAIL	5,117,508	1,873,166	34.00	0	0	0	6,990,674	7,144,701	-154,027	-2.16%	33.00	752,000	1.00		33.00	6,238,674		
EMERGENCY MANAGEMENT	240,567	363,977	1.50	0	0	0	604,544	605,119	-575	-0.10%	1.30	523,000	0.20		1.30	79,544		
COMMUNITY SERVICE	332,048	78,208	4.00	0	0	0	410,256	419,918	-9,662	-2.30%	4.00	230,000	0.00		4.00	180,256		
COMMUNITY CORRECTIONS	1,796,092	660,617	13.55	0	0	0	2,456,709	2,675,774	-219,065	-8.19%	13.55	2,110,000	0.00		13.55	346,709		
PARKS MAINTENANCE	0	94,346	0.00	0	0	0	1,094,346	1,378,492	-284,146	-20.61%	0.00	1,109,500	0.00		0.00	-15,154		
NON-DEPARTMENTAL																		
OTHER	0	7,000	0.00	0	0	0	7,000	6,500	500	7.69%	0.00	25,331,750	0.00		0.00	-25,324,750		
O & C TIMBER TITLE III	0	65,000	0.50	0	0	0	65,000	60,000	5,000	8.33%	0.50	65,000	0.00		0.50	0		
TRANSFERS	0	0	0.00	0	0	0	0	0	0	0.00%	0.00	0	0.00		0.00	0		
FUND OPERATING CONTINGENCY	0	0	0.00	0	0	0	0	2,130,000	270,000	12.68%	0.00	0	0.00		0.00	2,400,000		
UNAPPROPRIATED ENDING FUND BALANCE	0	0	0.00	0	0	0	0	4,194,887	-110,308	-2.63%	0.00	0	0.00		0.00	4,084,579		
TOTALS	18,103,081	6,639,890	135.20	0	0	0	32,417,550	32,466,100	-48,552	-0.15%	135.62	32,417,550	-0.42		135.62	0	0	
BUILDING INSPECTION FUND (110)	732,513	217,487	6.05	0	0	0	1,250,000	1,000,000	250,000	25.00%	4.93	1,250,000	1.12		4.93	0	0	
P.O.L.N.T. FUND (120)	0	0	0.00	0	0	0	0	0	0	0.00%	0.00	0	0.00		0.00	0	0	
C.A.M.L. FUND (140)	23,681	143,819	0.25	0	0	0	167,500	210,000	-42,500	-20.24%	0.25	167,500	0.00		0.25	0	0	
DOMESTIC MEDIATION FUND (160)	0	58,000	0.00	0	0	0	58,000	63,000	-5,000	-7.94%	0.00	58,000	0.00		0.00	0	0	
COURT SECURITY (180)	0	107,500	0.00	0	0	0	132,500	132,500	0	0.00%	0.00	132,500	0.00		0.00	0	0	
PUBLIC WORKS FUND (210)																		
ADMINISTRATION PROGRAM	440,525	659,242	3.00	0	0	0	4,361,759	4,614,698	-252,939	-5.48%	2.70	3,900,000	0.30		2.70	461,759		
COUNTY SHOP	377,704	313,000	3.00	0	0	0	695,704	659,486	36,218	5.49%	3.00	140,000	0.00		3.00	555,704		
ROAD MAINTENANCE PROGRAM	1,580,177	3,883,000	14.00	0	0	0	5,863,177	5,896,156	-32,979	-0.56%	14.00	7,865,000	0.00		14.00	-2,001,823		
ROAD CONSTRUCTION PROGRAM	0	4,615,500	0.00	0	0	0	4,705,500	830,500	3,875,000	466.59%	0.00	4,572,000	0.00		0.00	133,500		
SURVEY	416,006	41,500	3.00	0	0	0	457,506	437,696	19,810	4.53%	3.00	75,000	0.00		3.00	382,506		
ENGINEERING	465,854	14,500	4.00	0	0	0	480,354	453,464	26,890	5.93%	4.00	12,000	0.00		4.00	-468,354		
TOTALS	3,280,266	9,526,742	27.00	0	0	0	16,564,000	12,892,000	3,672,000	28.48%	26.70	16,564,000	0.30		26.70	0	0	
PUBLIC CORNER PRES. FUND (215)	0	200,000	0.00	0	0	0	200,000	340,000	-140,000	-41.18%	0.00	200,000	0.00		0.00	0	0	
DOG CONTROL FUND (220)	225,005	44,995	2.00	0	0	0	270,000	200,000	70,000	35.00%	1.50	270,000	0.50		1.50	0	0	
MARINE PATROL FUND (225)	49,501	25,499	0.05	0	0	0	75,000	72,000	3,000	4.17%	0.05	75,000	0.00		0.05	0	0	
LAW LIBRARY (230)	0	85,000	0.00	0	0	0	85,000	80,000	5,000	6.25%	0.00	85,000	0.00		0.00	0	0	
HEALTH SERVICES FUND (232)																		
HEALTH SERVICES ADMINISTRATION	1,958,250	508,336	15.75	0	0	0	2,466,586	1,984,748	481,838	24.28%	15.75	2,450,000	0.00		15.75	16,586		
FAMILY & COMMUNITY OUTREACH	2,893,990	1,939,424	30.60	0	0	0	6,333,414	4,173,252	2,158,162	51.69%	30.50	6,350,000	0.10		30.50	-16,586		
TOTALS	4,852,240	2,447,760	46.35	0	0	0	8,800,000	6,160,000	2,640,000	42.86%	46.25	8,800,000	0.10		46.25	0	0	

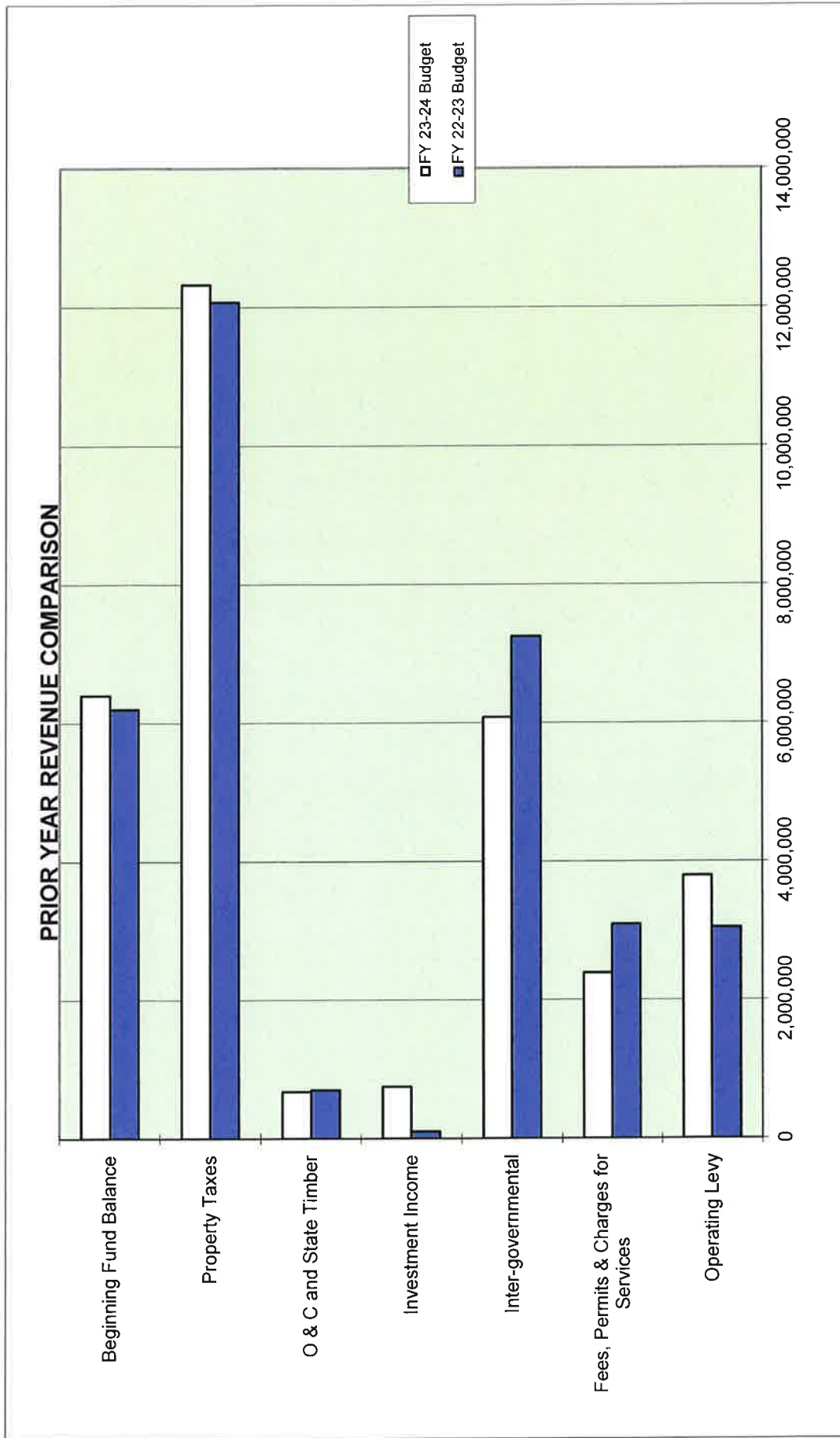
DEPARTMENT	PERSONAL SERVICES			MATERIALS AND SERVICES			CAPITAL OUTLAY			OTHER			FY 2023-24	FY 2022-23	NET CHANGE			FY 2023-24	NET	NET	
												TOTAL BUDGET	TOTAL BUDGET	PERCENT CHANGE	FTE	REVENUES	CHANGE	REVENUES	COST OF PROGRAM	COST OF PROGRAM	
PUBLIC HEALTH FUND (235)																					
FAMILY PLANNING	0.50	94,212	83,611	0	0	0	0	0	0	0	177,823	172,702	5,121	2.97%	0.59	-0.09	127,500	50,323	50,323		
GENERAL HEALTH	16.25	1,807,876	809,852	0	348,204	0	0	0	0	0	2,965,932	3,407,160	-441,228	-12.95%	19.96	-3.71	3,100,000	-134,068	-134,068		
WIC	2.65	336,588	109,657	0	0	0	0	0	0	0	446,245	342,638	103,607	30.24%	2.65	0.00	362,500	83,745	83,745		
TOTALS	19.40	2,238,676	1,003,120	0	348,204	0	0	0	0	0	3,590,000	3,922,500	-332,500	-8.48%	23.20	-3.80	3,590,000	0	0		
BEHAVIORAL HEALTH FUND (240)																					
BEHAVIORAL HEALTH SUPPORT SERVICES	26.00	2,535,930	1,953,217	3,500,000	4,862,117	0	0	0	0	0	12,851,264	8,181,337	4,669,927	57.08%	22.50	3.50	12,940,000	-88,736	-88,736		
ADDITION PROGRAMS	14.20	1,520,445	863,317	0	0	0	0	0	0	0	2,383,762	1,506,985	876,777	58.18%	10.20	4.00	2,427,000	-43,238	-43,238		
OUTPATIENT MENTAL HEALTH SERVICES	81.50	7,929,720	7,753,546	0	0	0	0	0	0	0	15,683,266	18,500,619	-2,817,353	-15.23%	75.60	5.90	15,969,000	-285,734	-285,734		
DEVELOPMENTAL DISABILITY	31.50	3,217,311	705,397	0	0	0	0	0	0	0	3,922,708	3,652,059	270,649	7.41%	32.00	-0.50	3,505,000	417,708	417,708		
SUB-GRANT PROGRAMS	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00	0.00	0	0	0		
TOTALS	153.20	15,203,406	11,275,477	3,500,000	4,862,117	0	0	0	0	0	34,841,000	31,841,000	3,000,000	9.42%	140.30	12.90	34,841,000	0	0		
JUVENILE DEPT. FUND (245)																					
JUVENILE PROBATIONS	5.95	727,724	187,588	0	0	0	0	0	0	0	915,312	863,010	52,302	6.06%	5.95	0.00	897,500	17,812	17,812		
JUVENILE SANCTIONS	0.00	0	282,188	0	0	0	0	0	0	0	282,188	267,514	14,674	5.49%	0.00	0.00	300,000	-17,812	-17,812		
COMMUNITY SERVICE - JUVENILE	0.00	0	0	0	0	0	0	0	0	0	46,976	46,976	-46,976	-100.00%	0.00	0.00	0	0	0		
TOTALS	5.95	727,724	469,776	0	0	0	0	0	0	0	1,197,500	1,177,500	20,000	1.70%	5.95	0.00	1,197,500	0	0		
FAIR FUND (260)																					
YEAR ROUND OPERATIONS	3.00	290,271	451,438	0	0	0	0	0	0	0	741,709	622,488	119,221	19.15%	3.00	0.00	772,500	-30,791	-30,791		
ANNUAL COUNTY FAIR	1.00	128,109	138,182	0	0	0	0	0	0	0	266,291	209,512	56,779	27.10%	1.00	0.00	235,500	30,791	30,791		
TOTALS	4.00	418,380	589,620	0	0	0	0	0	0	0	1,008,000	832,000	176,000	21.15%	4.00	0.00	1,008,000	0	0		
VETERANS SERVICES FUND (254)																					
COUNTY SCHOOL FUND (270)	2.50	241,079	88,921	0	0	0	0	0	0	0	330,000	285,000	45,000	15.79%	2.00	0.50	330,000	0	0		
ECONOMIC DEVELOPMENT FUND (280)	0.10	25,074	824,926	700,000	0	0	0	0	0	0	1,550,000	1,700,000	-150,000	-8.82%	0.10	0.00	1,550,000	0	0		
AMERICAN RESCUE PLAN (290)	4.00	396,135	1,988,865	3,250,000	1,365,000	0	0	0	0	0	7,000,000	12,200,000	-5,200,000	-42.62%	0.00	4.00	7,000,000	0	0		
COORDINATED HOUSING FUND (295)	1.00	243,031	795,760	500,000	1,861,209	0	0	0	0	0	3,400,000	3,500,000	-100,000	-2.86%	1.00	0.00	3,400,000	0	0		
HOUSEHOLD HAZARDOUS WASTE FUND (300)	0.20	26,717	58,283	0	0	0	0	0	0	0	85,000	85,000	0	0.00%	0.20	0.00	85,000	0	0		
BUILDING IMPROVEMENT FUND (310)	0.00	0	626,120	673,880	0	0	0	0	0	0	1,300,000	1,725,000	-425,000	-24.64%	0.00	0.00	1,300,000	0	0		
PUBLIC WORKS CONSTRUCTION FUND (219)	0.00	0	530,000	120,000	0	0	0	0	0	0	650,000	775,000	-125,000	-16.13%	0.00	0.00	650,000	0	0		
DEBT SERVICE FUND (410)	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00	0.00	0	0	0		
MANAGEMENT SERVICES FUND (610)																					
BOARD OF COMMISSIONERS	3.00	407,075	15,750	0	0	0	0	0	0	0	422,825	410,167	12,658	3.09%	3.00	0.00	500	422,325	422,325		
CENTRAL SERVICES	2.05	251,484	265,000	25,000	0	0	0	0	0	0	541,484	555,086	-13,602	-2.45%	2.05	0.00	387,500	153,984	153,984		
ACADEMY-BUILDING MAINTENANCE	5.35	455,145	107,000	0	0	0	0	0	0	0	562,145	543,777	18,368	3.38%	5.35	0.00	1,150,000	-587,855	-587,855		
COURTHOUSE-BUILDING MAINTENANCE	7.95	724,046	162,600	0	0	0	0	0	0	0	886,646	871,223	15,423	1.77%	7.95	0.00	960,000	-73,354	-73,354		
JAIL-BUILDING MAINTENANCE	2.85	247,690	199,800	0	0	0	0	0	0	0	447,490	427,658	19,832	4.64%	2.60	0.25	450,000	-2,510	-2,510		
BUCHANAN BLDG. MAINTENANCE	1.10	95,253	346,500	0	0	0	0	0	0	0	441,753	443,635	-1,882	-0.42%	1.10	0.00	450,000	-8,247	-8,247		
INFORMATION SERVICES	7.00	903,985	683,650	50,000	0	0	0	0	0	0	1,637,635	1,595,339	42,296	2.65%	7.00	0.00	1,500,000	137,635	137,635		
COMPUTER MAPPING (GIS)	1.50	285,079	119,050	0	0	0	0	0	0	0	404,129	423,909	-19,780	-4.67%	2.00	-0.50	390,000	14,129	14,129		
FINANCE	5.70	761,022	206,900	0	0	0	0	0	0	0	967,922	796,692	171,230	21.49%	4.80	0.90	967,922	0	0		
HUMAN RESOURCES	3.00	473,534	61,350	0	0	0	0	0	0	0	534,884	493,877	41,007	8.30%	3.00	0.00	10,000	524,884	524,884		
COUNTY COUNSEL	0.85	186,637	6,450	0	0	0	0	0	0	0	193,087	181,976	11,111	6.11%	0.85	0.00	12,000	181,087	181,087		
TRANSFERS	0.00	0	0	0	750,000	0	0	0	0	0	750,000	750,000	0	0.00%	0.00	0.00	3,105,000	-2,355,000	-2,355,000		
SPECIAL PROJECTS	0.00	0	0	625,000	0	0	0	0	0	0	625,000	766,661	-141,661	-18.48%	0.00	0.00	0	625,000	625,000		
TOTALS	40.35	4,790,950	2,174,050	700,000	750,000	0	0	0	0	0	8,415,000	8,260,000	155,000	1.88%	39.70	0.65	8,415,000	0	0		
INSURANCE FUND (620)	0.35	79,020	1,020,980	0	100,000	0	0	0	0	0	1,200,000	1,305,000	-105,000	-8.05%	0.35	0.00	1,200,000	0	0		
GRAND TOTAL ALL FUNDS	454.00	51,656,479	41,117,590	12,703,880	19,283,101	0	0	0	0	0	124,761,050	121,388,600	3,372,448	2.78%	437.03	15.85	124,761,050	0	0	0	

2023-2024
GENERAL FUND
REVENUE DISTRIBUTION

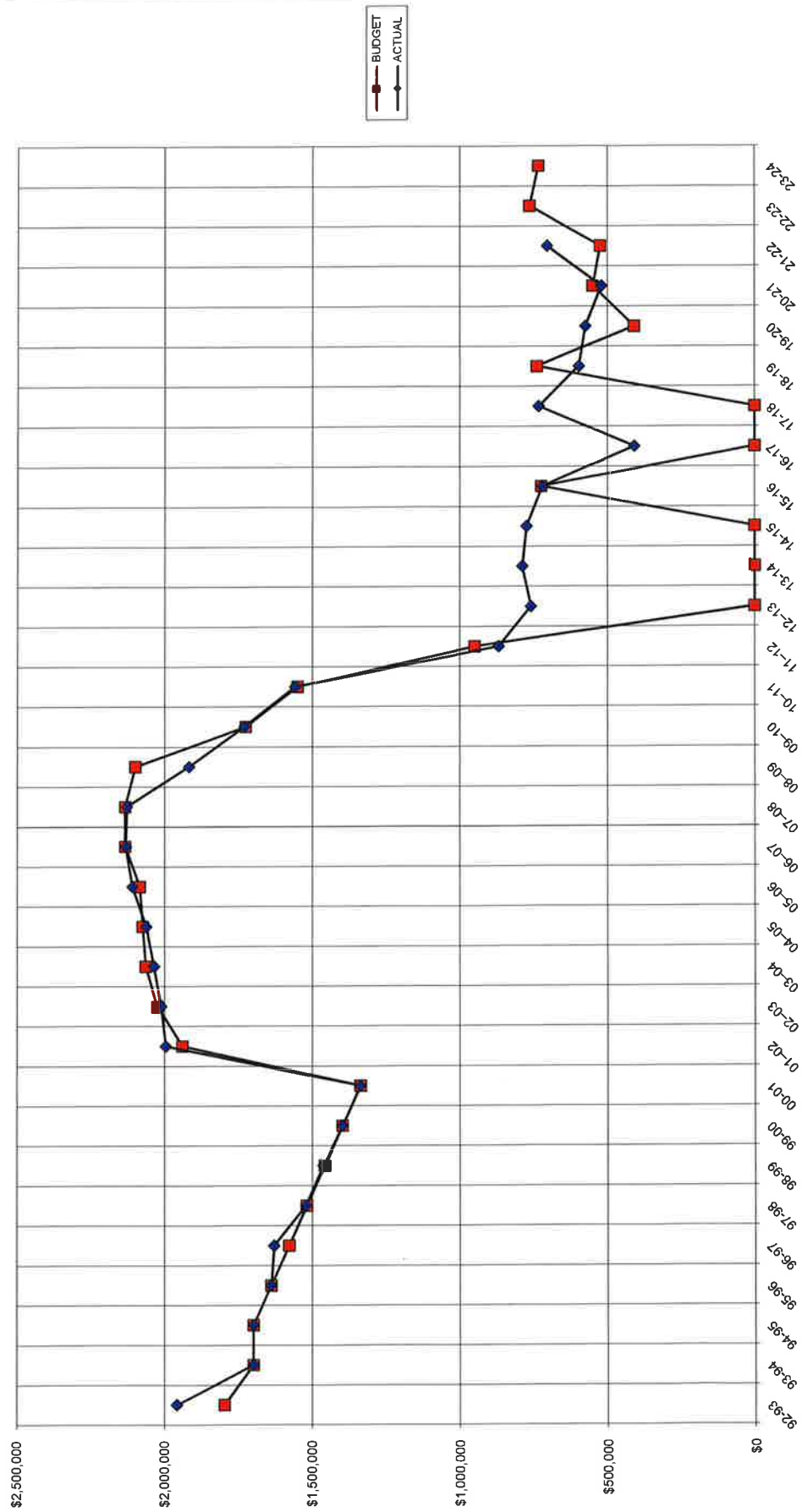
REVENUE



FY 2023-2024
General Fund Budget

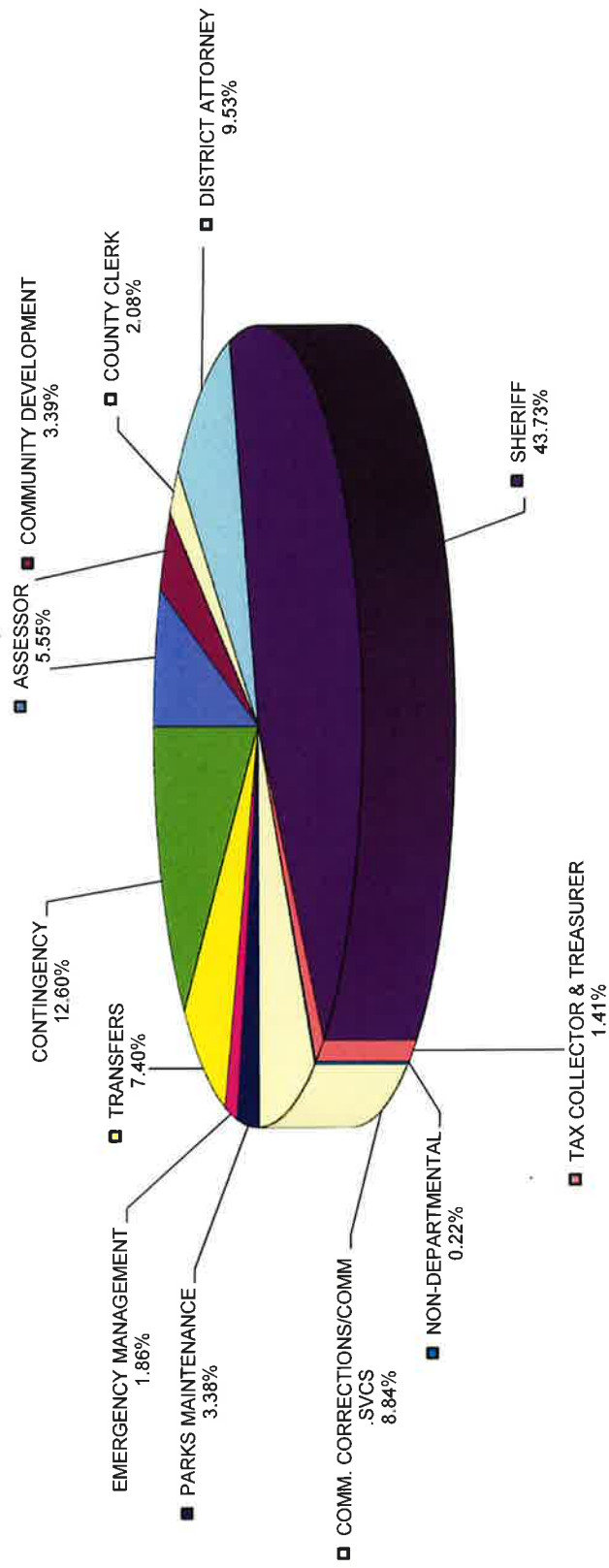


O&C TIMBER REVENUE

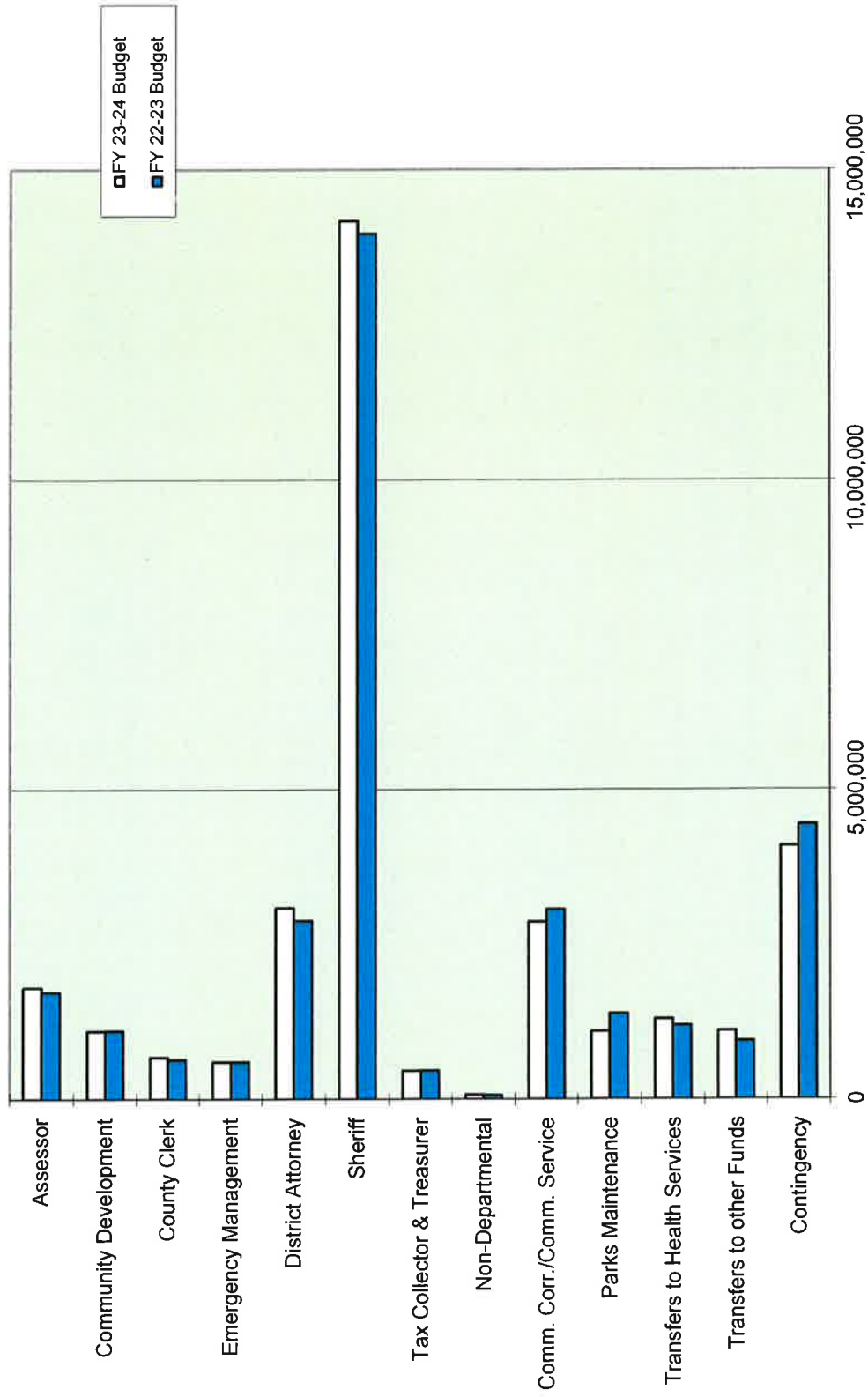


2023-2024 GENERAL FUND
EXPENDITURE DISTRIBUTION

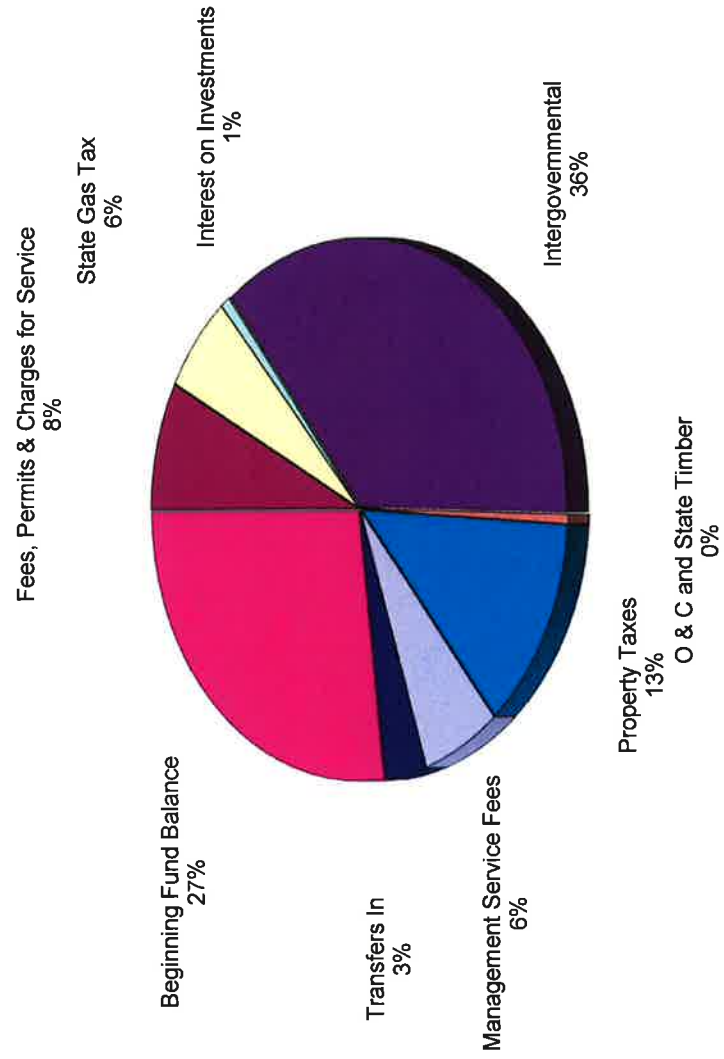
Expenditures & Transfers



PRIOR YEAR EXPENDITURE COMPARISON

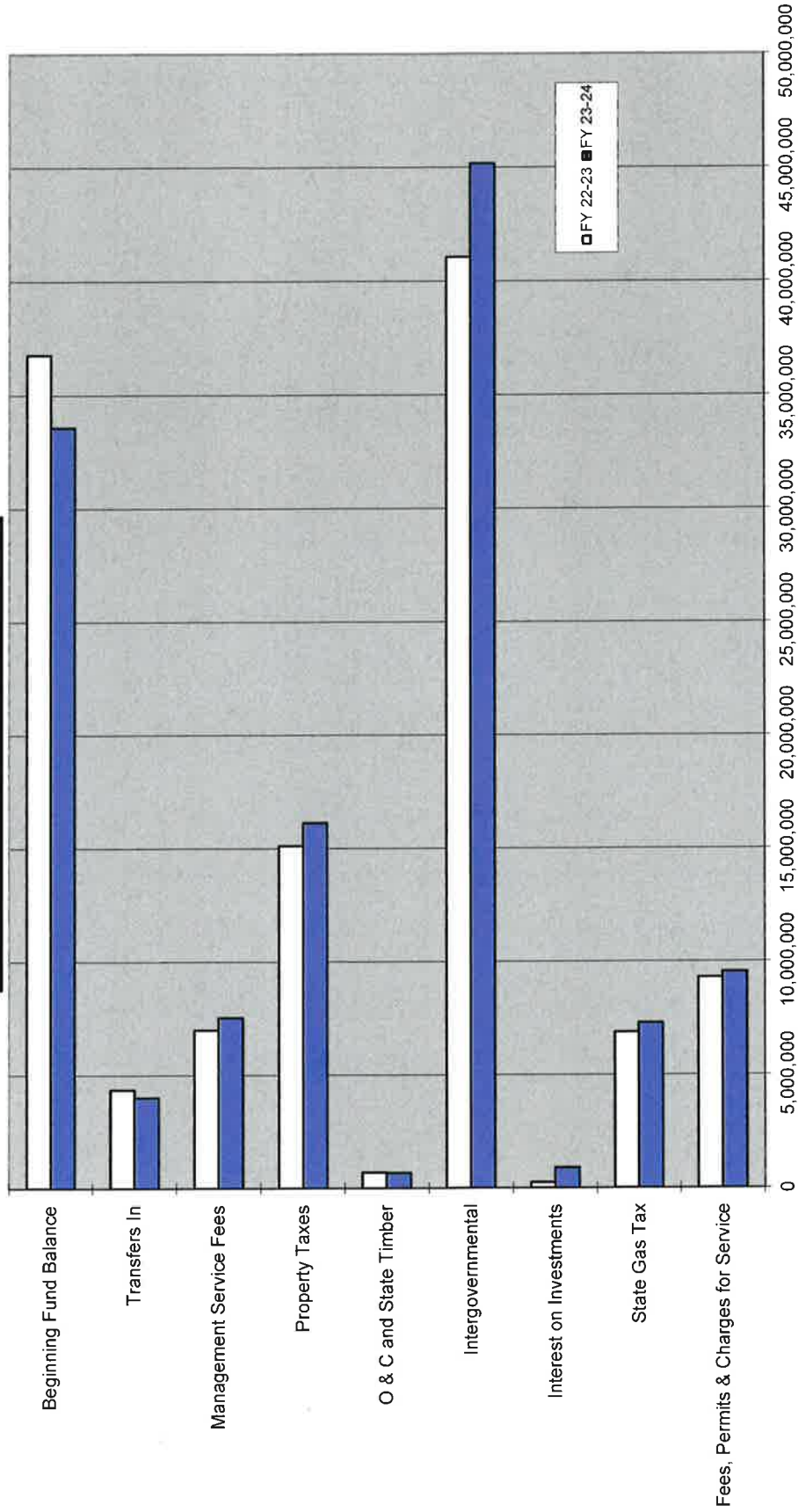


**FY 2023-2024
REVENUE ALL FUNDS**

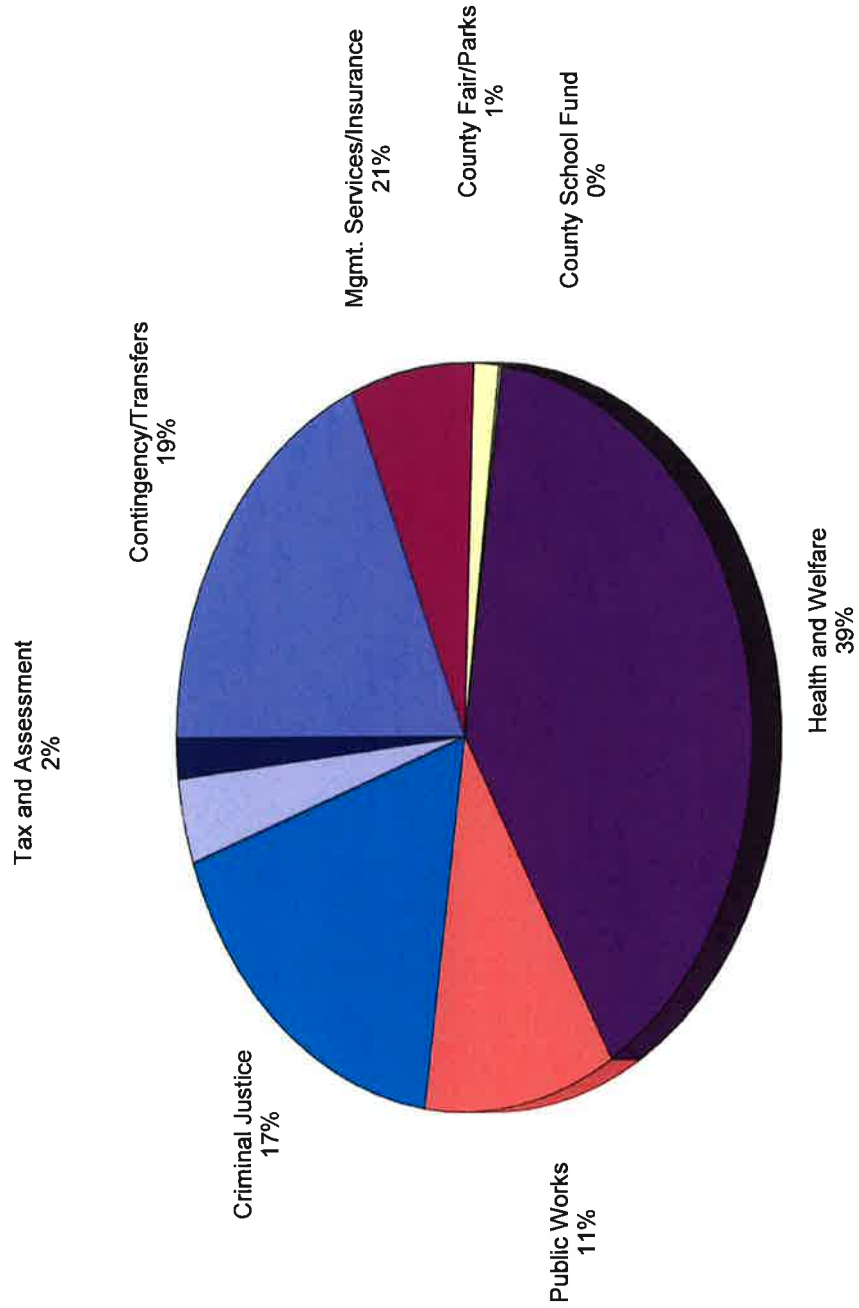


FY 2023-2024 Budget All Funds

All Fund Prior Year Revenue Comparison

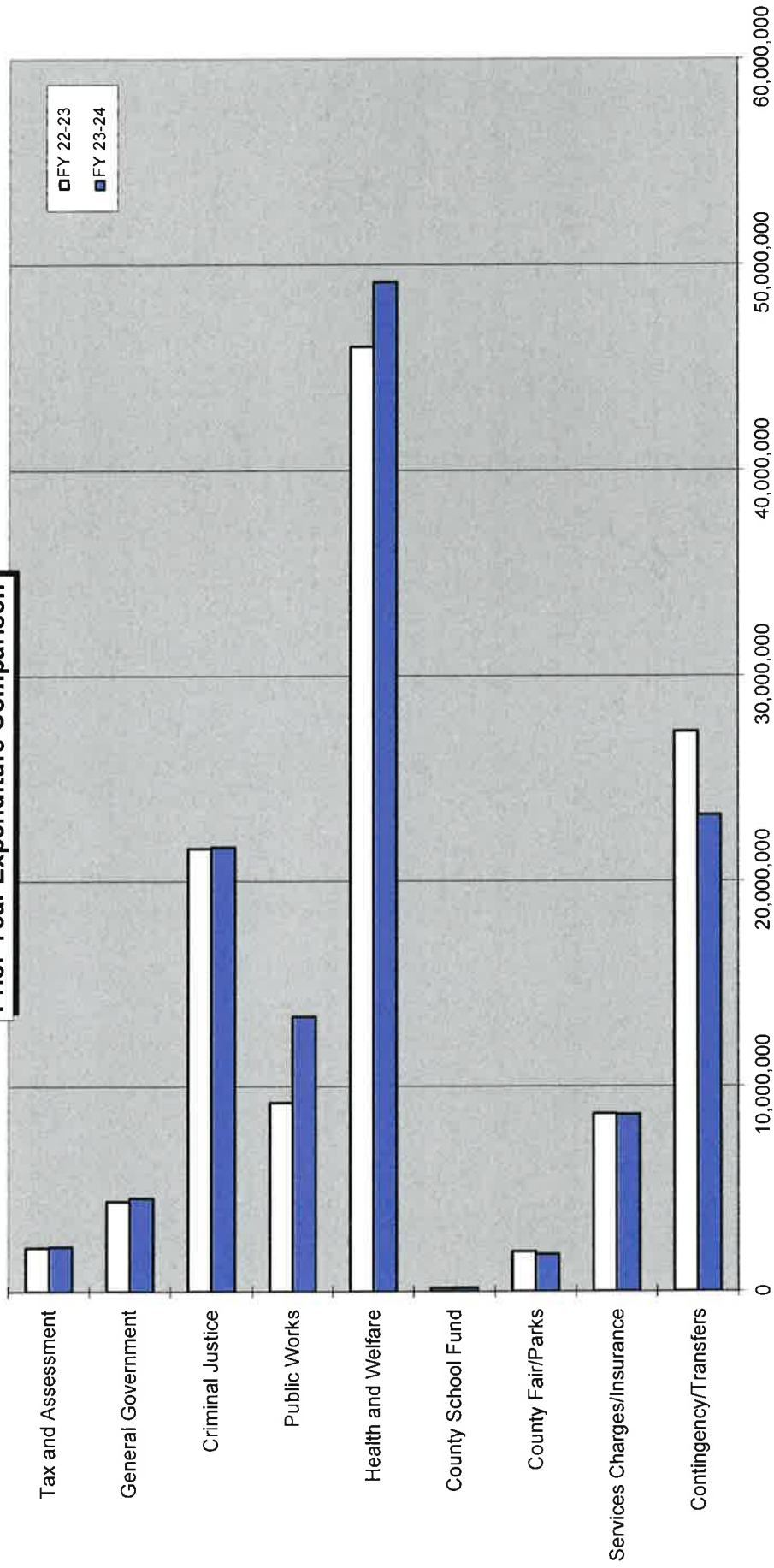


**FY2023-2024
ALL EXPENDITURES BY CATEGORY**



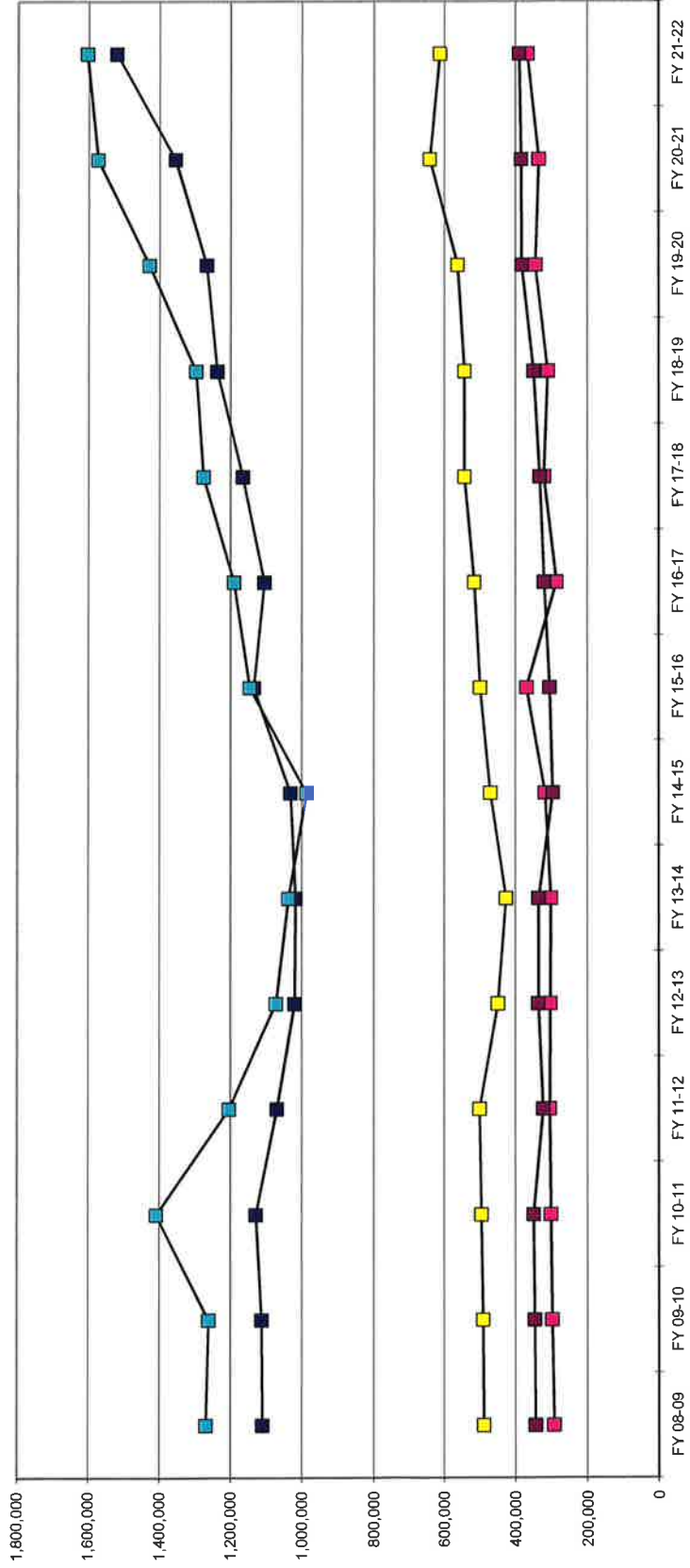
FY 2023-2024 Budget All Funds

**All Funds - Major Categories
Prior Year Expenditure Comparison**

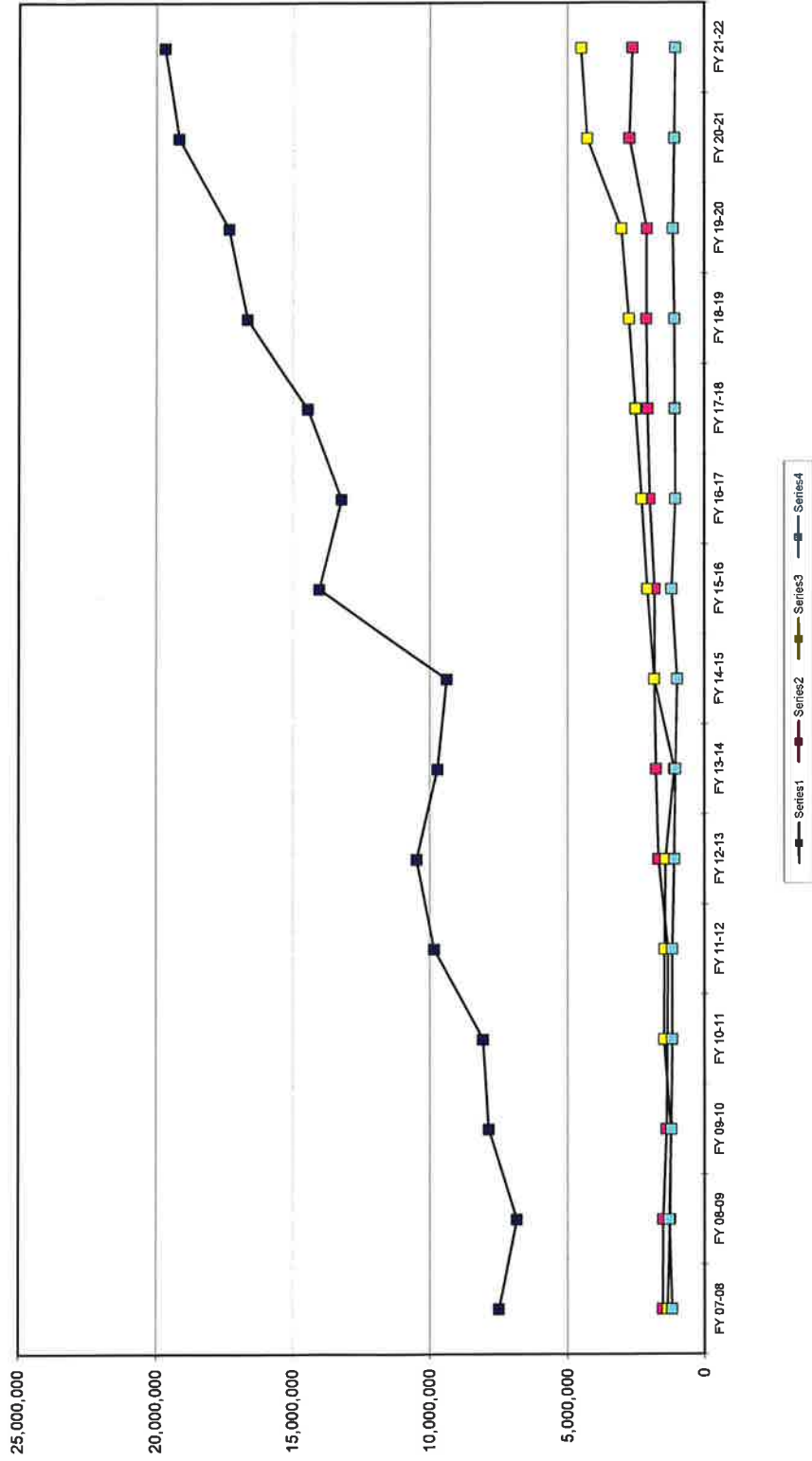


Expenditure History
General Fund Departments

Expenditure History

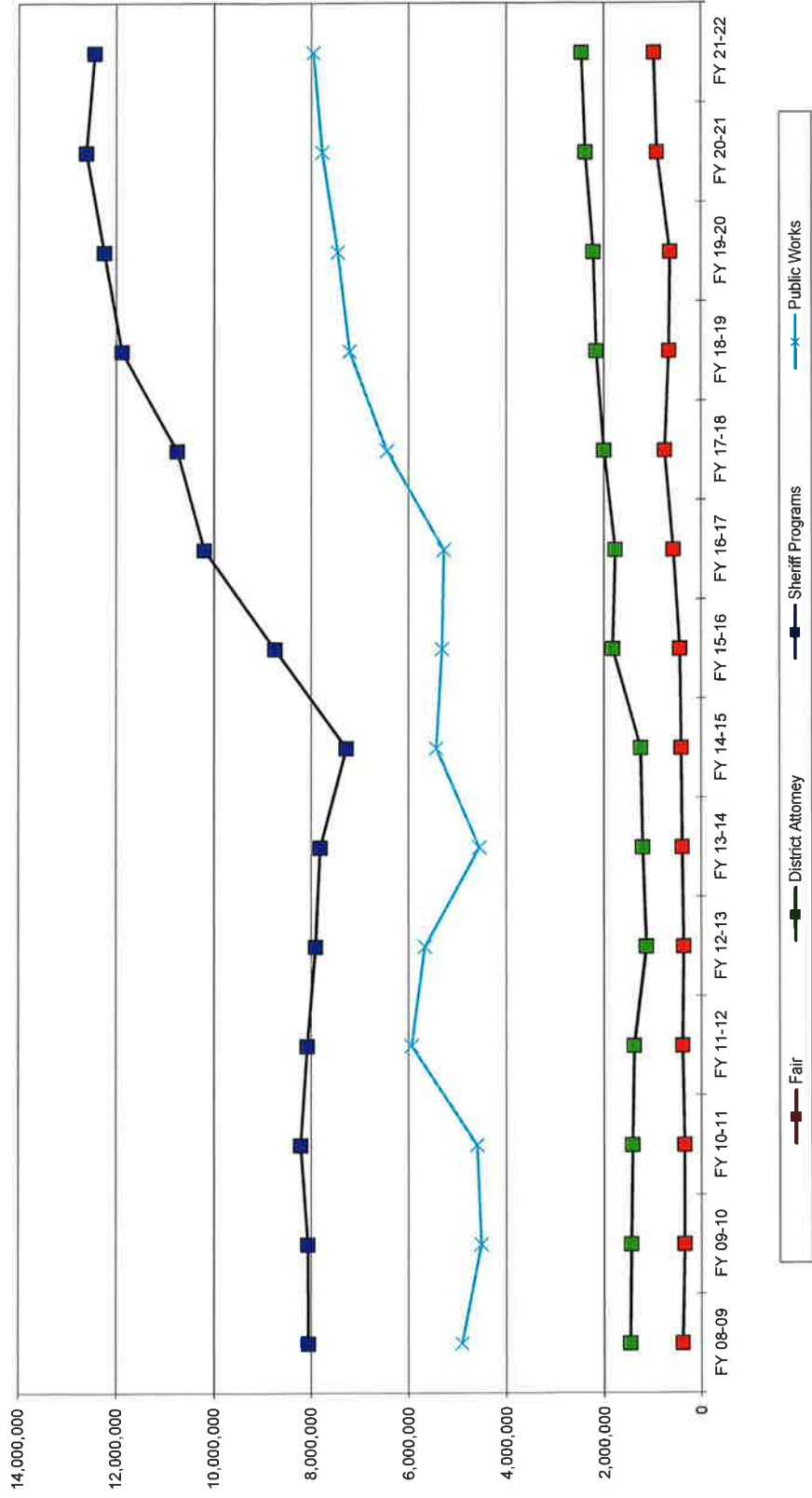


Expenditure History - Health Services & Youth



Expenditure History Assorted Departments/Funds

Expenditure History





INTEROFFICE MEMORANDUM

POLK COUNTY COURTHOUSE

TO: BUDGET COMMITTEE

FROM: GREG HANSEN, BUDGET OFFICER

DATE: MARCH 24, 2023

SUBJECT: GENERAL FUND REVENUES 2023-24 BUDGET

The proposed revenues for the General Fund are estimated at \$32,417,550, a -0.15% **decrease** from last year's adopted budget. The major increases in revenue occurred in Property Taxes, including the operating levy (\$1,000,000), Interest Income (\$650,000) and Beginning Fund Balance (\$200,000). Major decreases occurred in Clerk Recording (-\$200,000), Parks grant (-\$250,000), State Mental Health grant (MCRT) (-\$240,000), State Drug grant (-\$275,000) and Community Corrections funding (-\$500,000)

**Polk County
Adopted Budget
Fiscal Year 2023-2024
Beginning July 1, 2023
Revenues**

Fund	100 General
	Revenues for all departments

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	Divn. Num. Num.	Acct.	Description	FY 23-24 Requested	FY 23-24 Proposed	FY 23-24 Approved	Department
10,177	10,175	10,000	120	6200	Permits and Licenses	10,000	10,000		Recording
795,430	641,362	550,000	120	6300	Charges for Services	350,000	350,000		Recording
24,184	9,743	7,500	130	6130	State Operating Grants	7,500	7,500		Elections
30,000	0	0	130	6180	Non-Governmental Grants	0	0		Elections
52,324	4,532	15,000	130	6300	Charges for Services	15,000	15,000		Elections
5,335,418	6,092,142	6,200,000	199	6000	Beginning Fund Balance	6,400,000	6,400,000		Non-Departmental
10,898,949	11,381,786	11,900,000	199	6010	Property Taxes	12,150,000	12,150,000		Non-Departmental
187,566	173,997	175,000	199	6020	Property Taxes Previous Years	175,000	175,000		Non-Departmental
2,767,166	2,894,544	3,000,000	199	6015	Property Taxes - Operating Levy	3,750,000	3,750,000		Operating Levy
46,689	41,097	45,000	199	6017	Property Taxes Levy Previous Year	45,000	45,000		Operating Levy
352,763	366,419	350,000	199	6050	Franchise Tax	350,000	350,000		Non-Departmental
158,628	0	120,000	199	6110	Federal Awards	0	0		Non-Departmental
521,034	651,316	700,000	199	6120	Federal Pmt. in Lieu of Tax (O&C)	675,000	675,000		Non-Departmental
42,909	53,462	65,000	200	6221	Federal Pmt. in Lieu of Tax (Title III)	60,000	60,000		Non-Departmental
146,151	436,467	150,000	199	6140	State Shared Revenues	150,000	150,000		Non-Departmental
887,584	735,138	800,000	199	6142	State Shared Revenues-Excise Tax	750,000	750,000		Non-Departmental
24,394	24,475	25,000	199	6170	Intergovernmental Local Govt.	25,000	25,000		Non-Departmental
2,288	2,288	2,500	199	6310	Charges for Services-Rentals	2,500	2,500		Non-Departmental
106,592	98,381	100,000	199	6600	Fines and Forfeitures	100,000	100,000		Non-Departmental
98,003	119,401	100,000	199	6800	Interest Income	750,000	750,000		Non-Departmental
14,192	5,933	10,000	**	6990	Miscellaneous	3,250	3,250		Various Departments
0	0	0	199	7100	Proceeds from Sale of Assets	0	0		Non-Departmental
336,441	333,654	375,000	210	6130	State Operating Grants-CAFA	300,000	300,000		Assessment
2,336	2,336	2,500	210	6300	Charges for Services	2,500	2,500		Assessment
10,940	13,454	10,000	210	6305	MS Fees	10,000	10,000		Assessment
3,162	3,756	5,000	220	6300	Charges for Services	7,000	7,000		Tax Collector
6,344	6,278	7,500	220	6600	Fines and Forfeitures	10,000	10,000		Tax Collector
1,675	0	0	310	6130	State Operating Grants	0	0		Planning
100,000	103,000	107,000	310	6170	Intergovernmental Local Govt.	120,000	120,000		Planning
2,332	3,381	2,500	310	6200	Permits and Licenses	2,800	2,800		Planning
136,327	143,508	122,000	310	6300	Charges for Services	148,000	148,000		Planning
840,051	0	0	320	6200	Permits and Licenses	0	0		Building Inspection
10,000	25,000	0	320	7920	Transfer from Other Fund	0	0		Building Inspection Fund
0	33,000	33,000	410	6130	State Operating Grants	35,000	35,000		Prosecution
78,763	66,414	50,000	410	6300	Charges for Services	60,000	60,000		Prosecution
250,911	288,053	300,000	415	6110	Federal Awards	300,000	300,000		Support Enforcement
28,880	30,002	25,000	415	6130	State Operating Grants	30,000	30,000		Support Enforcement
6,291	6,460	5,000	415	6300	Charges for Services	5,000	5,000		Support Enforcement
207,718	190,748	155,000	418	6110	Federal Awards	160,000	160,000		Victim's Assistance
54,160	56,478	75,000	418	6140	State Shared Revenues	60,000	60,000		Victim's Assistance
15,816	16,344	10,000	430	6110	Federal Awards	10,000	10,000		Patrol
6,150	292,390	300,000	430	6130	State Operating Grants	25,000	25,000		Patrol
84,600	112,800	240,000	430	6131	State Mental Health Grant	0	0		Patrol
5,000	1,438	0	430	6170	Intergovernmental Local Govt.	0	0		Patrol
7,878	7,990	10,000	430	6180	Non-Governmental Grants	10,000	10,000		Patrol
256,887	172,227	250,000	430	6300	Charges for Services	200,000	200,000		Patrol
7,043	12,315	5,000	430	6600	Fines and Forfeitures	5,000	5,000		Patrol
708	0	0	430	6750	Settlements	0	0		Patrol
849	1,254	1,000	430	6980	Donations	1,000	1,000		Patrol
29,519	4,468	5,000	430	6990	Miscellaneous	5,000	5,000		Patrol
25,526	4,426	5,000	430	7100	Proceeds from Sale of Assets	5,000	5,000		Patrol
0	0	15,000	435	6110	Federal Awards	15,000	15,000		Jail
413,320	350,000	300,000	435	6140	State Shared Revenue (Impact)	200,000	200,000		Jail
164,391	554,516	520,000	435	6300	Charges for Services	520,000	520,000		Jail
702	1,134	2,000	435	6600	Fines and Forfeitures	2,000	2,000		Jail
6,640	4,194	15,000	435	6820	Commissions	5,000	5,000		Jail
10,000	1,952	0	435	6990	Miscellaneous	0	0		Jail
365,474	294,237	350,000	440	6110	Federal Awards	275,000	275,000		Emergency Management
0	0	0	440	6130	State Operating Grants	0	0		Emergency Management
0	0	0	440	6170	Intergovernmental Local Govt.	0	0		Emergency Management
230,177	227,921	250,000	440	6310	Charges for Services-Rentals	250,000	250,000		Emergency Management
28,474	3,270	20,000	457	6110	Federal Awards	0	0		Community Corrections
2,631,040	2,483,789	2,400,000	457	6130	State Operating Grants	2,000,000	2,000,000		Community Corrections
0	0	70,000	457	6130	State Operating Grants Drug Court	60,000	60,000		Community Corrections
344,722	128,619	50,000	457	6300	Charges for Services	50,000	50,000		Community Corrections
14,440	7,323	15,000	470	6310	Charges for Services-Rentals	0	0		Community Corrections
28,463	17,398	25,000		6110	Federal Awards	25,000	25,000		Comm. Serv.-Diversion
0	0	50,000	470	6130	State Operating Grants	50,000	50,000		Comm. Serv.-Diversion
231,977	198,530	215,000	470	6300	Charges for Services	180,000	180,000		Comm. Serv.-Diversion
81,725	71,163	70,000	590	6050	Franchise Tax	75,000	75,000		Environmental Health
5,887	5,887	7,000	590	6110	Federal Awards	7,000	7,000		Environmental Health
4,816	4,818	4,000	590	6130	State Operating Grants	4,500	4,500		Environmental Health
235,737	230,305	265,000	590	6200	Permits and Licenses	268,000	268,000		Environmental Health
13,233	13,936	14,000	590	6300	Charges for Services	16,000	16,000		Environmental Health
0	38,603	0	750	6110	Federal Awards	0	0		Parks Maintenance
3,150	3,150	1,303,100	750	6130	State Operating Grants	1,050,000	1,050,000		Parks Maintenance
80,100	83,091	80,000	750	6140	State Shared Revenues	85,000	85,000		Parks Maintenance
0	0	500	750	6300	Charges for Services	500	500		Parks Maintenance
29,913,216	30,397,668	32,466,100			Fund Total	32,417,550	32,417,550	0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
GENERAL FUND	County Clerk		Recording	
Program Description:				
Collect fees and license monies for recording, copies, certifications, marriage licenses, domestic partnerships and wedding ceremonies.				
Program Goals or Objectives:				
To provide prompt and courteous service to all customers and perform office functions accurately and efficiently.				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Documents Recorded	21,578	17,453	12,000	15,000
Marriage Licenses	401	407	400	400
Domestic Partnerships	0	0	0	0
Board of Property Tax Appeals	5	10	1	5

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
120 Recording	(Divn)
120 County Clerk	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
54,336	56,542	58,176	1.00	8010	Clerical/Admin. Specialist	57,000	1.00	57,000	1.00		
26,734	27,252	29,555	0.30	8060	Elected Official	31,500	0.30	31,500	0.30		
0	0	0		8080	Temporary/Part-Time	0		0			
0	0	0		8090	Overtime	0		0			
81,070	83,794	87,731	1.30		Total Salaries	88,500	1.30	88,500	1.30	0	0.00
20,531	23,975	22,810		8110	PERS-Retirement	26,108		26,108		0	
5,822	6,142	6,711		8120	Social Security/Medicare	6,770		6,770		0	
24,170	25,002	25,350		8140	Insurance	26,650		26,650		0	
272	283	439		8150	Unemployment	443		443		0	
62	87	88		8160	Workers Comp. Insurance	89		89		0	
131,927	139,283	143,129	1.30		Total Personal Services	148,559	1.30	148,559	1.30	0	0.00
284	11,197	300		8210	Office Supplies	1,000		1,000			
0	0	0		8220	Operating Supplies	0		0			
20	0	500		8240	Software & Maintenance	0		0			
2,125	248	1,500		8250	Small Tools & Minor Equipment	1,500		1,500			
148	0	250		8310	Advertising and Printing	250		250			
1,582	593	1,750		8320	Photocopying	500		500			
235	225	250		8330	Postage	250		250			
828	900	900		8340	Telephone	1,000		1,000			
0	0	0		8410	Dues, Memberships & Publications	0		0			
0	0	0		8420	Workshops and Conferences	0		0			
3	0	0		8430	Transportation	0		0			
0	0	0		8580	Special Projects	0		0			
0	0	100		8590	Boards and Commissions Expense	0		0			
1,050	1,918	1,250		8610	Repairs and Maintenance	1,500		1,500			
1,462	(5)	1,750		8730	Misc. Fees	2,000		2,000			
40,413	41,969	44,176		8810	Rent Interdepartmental	46,419		46,419			
1,000	1,100	1,200		8820	Insurance Interdepartmental	1,250		1,250			
6,032	6,514	5,992		8830	Management Services Interdept.	6,449		6,449			
17,962	23,479	26,448		8840	Information Services Interdept	24,818		24,818			
73,144	88,138	86,366			Total Materials and Services	86,936		86,936		0	
9,120	0	0		8948	Computers and Attachments	0		0		0	
9,120	0	0			Total Capital Outlay	0		0		0	
214,191	227,421	229,495	1.30		Total Department Expenses	235,495	1.30	235,495	1.30	0	0.00
Revenues											
10,177	10,175	10,000		6200	Permits & Licenses	10,000		10,000			
795,430	641,362	550,000		6300	Charges for Services	350,000		350,000			
0	0	0		6300	Charges for Services - Clerk's Trust	0		0			
0	0	0		6990	Miscellaneous	0		0			
0	0	0		7100	Proceeds from Sale of Assets	0		0			
805,607	651,537	560,000			Total Revenues	360,000		360,000		0	
Net Cost of Program											
(591,416)	(424,116)	(330,505)			Expenditures less Revenue	(124,505)		(124,505)		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
GENERAL FUND	County Clerk		Elections	
Program Description:				
Maintain the voter registration file and conduct all elections held in Polk County in the manner prescribed under Oregon and Federal law.				
Program Goals or Objectives:				
To conduct secure and error free elections.				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Total Ballots Issued	121,478	62,317	125,000	76,000
Ballots Processed	64,519	24,886	60,000	31,700
Special Elections	1	0	1	1
Primary/General Elections	1	1	1	1
Registered Voters	60,667	60,884	62,000	62,500

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
130 Elections	(Divn)
120 County Clerk	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24		FY 23-24		FY 23-24	
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
47,232	50,759	52,215	1.00	8010	Clerical/Admin. Specialist	58,380	1.00	58,380	1.00		
62,378	63,588	64,860	0.70	8060	Elected Official	66,500	0.70	66,500	0.70		
8,362	2,943	5,000		8080	Temporary/Part-Time	10,000		10,000			
0	0	0		8090	Overtime	0		0			
117,972	117,290	122,075	1.70		Total Salaries	134,880	1.70	134,880	1.70	0	0.00
29,971	35,130	31,740		8110	PERS-Retirement	39,115		39,115		0	
8,021	8,827	9,339		8120	Social Security/Medicare	10,318		10,318		0	
29,165	19,788	33,150		8140	Insurance	32,300		32,300		0	
240	272	610		8150	Unemployment	674		674		0	
84	120	977		8160	Workers Comp. Insurance	405		405		0	
185,453	181,427	197,890	1.70		Total Personal Services	217,693	1.70	217,693	1.70	0	0.00
3,843	960	1,500		8210	Office Supplies	2,000		2,000			
62,884	53,971	55,000		8220	Operating Supplies	55,000		55,000			
0	0	0		8240	Software & Maintenance	0		0			
27,313	614	1,000		8250	Small Tools & Minor Equipment	1,000		1,000			
362	6,691	1,000		8310	Advertising and Printing	1,000		1,000			
1,522	593	1,500		8320	Photocopying	1,000		1,000			
29,474	19,677	20,000		8330	Postage	20,000		20,000			
1,252	1,015	1,000		8340	Telephone	1,000		1,000			
250	250	500		8410	Dues, Memberships & Publicatns	1,000		1,000			
-	931	500		8420	Workshops and Conferences	1,000		1,000			
998	353	500		8430	Transportation	500		500			
15,052	11,366	15,000		8510	Professional Services	15,000		15,000			
0	0	0		8540	Contract Services	0		0			
0	0	0		8580	Special Projects	0		0			
19,715	20,320	22,500		8610	Repairs and Maintenance	25,000		25,000			
40,413	41,969	44,176		8810	Rent Interdepartmental	46,419		46,419			
1,000	1,100	1,200		8820	Insurance Interdepartmental	1,250		1,250			
9,782	10,368	9,536		8830	Management Services Interdept.	9,892		9,892			
27,986	33,566	38,266		8840	Information Services Interdept	41,312		41,312			
241,846	203,744	213,178			Total Materials and Services	222,373		222,373		-	
0	0	0		8948	Computers and Attachments	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
427,299	385,171	411,068	1.70		Total Department Expenses	440,066	1.70	440,066	1.70	0	0.00
Revenues											
0	0	0		6110	Federal Awards	0		0			
24,184	9,743	7,500		6130	State Operating Grants	7,500		7,500			
30,000	0	0		6180	Non-Governmental Grants	0		0			
52,324	4,532	15,000		6300	Charges for Services	15,000		15,000			
0	0	0		7100	Proceeds from Sale of Assets	0		0			
106,508	14,275	22,500			Total Revenues	22,500		22,500		0	
Net Cost of Program											
320,791	370,896	388,568			Expenditures less Revenue	417,566		417,566		0	

**POLK COUNTY
2023-2024 PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
General Fund	Assessor		210	
Program Description:				
<p>The Assessor's Office is responsible for producing the annual Assessment Roll. The Assessment Roll is used to administer and distribute locally budgeted property taxes for the taxing districts. This has become more complex since the passage of Measure 5 and 50, which now extends, imposes and sets a tax base on each property. For 2022, the Assessment Roll has 39,033 taxable and not taxable accounts with a total taxable Assessed Value of 7.41 billion dollars. The total of taxes, fees and charges to be distributed equal 116.4 million dollars.</p>				
Program Goals or Objectives:				
<p>The Assessor's Office is divided into three main support groups: records, valuation and cartography.</p> <p>The goal of the Assessor's Office is to:</p> <p>Insure fairness and equity of property assessments, and to explore Alternative Appraisal Methods that seek to maximize available resources.</p> <p>Insure equitable interpretation of and compliance with statutory laws regarding property assessment.</p> <p>Insure that all recorded legal documents are processed in a timely manner and reflect accurate records of ownership.</p> <p>Continual development of computer applications in clerical, appraisal and mapping process to maximize efficient user of staff.</p>				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Alternative/Physical Appraisals	5,758	2,331	5,500	5,500
New Construction Appraisals	1,385	1,233	1,300	1,300
Added Revenue Countywide from New Growth	553,130	513,636	549,851	550,000
Appeals of Value	29	5	1	5
Applications>Returns	2,801	2,702	2,800	2,800
Deed Documents Processed	5,032	5,062	5,000	5,000
Counter/Phone Assistance	2,367	2,795	2,800	3,000

2/28/23 3:25 pm

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
210 Assessment	(Divn)
210 Assessor	(Dept)

FY 20-21	FY 21-22	FY 22-23	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
94,546	120,725	221,960	4.00	8010	Clerical/Admin. Specialist	210,000	4.00	210,000	4.00		
331,977	353,253	372,124	6.00	8030	Professional/Technical	364,827	6.00	364,827	6.00		
71,540	76,204	79,193	1.00	8040	Management/Supervisory	82,000	1.00	82,000	1.00		
87,156	93,672	94,255	1.00	8060	Elected Official	98,000	1.00	98,000	1.00		
0	0	2,500		8080	Temporary/Part-Time	2,500		2,500			
0	0	0		8090	Overtime	0		0			
585,219	643,854	770,032	12.00		Total Salaries	757,327	12.00	757,327	12.00	0	0.00
149,731	185,232	204,058		8110	PERS-Retirement	219,625		219,625		0	
42,256	47,022	58,907		8120	Social Security/Medicare	57,936		57,936		0	
173,127	188,767	228,000		8140	Insurance	240,000		240,000		0	
2,499	2,761	3,850		8150	Unemployment	3,787		3,787		0	
3,719	3,195	6,160		8160	Workers Comp. Insurance	3,787		3,787		0	
956,551	1,070,831	1,271,008	12.00		Total Personal Services	1,282,461	12.00	1,282,461	12.00	0	0.00
2,038	3,200	2,000		8210	Office Supplies	2,000		2,000			
94	0	0		8220	Operating Supplies	0		0			
722	17,726	16,000		8240	Software and Maintenance	16,000		16,000			
939	6,466	6,000		8250	Small Tools & Minor Equip.	10,000		10,000			
1,776	1,150	1,500		8310	Advertising and Printing	1,500		1,500			
2,180	2,574	3,000		8320	Photocopying	3,000		3,000			
3,403	3,861	3,500		8330	Postage	3,500		3,500			
7,495	7,656	6,500		8340	Telephone	6,500		6,500			
6,406	7,739	6,500		8410	Dues, Memberships & Publicatns	6,500		6,500			
2,738	4,590	6,000		8420	Workshops and Conferences	6,000		6,000			
5,773	5,551	6,000		8430	Transportation	7,000		7,000			
0	5,444	0		8510	Professional Services	0		0			
175,725	182,489	192,086		8810	Rent Interdepartmental	201,840		201,840			
4,100	4,300	4,500		8820	Insurance Interdepartmental	4,800		4,800			
39,735	41,073	40,773		8830	Management Services Interdept.	48,116		48,116			
145,775	157,385	179,241		8840	Information Services Interdept.	200,725		200,725			
398,899	451,204	473,600			Total Materials and Services	517,481		517,481		0	
0	0	0		8948	Computers and Attachments	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
1,355,450	1,522,035	1,744,608	12.00		Total Department Expenses	1,799,942	12.00	1,799,942	12.00	0	0.00
Revenues											
336,441	333,654	375,000		6130	State Operating Grants - CAFA	300,000		300,000			
0	0	0		6130	State Operating Grants - ORMAP	0		0			
2,335	2,336	2,500		6300	Charges for Services	2,500		2,500			
10,940	13,454	10,000		6305	MS Fees	10,000		10,000			
1,622	2,770	1,000		6990	Miscellaneous	1,000		1,000			
0	0	0		7100	Proceeds from Sale of Assets	0		0			
351,338	352,214	388,500			Total Revenues	313,500		313,500		0	
Net Cost of Program											
1,004,112	1,169,821	1,356,108			Expenditures less Revenue	1,486,442		1,486,442		0	

**REQUEST FOR
INCREASED MATERIALS AND SERVICES 2023-2024**

FUND	DEPARTMENT	DIVISION
GENERAL FUND	ASSESSOR	210
No	Materials and Services Item Description:	Net Increase
1.	8250-Additional money needed for Ipad maintenance and accessories	\$4,000
Justification for Increased Expenditure:		
<p>In collaboration with IT, it was recommended to request additional monies to support the Ipad maintenance and accessories.</p>		

Note: Fill out this form only if the increase in expenditure is 5% or more and exceeds \$1,000.

MATERIAL.FRM(1/5/92)

ASSESSORS BUDGET HIGHLIGHTS 2023-2024

BUDGET HIGHLIGHTS 2022-2023

Personnel

This past year we gained an additional appraiser position in our budget. We filled this internally, and hired two new Assessment Specialist to fill vacant positions.

The first of the year (2023) brought the retirement of our Lead GIS Cartographer, Donna Postma. We reclassified our existing GIS Cartographer Christi Pontier to the Lead position, and will be hiring another Cartographer or Cartographic Tech to fill the vacancy.

Materials and Services

I'm asking for a status quo budget. The only line item I increased was Small tools and Minor Equipment on the recommendation from IS that there will be extra expenses associated with the IPADS for the appraisers.

Revenues

The Assessor's Office has several sources of income. Our projected revenues based on an increase in Assessed Value for 2023-2024 continue to increase. We have minor additional revenue from processing manufactured structures. The Assessor's Office receives funding from the CAFFA grant, and additional grant money from ORMAP to help cover some of our Control mapping projects and other special cartography projects. Our CAFFA grant monies are showing about an 80% drop from last year, so I reduced our projected CAFFA income 10% from the prior year.

Real Market Growth

For the 2023-2024 year, my office is projecting a minimum 10% **increase** in Real Market Value within the cities. Our statutory Assessment Date is January 1st, and we use the prior year's sale to determine the RMV as of this date. For this reason WVMLS statistics are generally different than County statistics. Below is the County changes in Real Market Value from 2021 to 2022 followed by the WVMLS statistics.

<u>Percent Change</u>	<u>City</u>
23%	West Salem
21%	Dallas
25%	Independence
28%	Monmouth
24%	All cities averaged

WVMLS Statistics - Residential Average Sales Prices

Change year over year

Area	2018	2019	% Change		% Change		% Change		% Change		% Change
Polk County	\$302,417	\$321,707	2018-19	2020	2019-20	2021	2020-21	2022	2021-22	YTD 2023	2022-23
			1.06	\$352,988	1.10	\$431,252	1.22	\$474,812	1.10	\$482,905	1.02

*Please note that county values follow MLS data by a year. By Statute our values are as of Jan 1st each year, using the prior years sales to project that value.

ASSESSORS BUDGET HIGHLIGHTS 2023-2024

Assessed Value Historic Growth AND Projected 2023 Growth

<u>Year</u>	<u>Assessed Value</u>	<u>% Change</u>	<u>Net Assessed Value & Exception Growth</u>
2023	7,746,802,391	4.48	332,431,139
2022	7,414,371,252	4.69	332,363,368
2021	7,082,007,884	4.58	309,833,126
2020	6,772,174,758	5.17	332,711,303
2019	6,439,463,455	5.02	307,753,806
2018	6,131,709,649	3.91	230,869,733
2017	5,900,839,916	4.96	278,916,054
2016	5,621,923,862	4.91	263,258,931
2015	5,358,664,931	4.85	248,266,163
2014	5,110,398,768	3.85	189,274,992
2013	4,921,123,776	1.97	95,088,500
2012	4,826,035,276	1.86	87,919,149

Projected County Tax Revenue from Assessed Value Growth

The projected increase of Real Market Value will allow the Assessed Value to grow by the Statutory 3%. This increase along with the additional Assessed Value of new construction is projected to create a **4.50%** + increase in Assessed Value.

Estimated Revenue from Growth: \$549,963
($\$332,431,139 \times .0016544$ County Tax Rate)

Realtor input:

In the Willamette Valley market we saw a spike of intensity in the market in January in contrast to what is currently happening in the market. There are fewer new resale listings and fewer homes under contract. New listings priced up to \$500,000 represents 70% of sales activity. The interest rates are increasing and have more than doubled in the past 2 years. The following real-estate numbers are from John L Scott Realty.

	2021	2022	2023
Pending Sales (Jan)	378	404	308
Interest Rate	2.8	3.29	5.99
% Pending 1st 30 Days	74%	73%	40%

ASSESSORS BUDGET HIGHLIGHTS 2023-2024

2022-2023 PROGRAM HIGHLIGHTS

Cartography Section:	HALF Year 2022-2023	Full Year 2021-2022	Full Year 2020-2021
Name Changes	2392	4,672	4,662
Number of New Accounts	183	352	308

Records Section:			
Roll Corrections	10	42	76
Veterans Exemptions	982	1010	971
Personal Property Returns -Mailed	1575	1651	1,799
Exemption's Applications		35	28
MS Title Changes - County	97	194	157
MS Building Code Forms	57	134	126
Counter Assistance	639	692	267
Phone Assistance	1278	2103	2,100

Appraisal Section:			
Accounts Physically Appraised	2461	2,331	5,758
Accounts Re-Calculated	37060	36,711	36,480
Annual Maintenance Appraisals	31	1233	1,385
Sales Reviews/Outliers	1	955	877

Quality of Appraisal Program: COD's			
Residential - Polk Standard; 8 to 10	9.13	7.41	6.5
Commercial - Polk Standard; 10 to 15	10.51	11.25	12
Apartments - Polk Standard; 12	11.45	3	3
Rural/Farm - Polk Standard; 10 to 15	12.28	10.5	8

Annual Appeals:			
BOPTA	1	5	29
State	1	0	0
Total Appealed	2	5	29
Request for Review	20	13	27

Farm/Forest Program:			
Number of New Applications	5	10	21
Number of Disqualifications	5	41	34
Number of Estimated Disqualifications	9	1023	31
Farm/Forest Review	81	43	81
Warning Letters	23	13	14

ASSESSORS BUDGET HIGHLIGHTS 2023-2024

ASSESSORS GOALS FOR 2023-2024

Assessment and Taxation Software (ORCATS) Upgrades

Over the years Helion has been rewriting all of their applications to use updated platforms. This past year they rolled out a replacement search program for our website called Property Search Online. They are currently working on rewriting our office version of Property Query. This past year Helion rolled out the first phase of Online Business Personal Property reporting. We selected 100 businesses to participate this year, and hoping to increase those numbers each year. And as always, we are in close contact with Helion in solving issues that arise on a daily basis.

Conversion to Mobile Assessor/Cama Cloud

We signed a contract the fall of 2021 to implement a mobile appraiser software package designed for IPADS. Our contracted start date was May 3, 2022, however the company ran into some technical issues and we are hoping to do our conversion summer of 2023.

Conversion to ArcPro from ArcMap

For the past couple years, Dean Anderson has been working to develop tools the cartographers need in ArcPro to make the conversion from ArcMap. This work has been primarily funded by ORMAP funds. This has been our long term goal, and we are on track to make that happen for this next tax year.

New Employees and Cross Training of Staff

Our office culture is relationship based with focus on our individual/leadership growth followed up with team building. In the past 4 years we have had a 50% turnover in staff. We have been growing, cross training, and finding new and better ways to get our work done more efficiently. We meet monthly as a group. We use this time to talk about upcoming items of interest, issues that need to be addressed as a group, and recognize staff that have been acknowledged in an email or letter from the public as providing excellent customer service.

Cartography

Our big push this year is our conversion to ArcPro from ArcMap, as mentioned above. In addition, with the staff changes in this section, we will be focusing on hiring and training a new cartographer.

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION
General	Treasurer	Treasurer

Program Description:

- Receipt and deposit all Polk County revenue.
- Reconcile all Polk County bank and investment accounts.
- Make tax refunds as directed by the tax office.
- Allocate and remit tax receipts, and other funds received on behalf of taxing districts, to the taxing districts.
- Act as custodian for trust funds as mandated by ORS or Polk County ordinance.
- Invest county funds as directed by the investment policy.
- Allocate investment income to funds as mandated by ORS and County ordinance.

Program Goals or Objectives:

Ensure that County financial records are complete and accurate and that reports are provided in a timely manner; obtain the maximum investment income possible while insuring the safety and liquidity of county funds; be available to the general public and county personnel to answer questions and provide assistance.

Descriptive Statistics:

Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Receipts (number)	4,772	4,605	4,510	4,650
Trust checks issued (number)	520	384	320	340
Total Receipted	163,884,735	168,713,918	210,300,000	218,400,000

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
140 Treasurer	(Divn)
140 Treasurer	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24			
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	
								Approved	FTE	
Expenditures										
0	0	19,000	0.30	8010	Clerical/Admin. Specialist	15,000	0.30	15,000	0.30	
0	0	0	0.00	8040	Management/Supervisory	0	0.00	0	0.00	
12,000	12,000	12,000	0.00	8060	Elected Official	12,000	0.00	12,000	0.00	
0	0	0		8080	Temporary Part-Time	0		0		
0	0	0		8090	Overtime	0		0		
12,000	12,000	31,000	0.30		Total Salaries	27,000	0.30	27,000	0.30	0 0.00
1,366	3,220	8,835		8110	PERS-Retirement	7,695		7,695		0
918	918	2,372		8120	Social Security/Medicare	2,066		2,066		0
0	0	5,850		8140	Insurance	5,100		5,100		0
0	0	155		8150	Unemployment	135		135		0
9	12	248		8160	Workers Comp. Insurance	216		216		0
14,293	16,150	48,460	0.30		Total Personal Services	42,212	0.30	42,212	0.30	0 0.00
182	0	500		8210	Office Supplies	500		500		
2,135	2,135	2,200		8240	Software & Maintenance	2,000		2,000		
227	0	500		8250	Small Tools & Minor Equipment	250		250		
0	0	0		8310	Advertising and Printing	0		0		
558	0	1,000		8320	Photocopying	500		500		
40	0	100		8330	Postage	50		50		
1,555	1,343	1,500		8340	Telephone	1,500		1,500		
100	0	800		8410	Dues, Memberships & Publicatns	500		500		
0	343	500		8420	Workshops and Conferences	500		500		
0	192	300		8430	Transportation	300		300		
0	0	0		8510	Professional Services	0		0		
6,766	7,026	7,396		8810	Rent Interdepartmental	7,771		7,771		
500	500	550		8820	Insurance Interdepartmental	550		550		
1,273	1,502	1,278		8830	Management Services Interdept.	2,168		2,168		
3,058	2,556	2,812		8840	Information Services Interdept.	2,779		2,779		
16,394	15,597	19,436			Total Materials and Services	19,368		19,368		0
0	0	0		8948	Computers & Attachments	0		0		0
0	0	0			Total Capital Outlay	0		0		0
30,687	31,747	67,896	0.30		Total Department Expenses	61,580	0.30	61,580	0.30	0 0.00
Revenues										
0	0	0		6300	Charges for Services	0		0		0
0	0	0		6990	Miscellaneous	0		0		0
0	0	0			Total Revenues	0		0		0
Net Cost of Program										
30,687	31,747	67,896			Expenditures less Revenue	61,580		61,580		0

POLK COUNTY PROGRAM SUMMARY

FUND	DEPARTMENT	DIVISION
General	Tax Collector	Treasurer

Program Description:

- Collect property taxes for Polk County taxing districts as mandated by ORS 311.
- Adjust tax as required by Polk County Assessor, Oregon Tax Court, Department of Revenue, and the Board of Property Tax Appeals.
- Foreclose on property tax liens as mandated by ORS 312.
- Maintain records of all property tax transactions and provide reports as requested or required.
- Provide the Treasurer with information to make tax turnover payments to taxing districts and refunds to taxpayers.

Program Goals or Objectives:

- Comply with statutes regarding tax collection.
- Provide courteous, professional service to taxpayers, make information available from our records as requested.
- Look for improvements to procedures and processes which will improve tax collection process and enable employees to make the best use of their time.
- Assist with enhancement of tax collection software to keep Polk County in compliance with statutes and provide citizens with an efficient and cost-effective tax collection system.

Descriptive Statistics:

Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Total Taxes Levied	\$105,936,765	111,232,571	116,433,765	120,000,000
Tax Collections	105,381,830	109,634,091	114,105,089	117,600,000
Percent Collected during first year	98%	98%	98%	98%
Number of Property Tax Accounts	36,580	36,863	36,928	37,500
Tax Vouchers	1,073	2,218	2,856	2,500

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
220 Tax Collector	(Divn)
220 Tax Collector	(Dept)

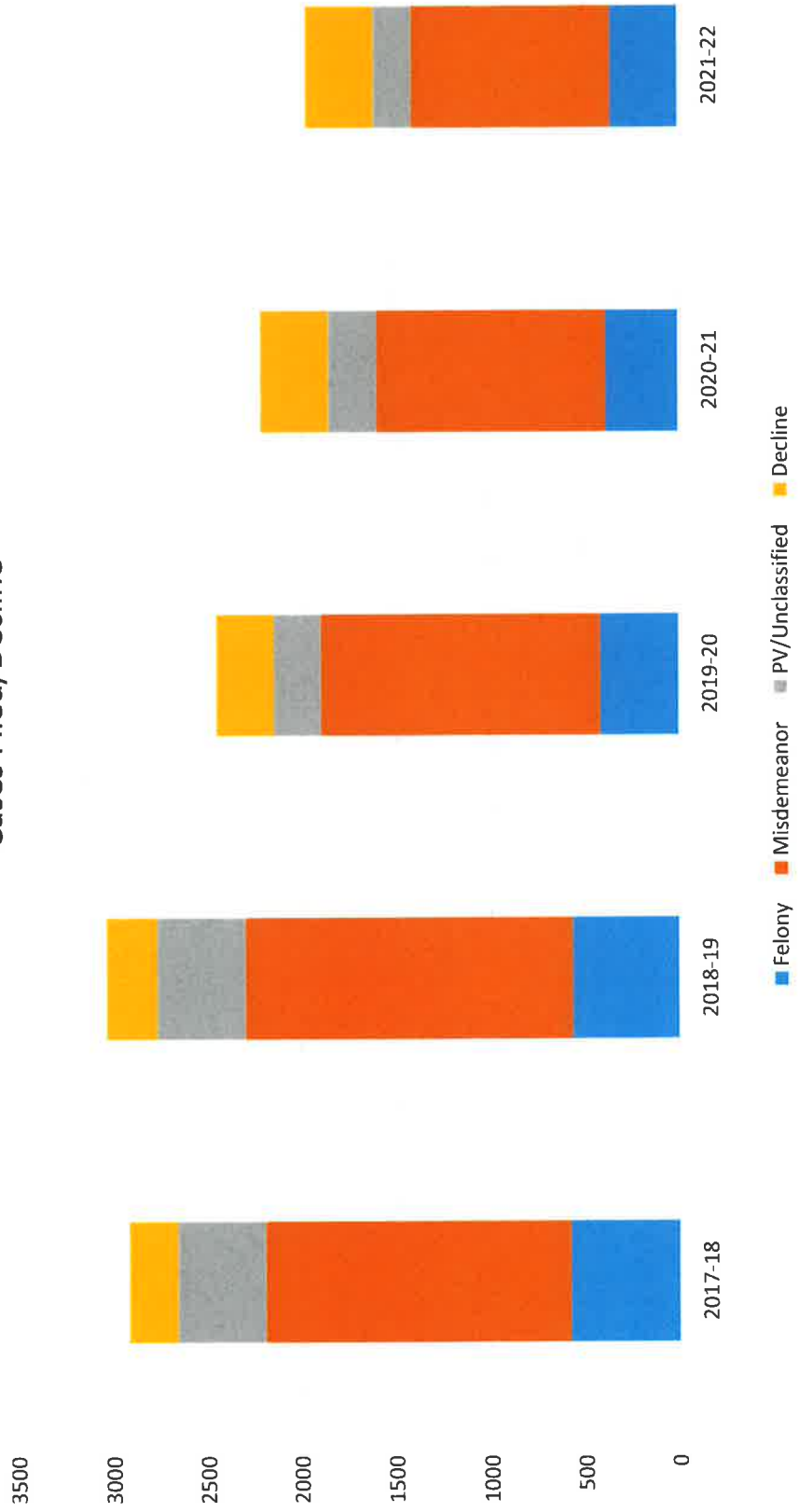
FY 20-21	FY 21-22	FY 21-22		Acct.		FY 23-24	FY 23-24	FY 23-24		
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved
Expenditures										
105,587	96,714	127,856	2.30	8010	Clerical/Admin. Specialist	125,000	1.40	125,000	1.40	
632	0	0	0.00	8030	Professional/Technical	0	0.00	0	0.00	
0	25,200	26,000	0.20	8050	Department Head	27,500	0.20	27,500	0.20	
0	0	0	0.00	8060	Elected Official	0	0.00	0	0.00	
16,990	17,880	12,500		8080	Temporary/Part-Time	15,000		15,000		
2,816	6,164	3,000		8090	Overtime	5,000		5,000		
126,025	145,958	169,356	2.50		Total Salaries	172,500	1.60	172,500	1.60	0 0.00
24,816	29,814	43,920		8110	PERS-Retirement	45,600		45,600		(3,563)
8,744	10,570	12,956		8120	Social Security/Medicare	13,196		13,196		0
43,317	43,045	51,250		8140	Insurance	33,600		33,600		0
630	725	847		8150	Unemployment	863		863		0
100	147	406		8160	Workers Comp. Insurance	345		345		0
203,632	230,259	278,735	2.50		Total Personal Services	266,104	1.60	266,104	1.60	(3,563) 0.00
1,260	920	800		8210	Office Supplies	800		800		
0	1,013	1,200		8220	Operating Supplies	1,000		1,000		
893	668	500		8250	Small Tools & Minor Equipment	500		500		
664	967	1,200		8310	Advertising and Printing	1,500		1,500		
1,049	1,384	1,200		8320	Photocopying	1,200		1,200		
20,300	18,889	20,000		8330	Postage	27,500		27,500		
1,319	1,033	1,000		8340	Telephone	1,000		1,000		
275	481	160		8410	Dues, Memberships & Publicatns	160		160		
125	300	800		8420	Workshops and Conferences	800		800		
0	0	200		8430	Transportation	0		0		
3,130	2,675	4,500		8510	Professional Services	4,500		4,500		
0	0	200		8610	Repairs and Maintenance	0		0		
2,240	1,056	3,000		8730	Misc Fees	3,000		3,000		
40	66	0		8790	Misc. Department Expenses	100		100		
35,361	36,723	38,654		8810	Rent Interdepartmental	40,617		40,617		
850	900	950		8820	Insurance Interdepartmental	1,000		1,000		
9,587	10,434	9,682		8830	Management Services Interdept.	11,692		11,692		
23,276	26,817	32,649		8840	Information Services Interdept.	32,939		32,939		
100,369	104,326	116,695			Total Materials and Services	128,308		128,308		0
0	0	0		8948	Computers and Attachments	0		0		0
0	0	0			Total Capital Outlay	0		0		0
304,001	334,585	395,430	2.50		Total Department Expenses	394,412	1.60	394,412	1.60	(3,563) 0.00
Revenues										
3,152	3,756	7,000		6300	Charges for Services	7,000		7,000		
0	0	0		6305	MS Fees	0		0		
6,344	6,278	10,000		6600	Fines and Forfeitures	10,000		10,000		
1,100	2,228	1,100		6990	Miscellaneous	1,100		1,100		
10,596	12,262	18,100			Total Revenues	18,100		18,100		0
Net Cost of Program										
293,405	322,323	377,330			Expenditures less Revenue	376,312		376,312		(3,563)

POLK COUNTY DISTRICT ATTORNEY
BUDGET 2023-2024

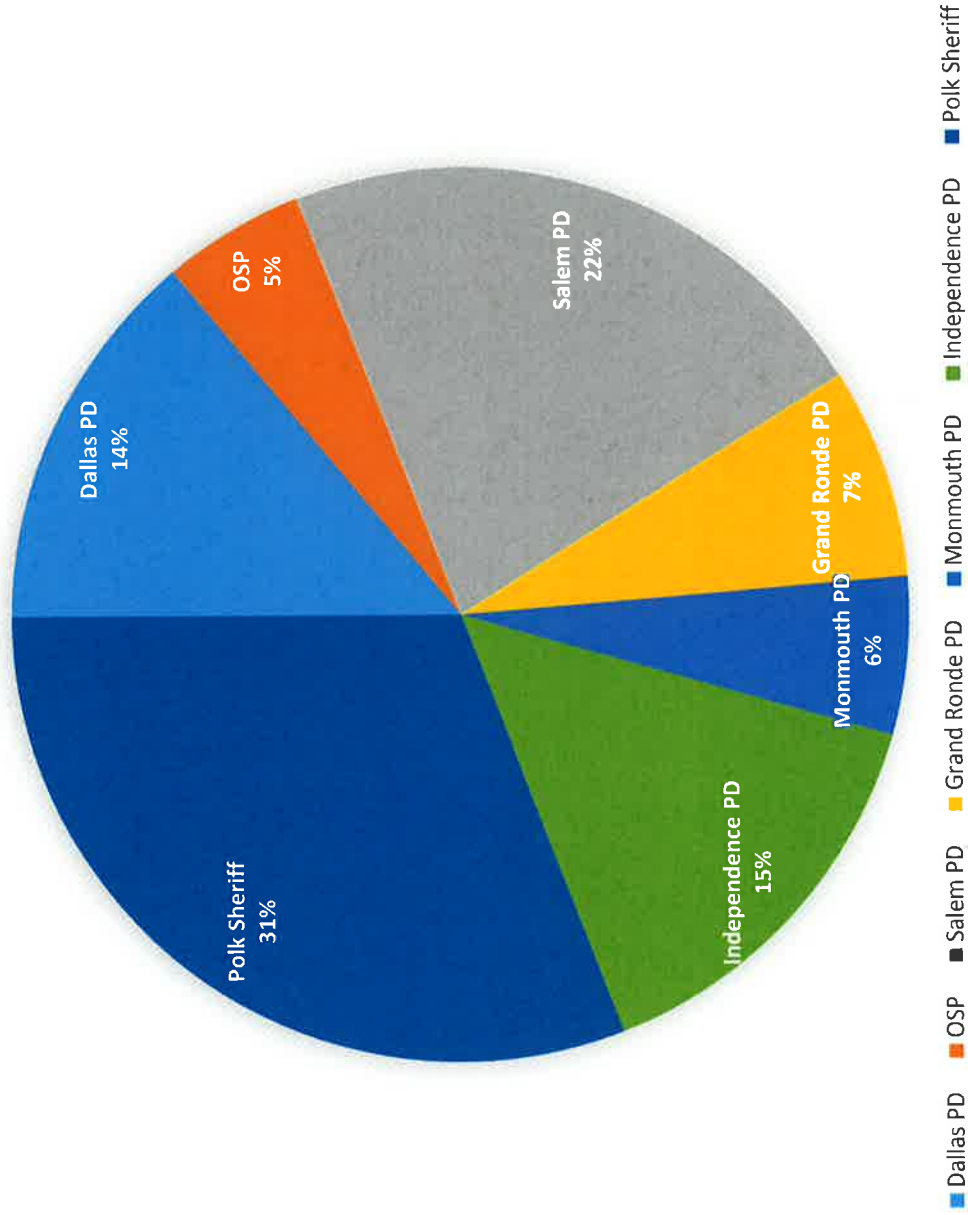


AARON FELTON
DISTRICT ATTORNEY

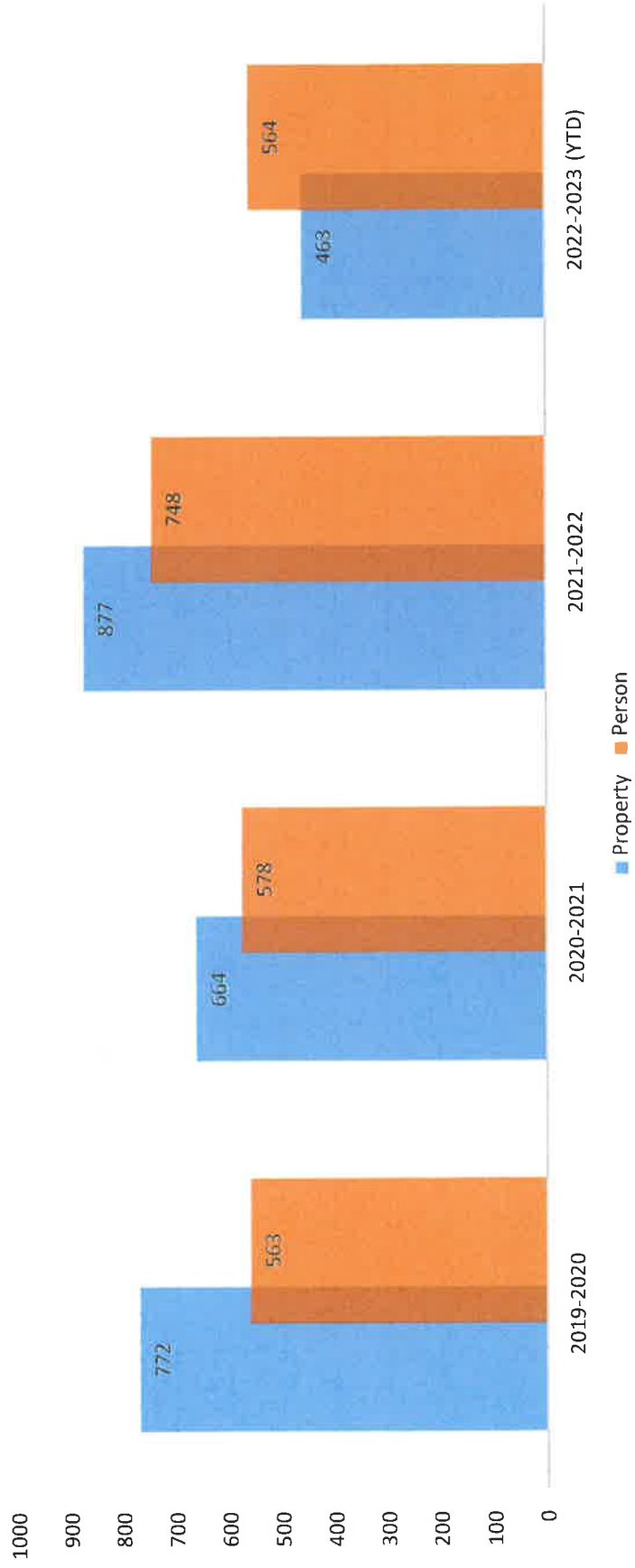
Cases Filed/Decline



Referrals by Agency



Person and Property Crime Comparison



POLK COUNTY
PROGRAM SUMMARY

FUND	DEPARTMENT	DIVISION
GENERAL FUND	DISTRICT ATTORNEY	PROSECUTION

Program Description:

To discharge the constitutional and statutory duties of the office of District Attorney.

Program Goals or Objectives:

1. Prosecute felonies, misdemeanors and other offenses.
2. Advise local police agencies and assist in officer training and education.
3. Cooperate with local, county and state agencies in criminal justice planning and review.
4. Improve effectiveness of domestic violence and child abuse prosecutions.
5. Establish and implement intra-office goals and procedures.

Descriptive Statistics:

Indicator	Actual 2020-21	Actual 2021-22	Estimated 2022-23	Projected 2023-24
Felonies Filed	391	336	425	510
Misdemeanors Filed	1214	1077	1091	1113
Unclassified/Probation Violations	257	147	123	143
Declines	360	356	195	196
Total Cases Reviewed	2222	1916	1834	1961
Juvenile Petitions Felonies	22	43	34	39
Misdemeanors	55	45	87	66

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
410 Prosecution	(Divn)
410 District Attorney	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24				
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
265,947	278,607	316,632	7.00	8010	Clerical/Admin. Specialist	348,000	7.00	348,000	7.00		
361,218	290,858	459,000	5.20	8030	Professional/Technical	460,000	5.50	460,000	5.50		
163,452	182,335	186,605	1.80	8040	Management/Supervisory	194,000	1.80	194,000	1.80		
14,300	16,200	16,800		6060	Elected Official	18,000		18,000			
0	6,890	0		8080	Temporary/Part-Time	30,000		30,000			
12,296	14,587	5,000		8090	Overtime	5,000		10,000			
817,213	789,477	984,037	14.00		Total Salaries	1,055,000	14.30	1,060,000	14.30	0	0.00
174,969	202,236	255,850		8110	PERS-Retirement	295,400		296,800		0	0
59,378	58,013	75,279		8120	Social Security/Medicare	80,708		81,090		0	0
235,365	220,851	259,000		8140	Insurance	286,000		286,000		0	0
3,746	3,689	4,920		8150	Unemployment	5,275		5,300		0	0
957	782	1,574		8160	Workers Comp. Insurance	1,055		1,060		0	0
1,291,628	1,275,048	1,580,661	14.00		Total Personal Services	1,723,438	14.30	1,730,250	14.30	0	0.00
4,789	4,467	6,000		8210	Office Supplies	6,000		6,000			
616	368	1,500		8220	Operating Supplies	1,500		1,500			
14,297	16,716	13,000		8240	Software & Maintenance	23,000		20,000			
14,270	10,992	12,000		8250	Small Tools & Minor Equipment	12,000		12,000			
1,226	2,586	4,000		8310	Advertising and Printing	4,000		4,000			
3,714	4,193	5,000		8320	Photocopying	5,000		5,000			
1,069	1,629	1,000		8330	Postage	1,500		1,500			
16,112	12,656	11,000		8340	Telephone	11,000		11,000			
10,234	9,760	13,500		8410	Dues, Memberships & Publicatns	13,500		13,500			
2,621	11,946	20,000		8420	Workshops and Conferences	25,000		20,000			
1,268	4,089	2,500		8430	Transportation	2,500		2,500			
9,614	8,127	7,500		8510	Professional Services	7,500		7,500			
0	88	0		8540	Contract Services	0		0			
5,000	0	0		8580	Special Projects	0		0			
2,217	2,602	3,500		8730	Misc. Fees and Premiums	3,500		3,500			
90,801	93,837	103,980		8810	Rent Interdepartmental	108,240		108,240			
1,550	1,650	1,700		8820	Insurance Interdepartmental	3,000		3,000			
51,855	52,767	51,127		8830	Management Services Interdept.	55,841		55,841			
61,561	77,428	82,136		8840	Information Services interdept.	82,506		82,506			
292,814	315,901	339,443			Total Materials and Services	365,587		357,587		0	0
0	0	0		8948	Computers and Attachments	0		0		0	0
0	0	0			Total Capital Outlay	0		0		0	0
1,584,442	1,590,949	1,920,104	14.00		Total Department Expenses	2,089,025	14.30	2,087,837	14.30	0	0.00
Revenues											
0	0	0		6110	Federal Awards	0		0			
0	33,000	33,000		6130	State Operating Grants	35,000		35,000			
0	0	0		6140	State Shared Revenues	0		0			
0	0	0		6170	Intergovernmental Local	0		0			
78,763	66,414	50,000		6300	Charges for Services	60,000		60,000			
0	30	0		6990	Miscellaneous	0		0			
78,763	99,444	83,000			Total Revenues	95,000		95,000		0	0
Net Cost of Program											
1,505,679	1,491,505	1,837,104			Expenditures less Revenue	1,994,025		1,992,837		0	

POLK COUNTY
PROGRAM SUMMARY

FUND	DEPARTMENT		DIVISION	
GENERAL FUND	DISTRICT ATTORNEY		MEDICAL EXAMINER	
Program Description:				
Provide services required by the State Medical Examiner and by the Oregon Revised Statutes.				
Program Goals or Objectives:				
<ol style="list-style-type: none"> 1. Comply with all requirements of the State Medical Examiner. 2. Comply with all requirements outlined in the Oregon Revised Statutes. 				
Indicator	Actual 2021	Actual 2022	Estimated 2023	Projected 2024
Number of Medical Examiner Cases	99	103	100	101
Number of calls for Non-Medical Examiner Cases	104	142	156	171

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
412 Medical Examiner	(Divn)
410 District Attorney	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24			
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	
						Approved			FTE	
Expenditures										
0	0	0	0.00	8010	Clerical/Admin. Specialist	0		0		
0	0	0	0.00	8030	Professional/Technical	0		0		
0	0	0	0.00	8040	Management/Supervisory	0		0		
39,813	51,597	55,000		8080	Temporary/Part-Time	55,000		55,000		
0	0	0		8090	Overtime	0		0		
39,813	51,597	55,000	0.00		Total Salaries	55,000	0.00	55,000	0.00	0 0.00
0	0	0		8110	PERS-Retirement	0		0		0
3,045	3,851	4,208		8120	Social Security/Medicare	4,208		4,208		0
0	0	0		8140	Insurance	0		0		0
147	149	275		8150	Unemployment	275		275		0
36	32	102		8160	Workers Comp. Insurance	102		102		0
43,041	55,629	59,584	0.00		Total Personal Services	59,584	0.00	59,584	0.00	0 0.00
0	0	0		8210	Office Supplies	0		0		0
539	2,241	1,000		8220	Operating Supplies	2,000		2,000		
0	0	0		8240	Software & Maintenance	0		0		
0	0	1,000		8250	Small Tools & Minor Equipment	1,000		1,000		
0	0	0		8310	Advertising and Printing	0		0		
0	0	0		8320	Photocopying	0		0		
0	0	0		8330	Postage	0		0		
2,411	1,551	2,000		8340	Telephone	1,500		1,500		
50	0	0		8410	Dues, Memberships & Publicatns	0		0		
1,074	0	750		8420	Workshops and Conferences	750		750		
717	917	1,800		8430	Transportation	1,800		1,800		
0	0	0		8510	Professional Services	0		0		
0	0	0		8520	Medical Care	0		0		
4,200	4,200	4,200		8540	Contract Services	4,500		4,500		
1,800	1,800	1,800		8660	Rentals	2,000		2,000		
0	0	0		8820	Insurance Interdepartmental	0		0		
1,773	2,081	2,039		8830	Management Services Interdept.	1,940		1,940		
0	0	0		8840	Information Services Interdept.	0		0		
12,564	12,790	14,589			Total Materials and Services	15,490		15,490		0
0	0	0		8948	Computers and Attachments	0		0		0
0	0	0			Total Capital Outlay	0		0		0
55,605	68,419	74,173	0.00		Total Department Expenses	75,074	0.00	75,074	0.00	0 0.00
Revenues										
0	0	0		6110	Federal Awards	0		0		0
0	0	0		6130	State Operating Grants	0		0		0
0	0	0		6140	State Shared Revenues	0		0		0
0	0	0		6170	Intergovernmental Local	0		0		0
0	0	0		6300	Charges for Services	0		0		0
0	0	0		6750	Settlements	0		0		0
0	0	0			Total Revenues	0		0		0
Net Cost of Program										
55,605	68,419	74,173			Expenditures less Revenue	75,074		75,074		0

POLK COUNTY
PROGRAM SUMMARY

FUND	DEPARTMENT		DIVISION	
GENERAL FUND	DISTRICT ATTORNEY		SUPPORT ENFORCEMENT	
Program Description:				
<p>Pursuant to state and federal laws the District Attorney assists in the collection, enforcement and prosecution of non-cash assistance child support obligations. The office is also responsible for processing support modifications and verifying insurance coverage.</p>				
Program Goals or Objectives:				
<ol style="list-style-type: none"> 1. Continue to collect support for obligees. 2. Comply with all applicable federal and state regulations regarding collection of support and reporting. 3. Qualify for incentive payments as appropriate and feasible. 				
Indicator	Actual 2020-2021	Actual 2021-2022	Estimated 2022-2023	Projected 2023-2024
Total Collections on Support Cases	5,345,003	5,070,473	4,894,229	5,138,940
Program Costs	373,009	417,579	465,337	511,870
Cost to County After Reimbursements	86,927	93,054	135,337	148,870
Number of Cases	969	912	940	990

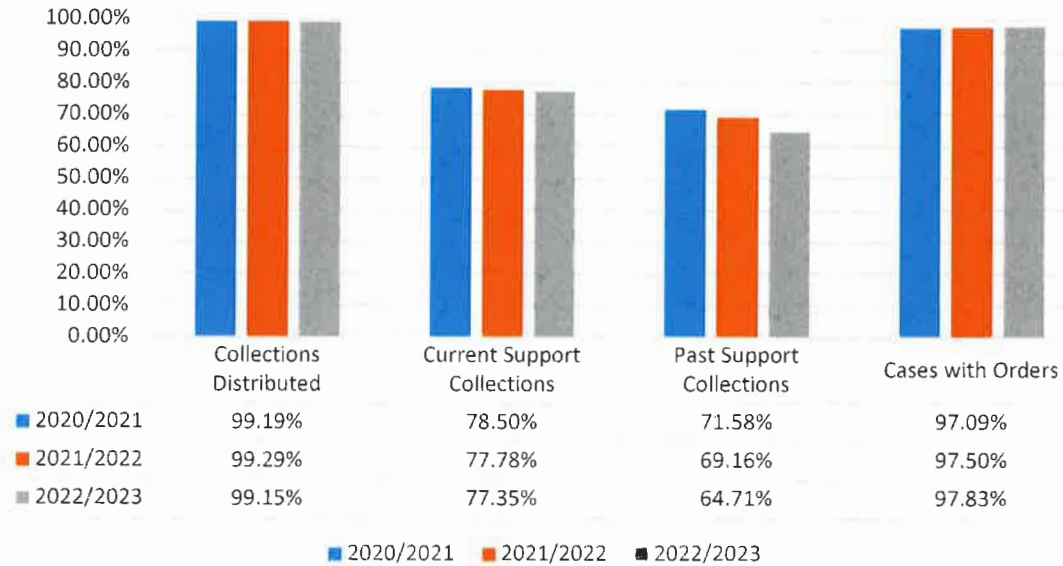
**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
415 Support Enforcement	(Divn)
410 District Attorney	(Dept)

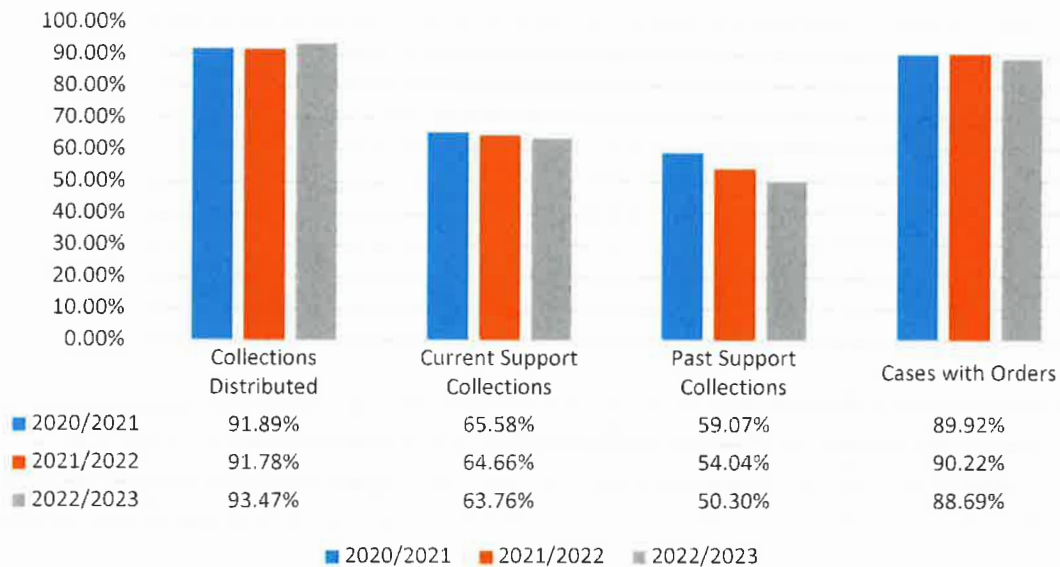
FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24				
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
92,668	96,564	106,000	2.00	8010	Clerical/Admin. Specialist	110,000	2.00	110,000	2.00		
23,930	35,049	37,255	0.50	8030	Professional/Technical	41,000	0.50	41,000	0.50		
63,503	67,407	81,000	1.20	8040	Management/Supervisory	81,000	1.20	81,000	1.20		
3,840	0	0		8080	Temporary/Part-Time	0		0			
968	1,429	2,000		8090	Overtime	2,500		2,500			
184,909	200,449	226,255	3.70		Total Salaries	234,500	3.70	234,500	3.70	0	0.00
38,836	54,842	58,826		8110	PERS-Retirement	63,315		63,315		0	
13,664	15,077	17,309		8120	Social Security/Medicare	17,939		17,939		0	
58,515	60,496	68,450		8140	Insurance	72,150		72,150		0	
933	1,014	1,131		8150	Unemployment	1,173		1,173		0	
225	210	362		8160	Workers Comp. Insurance	375		375		0	
297,082	332,088	372,333	3.70		Total Personal Services	389,452	3.70	389,452	3.70	0	0.00
518	639	825		8210	Office Supplies	825		825			
0	0	0		8220	Operating Supplies	0		0			
0	0	7,500		8240	Software & Maintenance	2,500		2,500			
185	789	500		8250	Small Tools & Minor Equipment	2,000		2,000			
0	0	500		8310	Advertising and Printing	250		250			
1,011	756	1,250		8320	Photocopying	1,250		1,000			
1,417	1,797	1,500		8330	Postage	1,500		1,750			
4,981	3,017	5,500		8340	Telephone	2,500		3,500			
642	357	750		8410	Dues, Memberships & Publicatns	750		750			
899	2,857	4,000		8420	Workshops and Conferences	12,000		6,000			
51	45	250		8430	Transportation	400		400			
2,792	4,392	2,750		8510	Professional Services	2,750		2,750			
39,828	41,130	36,978		8810	Rent Interdepartmental	38,855		38,855			
800	850	900		8820	Insurance Interdepartmental	1,000		1,000			
12,909	14,067	13,870		8830	Management Services Interdept.	15,255		15,255			
9,894	14,795	15,931		8840	Information Services Interdept.	15,574		15,574			
75,927	85,491	93,004			Total Materials and Services	97,409		92,409		0	
0	0	0		8948	Computers and Attachments	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
373,009	417,579	465,337	3.70		Total Department Expenses	486,861	3.70	481,861	3.70	0	0.00
Revenues											
250,911	288,053	300,000		6110	Federal Awards	300,000		300,000			
28,880	30,002	25,000		6130	State Operating Grants	30,000		30,000			
0	0	0		6140	State Shared Revenues	0		0			
6,291	6,460	5,000		6300	Charges for Services	5,000		5,000			
0	10	0		6600	Fines & Forfeitures	0		0			
286,082	324,525	330,000			Total Revenues	335,000		335,000		0	
Net Cost of Program											
86,927	93,054	135,337			Expenditures less Revenue	151,861		146,861		0	

As you can see with the charts below, Polk County is consistently above the statewide averages in all of the Key Performance Measures. These measures are what the Federal Government use to determine funding for the state programs. The numbers provided for 2022-2023 are based on monthly figures through 1/31/2023. Along with these key measures, Polk County is consistently among the leaders around the state in collections per case. Over the past 3 years, Polk County has brought in an average per case of \$5,385.98 compared to the statewide average of \$3,470.52

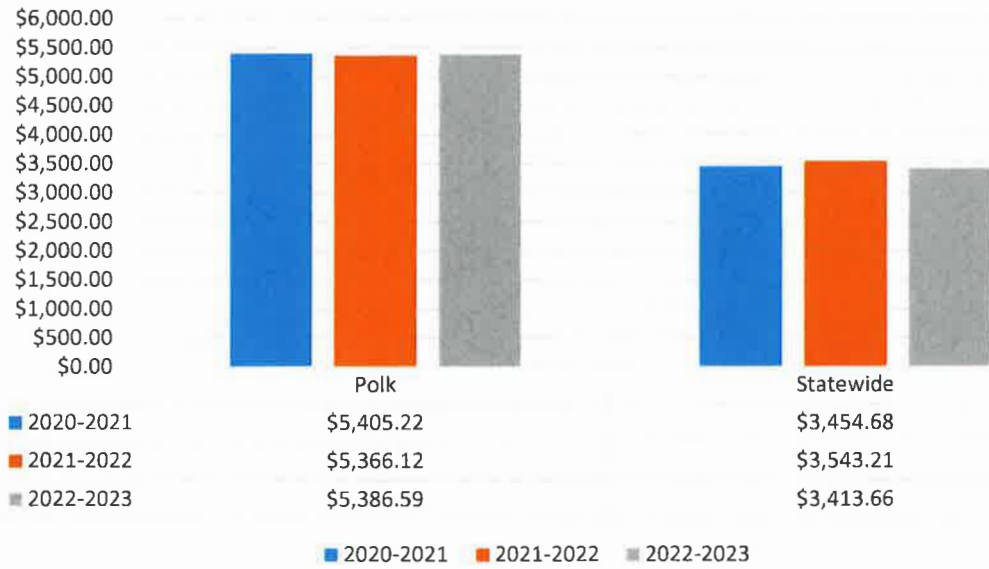
Key Performance Measures (Polk County)



Key Performance Measures (Statewide)

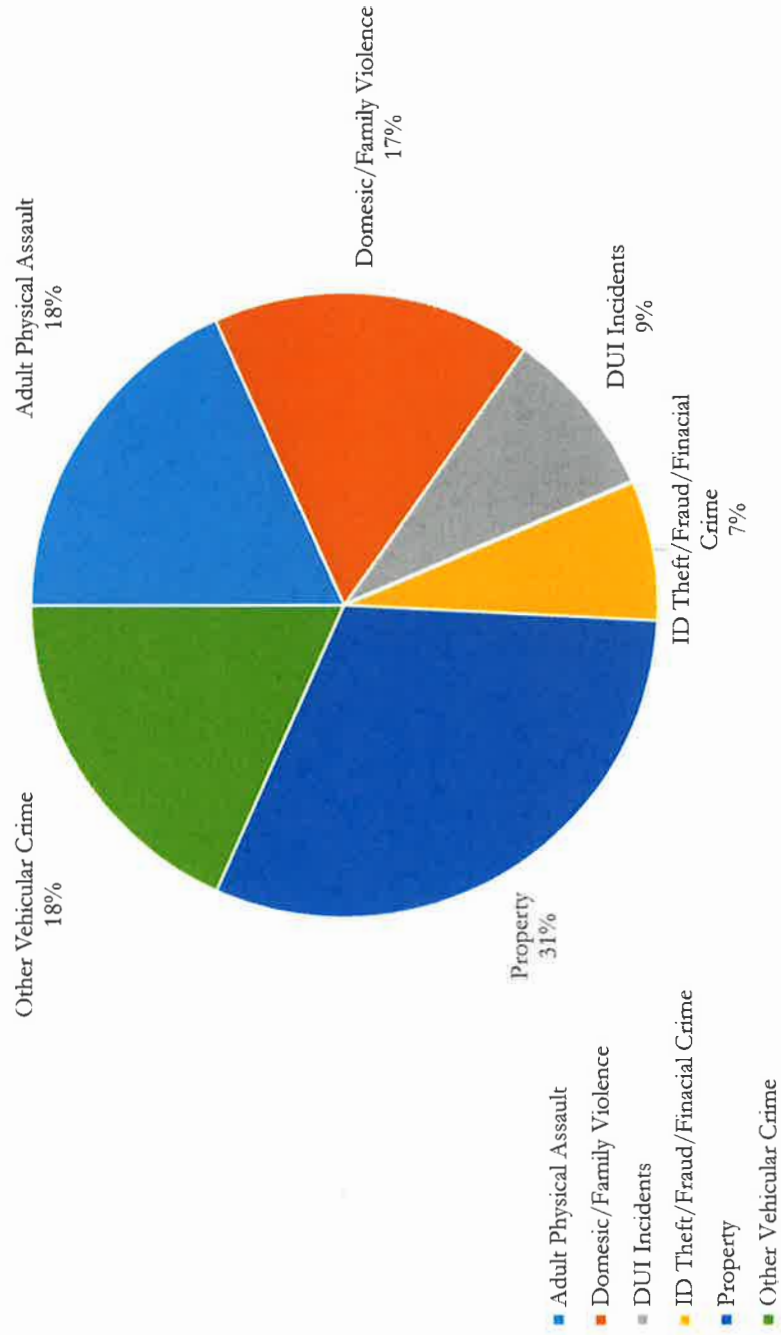


Average Collections Per Case



Most Common Victimizations

2021-2022



**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION		
GENERAL FUND	DISTRICT ATTORNEY	VICTIM ASSISTANCE		
Program Description:				
<p>The Victim Assistance Program was established to assist victims and witnesses engaging the criminal justice system and with the traumas associated with having been the victim of a crime. The services provided by Victim Assistance are authorized by ORS 147.500(5) and the Oregon Constitution Art 1, §42(4).</p>				
Program Goals or Objectives:				
<ol style="list-style-type: none"> 1. Assure that every victim is notified of their rights within 5 days of arraignment. 2. Provide unbiased supportive services to victims and witnesses who seek our services. 3. Work with victims to process their restitution requests. 4. Accompany victims to court hearings and provide education/information about the criminal justice process. 				
Descriptive Statistics:				
Indicator	Actual 2020-2021	Actual 2021-2022	Estimated 2022-2023	Projected 2023-2024
Unduplicated Victim Served	1968	1483	1848	1735
Services Provided (telephone/in-person contact, accompaniment to court hearings)	4134	2853	3720	3286
Assistance with Restitution	267	274	480	377

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
418 Victim's Assistance	(Divn)
410 District Attorney	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24		FY 23-24		FY 23-24	
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
124,584	123,755	143,178	2.90	8010	Clerical/Admin. Specialist	150,000	2.90	150,000	2.90		
0	0	0	0.00	8030	Professional/Technical	0	0.00	0	0.00		
44,588	40,446	61,884	1.00	8040	Management/Supervisory	46,500	0.75	46,500	0.75		
0	0	0		8080	Temporary/Part-Time	0		0			
920	6,180	1,500		8090	Overtime	1,500		1,500			
170,092	170,381	206,562	3.90		Total Salaries	198,000	3.65	198,000	3.65	0	0.00
42,814	38,514	51,641		8110	PERS-Retirement	49,500		49,500		0	
12,172	12,503	15,802		8120	Social Security/Medicare	15,147		15,147		0	
55,628	55,692	72,150		8140	Insurance	67,525		67,525		0	
854	856	1,033		8150	Unemployment	990		990		0	
206	172	330		8160	Workers Comp. Insurance	317		317		0	
281,766	278,118	347,518	3.90		Total Personal Services	331,479	3.65	331,479	3.65	0	0.00
1,611	766	750		8210	Office Supplies	750		750			
582	0	3,000		8240	Software & Maintenance	3,000		2,000			
381	1,046	1,800		8250	Small Tools & Minor Equipment	1,800		1,800			
3,719	4,498	750		8310	Advertising and Printing	1,000		1,000			
159	61	750		8320	Photocopying	750		750			
799	1,507	1,250		8330	Postage	1,250		1,250			
4,901	5,189	3,500		8340	Telephone	3,500		3,500			
2,317	0	1,000		8410	Dues, Memberships & Publicatns	1,000		1,000			
117	1,604	1,000		8420	Workshops and Conferences	7,200		3,500			
0	0	0		8430	Transportation	0		0			
2,884	4,045	1,500		8510	Professional Services	1,500		5,000			
0	0	0		8580	Special Projects	0		0			
34,000	36,000	39,000		8810	Rent Interdepartmental	42,000		42,000			
750	850	900		8820	Insurance Interdepartmental	1,000		1,000			
13,332	15,370	14,130		8830	Management Services Interdept.	15,581		15,581			
10,198	13,554	14,429		8840	Information Services Interdept.	14,024		14,024			
75,750	84,490	83,759			Total Materials and Services	94,355		93,155		0	
0	0	0		8948	Computers and Attachments	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
357,516	362,608	431,277	3.90		Total Department Expenses	425,834	3.65	424,634	3.65	0	0.00
Revenues											
207,718	190,748	155,000		6110	Federal Awards	160,000		160,000			
0	0	0		6130	State Operating Grants	0		0			
54,160	56,478	75,000		6140	State Shared Revenues	90,000		90,000			
0	0	0		6300	Charges for Services	0		0			
0	0	0		8980	Donations	0		0			
261,878	247,226	230,000			Total Revenues	250,000		250,000		0	
Net Cost of Program											
(95,638)	(115,382)	(201,277)			Expenditures less Revenue	(175,834)		(174,634)		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION
CAMI Grant	DISTRICT ATTORNEY	CAMI

Program Description:

Incorporated into the 2002-2003 budget, CAMI (Child Abuse Multi-Disciplinary Intervention Team) was created in 1995 pursuant to ORS 418.747. The program receives a non-competitive grant to address child abuse challenges experienced by our Polk County families and community partners who assist these families.

Program Goals or Objectives:

To increase collaborative efforts between law enforcement, protective service agencies and educational facilities to reduce child abuse throughout the County.

Descriptive Statistics:

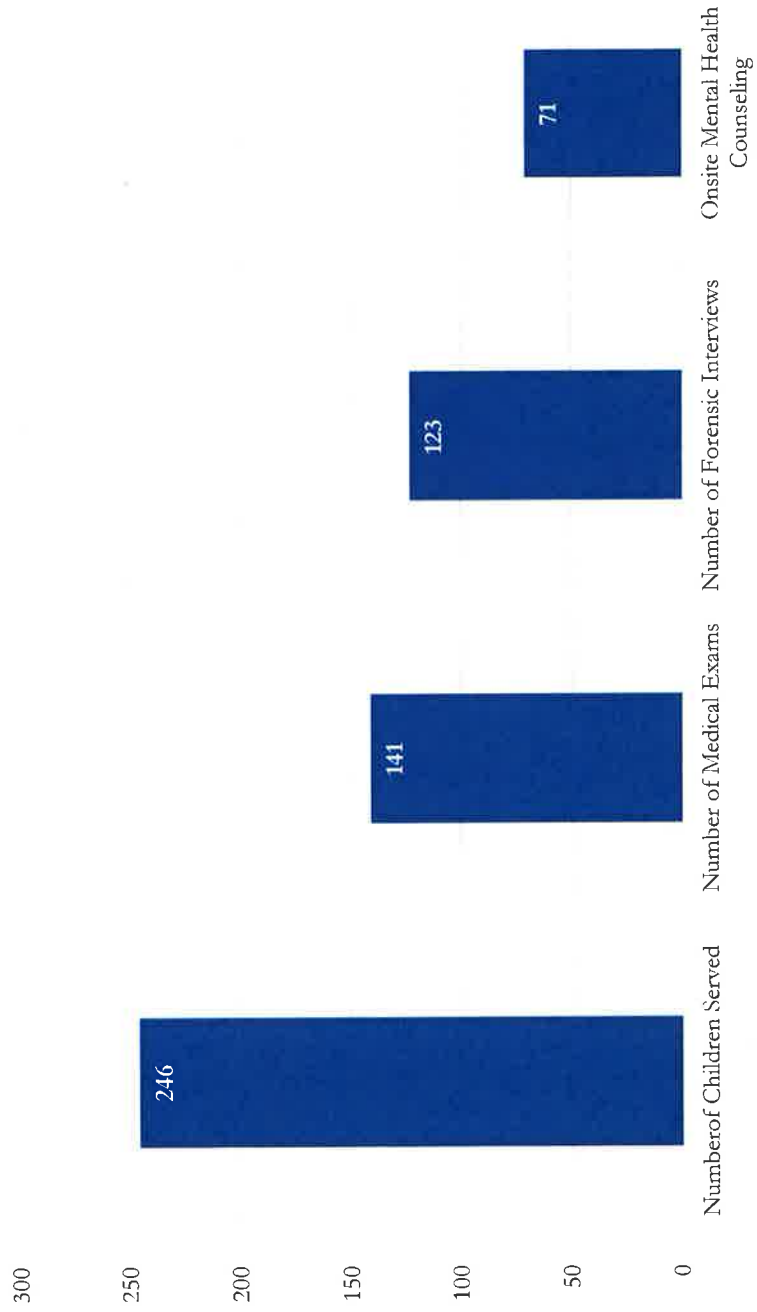
Indicator	Actual 2020-21	Actual 2021-22	Estimated 2022-23	
Suspicious Phys Injury	70	60	65	
Medical Assessments	69	56	63	
Review for Prosecution	7	22	15	

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

140 C.A.M.I. Fund	(Fund)
420 C.A.M.I.	(Divn)
410 District Attorney	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24		FY 23-24		FY 23-24	
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
0	0	0	0.00	8010	Clerical/Admin. Specialist	0	0.00	0	0.00		
0	0	0	0.00	8030	Professional/Technical	0	0.00	0	0.00		
11,147	9,821	19,500	0.25	8040	Management/Supervisory	12,500	0.25	12,500	0.25		
0	0	0		8080	Temporary/Part-time	0		0			
0	0	1,000		8090	Overtime	1,000		1,000			
11,147	9,821	20,500	0.25		Total Salaries	13,500	0.25	13,500	0.25	0	0.00
2,537	1,995	5,843		8110	PERS-Retirement	3,848		3,848		0	
770	709	1,568		8120	Social Security/Medicare	1,033		1,033		0	
4,308	3,796	4,875		8140	Insurance	5,125		5,125		0	
56	49	103		8150	Unemployment	68		68		0	
13	10	164		8160	Workers Comp. Insurance	108		108		0	
18,831	16,380	33,052	0.25		Total Personal Services	23,681	0.25	23,681	0.25	0	0.00
0	0	250		8210	Office Supplies	250		250			
0	0	0		8220	Operating Supplies	0		0			
0	441	0		8250	Small Tools & Minor Equipment	0		0			
0	0	350		8310	Advertising & Printing	350		350			
29	29	350		8320	Photocopying	350		350			
0	0	50		8330	Postage	50		50			
0	0	50		8340	Telephone	50		50			
1,650	8,244	25,000		8420	Workshops and Conferences	25,000		15,000			
0	1,202	0		8430	Transportation	0		0			
5,129	9,852	25,000		8510	Professional Services	25,000		10,000			
49,877	105,900	98,398		8540	Contract Services	62,256		104,756			
0	918	25,000		8580	Special Projects	25,000		7,500			
0	0	0		8610	Repairs and Maintenance	0		0			
0	0	0		8730	Misc. Fees & Premiums	0		0			
2,947	3,048	2,500		8830	Management Services Interdept.	5,513		5,513			
0	0	0		8840	Information Services Interdept.	0		0			
59,632	129,634	176,948			Total Materials and Services	143,819		143,819		0	
14,340	0	0		8948	Computers and Attachments	0		0		0	
14,340	0	0			Total Capital Outlay	0		0		0	
92,803	146,014	210,000	0.25		Total Department Expenses	167,500	0.25	167,500	0.25	0	0.00
Revenues											
19,072	78,231	80,000		6000	Beginning Balance	35,000		35,000			
151,962	132,893	130,000		6130	State Operating Grant	132,500		132,500			
0	0	0		6600	Fines & Forfeitures	0		0			
0	0	0		6990	Miscellaneous	0		0			
171,034	211,124	210,000			Total Revenues	167,500		167,500		0	
Net Cost of Program											
78,231	65,110	(0)			Expenditures less Revenue	0		0		0	

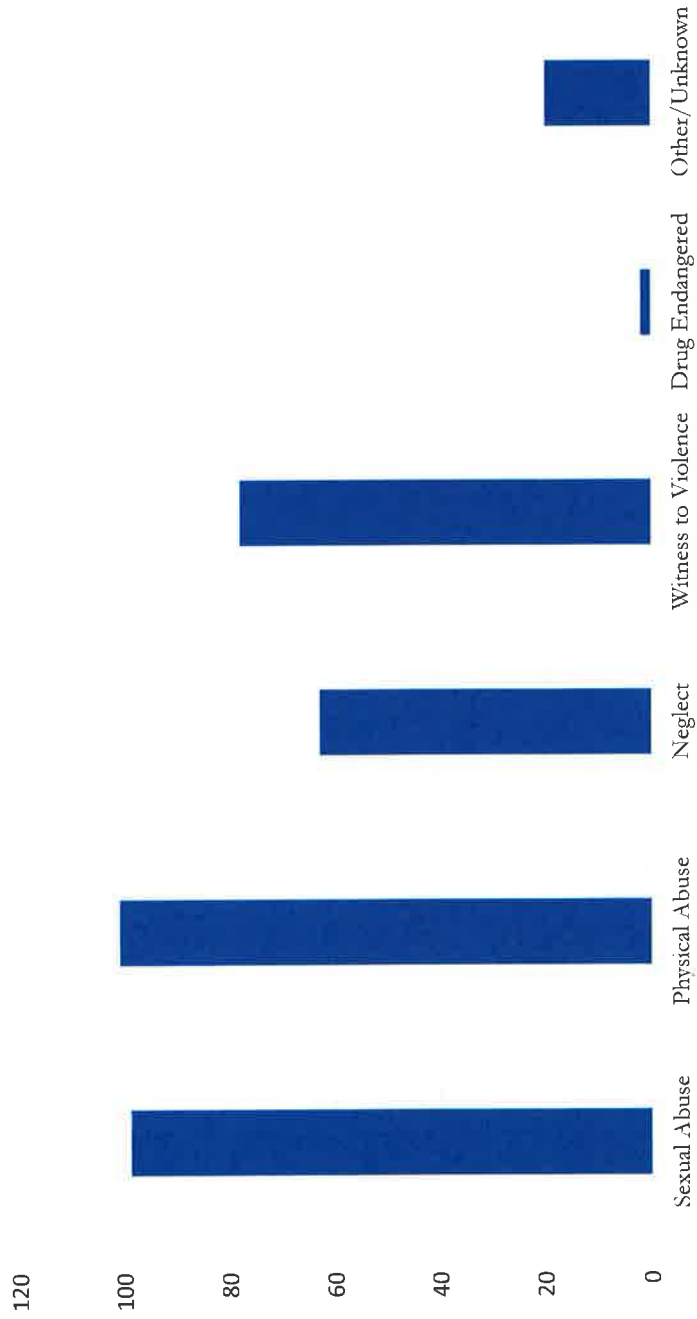
CAMI SERVICE STATISTICS 2021-2022



Liberty House and Juliette's House

Reasons for the Child Being Seen

2021-2022



**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
515 CASA (Court Appt. Special Adv.)	(Divn)
410 District Attorney	(Dept)

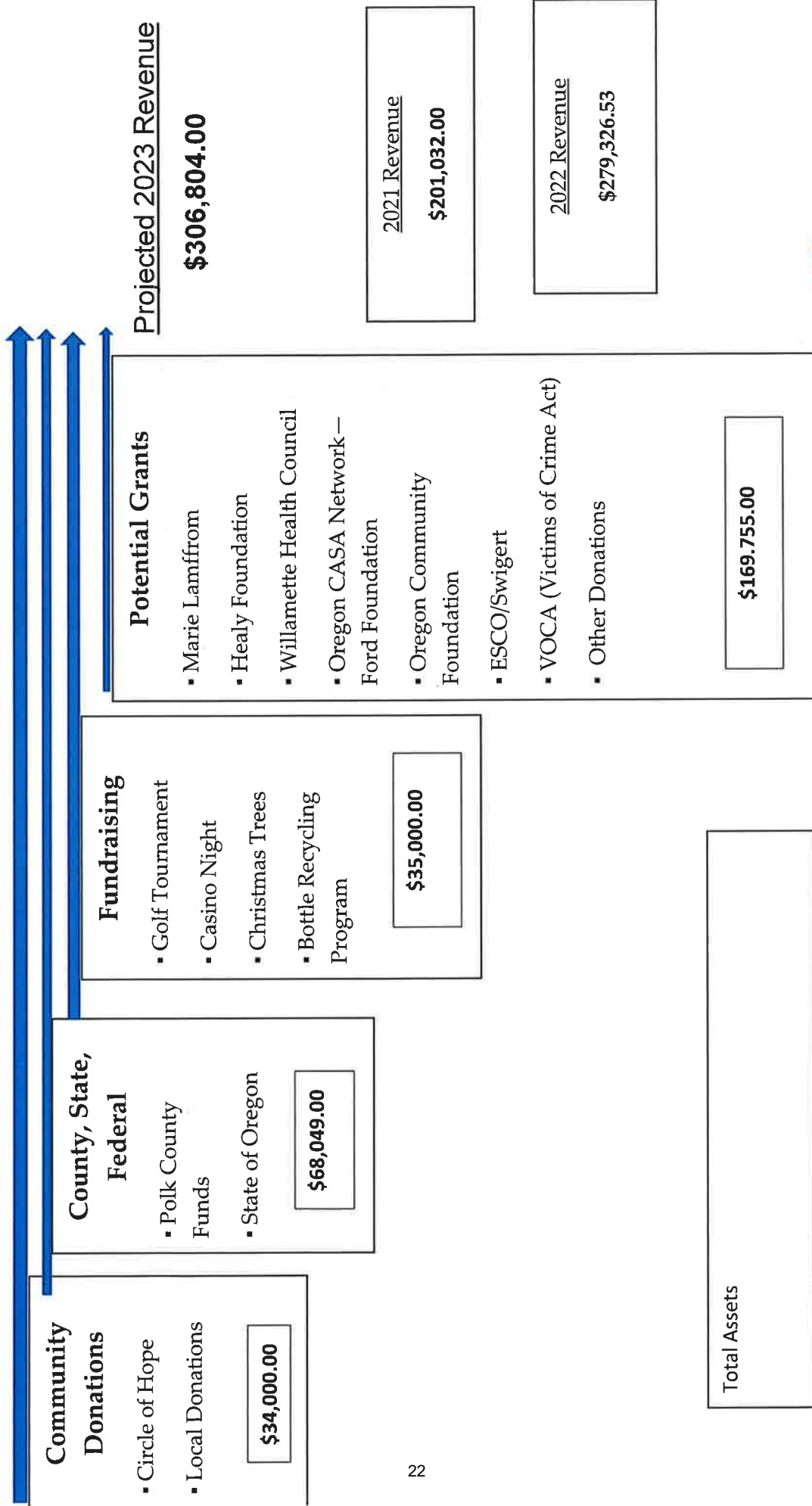
FY 20-21	FY 21-22	FY 22-23	Acct.			FY 23-24	FY 23-24	FY 23-24		
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved
Expenditures										
0	0	0	0.00	8010	Clerical/Admin. Specialist	0	0.00	0	0.00	0
0	0	0	0.00	8030	Professional/Technical	0	0.00	0	0.00	0
0	0	0		8080	Temporary/Part-time	0		0		0
0	0	0		8090	Overtime	0		0		0
0	0	0	0.00		Total Salaries	0	0.00	0	0.00	0
0	0	0		8110	PERS-Retirement	0		0		0
0	0	0		8120	Social Security/Medicare	0		0		0
0	0	0		8140	Insurance	0		0		0
0	0	0		8150	Unemployment	0		0		0
0	0	0		8160	Workers Comp. Insurance	0		0		0
0	0	0	0.00		Total Personal Services	0	0.00	0	0.00	0
0	0	0		8210	Office Supplies	0		0		0
0	0	0		8220	Operating Supplies	0		0		0
0	0	0		8250	Small Tools & Minor Equipment	0		0		0
0	0	0		8310	Advertising and Printing	0		0		0
0	0	0		8320	Photocopying	0		0		0
0	0	0		8330	Postage	0		0		0
0	0	0		8340	Telephone	0		0		0
0	0	0		8410	Dues, Memberships & Publicatio	0		0		0
0	0	0		8420	Workshops and Conferences	0		0		0
0	0	0		8430	Transportation	0		0		0
0	0	0		8510	Professional Services	0		0		0
0	0	0		8540	Contract Services	0		0		0
15,000	25,000	25,000		8580	Special Projects	25,000		20,000		0
0	0	0		8610	Repairs and Maintenance	0		0		0
0	0	0		8830	Management Services	0		0		0
15,000	25,000	25,000			Total Materials and Services	25,000		20,000		0
0	0			8948	Computers and Attachments	0		0		0
0	0	0			Total Capital Outlay	0		0		0
15,000	25,000	25,000	0.00		Total Department Expenses	25,000	0.00	20,000	0.00	0
Revenues										
0	0	0		6130	State Operating Grants	0		0		0
0	0	0		6980	Donations	0		0		0
0	0	0		6990	Miscellaneous	0		0		0
0	0	0		7920	Transfer from Other Fund	0		0		0
0	0	0			Total Revenues	0		0		0
Net Cost of Program										
15,000	25,000	25,000			Expenditures less Revenue	25,000		20,000		0

**CASA of Polk County, Inc. 2022 FY Children Served
1/1/2022 - 12/31/2022**

	Children
Served at Start: A	101
Open/Assigned: B	28
Closed/Discharged: C	36
A + B	129
(A = B) - C	93
Totaled Served	129
Totaled Served by a CASA	105
Number of Active CASAs	47
Monitored by CASA staff	24

CASA of Polk County, Inc Sustainability Plan 2023

Revenue Streams



CASA of Polk County, Inc.

Budget Overview: 2023 CASA BUDGET - FY23 P&L

January - December 2023

	<u>Total</u>	Sub-Totals	Totals
Revenue			
1000 Grants- Restricted Donations			
1027 Healy Foundation	20,000.00		
1028 Marie Lamffrom	25,000.00		
1031 Willamette Health Council	24,999.00		
	5,073.00		
1035 Oregon CASA Network/Ford Foundation			
1040 Oregon Community Foundation	25,000.00		
1045 ESCO/Swigert	10,000.00		
1082 Victims Of Crime Acts Grant	24,683.00		
1090 Other Donations	35,000.00		
	<hr/>		
Total 1000 Grants- Restricted Donations		\$ 169,755.00	
1200 Fundraising			
1110 Circle of Hope Program	30,000.00		
1120 Local Donations	4,000.00		
1205 Casino Night	13,000.00		
1215 Christmas Trees	5,000.00		
1225 Golf Tournament	15,000.00		
1257 Bottle Recycling Program	2,000.00		
	<hr/>		
Total 1200 Fundraising		\$ 69,000.00	
State & County Funds			
1302 Polk County	20,000.00		
1305 State of Oregon / DAS	48,049.00		
		\$ 68,049.00	

Total Revenue

\$ 306,804.00

Expenditures

2000 Marketing/Awareness Expenses

\$ 12,000.00

2100 Dues, Fees, Contracts

2105 Bank & Agencies	500.00	
2108 Casa Manager	300.00	
2115 Garten Services	255.00	
2120 Intuit QuickBooks	1,050.00	
2122 Technical Solutions	3,000.00	
2125 Microsoft Office	960.00	
2130 National CASA	275.00	
2135 Oregon CASA Network	1,120.00	
2140 Oregon Dept. of Justice	233.00	
2145 Secretary of State	50.00	
2150 SofterWare Inc	150.00	
2155 ADOBE ACROBAT	350.00	
2156 Website	2,700.00	
2157 I Cloud	90.00	
2102 Fundraising Activity Fee	2,000.00	
2158 Memberships	2,500.00	
Total 2100 Dues, Fees, Contracts		\$ 15,533.00

2200 Fundraising Expenditures

2210 Casino Night	17,000.00
2215 Christmas Trees	3,500.00
2225 Golf Tournament	12,000.00
2240 Miscellaneous	1,500.00

Total 2200 Fundraising Expenditures		\$ 34,000.00
2300 Insurance		\$ 3,300.00
2350 Insurance Amortization		\$ 2,642.00
2400 Lease-Building		\$ 24,000.00
2500 Lease-Copier/Printer		\$ 5,000.00
2600 Legal & Professional Fees		
2605 Computer Ease Inc.	5,000.00	
2610 Dickinson Development Consulting	10,000.00	
2615 Grove, Mueller & Swank PC	5,000.00	
Total 2600 Legal & Professional Fees		\$ 20,000.00
2700 Office Equipment/Furniture		
2710 Office Cleaning	2,500.00	
2715 Computer Equipment	1,000.00	
2720 Furniture	300.00	
2800 Depreciation	458.00	
Total 2700 Office Equipment/Furniture		\$ 4,258.00
2900 Office Supplies/Services		
2925 Postage	600.00	
2935 Miscellaneous Items	2,700.00	
Total 2900 Office Supplies/Services		\$ 3,300.00
3000 Offsite Training		
3005 Fees	1,000.00	
3010 Meals	100.00	
3015 Room	600.00	
3020 Travel	225.00	
Total 3000 Offsite Training		\$ 1,925.00
4000 Personnel		

4005 Administration Assistant-Wages	25,000.00		
4010 Development Coordinator-Wages	35,500.00		
4015 Executive Director-Salary	39,750.00		
4020 Paid Time-Off	2,000.00		
4025 Volunteer Manager-Wages	33,700.00		
	<hr/>		
Total 4000 Personnel		\$	135,950.00
6000 Taxes-Employer	\$	12,000.00	
7000 Utilities-Phone/Internet	\$	4,000.00	
8000 Volunteers			
8005 Recognition	6,500.00		
8010 Recruitment	2,500.00		
8015 Training	4,500.00		
	<hr/>		
Total 8000 Volunteers		\$	13,500.00
	<hr/>		
Total Expenditures		\$	275,408.00
	<hr/>		
Income Less Expenditures		\$	31,396.00
	<hr/>		
Net Revenue		\$	31,396.00

CASA of Polk County, Inc.

Strategic Plan

2023—2026

Approved by the CASA Board of Directors

January 18, 2023

Table of Contents:

(Approved by the Board of Directors January 18, 2023)

Introduction..... Page 3

Mission Page 4

Vision..... Page 4

Values..... Page 4

Organization Philosophy..... Page 4

Organization Chart..... Page 5

Biographies..... Page 6

2023-2026 Strategic Plan Goals..... Page 10

Executive Summary..... Page 17

Introduction:

In 1977, Judge David Soukup of Seattle, Washington, realized that there was no one in the courtroom whose only job was to provide a voice for children in care. He was consumed by the fact that very little information was provided about the children's point of view of their situations. He didn't know if he was making the best decisions for them without such information. He believed that volunteers, properly trained, could speak for the children, and give judges better insight into the facts pertaining to the child. Through his efforts the first volunteer guardian "ad litem" program was established, which later became known as CASA (Court Appointed Special Advocates). Judge Soukup became a CASA after he retired from the bench and described the experience of advocating for those in foster care as one of the "most difficult and most rewarding".

In 1987, the Oregon Legislature mandated that all abused and neglected children who have been placed in foster care in Oregon should have a CASA. Two pilot programs were started, and after their success was obvious, CASA programs were created across the state. This mandate requires the CASA to investigate, advocate, facilitate, negotiate, and monitor the foster child's situation while in care.

Mission:

- Through our volunteers, CASA of Polk County, Inc. advocates for abused and neglected children and youth in care who need safe and permanent homes.

Vision:

- Our Vision is that every child or youth in care will have a safe and permanent home; and,
- By 2026, every child that is a ward of the court¹ will be represented by a CASA.

Values:

To successfully meet our mission and live out our philosophy, CASA of Polk County, Inc. is committed to these values:

- We recruit, train and support volunteers to represent the best interests of the children in court.
- We have instituted and maintained the core components of Judge Soukup's pilot programs.
- We work to maintain a standard that CASAs have only one or two cases at a time so that they are able to provide in-depth, first-hand documented information to judges, attorneys, and social workers to assist in sound decision making.

¹ There are some foster children who are in "forever" homes where the parents provide the needed advocacy. Therefore, not all foster children or youth need a CASA.

Organization Philosophy:

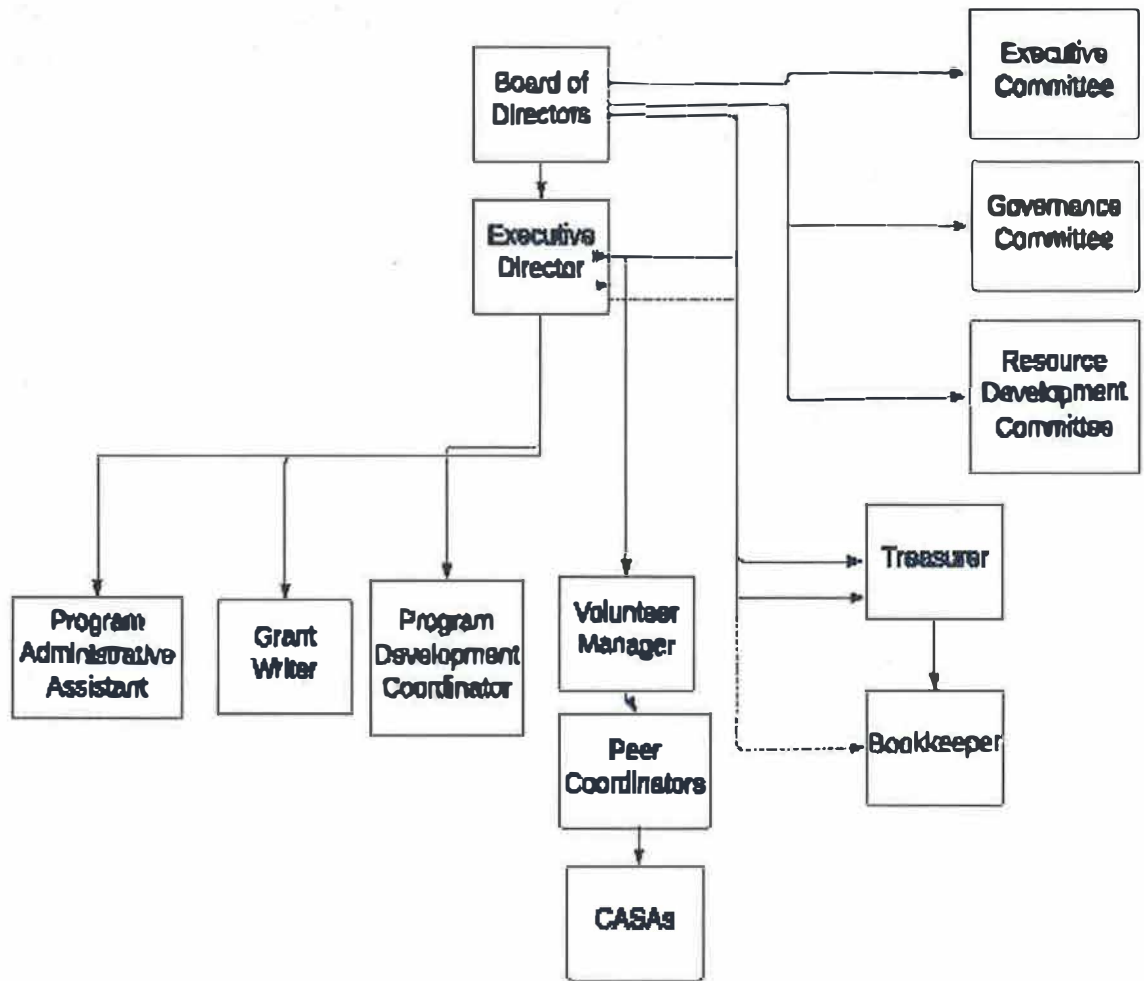
CASA Volunteers are a caring and consistent adult presence for abused and neglected children:

- For many abused and neglected children facing multiple challenges, a CASA volunteer may be the one constant adult presence in their lives.
- CASAs stay with each case until it is closed, and the child is placed in a safe, permanent home.

CASA Programs use effective evidence-based practices. Independent studies have established that a child with a CASA volunteer is:

- more likely to find a safe and permanent home.
- more likely to be adopted.
- half as likely to re-enter foster care.
- substantially less likely to spend time in long-term foster care than children without a CASA volunteer.

Organizational Structure:



Biographies:

Executive Director:

Kathryn Axtell:

- Background in education and program development. Ms. Axtell has a Bachelor's degree in education (K-8th grade) with a minor in Art and is recertified in Early Childhood Development. Ms. Axtell has worked as a Pre-School Art Teacher and Title I Community School Outreach Coordinator. She has also worked as an Outreach Manager with Mid-Willamette Valley Community Action Agency, as Agency Relations with Marion-Polk Food Share and is currently the Executive Director of CASA of Polk County, Inc. In her free time, she enjoys spending time with family, gardening, art, and crafts, along with exploring second-hand stores.

Board of Directors:

Tamera Bird:

- Background in paralegal services. Ms. Bird has 30 years' experience as a paralegal specializing in Indigent Defense/Criminal Law working with adults, juveniles, and families. Ms. Bird currently works part-time preparing statistics for the law firm of Vidrio & Jarvis. She enjoys traveling, spending time with her seven grandchildren, and serves as Vice Chair for Finances for the Board of Directors, CASA of Polk County, Inc.

Sally Davies:

- Background in Accounting. Sally has been a bookkeeper for several local businesses over the past 30 years. Sally volunteered for the Dallas Police Department, where she created the Safe House program to provide safe haven for children when they are away from home. She is currently on the Board of the Dallas Youth Garden. She also organized and participated in many youth mission trips with her church. Sally works with the Alzheimer's Association, facilitating Caregiver Support Groups, helping others along the difficult journey of caring for someone with Alzheimer's or other Dementia's. Sally is currently the Treasurer for CASA.

Katrina A. Hovey, Ph.D.:

- Background in education and psycho-educational assessment. Dr. Hovey is an Associate Professor and Coordinator of the Special Education Program at Western Oregon University. Dr. Hovey is an experienced educator of 30+ years and researcher focused on culturally responsive teacher preparation and in-service teacher coaching to improve outcomes for learners with special academic and behavioral needs using high-leverage and equitable practices. Her areas of expertise include supporting culturally and linguistically diverse learners with exceptionalities, culturally responsive assessment practices, and trauma informed Positive Behavioral Interventions and Supports. Dr. Hovey holds the following active educational licenses: School Psychologist, School Counselor, PreK-12 English as a Second Language, PreK-12 Special Education, Early Childhood Education, and PreK-8 Elementary Multiple Subjects. She serves on multiple professional committees (e.g., Council for Exceptional Children, Council for Learning Disabilities International) and is a current board

member of the Oregon Association of Teacher Educators (ORATE) and Oregon Teachers of English to Speakers of Other Languages (ORTESOL).

Ed Klimowicz:

- Background in Information Technology where he has 40 years' experience in both technical and management roles. Mr. Klimowicz has a Master's Degree in Psychology with a specialization in child cognitive development. He has been an active CASA for nine years and is currently the Secretary for the Board of Directors, CASA of Polk County, Inc. Mr. Klimowicz has volunteered as a coach for youth sports and is involved in community programs through his church.

Alex Lumbreras:

- Background in business, specifically real estate. Currently a Real Estate Broker with Realty First. Alex has worked in real estate since the early 90's. In his free time, Alex enjoys football and golf, and "chillin with his wife"! As a board member, Alex is committed to helping CASA of Polk County, Inc. as much as he can.

Beverly West:

- Background in law, technology, and higher education. Ms. West is currently the Director of Academic Affairs for Western Oregon University and holds a JD and a BA in Business Management. In her free time, she enjoys playing with her dog and building furniture. She serves as the Vice Chair for Governance on the Board of Directors.

Susan Meikle Stoops:

- Background in Special Education. Ms. Stoops is a retired special education teacher and administrator with a specialty in adolescent behavioral issues. Currently she is the Past Chair of the Lions Vision Gift Board of Directors and serves as Chair of the CASA of Polk County Board of Directors. In her free time, she enjoys Oregon Football, reading and traveling.

Rick Young:

- Background in Business and Automotive Technology where he has 25 years of experience in running the operations of a small automotive repair business. Mr. Young has an Associate's degree in Applied Science of Automotive Technology. He has been an active Board member for CASA since 2020. He is also on the Dallas High School CTE Industry Advisory Committee. Mr. Young enjoys camping, boating, traveling, and spending time with his family.

CASA of Polk County, Inc. Strategic Goals for 2023–2026.

Goal 1 – Governance:

- To Grow and Diversify the CASA of Polk County, Inc. Board of Directors.

Strategic Goal 2 - Governance:

- To Organize and Provide Appropriate Training for the CASA of Polk County, Inc. Board of Directors

Strategic Goal 3 – Resource Development:

- To establish and implement a system which creates financial stability for CASA of Polk County, Inc.

Strategic Goal 4 – Program Development:

- To increase the numbers of children and youth who are served and to provide more comprehensive services to each—while maintaining quality of services.

Strategic Goal 5 – Program Development

- To increase CASA volunteer retention so that we have a consistent base of trained CASAs available for new cases.

STRATEGIC GOAL 1: Governance:

To Grow and Diversify the CASA of Polk County, Inc. Board of Directors.

Objectives	Performance Indicator/ Source of Data	Timeline	Responsibility
Minimum 12 members	4 new members in the first 12 months	On-going	Existing board members and staff
Board composition includes: 2 active CASAs Tribal member Financial experience Business experience Mental health experience Cultural diversity	2 of the 4 new members provide additional diversity	On-going	Existing board members and staff

STRATEGIC GOAL 2: Governance:

To Organize and Provide Appropriate Training for the CASA of Polk County, Inc. Board of Directors

Objectives	Performance Indicator/ Source of Data	Timeline	Responsibility
Board members will complete at least six hours per year from the recommended topics	All members complete training requirement by 12/2023	On-going	Existing board members
List of recommended training topics (e.g., ICWA, Leadership, DEI)	List of recommended training topics completed and available to Board members by 4/23.	On-going	Existing board members
Training webpage and/or document with links and resources	Webpage and/or document with links and resources completed by 7/2023	On-going	Existing board members

STRATEGIC GOAL 3: Resource Development:

To establish and implement a system which creates financial stability for CASA of Polk County, Inc.

Objectives	Performance Indicator/ Source of Data	Timeline	Responsibility
<p>1. Hire an established firm to redesign and maintain the website; to include a webmaster, QR and mobile capability, marketing, sections for CASAs, Board members, staff, etc.</p>	<p>--Board to evaluate three bids; choose most appropriate and most cost-effective company.</p>	<p>Completion by the end of 2022.</p>	<p>Board Staff</p>
<p>2. Complete the Event Planning Structure document and include it in our policies and procedures manual.</p>	<p>--To include a database with donor information. Working Google doc. Can be updated. Who has sponsored in the past, for what, what did they give.</p> <p>--Evaluate fund-raising activities for effectiveness—what is paying off the most?</p> <p>--Include a marketing plan which incorporates a plan for regular speaking engagements across the county.</p>	<p>Completion by the end of 2022.</p>	<p>Resource Committee Development Coordinator Executive Director Board</p>

Objectives	Performance Indicator/ Source of Data	Timeline	Responsibility
<p>3. Establish a three-year budget which allows us to predict expenses, create a reserve account for expanded offices, etc. Establish a minimum amount with fundraising, etc. Set goals for Fund Raising. Build a system so that the position of the Development Coordinator is self-sustaining.</p>	<p>--Viability of investing money in long-term savings, etc. for new office, etc.</p>	<p>Begin design in late 2022.</p> <p>Budgeting system to be completed and fully functioning by the end of 2025.</p>	<p>--Resource Committee --Treasurer --Executive Director and other staff --Board for approval</p>
<p>4. Complete redesign of the Circle of Hope program. Find ways to publicize it so that individuals are aware it is available for Required Minimum Distributions, enclosure in personal wills, etc.</p>	<p>--Establish guidelines and structure for Circle of Hope Program. --Complete brochure --Distribute brochure</p>	<p>Completed and implemented by the end of Q1 2023.</p>	<p>-Development Coordinator --Resource Committee --Executive Director --Board for approval</p>

STRATEGIC GOAL 4: Program Development:

To increase the numbers of children and youth who are served and to provide more comprehensive services to each—while maintaining quality of services.

Objectives	Performance Indicator/ Source of Data	Timeline	Responsibility
1. Expand rural awareness and recruitment efforts.	--50% increase in rural volunteers trained.	On-going over three-year period.	Board & Staff
2. Explore new and expand existing partnerships and collaborative efforts to fill gaps in services for children and youth in rural settings.	--25% increase in the number of rural volunteers and CASAs serving children in rural settings.	On-going over three-year period.	Board & Staff
3. Continue to diversify and streamline training efforts, e.g., Flex training, Hybrid, varying times of days and weeks, to increase opportunities and reduce potential barriers.	--Identify gaps and fill the gaps in services for children and youth.	On-going over three-year period.	Staff
4. Establish specialty training courses for CASAs, Staff & Board, e.g., infants, older youth, special needs, rural, etc. These will enhance the organization's knowledge and more effectively support children and youth.	--Training programs are more diversified and more easily available to all CASA volunteers.	By end of Q2 2024.	Board & Staff

Objectives	Performance Indicator/ Source of Data	Timeline	Responsibility
5. Train and support CASAs & other volunteers to identify and promote children's cultural heritage within foster placements.	--CASAs and other volunteers have greater awareness of cultural heritage and are able to promote such heritage within the foster placement and within CASA programs.	On-going over three-year period.	Board & Staff
6. Establish a meaningful connection to the local education systems.	--CASAs will have a working relationship with the educational institutions in each geographic area that will increase educational provision of services to children and youth.	On-going over three-year period.	Board & Staff
7. Provide support for children, youth and foster families living in rural areas so they have increased access to services and activities.	--More children, youth and foster families living in rural areas access supports, services and activities.	On-going over three-year period.	Board & staff

STRATEGIC GOAL: 5 Program Development

To increase CASA volunteer retention so that we have a consistent base of trained CASAs available for new cases.

Objectives	Performance Indicator/ Source of Data	Timeline	Responsibility
1. Maintain involvement of new volunteers.	--50% increase in volunteers who stay after the first year.	End of Q 4 2023	
2. Expand opportunities for recognition of volunteers.	--Do a survey to find out what kind of recognition is meaningful to volunteers.		
3. Assess volunteer’s characteristics to best pair them with cases.	Implement the most often suggested recognitions.	End of 2024	
4. Continue to provide feedback, direction, and support to volunteers.	--Research and implement a program which will assist with such assessments.	2023—2026	
5. Keep volunteers active and involved.	--On-going over three-year period. On-going over three-year period.	2023--2026	

Summary:

CASA of Polk County, Inc. is committed to meeting national standards of service and is dedicated to achieving a higher level of advocacy for children and youth in foster care. CASA of Polk County, Inc. will provide outstanding and quality service, resulting in positive outcomes and consistent experiences that meet the needs of children and youth in care.

Over the next three years (2023-2026) CASA of Polk County, Inc. will engage in research, decision-making and activities to stabilize its funding base. Accomplishing this and setting a financial plan for the future will allow the staff and volunteers at CASA of Polk County, Inc. to design and implement programs to support the children and youth in care. Similarly, a robust training framework for the Board of Directors and an active recruitment rubric will provide the necessary support to the staff and volunteers.

Armed with the tools of this strategic plan, each member of CASA of Polk County, Inc. will work toward a united vision of all children and youth having a safe and permanent home. Additionally, implementation of this strategic plan will ensure that children and youth in care are represented by a CASA. Supported by their board and staff, CASAs of Polk County will work consistently, effectively and with an expediency of advocacy to bring case resolution for the children and youth in care.

POLK COUNTY

PROGRAM SUMMARY FUND	DEPARTMENT	DIVISION
GENERAL FUND	Sheriff	PATROL

Program Description:

Polk County Sheriff's Office - Patrol Division

Program Goals or Objectives:

Mission: *Demonstrate leadership in our community by providing effective law enforcement services in which we promote, preserve, and deliver safety, security, and enhanced livability to those we serve.*

The New Vision: The Polk County Sheriff's Office provides sustainable quality programs and services that focus on the safety and security of our schools, homes, businesses and highways, which contribute to the quality of life for every segment of our community.

To enhance the quality of life in Polk County through establishing open line of communication, encourage active participation in problem solving through partnerships to prevent and/or deter crime, apprehend and incarcerate offenders, recover and return property, provide for safe movement of traffic and enhance public safety within the community.

To provide a Records and Civil service that expeditiously processes and executes the orders of the court and other civil processes delivered to the Sheriff, and which ensure the safety and security of all documents.

Descriptive Statistics:

Indicator	Actual 2020	Actual 2021	Actual 2022	Project ed 2023-24
Report / Case Numbers Taken	2,511	2,579	2,081	2,500
Dispatch Events * Generated (all activity)	19,524	19,716	19,366	20,000
Traffic citations	1,231	1,503	1,339	1,500
Warnings	1,523	1,688	2,474	1,700
Civil Documents Handled including CHL applications	3,702	4,167 Total	3,533 Total	3,600
	1,837	1,893 Civil	1,880 Civil	2,000
	1,865	2,283 CHL	1,653 CHL	1,700
Cases Cleared By Arrest	579	969	634	700

Assaults, Reckless Driving, Eluding Police, Request for assistance from OSP, and traffic enforcement all increased. Narcotics offenses, Burglaries/Business, Crashes and Theft all decreased from the previous year.

Emotionally Disturbed People calls are still a large part of our call volume. These calls remained similar to the last year. Most of these types of calls are lengthy and may not result in criminal charges being filed. These calls still require time consuming follow up with a mental health provider as well as linking these folks to the various resources they may qualify for.

Full Year 2022 Polk County Call Stats

Polk County Calls for Service							
Alarm	184	Disturbance	47	Graffiti	2	Sex Offense	80
Animal	943	DOA	46	GSW	6	Shots (Resd)	7
AOA	1095	Domestic Dstrb	220	Hangup	71	Shots	86
AOAOSP	208	Driving Complaint	1381	Harassment	100	Stab	5
Armed Person	3	Drug	22	Hit & Run	69	Stalking	6
Armed Robbery	2	DUII	92	Illegal Parking	93	Stolen Vehicle	98
Arson	1	EDP	474	Menacing	15	Susp. Activity	324
Assault	49	Elude	20	Missing Person	26	Susp. Person	116
Burglary	97	Fight	24	Missing Property	18	Susp. Vehicle	672
Citizen Contact	651	FIR	119	Missing Vehicle	1	Theft	277
Civil	2303	Fire/EMS	553	Noise	49	Theft (Shoplift)	3
Check Welfare	459	Fireworks	8	Overdose	17	Towed Vehicle	134
Cover	52	Found Person	3	Ordinance Vio	62	Trespass	219
Crash	589	Found Property	62	Patrol (misc)	1815	Traffic Stop	3813
Crime (misc)	159	Follow Up	402	Prowler	21	Traffic Assist	636
Criminal Mischief	105	Fraud	74	Runaway Juv	57	Water	21
Total Service Calls (Polk County)	19366		Junvenile Arrests		30		(county wide)
Total Crimes Occ	1576		40.2%		(only true crimes reported here)		
Cases Cleared by arrest	634						
Total Arrests (county wide)	594						

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
430 Patrol	(Divn)
430 Sheriff	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
324,148	317,631	402,900	6.45	8010	Clerical/Admin. Specialist	371,703	5.45	371,703	5.45		
1,462,502	1,474,720	1,705,784	22.50	8030	Professional/Technical	1,720,000	23.00	1,720,000	23.00		
749,505	759,002	799,017	7.50	8040	Management/Supervisory	867,925	7.50	867,925	7.50		
59,922	61,674	62,500	0.50	8060	Elected Official	65,000	0.50	65,000	0.50		
48,832	8,937	5,000		8080	Temporary/Part-Time	7,500		7,500			
220,462	282,865	225,000		8090	Overtime	275,000		275,000			
2,865,371	2,904,829	3,200,201	36.95		Total Salaries	3,307,128	36.45	3,307,128	36.45	0	0.00
777,771	869,327	944,059		8110	PERS-Retirement	975,603		975,603		0	
214,301	218,605	244,815		8120	Social Security/Medicare	252,995		252,995		0	
622,505	591,844	720,525		8140	Insurance	747,225		747,225		0	
13,796	13,897	16,001		8150	Unemployment	16,536		16,536		0	
83,727	70,307	121,608		8160	Workers Compensation Insurance	102,521		102,521		0	
4,577,471	4,668,809	5,247,209	36.95		Total Personal Services	5,402,008	36.45	5,402,008	36.45	0	0.00
3,166	2,323	6,000		8210	Office Supplies	6,000		5,000			
61,827	62,370	60,000		8220	Operating Supplies	70,000		70,000			
76,512	108,267	100,000		8225	Fuels and Lubricants	110,000		110,000			
78,545	69,712	130,000		8240	Software & Maintenance	140,000		125,000			
27,530	30,230	50,000		8250	Small Tools & Minor Equip	75,000		60,000			
4,331	2,729	5,000		8310	Advertising and Printing	6,000		5,000			
6,687	7,547	9,000		8320	Photocopying	8,000		8,000			
4,132	4,801	5,000		8330	Postage	5,000		5,000			
40,046	40,050	40,000		8340	Telephone	40,000		40,000			
5,919	7,350	0		8350	Utilities	7,500		7,500			
3,007	2,239	2,500		8410	Dues, Memberships & Publicatns	2,500		2,500			
20,845	27,764	30,000		8420	Workshops and Conferences	30,000		30,000			
0	298	0				0		0			
24,862	23,405	15,000		8510	Professional Services	20,000		20,000			
416	587	0		8540	Contract Services	0		0			
195,377	150,549	380,000		8550	Contracts-Other Public Agency	210,000		210,000			
43,370	177,562	50,000		8580	Special Projects	75,000		75,000			
48,850	57,224	50,000		8610	Repairs and Maintenance	65,000		60,000			
88,147	70,888	65,000		8612	Vehicle Maint.-Sheriff	70,000		70,000			
32,220	78,034	50,000		8616	Vehicle - Set Up	50,000		50,000			
208	0	2,000		8620	Sheriff's Reserve Expense	2,000		2,000			
1,441	1,316	2,000		8740	Bank Charges	2,000		2,000			
(22)	0	0		8790	Misc. Dept. Expense	0		0			
169,140	185,019	194,749		8810	Rent Interdepartmental	204,637		204,637			
75,250	82,500	87,500		8820	Insurance Interdepartmental	130,000		130,000			
147,250	156,675	148,208		8830	Management Services Interdept.	168,971		168,971			
94,280	122,010	128,675		8840	Information Services Interdept	132,039		132,039			
1,253,336	1,471,449	1,610,632			Total Materials and Services	1,629,647		1,592,647		0	
81,584	172,693	125,000		8944	Vehicles	125,000		125,000			
0	0	0		8942	Machinery	65,000		65,000			
81,584	172,693	125,000			Total Capital Outlay	190,000		190,000		0	
5,912,391	6,312,951	6,982,841	36.95		Total Department Expenses	7,221,655	36.45	7,184,655	36.45	0	0.00
Revenues											
15,816	16,344	10,000		6110	Federal Awards	10,000		10,000			
6,150	292,390	300,000		6130	State Operating Grants	25,000		25,000			
84,600	112,800	240,000		6131	State Mental Health Grant	0		0			
5,000	1,438	0		6170	Intergovt. Local Govt.	0		0			
7,878	7,990	10,000		6180	Non-governmental Grants	10,000		10,000			
255,887	172,227	250,000		6300	Charges for Services	200,000		200,000			
7,043	12,315	5,000		6600	Fines & Forfeitures	5,000		5,000			
708	0	0		6750	Settlements	0		0			
849	1,264	1,000		6980	Donations	1,000		1,000			
29,519	4,468	5,000		6990	Miscellaneous	5,000		5,000			
25,526	4,426	5,000		7100	Proceeds from Sale of Assets	5,000		5,000			
438,976	625,662	826,000			Total Revenues	261,000		261,000		0	
Net Cost of Program											
5,473,415	5,687,289	6,156,841			Expenditures less Revenue	6,960,655		6,923,655		0	

**Polk Count
Program Summary 2023-2024**

FUND	DEPARTMENT	DIVISION
General	Sheriff	Jail

Program Description:

Polk County Adult Jail

Program Goals or Objectives:

The mission of the Polk County Jail is to provide pre-trial detention services for criminal justice agencies in Polk County and as a place in which sentences imposed by the courts will be served. In carrying out this mission, The Polk County Jail will operate as directed by Federal Laws, Oregon Statutes and Oregon Jail Standards.

Polk County acknowledges that most inmates held in the facility will ultimately return to the community. As a result, the facility and its staff have an obligation to provide access to basic human services that may facilitate the reintegration of the inmate population as law abiding, responsible citizens.

The Polk County Jail serves many constituencies: The citizens of the County, other criminal justice agencies, the inmate population, staff at the facility, and others who come to the Jail. The Jail has three primary responsibilities to these groups:

1. To insure that those who are legally held in the facility remain there until released by the court or until their sentences are complete.
2. To provide for safe, secure humane, constitutional and standards-compliant conditions of confinement.
3. To provide access to the basic human services that offers inmates the potential for reintegration and rehabilitation.

The Polk County Jail staff, believe they have an obligation to operate in the most cost-effective manner that will let the facility carry out its mission and to minimize the liability of the County.

Descriptive Statistics:

Indicators	Actual 2020	Actual 2021	Actual 2022	Projected 2023-2024
Inmates Booked (Total)	1849	1,486	1,745 (up 15 % since 2021)	2,000
<i>Female**</i>	438	367	408 (up 11% since 2021)	450
<i>Male</i>	1411	1119	1337 (up 17 % since 2021)	1560
Average Length of Stay (In Days)	18	25	22 (down 12% from 2021)	22
Average Daily Population	74	87	99 (up 13% since 2021)	110

Inmate Prescription Costs	\$28,791	%30,441 Dispensed 60,583 Refused 22,351	\$43,883 Dispensed 74,003 (19% increase since 2021) refused 21,554 4% decrease since 2021	\$50,000
Sick Call Requests	696	275	300 (up 9% since 2021)	330
Infirmery Visits/Reports/Follow ups	9,679	8,009	8797 (up 9% since 2021)	9590
Number of Inmate Days	36,039	32,788	37,791 (up 14% since 2021)	43,000
Dental Treatments	70	55	51 (down 8% since 2021)	50
ER Visits	34	24	20 (down 17% since 2021)	20
TB Tests Given	165	65	29 (down 55% since 2021)	30

* Notes for the narrative: There has been an average of 12 to 15% increase in almost all categories between 2021 and 2022 due to returning to more normal operations since Covid 19. Even though most categories demonstrate this increase; there were a couple of exception. The average length of stay of inmate was down to 22 days in custody from 25 days. Medication refusals were down 4%. Dental treatments were down 8%. ER visits were down 17%. TB test given were down 55%.

There were more inmates booked in 2022, up 15%. The average daily population was up from 87 to 99, a 13% increase. The biggest increases were seen in the cost of medication and inmate meals. There was a 19% increase in the number of medication dispensed, and the overall cost of prescription medication increased by \$14 thousand dollars. Even though the jail went out to RFP for meal service to get a competitive price for meals, the average weekly meal cost jumped from \$3800 to \$6350. That is approximately a 41% annual increase, or \$133,000 more per year.

Justice Reinvestment, Church Services, AA/NA, CR, Job Skills programs for the inmates are were reinstated in early 2022. In addition, Viapath continue to provide inmates 15 minutes of free phone and tables. More services through

this media are being offered in the form of Westlaw Library, education and entertainment services expanded to the tablets. On site visitation was continued after having being suspended due to Covid. Inmate were offered use of the recyard over 36,135 times.

The jail collected \$24,303 in felony DUII SB395 monies. The jail collected \$198,183 in federal inmate rental beds and 346,750 in Benton County inmate rental beds.

The comprehensive project to eliminate tie off points and install air vents barriers was mostly complete, making the jail a more secure facility and preventing suicidal inmates from using these areas in the cell to hang themselves. In addition, the camera upgrade project began and should be complete by July of 2023.

The overall goal for 2023 is to return to a more of normal inmate housing capacity. Since the beginning of the year the average daily population has already increase to about 110 inmates. With the downward trend of covid related restriction and opening up our lodging criteria I would anticipate having an average daily inmate population of around 120 by mid-summer. We can also expect operating cost to go up across the board as inflation continues to run rampant.

2022 Budget Stats

Total bookings: 1745 Males: 1337 Females: 408

Church/Pastoral, AA/NA, CR, tablet program hours: 893

Attorney visits: 2123

Comm Corr visits: 105

Inmate request forms received: 7933

Inmates using Law Library: 242

Inmates offered rec yard: 36135

Incident reports written: 3649

Disciplinary hearings conducted: 104

Housing unit security checks: 194250

Area shakedowns/contraband searches: 1756

Cleaning carts issued out, returned & inventoried: 14235

Medical visits: 8797

Medications dispensed: 74003

Medications refused: 21554

Medication costs: \$ 43883

Meals served: 77,610 Meals refused: 1800

Financial transactions processed: 64642

Total bail funds received: \$305,788

Inmates that posted bail: 242

Total all transactions: \$231594

SB395 (felony DUII): \$24303.95 (2 inmates)

USM: \$198,183 (29 inmates, 2131 total days)

Benton County: \$346,750 (120 inmates, 3650 total days)

Measure 11: 58 Veterans: 67 1145 Inmates: 235

Jail events entered into system: 674271

Average daily population: 99

Average length of stay: 22 days

Number of inmate days: 37791

2022 Meals Served Per Month

Polk County Jail

January	6,170
February	5,537
March	5,734
April	6,531
May	7,459
June	6,155
July	6,993
August	6,791
September	6,249
October	6,982
November	6,029
December	6,980

TOTAL MEALS SERVED: 77,610

Reasons for Release

Polk County Jail ... 2022

Transferred to other facility	352
Time served	472
Conditional Release	555
Other Release/Not filed on	73
Dismissed	19
Court ordered	9
Bail	242

Total Release: 1722

2022 Population Breakdown

By Age

Polk County Jail

<u>Age Range</u>	<u># of Inmates Booked</u>
Under 18	0
18 – 20	53
21 – 25	209
26 – 30	338
31 – 35	344
36 – 40	282
41 – 45	169
46 – 50	111
51 – 55	121
56 – 60	69
61 – 65	31
66 – 70	10
Over 70	08

Total # of Inmates: 1745

Recidivism Report

Polk County Jail

January 1, 2022 to December 31, 2022

Total Bookings		1745
New Bookings	1011	57.94%
Booked 2 Times	422	24.18%
Booked 3 Times	138	7.91%
Booked 4 Times	68	3.90%
Booked 5 Times	40	2.29%
Booked 6 or More Times	66	3.78%
Total Bookings (2 or More Times)	734	42.06%
Total Males	1337	76.62%
Total Females	408	23.38%

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
435 Jail	(Divn)
430 Sheriff	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
92,462	94,829	91,800	3.00	8010	Clerical/Admin. Specialist	150,000	3.00	150,000	3.00		
1,791,940	1,739,227	1,861,500	24.00	8030	Professional/Technical	1,900,000	23.00	1,900,000	23.00		
647,007	743,128	813,798	5.50	8040	Management/Supervisory	865,000	7.50	865,000	7.50		
59,922	61,674	62,500	0.50	8060	Elected Official	65,000	0.50	65,000	0.50		
1,458	5,740	0		8080	Temporary/Part-Time	0		0			
155,829	174,991	150,000		8090	Overtime	175,000		175,000			
2,748,618	2,819,589	2,979,598	33.00		Total Salaries	3,155,000	34.00	3,155,000	34.00	0	0.00
795,458	846,916	878,981		8110	PERS-Retirement	930,725		930,725		0	
208,339	214,198	227,939		8120	Social Security/Medicare	241,358		241,358		0	
534,812	515,642	643,500		8140	Insurance	680,000		680,000		0	
13,601	13,976	14,898		8150	Unemployment	15,775		15,775		0	
88,413	74,167	95,347		8160	Workers Compensation Insurance	94,650		94,650		0	
4,389,241	4,484,488	4,840,264	33.00		Total Personal Services	5,117,508	34.00	5,117,508	34.00	0	0.00
3,353	2,933	3,500		8210	Office Supplies	3,500		3,500			
70,146	90,217	75,000		8220	Operating Supplies	75,000		75,000			
2,005	2,006	2,000		8225	Fuels and Lubricants	3,500		3,500			
194,007	193,635	260,000		8230	Food Services and Supplies	320,000		320,000			
23,963	41,615	50,000		8240	Software & Maintenance	45,000		40,000			
18,032	12,992	20,000		8250	Small Tools & Minor Equipment	20,000		15,000			
405	339	1,000		8310	Advertising and Printing	1,000		1,000			
9,709	12,524	10,000		8320	Photocopying	10,000		10,000			
185	266	500		8330	Postage	500		500			
7,998	7,945	8,500		8340	Telephone	9,000		9,000			
0	0	0		8350	Utilities	0		0			
495	945	2,000		8410	Dues, Memberships & Publicatns	2,000		2,000			
11,479	21,800	20,000		8420	Workshops and Conferences	23,000		23,000			
437	0	0		8430	Transportation	0		0			
2,046	7,350	5,000		8510	Professional Services	7,500		7,500			
353,347	168,862	500,000		8520	Medical Care	500,000		500,000			
0	0	0		8550	Contracts-Other Public Agency	0		0			
26,434	3,375	600,000		8580	Special Projects	50,000		50,000			
8,534	14,608	10,000		8610	Repairs and Maintenance	10,000		10,000			
1,993	1,679	3,000		8612	Vehicle Maint.-Sheriff	3,000		3,000			
374,021	409,368	434,861		8810	Rent Interdepartmental	458,000		458,000			
75,000	82,500	90,000		8820	Insurance Interdepartmental	115,000		115,000			
146,800	155,045	146,172		8830	Management Services Interdept.	162,466		162,466			
45,995	60,339	62,902		8840	Information Services Interdept	64,700		64,700			
1,376,384	1,290,343	2,304,435			Total Materials and Services	1,883,166		1,873,166		0	
0	0	0		8920	Buildings	0		0		0	
23,901	0	0		8942	Machinery	0		0		0	
5,220	0	0		8948	Computers and Attachments	0		0		0	
29,121	0	0			Total Capital Outlay	0		0		0	
5,794,746	5,774,831	7,144,699	33.00		Total Department Expenses	7,000,674	34.00	6,990,674	34.00	0	0.00
Revenues											
0	0	15,000		6110	Federal Grants	15,000		15,000			
0	0	0		6130	State Operating Grants	0		0			
413,320	350,000	300,000		6140	State Shared Revenues	200,000		200,000			
164,391	554,516	520,000		6300	Charges for Services	520,000		520,000			
0	0	0		6310	Charges for Services - Rentals	0		0			
702	1,134	2,000		6600	Fines & Forfeitures	2,000		2,000			
0	0	0		6750	Settlements	0		0			
6,640	4,194	15,000		6820	Commission	15,000		15,000			
0	0	0		6880	Donations	0		0			
10,000	1,952	0		6990	Miscellaneous	0		0			
595,053	911,796	852,000			Total Revenues	752,000		752,000		0	
5,199,693	4,863,035	6,292,699			Net Cost of Program Expenditures less Revenue	6,248,674		6,238,674		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION		
ANIMAL CONTROL	SHERIFF	PATROL		
Program Description:				
<p>The Animal Control program is responsible for the education of the public and enforcement of laws and ordinances related to animal care, protection, and control. The primary emphasis is on public safety, providing basic dog control services and programs that educate, create incentives for owners to care for their animals responsibly and correct those who do not.</p>				
Program Goals or Objectives:				
<p>Services: Respond to all appropriate calls for service in a timely manner.</p> <p>Enforcement: Uniformly enforce county ordinance and state statute related to animal control issues with emphasis on those affecting public health and safety.</p> <p>Compliance: Patrol the county on a regular basis to help increase public awareness of the animal control program and to enforce county ordinance and state statute with the goal of enhanced compliance.</p>				
Descriptive Statistics:				
Indicator	Actual 2020	Actual 2021	Actual 2022	Projected 23-24
Calls For Service	846	798	822	830
Formal Action	187	186	203	205
Animals Impounded	Dogs 101 Other 11	Dogs 107 Other 23	Dogs 121 Cats 104 Horses 12 Other 19	Dogs 120 Other 20
Total License Accounts	2,176	2,176	4,312	4,350
<p>The educational approach to calls for service continues to be a successful one. Allowing the animal owner the opportunity to learn from what otherwise would be a criminal charge has had a positive ripple effect in our community. Although this approach requires more time, it has a beneficial outcome for more than just the involved.</p> <p>It has also encouraged more outreach from our community by being able to ask for help before they reach a point that goes beyond their abilities. Promoting voluntary compliance through outreach and education has been a successful approach. The number of licensing should increase this year due to implementing No License citations via mail. The citation was a last resort for folks we had been working with to comply without formal action.</p>				

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

220 Dog Control	(Fund)
450 Dog Control	(Divn) (Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
23,698	22,085	27,000	0.50	8010	Clerical/Admin. Specialist	30,500	0.50	30,500	0.50		
0	0	0	0.00	8020	Laborer	0	0.00	0	0.00		
60,321	63,714	64,599	1.00	8030	Professional/Technical	102,000	1.50	102,000	1.50		
0	0	0		8080	Temporary Part-time	0		0			
0	494	500		8090	Overtime	500		500			
84,019	86,293	92,099	1.50		Total Salaries	133,000	2.00	133,000	2.00	0	0.00
24,225	26,641	26,248		8110	PERS-Retirement	39,235		39,235		0	
6,384	6,533	7,046		8120	Social Security/Medicare	10,175		10,175		0	
25,033	29,968	29,250		8140	Insurance	41,000		41,000		0	
429	442	460		8150	Unemployment	665		665		0	
818	681	2,262		8160	Workers Compensation Insurance	930		930		0	
140,908	150,558	157,365	1.50		Total Personal Services	225,005	2.00	225,005	2.00	0	0.00
120	48	100		8210	Office Supplies	125		125			
1,874	2,585	1,000		8220	Operating Supplies	2,500		2,500			
2,847	3,376	5,000		8225	Fuels & Lubricants	5,000		5,000			
0	2,320	500		8240	Software and Maintenance	2,000		2,000			
59	0	250		8310	Advertising and Printing	250		250			
30	23	50		8320	Photocopying	50		50			
1,854	1,924	2,000		8330	Postage	2,000		2,000			
1,567	1,662	1,600		8340	Telephone	1,600		1,600			
0	0	300		8350	Utilities	300		300			
25	0	0		8410	Dues, Memberships & Publications	0		0			
0	0	500		8420	Workshops and Conferences	500		500			
0	0	0		8430	Transportation	0		0			
2,508	5,612	5,000		8540	Contract Services	5,466		5,466			
0	0	0		8550	Contract - Other Public Agencies	0		0			
0	0	2,601		8580	Special Projects	0		0			
0	0	0		8610	Repairs and Maintenance	200		200			
1,759	1,648	1,750		8612	Vehicle Maint. - Sheriff	1,750		1,750			
0	0	0		8616	Vehicle Set-up	0		0			
4,510	4,684	4,930		8810	Rent Interdepartmental	5,181		5,181			
1,000	1,100	1,200		8820	Insurance Interdepartmental	1,500		1,500			
6,425	6,772	6,487		8830	Management Services Interdept.	7,022		7,022			
7,733	7,946	9,367		8840	Information Services Interdept	9,551		9,551			
32,311	39,700	42,635			Total Materials and Services	44,995		44,995		0	
0	0	0		8920	Buildings	0		0		0	
0	0	0		8944	Vehicles	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
173,219	190,258	200,000	1.50		Total Department Expenses	270,000	2.00	270,000	2.00	0	0.00
Revenues											
62,422	42,622	25,000		6000	Beginning Fund Balance	25,000		25,000			
53,419	61,135	65,000		6200	Permits and Licenses	75,000		75,000			
0	0	0		6310	Charges for Services-Rental	0		0			
0	0	0		6600	Fines & Forfeitures	0		0			
0	0	0		6990	Miscellaneous	0		0			
0	0	0		7100	Proceeds from Sale of Assets	0		0			
100,000	100,000	110,000		7900	Operating Transfers In	170,000		170,000			
215,841	203,757	200,000			Total Revenues	270,000		270,000		0	
Net Cost of Program											
42,622	13,499	0			Expenditures less Revenue	(0)		(0)		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
MARINE PATROL	Sheriff		Marine Patrol	
Program Description:				
<p>Marine Patrol is responsible for patrolling the 42 miles of the Willamette River that forms the eastern boundary of Polk County. Marine Patrol enforces all marine and boating laws, performs search and rescue operations, and conducts inspections of privately owned boat operation on the river. Marine Patrol is presently a seasonal program supported by both State Marine Board funds and County funds and/or "in-kind" match. The Sheriff administers the program: work is performed primarily by Reserve Deputies who report to the Marine Coordinator or Program manager.</p>				
Program Goals or Objectives:				
<p>Enforcement; enforcing all pertinent marine laws when violations are observed and reported.</p> <p>Compliance; gain voluntary compliance of licensing and equipment requirements or take enforcement action.</p> <p>Investigate; incidents on the waterways stemming from boating vessels both motorized and non-motorized</p> <p>Search and Rescue; provide assistance to the public using the waterways who are injured or in distress and search for lost or missing persons,</p>				
Descriptive Statistics:				
Indicator	Actual 2020	Actual 2021	Actual 2022	Projected 2022-2023
Boat Inspections	2462	2302	1017	1000
HIN Inspections	2	0	1	1
Citations	11	12	4	15
Patrol Hours	540	551.5	565	550
Marine SAR Missions	6	5	5	3

Other Contacts (est)	500	1000	1500	1250
----------------------	-----	------	------	------

PROGRAM.FRM(1/5/92)

During the last budget year there were slight impacts to the historical numbers mainly influenced by the adjustment in how numbers are tracked. We were able to increase public contacts in what we have documented as "Other Contacts." It should be noted this type of contact is defined as educational or community involvement such as parades or school events and visual boat inspections. This number was again increased and we are still looking for future ways to have more contacts with the public in the form of water safety.

Secondly, the number of "Boat Inspections" decreased compared to last year due to the change in how activity is reported. The new number is reflective of actual written inspections rather than a combination of visual and written combined. If this reporting change was not made the numbers would have been very similar to last year. Our marine program saw a continued increase in the use of our waterway. The increased number of recreational users increased the number of the vessels on the water, which allowed our marine deputies to continue a high amount of safety inspections. Over the last year we saw a steady increase in non-motorized vessels utilizing our waterways.

The additional listed numbers were effected minimally. We were able to meet our projected goal in patrol hours with the addition of two boat captains and increasing the days we patrol the river.

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

225 Marine Patrol	(Fund)
455 Marine Patrol	(Divn)
430 Sheriff	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
3,666	3,832	3,934	0.05	8010	Clerical/Admin. Specialist	4,500	0.05	4,500	0.05		
27,747	15,685	30,400		8030	Professional/Technical	27,500		27,500			
0	0	0	0.00	8040	Management/Supervisory	0	0.00	0	0.00		
(1,988)	1,945	0		8080	Temporary/Part-time	5,000		5,000			
896	0	1,000		8090	Overtime	0		0			
30,321	21,462	35,334	0.05		Total Salaries	37,000	0.05	37,000	0.05	0	0.00
5,790	3,671	7,067		8110	PERS-Retirement	7,400		7,400		0	
1,838	1,259	2,703		8120	Social Security/Medicare	2,831		2,831		0	
3,493	1,823	975		8140	Insurance	975		975		0	
141	125	177		8150	Unemployment	185		185		0	
647	827	1,060		8160	Workers Compensation Insurance	1,110		1,110		0	
42,230	29,167	47,316	0.05		Total Personal Services	49,501	0.05	49,501	0.05	0	0.00
0	0	0		8210	Office Supplies	0		0			
138	126	3,000		8220	Operating Supplies	1,000		1,000			
5,140	6,867	8,000		8225	Fuels and Lubricants	8,000		8,000			
240	0	250		8250	Small Tools & Minor Equipment	170		170			
0	0	0		8310	Advertising & Printing	0		0			
476	552	500		8340	Telephone	500		500			
1,713	1,572	1,500		8350	Utilities	1,500		1,500			
775	925	800		8410	Dues, Memberships & Publicatns	800		800			
674	79	908		8420	Workshops and Conferences	908		908			
0	0	0		8550	Contracts - Other Public Agencies	0		0			
0	0	0		8580	Special Projects	0		0			
222	1,730	0		8610	Repairs and Maintenance	2,500		2,500			
4,924	5,226	5,000		8612	Vehicle Maint.-Sheriff	5,000		5,000			
0	1,904	0		8616	Vehicle Set-up	0		0			
750	900	1,000		8820	Insurance Interdepartmental	1,100		1,100			
3,681	3,854	3,726		8830	Management Services Interdept.	4,021		4,021			
18,733	23,735	24,684			Total Materials and Services	25,499		25,499		0	
0	0	0		8920	Buildings	0		0		0	
0	114,850	0		8944	Vehicles	0		0		0	
0	114,850	0			Total Capital Outlay	0		0		0	
60,963	167,752	72,000	0.05		Total Department Expenses	75,000	0.05	75,000	0.05	0	0.00
Revenues											
(8,629)	(3,607)	0		6000	Beginning Fund Balance	0		0			
0	0	0		6110	Federal Awards	0		0			
60,985	119,956	67,000		6130	State Operating Grants	70,000		70,000			
0	2,000	0		6990	Miscellaneous	0		0			
0	25,100	0		7100	Proceeds from Sale of Assets	0		0			
5,000	5,000	5,000		7900	Operating Transfers In	5,000		5,000			
57,356	148,449	72,000			Total Revenues	75,000		75,000		0	
Net Cost of Program											
(3,607)	(19,303)	0			Expenditures less Revenue	0		0		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION
General Fund	Community Corrections	Corrections

Program Description:

Community Corrections monitors adult felony and misdemeanor offenders placed on probation by the Court, released on parole/post-prison supervision by the Board of Parole and Post-Prison Supervision, or those placed on post-prison supervision by the Local Supervisory Authority. Supervision services provide a means of holding offenders accountable, while also addressing the causation of criminal behavior through evidence-based supervision and treatment strategies.

Program Goals or Objectives:

- Provide a necessary balance of community safety, offender accountability and offender competency development through the use of evidence-based supervision practices and programs.
- Focus on the use of detailed offender assessments and behavioral change plans in the overall supervision of offenders.
- Use appropriate intervention/sanctions and services to reduce risk and promote offender change.
- Assist law enforcement through the appropriate monitoring of offenders within our community.
- Provide ongoing targeted training in support of employee professional development and department mission.

Descriptive Statistics:

Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Average Number of Active Clients Supervised	625	546	500	500
Total New Cases (Fel/Misd/CD & Div)	481	360	450	450
New Felony Cases	71	70	95	95
New Misdemeanor Cases	295	219	225	225
Positive Case Closures	83%	83%	80%	80%

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General Fund	(Fund)
457 Community Corrections	(Divn)
457 Community Corrections	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24				
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
78,608	84,837	51,670	1.00	8010	Clerical/Admin. Specialist	92,000	2.00	92,000	2.00		
0	0	0	0.00	8020	Laborer	0	0.00	0	0.00		
713,253	731,723	777,458	10.00	8030	Professional/Technical	735,000	9.00	735,000	9.00		
140,514	91,391	162,311	2.00	8040	Management/Supervisory	168,000	2.00	168,000	2.00		
63,228	66,013	66,950	0.55	8050	Department Head	72,500	0.55	72,500	0.55		
0	0	0	0.00	8080	Temporary/Part-time	0	0.00	0	0.00		
9,372	12,030	10,000		8090	Overtime	12,000		12,000			
1,004,975	985,994	1,068,389	13.55		Total Salaries	1,079,500	13.55	1,079,500	13.55	0	0.00
283,898	303,227	304,491		8110	PERS-Retirement	318,453		318,453		0	
74,570	73,758	81,732		8120	Social Security/Medicare	82,582		82,582		0	
242,412	230,218	250,675		8140	Insurance	277,775		277,775		0	
5,044	4,955	5,342		8150	Unemployment	5,398		5,398		0	
27,902	21,947	32,052		8160	Workers Comp. Insurance	32,385		32,385		0	
1,638,801	1,620,099	1,742,680	13.55		Total Personal Services	1,796,092	13.55	1,796,092	13.55	0	0.00
2,592	3,193	5,000		8210	Office Supplies	5,000		5,000			
4,865	5,345	5,000		8220	Operating Supplies	5,000		5,000			
0	0	0		8225	Fuels & Lubricants	0		0			
8,882	9,046	8,500		8240	Software and Maintenance	8,500		8,500			
11,475	6,778	7,500		8250	Small Tools & Minor Equip.	10,000		10,000			
1,255	2,006	2,000		8310	Advertising & Printing	1,000		1,000			
5,391	5,938	7,000		8320	Photocopying	6,000		6,000			
3,469	2,636	4,500		8330	Postage	2,500		2,500			
11,244	10,670	11,000		8340	Telephone	11,000		11,000			
0	0	0		8350	Utilities	0		0			
2,528	4,740	2,500		8410	Dues, Memberships & Publ	5,000		5,000			
135	15,073	15,000		8420	Workshops and Conferences	16,000		16,000			
5,943	6,902	8,000		8430	Transportation	8,000		8,000			
253,923	270,293	350,000		8510	Professional Services	160,000		160,000			
0	0	0		8520	Medical Care	0		0			
48,363	34,294	35,000		8540	Contract Services	25,000		25,000			
39,453	0	25,000		8550	Contract - Other Public Agencies	15,000		15,000			
1,042	640	2,500		8580	Special Projects	5,000		5,000			
1,000	2,045	2,500		8610	Repairs and Maintenance	2,500		2,500			
1,191	260	1,500		8614	Vehicle Maintenance	1,500		1,500			
95,460	76,601	70,000		8670	Boarding Expense	35,000		35,000			
204,000	208,000	212,000		8810	Rental-interdepartmental	215,000		215,000			
3,700	3,900	4,000		8820	Insurance Interdepartmental	5,000		5,000			
65,905	75,642	63,701		8830	Management Services Interdept.	64,439		64,439			
44,783	49,141	50,893		8840	Information Services Interdept.	54,178		54,178			
816,599	793,143	893,094			Total Materials and Services	660,617		660,617		0	
0	0	0		8920	Buildings	0		0			
34,392	0	40,000		8944	Vehicles	0		0			
0	0	0		8948	Computers and Attachments	0		0			
34,392	0	40,000			Total Capital Outlay	0		0		0	
2,489,792	2,413,242	2,675,774	13.55		Total Department Expenses	2,456,709	13.55	2,456,709	13.55	0	0.00
Revenues											
28,474	3,270	20,000		6110	Federal Awards	0		0			
2,631,040	2,483,789	2,400,000		6130	State Operating Grants	2,000,000		2,000,000			
0	0	70,000		6130	State Operating Grant-Drug Court	60,000		60,000			
0	0	0		6170	Intergovernmental Local Govt.	0		0			
344,722	128,619	50,000		6300	Charges for Services	50,000		50,000			
14,440	7,323	15,000			Charges for Services - Rentals	0		0			
0	0	0		6600	Fines & Forfeitures	0		0			
0	0	0		6980	Donations	0		0			
882	50	2,500		6990	Miscellaneous	500		500			
0	0	0		7100	Proceeds from Sale of Assets	0		0			
3,019,558	2,623,051	2,557,500			Total Revenues	2,110,500		2,110,500		0	
Net Cost of Program											
529,766	209,809	(118,274)			Expenditures less Revenue	(346,209)		(346,209)		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
General Fund	Community Corrections		Community Service	
Program Description:				
The Polk County Community Service Program is a combination of in-custody inmate workers and out-of-custody community service workers that perform work within the community under the supervision and direction of Polk County Community Corrections.				
Program Goals or Objectives:				
<ul style="list-style-type: none"> ● Provide an alternative sentencing option to the courts. ● Allow clients the opportunity to make a positive contribution to the community. ● Allow clients the opportunity to develop work skills, life skills, and responsible attitudes. ● Provide ongoing targeted training in support of employee professional development and department mission. 				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Total Community Service Hours Worked	10,245	7,158	8,200	8,200
Total Inmate Community Service Hours Worked	0	280	1,400	1,400
Total Buyout Hours	14,435	8,185	8,333	8,333

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
470 Community Service Diversion	(Divn)
457 Community Corrections	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24				
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
0	0	0	0.00	8010	Clerical/Admin. Specialist	0	0.00	0	0.00		
134,028	88,353	121,667	3.00	8020	Laborer	125,000	3.00	125,000	3.00		
0	0	0	1.00	8030	Professional/Technical	0	0.00	0	0.00		
58,895	60,372	62,500		8040	Management/Supervisory	63,000	1.00	63,000	1.00		
0	1,532	5,000		8080	Temporary/Part-Time	2,500		2,500			
156	1,412	500		8090	Overtime	1,500		1,500			
193,079	151,669	189,667	4.00		Total Salaries	192,000	4.00	192,000	4.00	0	0.00
45,161	42,245	54,055		8110	PERS-Retirement	54,720		54,720		0	
14,589	11,983	14,510		8120	Social Security/Medicare	14,688		14,688		0	
54,529	30,267	78,000		8140	Insurance	62,000		62,000		0	
994	796	948		8150	Unemployment	960		960		0	
6,610	4,235	7,587		8160	Workers Comp. Insurance	7,680		7,680		0	
314,962	241,195	344,767	4.00		Total Personal Services	332,048	4.00	332,048	4.00	0	0.00
0	19	0		8210	Office Supplies	0		0		0	
10,397	8,946	7,500		8220	Operating Supplies	7,500		7,500			
103	24	500		8225	Fuels & Lubricants	250		250			
3,600	3,600	3,500		8240	Software & Maintenance	3,750		3,750			
4,774	3,766	4,000		8250	Small Tools and Minor Equip	3,000		3,000			
0	0	100		8310	Advertising and Printing	100		100			
86	58	200		8320	Photocopying	200		200			
0	0	0		8330	Postage	0		0			
2,815	2,160	3,000		8340	Telephone	3,000		3,000			
0	0	0		8350	Utilities	0		0			
5,120	5,579	7,500		8360	Insurance	7,500		7,500			
0	180	500		8420	Workshops and Conferences	500		500			
16,946	14,702	15,000		8430	Transportation	16,000		16,000			
0	0	0		8510	Professional Services	0		0			
0	0	0		8520	Medical Care	0		0			
7,496	1,795	6,000		8610	Repairs and Maintenance	6,000		6,000			
115	0	1,000		8614	Vehicle Maint. - Gen. Svcs.	1,000		1,000			
6,000	6,000	7,000		8810	Rent Interdepartmental	7,500		7,500			
1,300	1,500	1,600		8820	Insurance Interdepartmental	1,750		1,750			
13,793	13,410	14,188		8830	Management Services Interd	15,002		15,002			
3,090	3,177	3,563		8840	Information Services Interdep	5,156		5,156			
75,635	64,916	75,151			Total Materials and Service	78,208		78,208		0	
0	0	0		8944	Vehicles	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
390,597	306,111	419,918	4.00		Total Department Expenses	410,256	4.00	410,256	4.00	0	0.00
Revenues											
28,463	17,398	25,000		6110	Federal Awards	25,000		25,000			
0	0	50,000		6130	State Operating Grants	50,000		50,000			
231,977	198,530	215,000		6300	Charges for Services	155,000		155,000			
0	0	0		6600	Fines and Forfeitures	0		0			
0	200	0		6990	Miscellaneous	0		0			
260,440	216,128	290,000			Total Revenues	230,000		230,000		0	
Net Cost of Program											
130,157	89,983	129,918			Expenditures Less Revenue	180,256		180,256		0	



POLK COUNTY

COMMUNITY CORRECTIONS

820 SW CHURCH ST SUITE 100 ★ DALLAS, OREGON 97338-5326
(503) 623-5226 ★ FAX (503) 623-5326

JODI MERRITT
DIRECTOR

LEE WARREN
SUPERVISOR

23-24 Budget Committee Overview – Community Corrections / Community Service

Community Corrections:

Overview:

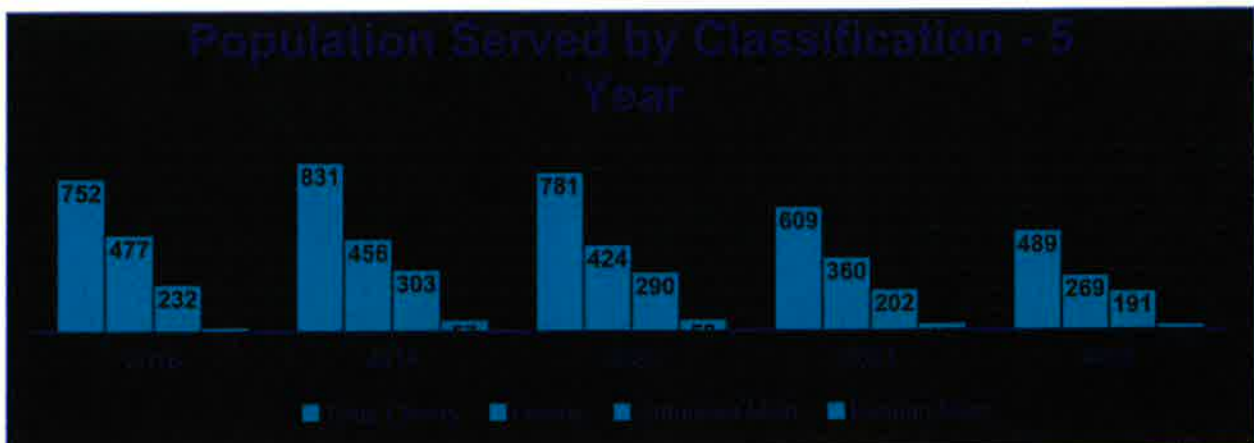
Community Corrections monitors adult felony and misdemeanor Justice Involved Individuals (JII) placed on probation by the Court, placed on Local Control post-prison supervision or released from prison on parole or post-prison supervision by the Board of Parole and Post-Prison Supervision. Supervision services assist in holding JII's accountable to the conditions of their supervision, while providing resources and support to assist with prosocial reintegration and involvement within the community.

Program Goals / Objectives:

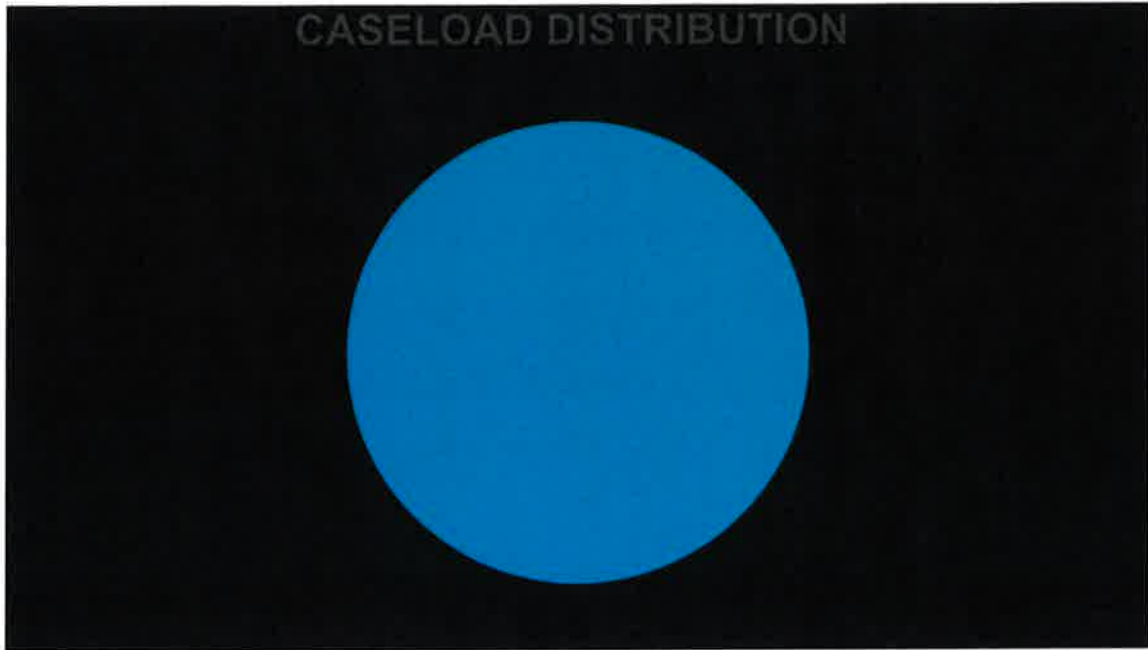
- Provide a necessary balance of public safety, accountability and competency development through the use of evidence-based supervision practices and programs.
- Focus on the use of detailed assessments and behavioral change plans in overall supervision.
- Use appropriate intervention/sanctions and services to reduce risk and promote behavioral change.
- Assist law enforcement through the appropriate monitoring of Justice Involved Individuals within our community.

Parole/Probation Services:

- We currently supervise approximately 467 Justice Involved Individual's (256 Felony / 210 Misdemeanor) with 9 full-time Parole/Probation Officers (PPO).
- Demographics are predominately male at 79% and female at 21% of the population.
- State funded population includes all felony cases and select misdemeanors (PCS, Sex Abuse 3, Assault 4 and Harassment constituting Domestic Violence). With the passage of M110, misdemeanor PCS cases will phase out.



- Caseloads for Med/High risk average 43 clients/PPO, which is a decrease from last year's average of 57 clients/PPO. Though caseload sizes have decreased, this has provided an opportunity for the department to focus on essential assessments, case planning and skill building with our high risk/high need clients.
- Caseloads are assigned based on type of crime, program involvement, risk level and location of residence.



- General Geographic Caseloads – Geographic caseloads incorporate all Med/Hi risk clients that are not under one of our specialized caseloads.
- Domestic Violence Caseload – Monitors clients currently under supervision for a domestic violence charge. Currently we have one probation officer assigned to this population who has undergone specialized training. This officer works closely with the statewide Family Violence Supervision Network (FVSN) to remain up to date on supervision strategies.
- Sex Offender Caseload – Monitors clients currently under supervision for a sex offense. This officer works closely with sex offender treatment and polygraph service providers to monitor client compliance. This officer works closely with the statewide Sex Offender Supervision Network (SOSN) to remain up to date on supervision strategies.
- Drug Court – Currently one PPO supports our partnership with the Polk County Drug Court program. This population requires an increased level of supervision and contacts, requiring a smaller caseload of clients to supervise.
- Mental Health Caseload – Monitors clients who present as high need for mental health intervention and their criminal activity can be directly related to their illness. This position works in collaboration with Polk County Behavioral Health to target risk/needs that are individual to each client.

- Reduced Supervision Caseload – A Caseload Specialist is assigned to monitor this caseload, in collaboration with the PO Supervisor. This caseload is comprised of low risk clients and primarily focuses on condition compliance.
- Intake – The Caseload Specialist, in collaboration with the PO Supervisor, is responsible for overseeing the intake process to include risk assessments, condition compliance and general supervision expectations.
- Prison Reach-in's – Individuals releasing from prison develop a Release Plan in partnership with their Prison Release Counselor and assigned probation officer. Our officers work closely with the prisons to engage the client prior to release and assist in transitioning the client from prison to the community. These plans usually include housing, treatment, employment, and other resources necessary for client success upon release.

Programs / Services:

- Caseload Specialist – A portion of this position is currently funded through Justice Reinvestment and provides the following:
 - Housing oversight – This position oversees our contract with River of Life to provide 18 transitional housing beds (12 male and 6 female). In addition, we have 3 beds available in our housing unit that provide short term housing options.
 - Employment – Works with clients to identify available employment opportunities within the community, in addition to assisting with applications and resumes.
 - Oregon Health Plan Assister – This position provides assistance to clients in obtaining or reinstating their Oregon Health Plan coverage.
 - Statistics – Maintains appropriate statistics for the office.
- Sex Offender Treatment and Polygraph services are contracted with local providers to assure clients are able to access necessary treatment and services to maintain probation compliance.
- Polk County Behavioral Health (PCBH) – Substance Use and Mental Health Treatment. We work closely with PCBH to provide supportive services to our clients; working toward collaborative case planning and client support.
- Defendant Analysis Report (DAR) – The DAR assessment provides additional information on presumptive prison Measure 57 offenders to assist with identifying the right individuals to send to prison while diverting low risk offenders to community programming and/or supervision.

Additional Department Update:

- Collaborative Case Planning – We are continuing to focus on collaborative case planning and behavioral change plans. These provide offender skill building and goal development for future success.
- Ongoing training and implementation of gender specific risk assessments. These are used to drive our supervision strategies and help probation officers focus on dominant risk factors.

Community Service:

Overview:

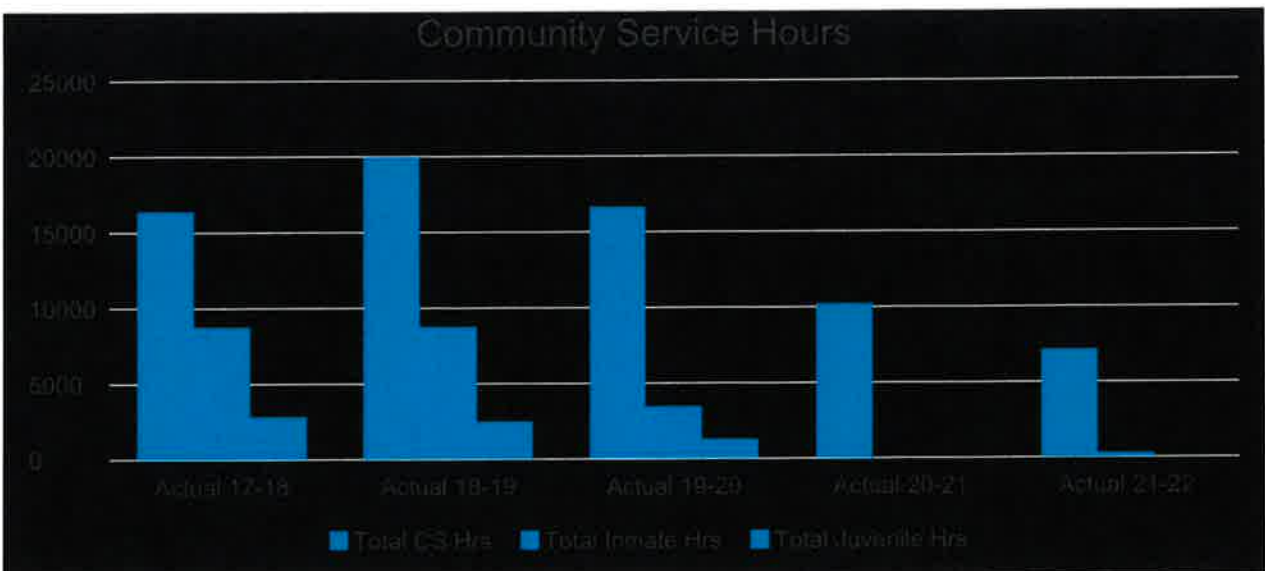
The Polk County Community Service Program is a combination of in-custody inmate workers and out-of-custody community service workers that perform work within the community under the supervision and direction of Polk County Community Corrections.

Program Goals / Objectives:

- Provide an alternative sentencing option to the courts.
- Allow clients the opportunity to make a positive contribution to the community.
- Allows clients the opportunity to develop work skills, life skills, and responsible attitudes.
- Provide ongoing targeted training in support of employee professional development and department mission.

Services:

- Provide daily Inmate Crews provided through the Polk County Sheriff's Office; Community Service crews for clients, both court ordered and/or sanctioned under community supervision.
 - Due to COVID-19, Inmate and Juvenile work crews were suspended. Inmate work crews have been reinstated. Juvenile work crews have not been reinstated.
- Community Service buy-out option – eligible adult clients are permitted to buy-out their Community Service hours in lieu of working the hours. Currently we are averaging approximately 8,000 hours/year of buy-out.
- Complete a variety of jobs/projects:
 - Roadside Litter Removal – ODOT Contracts
 - Dumpstoppers Program / Noxious Weed / Tire Disposal – BLM Contracts
 - County Park Maintenance / Graffiti Removal
 - Wood Program / Tree Removal
 - Public Works / Chipping / Bridge Work





POLK COUNTY

JUVENILE DEPARTMENT

820 SW CHURCH ST SUITE 101 ★ DALLAS, OREGON 97338-5326
(503) 623-2349 ★ FAX (503) 831-3013

JODI MERRITT
DIRECTOR

SUPERVISOR

23-24 Budget Committee Overview – Juvenile Department

Overview:

Juvenile Department provides a continuum of services to youth and their families that emphasizes accountability, community safety, and personal change.

Program Goals / Objectives:

- Provide evidenced based supervision strategies to youth referred to the department.
- Assess the risk levels of youth referred to determine the appropriate and necessary services.
- Monitor and supervise mandated conditions imposed by the court, Juvenile Department staff, or Sanction Court.
- Provide ongoing targeted training in support of employee professional development and department mission.

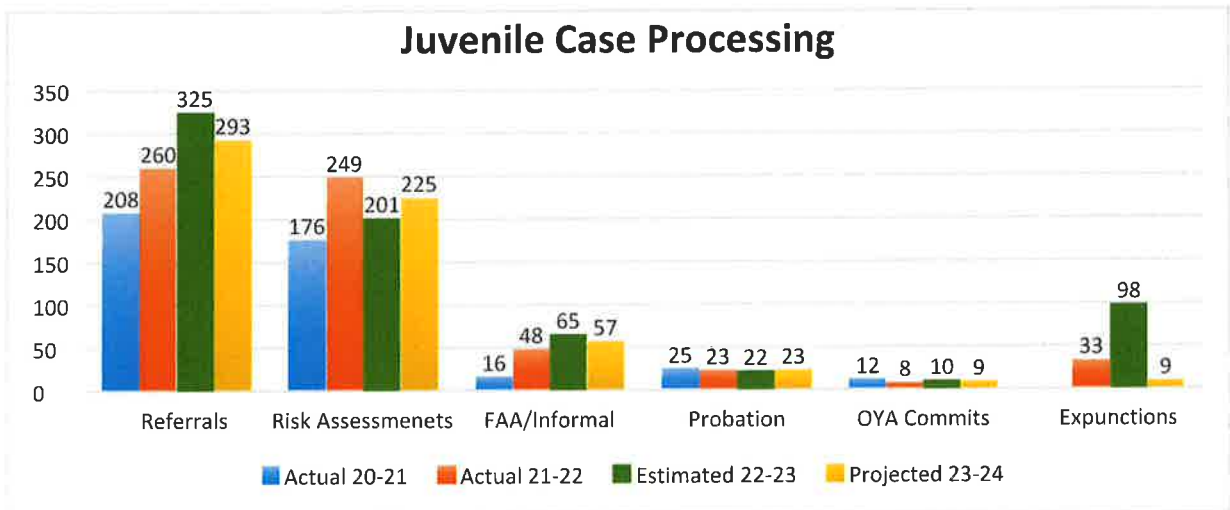
Juvenile Case Processing:

- The Juvenile Department receives police reports from numerous agencies around the State, but primarily from those agencies serving Polk County, alleging that youth have committed a crime or other law violation. Upon receiving a referral, Juvenile Probation Officers complete a Juvenile Crime Prevention Risk Assessment which guides them in addressing appropriate risk and protective factors in an effort to utilize evidence based, best practices programming in juvenile justice to reduce recidivism.

Youth may be processed on an informal basis through our Sanction Court diversion program, or by being placed on a Formal Accountability Agreement (FAA) which is a contract between the youth and the Department. If a youth's behavior, risk level, or other extenuating circumstances warrant, a petition may be filed and the youth may proceed to court for formal adjudication and probation. Ultimately, if a youth is unable to be safely supervised in the community, they may be committed to the Oregon Youth Authority for placement in a residential treatment program or a youth correctional facility.

Finally, the Juvenile Department is responsible for initiating and completing the expunction of any informally supervised youth (Sanction Court or FAA). Youth who have been adjudicated are required to go through a more formal expunction process with the Court.

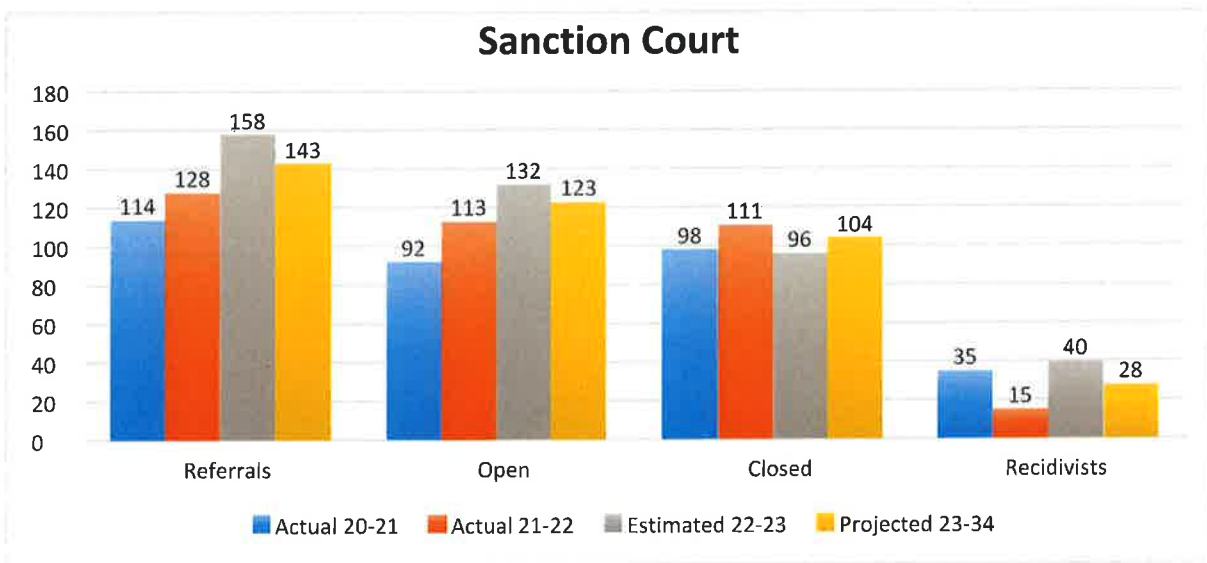
Processing	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Referrals	208	260	325	293
Risk Assess.	176	249	201	225
FAA/Informal	16	48	65	57
Probation	25	23	22	23
OYA Commits	12	8	10	9
Expunctions	N/A	33	98	110



Programs:

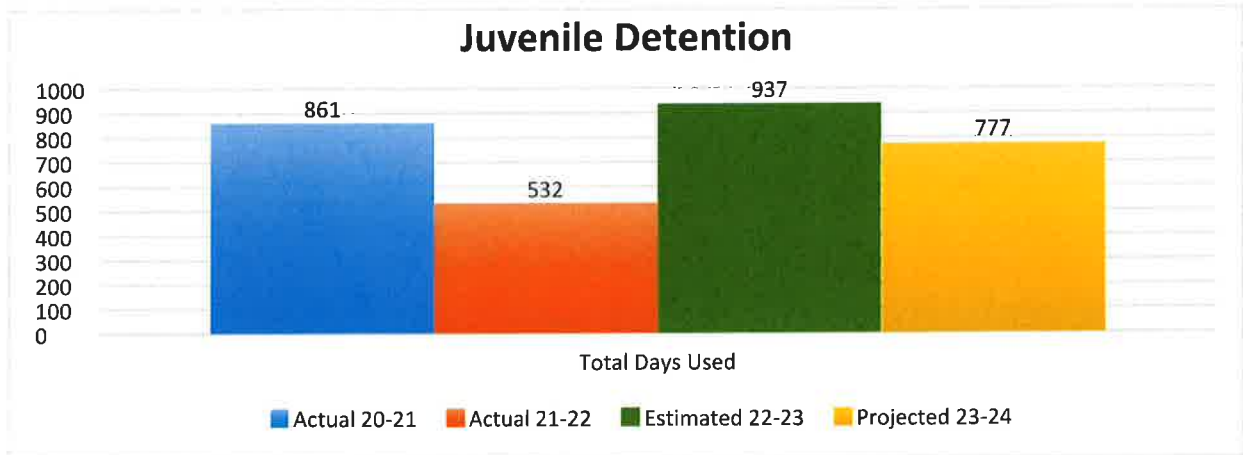
- **Sanction Court Program** – Sanction Court is our primary diversion program which focuses on early intervention in an attempt to decrease recidivism and increase accountability to first time offenders for their crimes. Currently, Sanction Court is operating in the communities of Dallas and Monmouth/Independence and remains the largest caseload in the Juvenile Department.

Sanction Court	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Referrals	114	128	158	143
Open	92	113	132	123
Closed	98	111	96	104
Recidivists	35	15	40	28



- **Juvenile Detention** – The Juvenile Department currently contracts for four (4) juvenile detention beds with the Yamhill County Juvenile Detention Center in McMinnville. In addition to these four (4) beds, do have the ability to utilize overflow beds as needed. These detention beds are used for detaining youth who meet the statutory requirements for pre-adjudication detention, or as ordered by the Court.

Detention	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Detention Days	861	532	937	777



- **Future focus and goals** – The Juvenile Department is committed to providing a continuum of services to youth and their families that emphasize accountability, community safety, and personal change. This will be accomplished by providing staff with ongoing targeted training and professional development that will enhance their skills in working with the complex issues faced by the adolescent population. By continuing to remain informed of trends in juvenile justice, emphasizing comprehensive risk assessment, and by implementing effective caseload management and supervision techniques, we believe that we can positively impact the livability of Polk County by reducing recidivism. We look forward to continuing our existing programs and looking for opportunities to expand our involvement in early intervention efforts.



Community Corrections Biennial Review

County: **Polk**

Biennium: **2021-2023**

Review Period: **July 2021-June 2022**

Report Date: **December 20, 2022**

This biennial report was produced by the Oregon Department of Corrections in accordance with ORS 423.540 and is intended to assess and document county compliance with the provisions of its Intergovernmental Agreement (IGA) and Community Corrections Plan pursuant to ORS 423.525. All data used to compile this report reflects work completed during the review period unless otherwise indicated, and was either derived from CIS, OMS or discovered in a manual review of randomly selected client files. Review results are used to establish trends and to assist DOC in targeting technical assistance and other resources to county community corrections agencies. Graphical representation of some data contained in this report can be found in the included *Appendix*.

COUNTY INFORMATION

At the time of this report, Polk County represented 1.43% of the statewide client population, which ranks 16th among the 36 counties, although they are 13th in the state for total county population. Similar to what was experienced statewide, Polk County saw a decline in its overall population as a result of the pandemic. At the time of this report, the population decline has stabilized although all populations remain well below pre-pandemic levels.

REVIEW AREAS

	Description	IGA Reference
I. Data Entry	Complete, accurate and timely CIS entry; Participation in OPS, ISIS, OMS, OIS, LEDS, EPR and ICOTS	V.G, K-L
II. Correctional Program Reviews	Engagement with funded programs scoring <i>Moderate</i> or <i>Low Adherence</i> to EBP	V.M
III. OAR Compliance	Adherence to OAR 291.019, 031, 058, 078, 180 and 209	V.E(1-20)
IV. Biennial Plan Adherence	Expenditures consistent with Community Corrections Plan. Plan modification process followed as needed.	III, VII.E
V. Continuum of Sanctions	Variety of sanction options used in response to violations	V.D
VI. Community Corrections Goals	Reduction in criminal behavior; BOPPPS and LSA conditions enforced; Assist clients to change; Reparation to victims and community	V.C(1-4)

FINDINGS

I. Data Entry

Complete, accurate and timely data entry at the county level is a critical component of effective supervision of clients in the community. Apart from the *direct* measures of data entry listed below, the overall quality of the data used in evaluating a county's performance in all areas of its IGA is, in part, a function of local data entry practices. The better the data entry at a local level, the more accurate the information contained throughout this report will be. Therefore, any concerns regarding the information contained in this report may first warrant review and validation of local data entry practices.

Sound data entry practices begin with ongoing training and awareness of data entry expectations. For this reason, the report begins with an assessment of CIS data entry practices in key areas. Where possible, specific error information will be provided to the county for correction.

- **Admissions/Offenses:** 213 of 228 (93%) admissions were entered in 14 days or less from sentencing date. 20 records were randomly selected for further review and the following was discovered: 4 of 5 Probation/Conditional Discharge records contained an error; 3 of 5 Leave records contained an error; 3 of 5 PPS records contained an error; 1 of 5 LC records contained an error. In total, 9 of 20 records reviewed (45%) were error free. A review of commutation records data entry found 8 of 12 (67%) records reviewed were error free.
- **Released not admitted:** A 44-week average taken in 2021-22 revealed 0.02 records per week released but not admitted timely and 0.09 records per week not released timely.
- **EPRs:** 18 of 20 (90%) EPR records reviewed contained no errors. Errors are based on reviewing name, record type, date of expiration, NCIC/offense, and PO.
- **Employment:** A one-day snapshot of the Polk County client population in 2022 revealed only 17 (7%) clients lacking an employment entry in CIS. 'No entry' also includes records for those whose most current employment data is over one year old. Polk County is well-below the statewide average for non-entries and is commended for their effort in keeping records up to date.
- **Treatment:** A one-day snapshot of the Polk County client population in 2022 showed 58 clients enrolled in treatment, 46 of whom were High or Medium supervision level. A review of treatment records revealed 21 clients who had been referred to treatment but did not have an entry date. The average length of time elapsed since referral was 240 days. 10% (but not less than five) of open treatment referrals were randomly selected for further review. Three of the records selected for review are accurate with the adults on supervision still pending entry into treatment. One of the records reviewed does not include recent information in the chronos regarding treatment. The final record indicates the individual has started treatment and should be updated.
- **Response to OTTO/PSC Notification:** A one-day snapshot of the OTTO Report during the review period revealed 0 offenders had a R codes that were not responded to within 10 days. It appears Polk County assigns someone to run the CC OTTO report and makes sure the assessments are completed.
- **Structured Sanction Entry/Completion:** The following counts of open sanctions over 30 days old were taken from the quarterly snapshots for this reporting period: 10/01/21 = 6 of 9 (oldest 136 days); 01/02/22 = 3 of 7 (oldest 157 days); 4/01/22 = 1 of 4 (oldest 107 days); 7/01/22 = 3 of 6 (oldest 304 days).
- **Treatment Directory Maintenance:** The FAUG Rep Manual recommends review and update of provider information every 6-12 months. There was a total of 27 programs listed in the Treatment Provider module in CIS for Polk County, of which 9 had active assignments attached. 13 programs were updated during this reporting period per audit stamps. This does not mean the remaining were not reviewed and are not up to date.

Recommendations – Data Entry:

- ***CIS: Be careful to choose the correct ORS. Add all abscond movement to movement history. Add all special conditions to offenses, but not those that were not ordered. Double check PPS length to ensure accuracy and ensure POST to location matches your own. Add the ordered and correct condition type during leave period. Be sure dates that are supposed to match, do (offense, movement, caseload). Do not close L lines beyond max dates.***
- ***EPR: Keep record type and PO fields updated.***
- ***Standardizing the practice of reviewing and updating employment and treatment records when entering each monthly report is an efficient way to ensure records remain up to date.***
- ***The 'Sanctions in Status other than Complete' report that is sent out monthly with all current open sanctions listed by caseload, should be sent to POs with instructions to clean them up. Sanctions should be sent to the Sentencing Authority (such as the Board) immediately. Probation and Local Control PPS sanctions should be completed as soon as the process (not the sanction length) has been done.***
- ***Recommend Treatment Provider module review as there are 18 programs without active assignments.***
- ***Polk County is encouraged to prioritize participation in the FAUG user group meetings where best practices in data entry on these modules are often discussed.***

II. Correctional Program Review Process

ORS 182.515-525 requires 75% of state funded correctional programs to be evidenced-based, and OAR 291-031-0320 requires evaluation of correctional programs for fidelity to the principles of evidence-based practices. If a program fails to meet compliance standards in two consecutive evaluations, a formal written action plan shall be prepared by the local community corrections director or designee within 90 days of the receipt of the final report.

- **Program Evaluations:** Three county correctional programs are supported with state funds. No reviews were conducted in the CCR timeframe. All programs are scheduled or will be scheduled for review in the current CCR timeframe.

III. Oregon Administrative Rule (OAR) Compliance

Counties are required to follow all OARs applicable to community corrections, including but not limited to **Chapter 291**

Division:

- **019 (Transfer):** A one-day snapshot taken in 2022 revealed 84% of clients on supervision in Polk County reside within the county; 15% reside outside of the county; and 0% are unknown. Client location is based on the zip code found in the address field of CIS. A random selection review of high and medium clients on the *Out of County* list showed that clients were either in process of an IRT to the county of residence or the address of record lies on a border with another county and shares a zip code with that county. A review of the client on the *Unknown* list revealed that the client was in out of state custody.
- **058 (Structured, Intermediate Sanctions):** 1% (but not less than five total) of clients who were given sanctions during the review period were randomly selected for further review using a random number generator. Polk County was asked to provide Notice of Rights on five randomly selected client files (14 sanctions total). Of the sanctions and Notice of Rights reviewed all were of appropriate length according to the Administrative Sanctioning grid. One sanction reviewed did not have a Notice of Rights date entered into CIS. Lastly, it appears a supervision level override to low (unavailable for supervision) was not removed prior to sanctioning on one individual.
- **078 (Case Management System): Contact Standards:** Polk County has established contact standards for all levels of supervision. The graphs included in the appendix illustrate the number of measurable contacts completed compared to the minimum measurable contacts for each supervision level established by the county. Measurable contacts are defined as “demonstrative of compliance with OAR & IGA, support public safety, and aim to provide opportunities to affect behavior change.” While it is recognized that not all contacts are initiated by the community corrections agency, prioritization of supervision resources should be based primarily on supervision level. For this review, we looked at the minimum measurable contacts required for each supervision level of adults who were on active (not outcount) supervision in Polk County for the entire review period. There were 2,513 measurable contacts across all supervision levels recorded for this review period. The statewide averages for the percentage of minimum contacts required that were completed are 50% for highs, 73% for mediums, and 47% for lows. An evaluation of the data revealed Polk County did not meet the minimum contact standards for any level of supervision. 1,625 contacts were required during the review period for high-supervision level clients with 984 completed (61% completion rate), 3,037 contacts were required for medium-supervision level clients with 1,082 completed (36% completion rate), and 1,226 were required for low-supervision level individuals with 447 completed (37% completion rate). Polk County is clearly prioritizing supervision focus on the highest risk population, exceeding the statewide average. They are, however, below the statewide average in meeting minimum contact standards for medium and low-supervision level adults on supervision.

LS/CMI Initial and Reassessment: Polk County had 127 admissions in the review period, 94 of which required the completion of an LS/CMI or WRNA. Of those, 62 received an assessment within the first 60 days, 19 received an assessment more than 60 days after admission, 7 were still awaiting completion of the assessment at the time of the data pull, and 6 assessments were not done before the admission cycle closed. In early 2022, there was a concerted effort by counties to improve timely completions of LS/CMI and WRNA assessments. During the first half of the review period, Polk Co had completed 60% within the first 60 days of admission and improved to 70% in the second half. In a one-day snapshot, there were 26 clients with a High or Medium supervision level that were either due or overdue for an LS/CMI or WRNA reassessment.

Case Plans: Initial case plan creation is an automatic function of LS/CMI or WRNA completion. The work of establishing targeted interventions, risk reduction strategies and plans of action with timelines, however, is conducted collaboratively with the client using the Behavior Change Plan (BCP) component of the case plan in OMS. OAR 291-078 revisions are underway in an effort to further clarify expectations and provide an improved framework for proper case plan and BCP creation and usage. Minimal BCP criteria should include identification of the following: targeted Need based on LSCMI/WRNA results, stage of change, specific problem statement, and SMART goal. Uncompleted LS/CMI and WRNAs may include clients who were not given an assessment due to their crime.

PSC/Proxy within 60 Days of Admission: 165 (99%) admissions had a PSC/Proxy completed within 60 days and 2 (1%) took longer than 60 days to complete.

- **180 (Interstate Compact):** According to ICAOS data, Polk County met or exceeded federal compliance standards (80%) in 6 of the 6 areas during 2021. Case Closures (8) = 100%; Violation Responses (1) = 100%; Case Closure Replies (2) = 100%; Requested Progress Reports (2) = 100%; Transfer Reply (11) = 100%; Reply for Reporting Instructions (11) = 100%.
- **209 (Earned Discharge):** In the review period, 117 sentences were eligible for Earned Discharge review in Polk County. Of those, 38 (32.5%) have been terminated to EDIS since reaching the eligibility review date.

Recommendations – OAR Compliance:

- **Recommend confirm NOR dates are entered in CIS on all sanctions. Recommend supervision level overrides be removed prior to sanctioning if appropriate.**
- **Recommend review of contact standards to ensure they reflect the supervision goals of the agency.**
- **Recommend a review of local practices around use of case plans and BCPs in OMS and ensure a plan is established to achieve compliance with above criteria in the coming biennium; participation in new or refresher training pertaining to use of the Case Plan module in OMS is advised.**
- **Local EDIS process should be reviewed and strategies for increasing usage developed.**

IV. Biennial Plan Adherence

The overall findings contained in this report are the best evidence of Polk County's adherence to its Biennial Plan. Polk County's approved 2021-23 Biennial Plan contained all components as outlined in statute and IGA. A review of the plan in concert with the data utilized for this review indicates that generally the county is administering their program and utilizing their Grant in Aid funds in accordance with their plan.

Recommendations – Biennial Plan Adherence: *If the county has made any change or alteration to the current plan, such as a program change with no accompanying fiscal change or a movement of state grant-in-aid funds from one program to another, a plan modification request to DOC may be required.*

V. Continuum of Sanctions

- **Interventions v. Sanctions:** The number of sanctions imposed in the review period outpaced the number of interventions imposed during the reporting period indicating the county may not consistently attempt to address behavior in a systematic fashion, beginning with low level responses first before escalating to more custodial type responses. Combined there were 257 behavior responses, 205 (80%) of which were sanctions and 52 (20%) were interventions. A single intervention or sanction report may include more than one response so the numbers of intervention or sanction types listed below may not match the number reflected above.
- **Intervention Type:** The most common intervention type utilized during the review period was VRPR (29), followed by OUTX (14) and WRPR (14). Intervention types utilized the least were CURF (1) and DTOX (1).
- **Sanction Type:** The most commonly used sanction during the review period was JAIL, accounting for 173 (84%) of the total sanctions imposed, followed by CSWK 15 (7%). It should be noted that 4 sanctions imposed during this time did not indicate the response given.
- **Sanctions by Status:** During the review period, 92% of those sanctioned were on Parole/PPS and 8% were on probation.
- **Sanctions by Supervision Level:** 111 (54%) of those sanctioned in the review period were high, 68 (33%) medium, and 26 (13%) were low.
- **Jail Sanction Days:** Of the 173 JAIL sanctions imposed during the review period, the vast majority (135 or 78%) were for 20 days or less. The most commonly imposed length of jail sanction was 7 days, accounting for 23 or 13%.
- **Jail Sanctions by Supervision Level:** High supervision level clients represent 94 (54%) jail sanctions imposed in the review period, 56 (32%) for medium, and 23 (13%) for low clients.
- **Jail Sanction Length by Supervision Level:** The average length of stay for high supervision level was 16 days, medium was 15 days and low supervision level was 17 days.

Recommendations – Continuum of Sanctions:

- **Polk County should review the length of stay data to determine why low supervision level clients are, on average, receiving longer jail sanctions than their high and medium counterparts.**
- **The county should review its data entry practices for interventions to ensure that data is truly reflecting local case management practices.**

VI. Community Corrections Goals

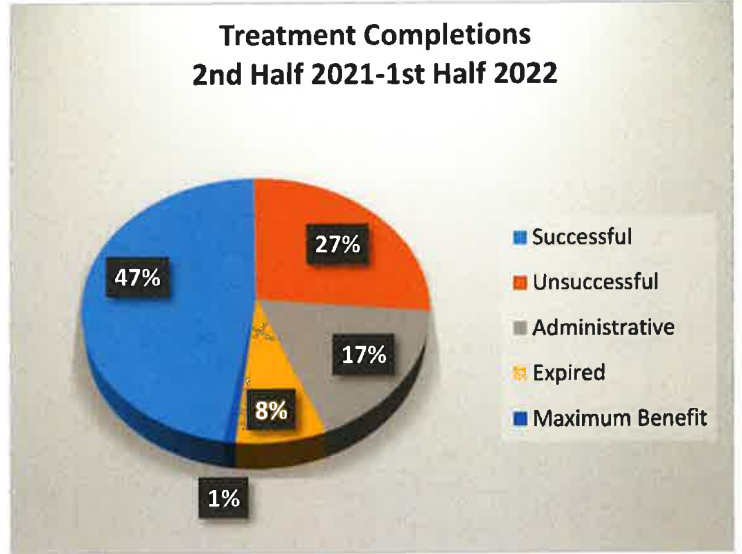
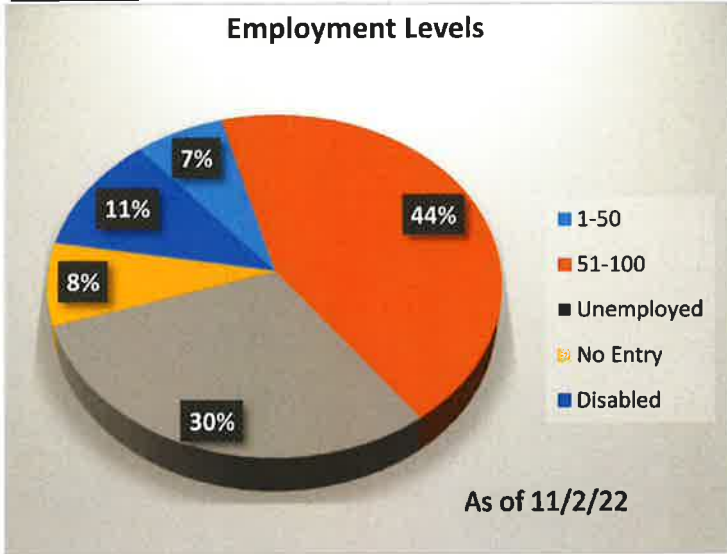
Community corrections goals for the period of this report include reducing criminal behavior; enforcing Court, Board of Parole and Post-Prison Supervision, and Local Supervisory Authority Orders; assisting clients to change; and providing reparation to victims and the community. It is recognized that indicators directly associated with these goals are largely reflective of a combination of factors pertinent to the overall criminal justice system including but limited to Courts, correctional facilities, and community corrections agencies. Indicators for the supervised population in Polk County include the following:

- **Reduce Criminal Behavior:** Indicators of this goal include recidivism, as measured by arrest, conviction, or incarceration for a new crime, for both probation and parole/PPS populations. Because recidivism is calculated over a 3-year period for a given cohort, the data below is reflective of those admitted to community supervision during the indicated cohort timeframes.
Probation Recidivism is measured from initial admission to probation, tracking for 3 years from admission. The cohort representing the 2nd Half of 2018 recidivated at a rate of 40.6% for arrest, 30.4% for conviction, and 4.3% for incarceration. Statewide recidivism was 47.8%, 39.4%, and 11.3% respectively. For the 1st Half 2019 cohort, the rates were 46.2% for arrest, 40.0% for conviction, and 10.8% incarceration. Statewide recidivism for this population was 45.7%, 38.5%, and 11.9% respectively.
Parole/PPS Recidivism is measured first release to parole/PPS supervision, tracking for 3 years from release. The cohort representing the 2nd Half of 2018 recidivated at a rate of 35.8% for arrest, 32.1% for conviction, and 15.1% for incarceration. Statewide recidivism was 52.7%, 36.9%, and 13.9% respectively. For the 1st Half 2019 cohort, the rates were 40.6% for arrest, 34.4% for conviction, and 25.0% incarceration. Statewide recidivism for this population was 51.4%, 35.5%, and 13.1% respectively.
- **Enforce Court, Board of Parole and Post-Prison Supervision, and Local Supervisory Authority Orders:** Indicators of this goal include the percent of positive case closures for both probation and parole/PPS. Positive case closure is measured by the number of clients who were successfully discharged from supervision compared to those who were revoked during the same time period.
Probation: During the 2nd Half of 2021, 53.4% of probationers were closed out positively and 69.45% during the 1st Half of 2022. Statewide for this population was 66.2% and 64.8% respectively.
PPS: During the 2nd Half of 2021, 79.1% of PPS clients were closed out positively and 82.4% during the 1st Half of 2022. Statewide for this population was 73.8% and 69.8% respectively.
- **Assist Clients to Change:** Indicators of this goal include employment rates for clients on supervision and substantial compliance with treatment requirements.
Employment: During the 2nd Half of 2021, 59% of those on supervision were reported as being employed and 59.9% during the 1st Half of 2022. Statewide for this population was 57.5% and 58.7% respectively. In a one-day snapshot of the client population, a total of 132 clients were listed as having some level of employment (between 1 and 100% employed). 78 clients were listed as unemployed and 29 are listed as disabled or retired.
Treatment: During the 2nd Half of 2021, 32.6% of those on supervision in the county were participating in treatment programming and 32.3% during the 1st Half of 2022. Statewide for this population was 29% and 29.3% respectively. During the review period, 134 treatment records were closed successfully, 76 were closed unsuccessfully, 50 were closed administratively, 22 were closed to expiration, and three reached the maximum benefit.
- **Provide Reparation to Victims and Community:** Indicators of this goal include the average percentage of restitution and compensatory fines collected that are owed to victims and the average percentage of community services hours provided by clients for those who discharged supervision during the reported timeframe.
Restitution Collection: During the 2nd Half of 2021, on average 26% of restitution was collected and 39.6% during the 1st Half of 2022. Statewide average restitution collection was 22.6% and 20.9% respectively.
Community Service Work Completion: During the 2nd Half of 2021, on average 57.9% of community service work was completed and 37.4% during the 1st Half of 2022. Statewide average community service work completion was 30.6% and 31.2% respectively.

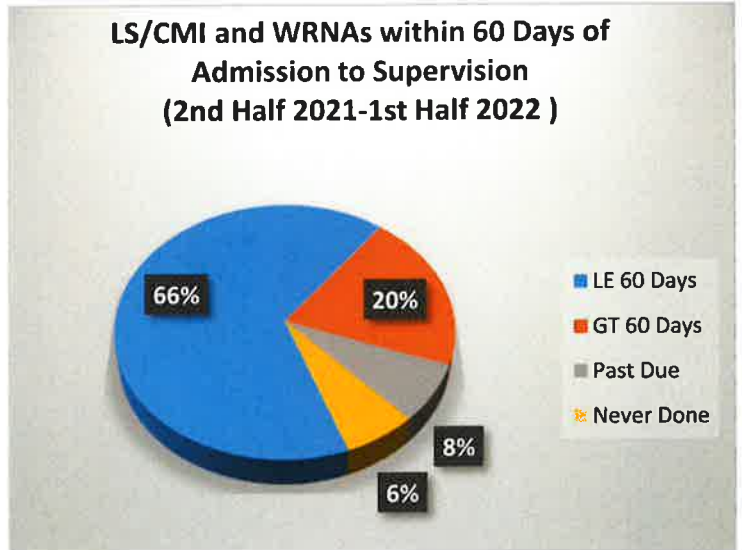
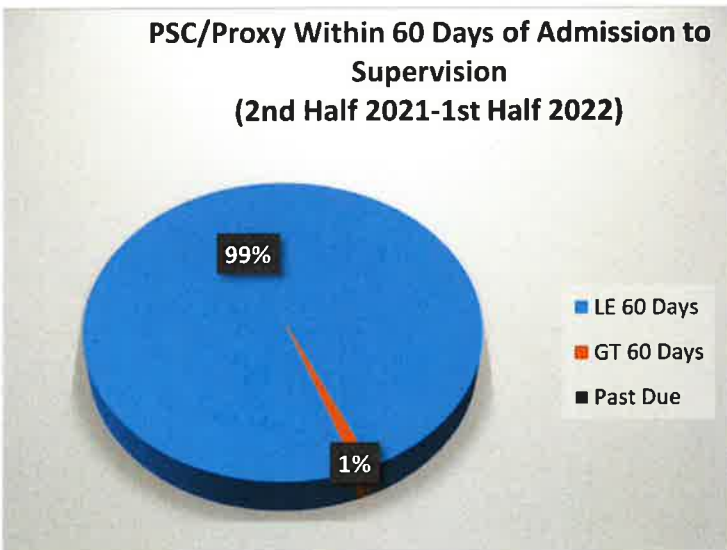
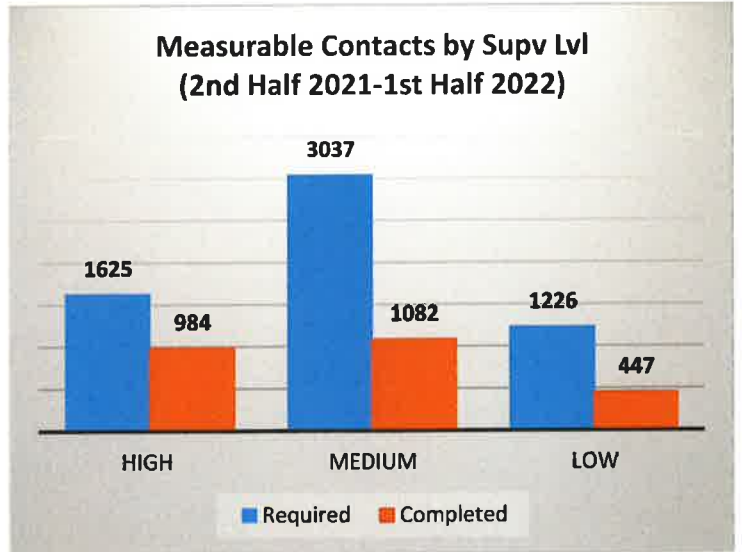
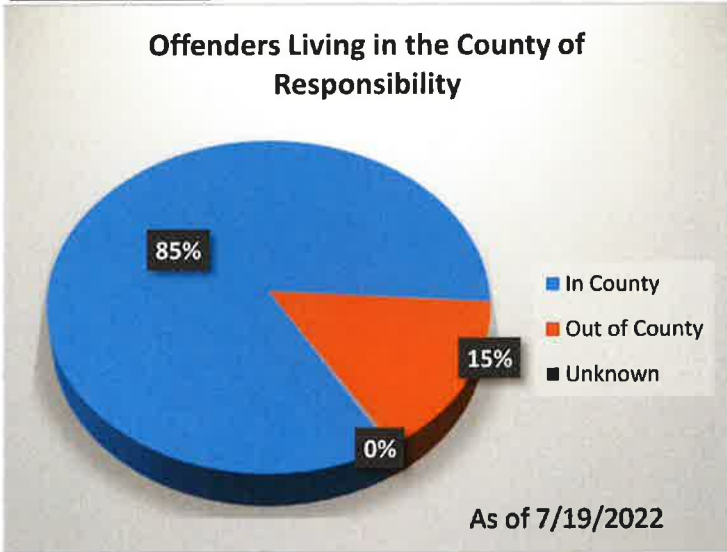
Recommendations – Community Corrections Goals:

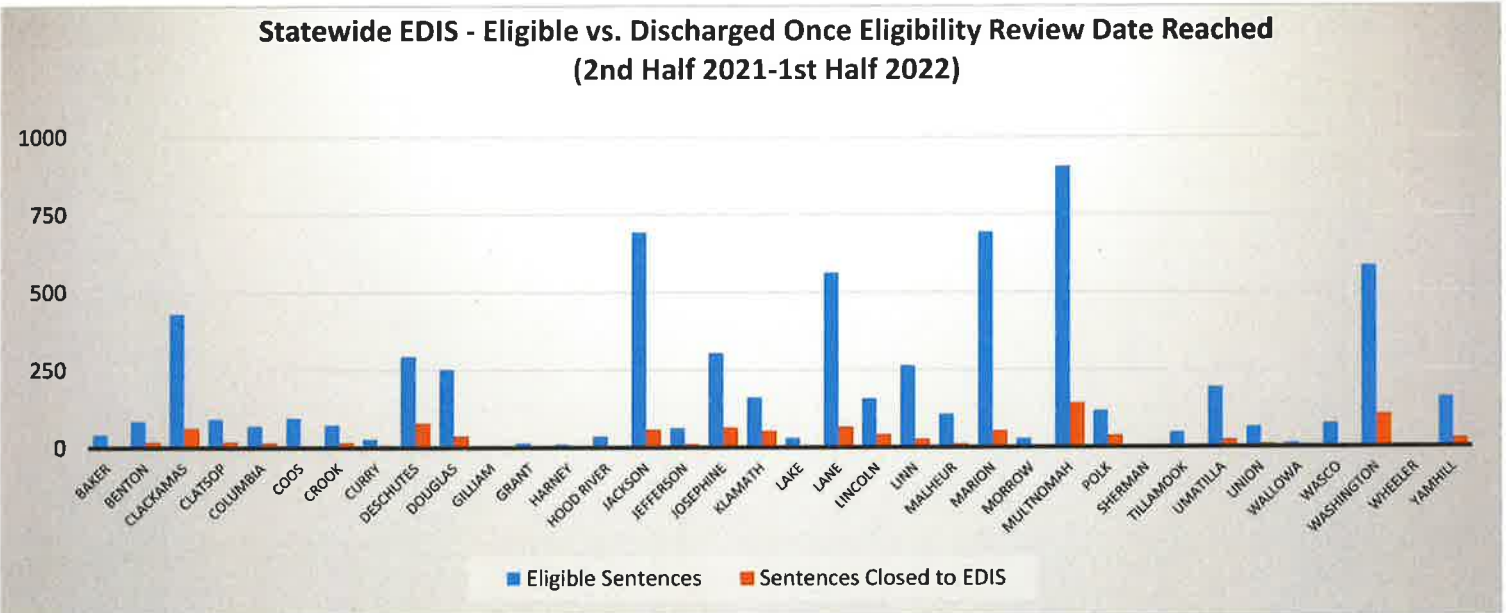
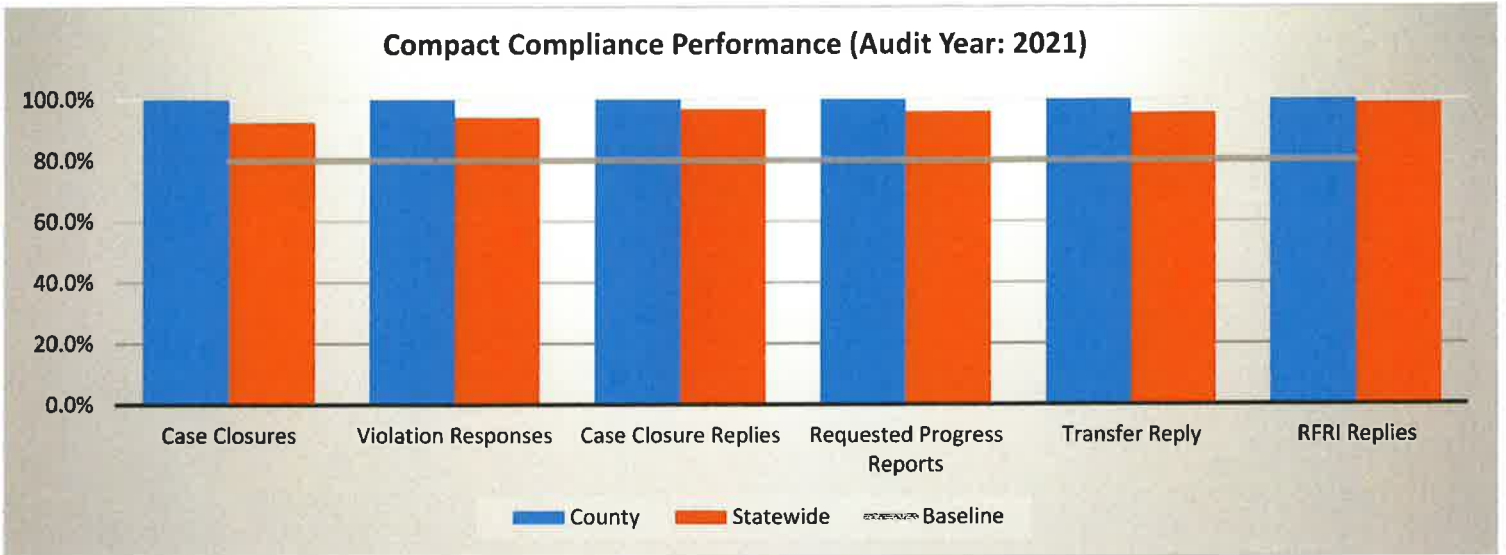
- **Regular review of aging treatment and employment records can lead to improvement in the outcome measure results.**
- **Recommend reviewing use of administrative closure code ADMN for treatment closures. The ADMN code should be reserved for closures that were outside of the client's control. Appropriate uses of the ADMN code include circumstances where the treatment program stops serving or accepting new clients or if the adult on supervision transfers to a new jurisdiction. Conversely, if a treatment record needs to be closed because a client goes to jail or is on abscond, that record should be closed unsuccessfully.**

Data Entry

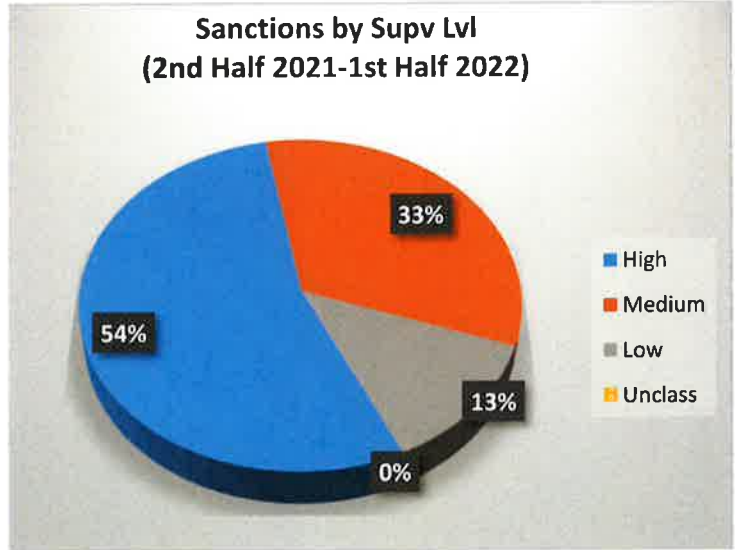
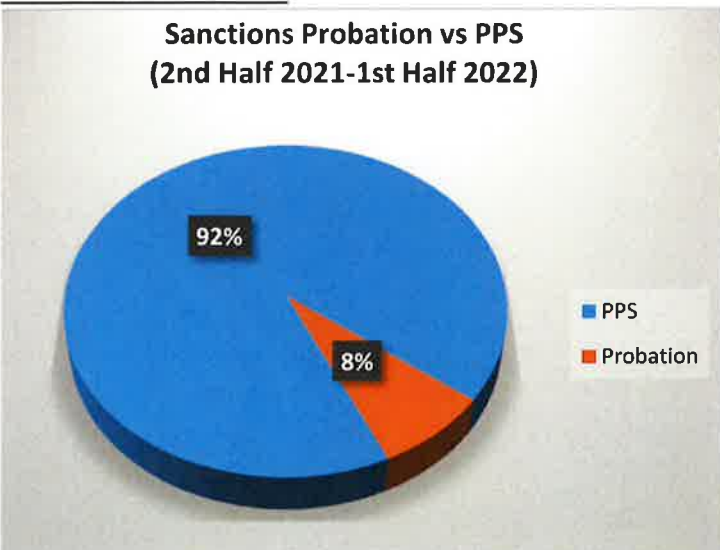


OAR Compliance

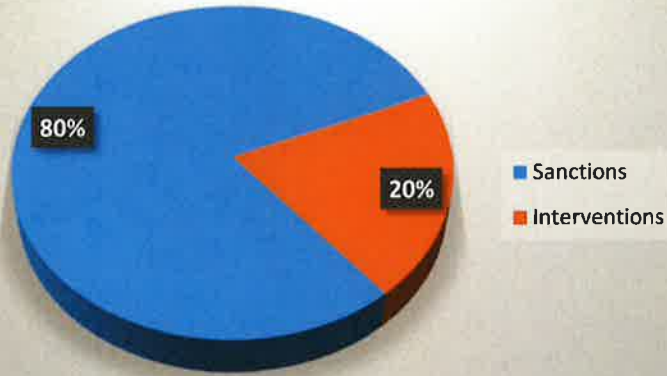




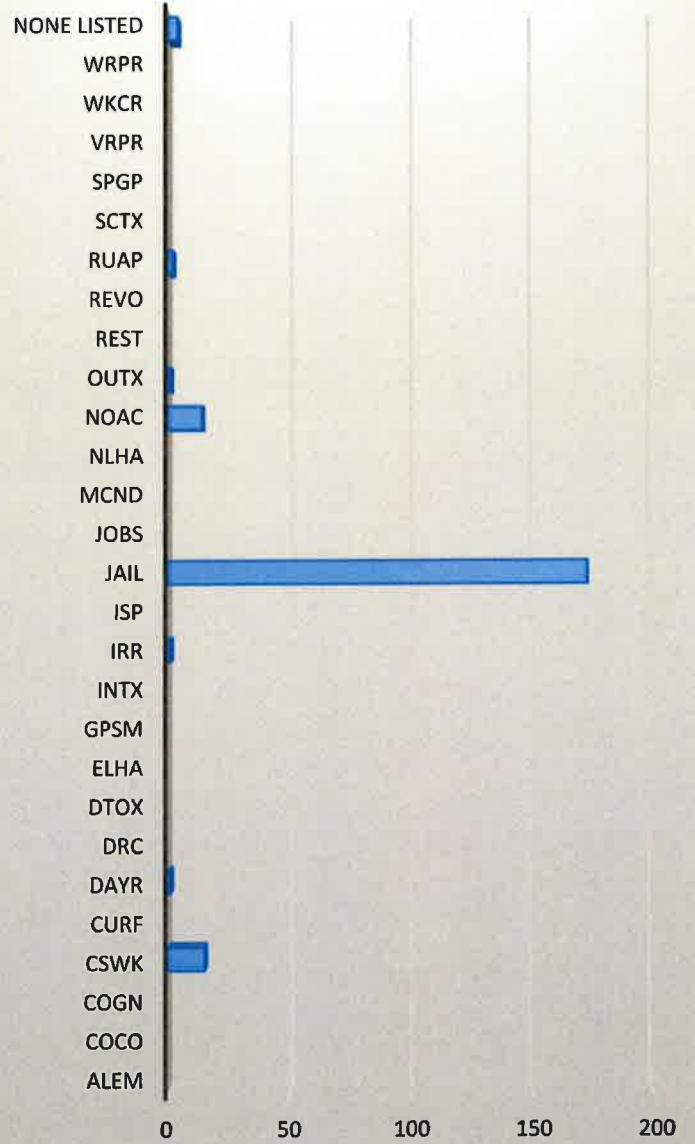
Continuum of Sanctions



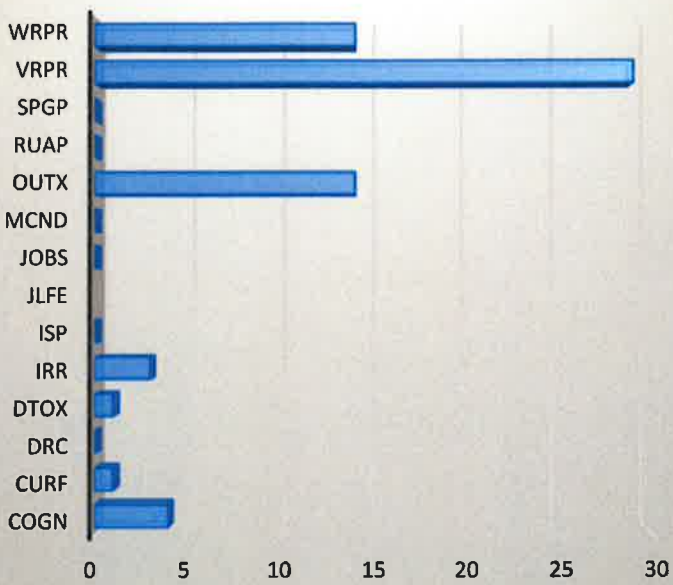
**Sanctions vs. Interventions
(2nd Half 2021-1st Half 2022)**



**Types of Sanctions Used
(2nd Half 2021-1st Half 2022)**



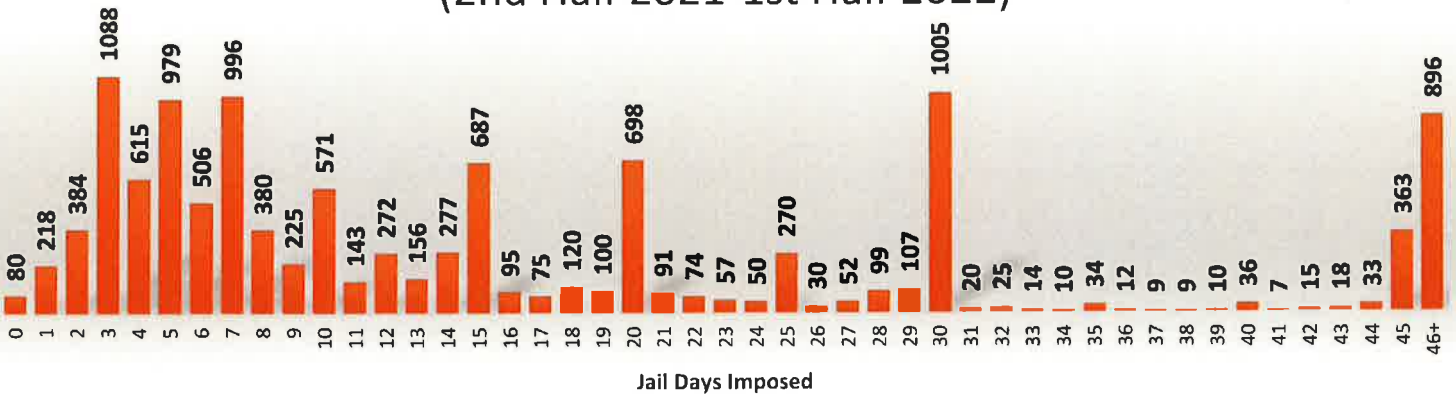
**Types of Interventions Used
(2nd Half 2021-1st Half 2022)**



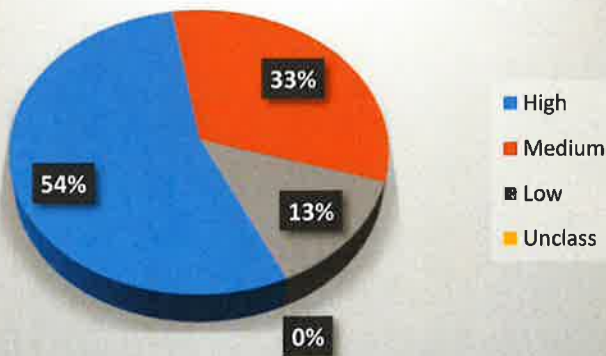
Jail Sanctions - Frequency of Days Given (2nd Half 2021-1st Half 2022)



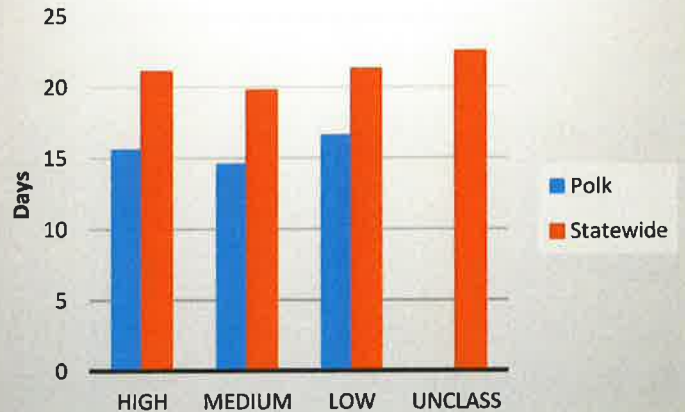
Statewide Jail Sanctions - Frequency of Days Given (2nd Half 2021-1st Half 2022)



Jail Sanctions by Supv Lvl (2nd Half 2021-1st Half 2022)



Avg Jail Sanction Length by Supv Lvl (2nd Half 2021-1st Half 2022)



Jail Sanctions - Frequency of Days Given by Status (2nd Half 2021-1st Half 2022)



Statewide Jail Sanctions - Frequency of Days Given by Status (2nd Half 2021-1st Half 2022)





Merritt, Jodi <merritt.jodi@co.polk.or.us>

Polk County Contact Standards

1 message

COFFMAN Tracey J * DOC <Tracey.J.COFFMAN@doc.oregon.gov>

Fri, Jan 20, 2023 at 12:19 PM

To: Merritt Jodi L <merritt.jodi@co.polk.or.us>, Warren Lee <warren.lee@co.polk.or.us>
Cc: SITLER Denise * DOC <Denise.SITLER@doc.oregon.gov>, BENNETT Larry W * DOC <Larry.W.BENNETT@doc.oregon.gov>

Hi Jodi and Lee,

As we discussed earlier today, it appears the measurable contact standards we had on file for Polk County were not in agreement with what you thought we had on file. I have reevaluated the data based on the updated standards you provided today.

	High Required	High Completed	Medium Required	Medium Completed	Low Required	Low Completed
Original	1625	984	3037	1082	1226	447
Updated	542	984	759	1082	0	447

As you can see from the updated information, Polk County has exceeded their measurable contact standards across all community supervision levels. Please don't hesitate to reach out if there is anything else I can provide or clarify.

Thank you!

Tracey Coffman | Operations and Policy Analyst 3

Oregon Department of Corrections

Community Corrections Division

2575 Center St. NE

Salem, OR 97301-4667

(971) 304-4904

Tracey.J.Coffman@doc.state.or.us

CCR - Biennial Review

Review Category	July 2017 - June 2018	July 2021 - June 2022
County Information	Ranked 13th in population 1.63% of population - rank 17th in State	1.43% of population - rate 16th in State
Data Entry	Admissions <14 days Error Free Entry 90%	93%
Released not admitted EPR's	General 60% 0	General 45% / Commutation 67% 0.02 per wk / 0.09 per wk
Employment (snapshot) Treatment	108 lack entry 93 enrolled/70 Hi & Med 54 258 days	17 lack entry 58 enrolled / 46 Hi & Med 21 240 days
Response to OTTO/PSC Notification Structured Sanction Entry/Completion	1 9/28/17 - 11 of 28 (oldest 539 days) 12/28/17 - 24 of 42 (oldest 127 days) 3/28/18 - 11 of 21 (oldest 198 days) 6/28/18 - 13 of 28 (oldest 1884 days)	0 10/01/21 - 6 of 9 (oldest 136 days) 01/02/22 - 3 of 7 (oldest 157 days) 4/1/22 - 1 of 4 (oldest 107 days) 7/1/22 - 3 of 6 (oldest 304 days)
Treatment Directory Maintenance	15 programs - 10 updated	27 programs - 13 updated
OAR Compliance Chapter 291 Division (019) Transfer	% residing in PC 79%	84%
	% residing outside PC 20%	15%
	% unknown 1%	0%
(058) Structured, Intermediate Sanctions	Total Sanctions reviewed 9	14
(078) Case Management System	4 lacking NOR entry / Using old Grid	1 lacking NOR entry / 1 override still in place
	Contact Standards Not measured	H - 181% M - 142% L - 447%
	LS/CMI Initial / Reassessment 52 completed over 60 days 73 without assessment	19 completed over 60 days 7 without assessment
	snapshot - 111 Hi/Med due or overdue not measured	snapshot - 26 Hi/Med due or overdue 70% completed

PSC/Proxy w/in 60 Days of Admission	474 - 98% w/in 60 days 5 - 1% took longer than 60 days 7 - 1% not completed	165 - 99% w/in 60 days 2 - 1% took longer than 60 days 0 not completed
(180) Interstate Compact		
Federal compliance standards - 80%		
Case Closures	100%	100%
Violation Response	66.70%	100%
Case Closure Replies	88.90%	100%
Requested Progress Reports	100%	100%
Transfer Reply	100%	100%
Reply for Reporting Instructions	87.50%	100%
(209) Earned Discharge		
Eligible for EDIS / % closed	318 sentences / 11.3% closed	117 sentences / 32.5% closed
Continuum of Sanctions		
Interventions vs Sanctions	95% Sanctions / 5% Interventions	80% Sanctions / 20% Interventions
Intervention type	OUTX / CURF / WRPR	VRPR / OUTX / WRPR
Sanction Type	90% Jail/Revo - 3% CSWK	84% Jail / 7% CSWK
Sanctions by Status	74% Parole/PPS - 26% probation	92% Parole/PPS - 8% Probation
Sanctions by Supervision Level	43% Hi; 45% Med; 12% Low; 1 (0%) unclassified	54% Hi; 33% Med; 13% Low
Jail Sanction days	81.4% - 30 days or less; 7 days 11.6%	78% - 20 days or less; 7 days 13%
Jail Sanctions by Supervision Level	43% Hi; 46% Med; 11% low	54% Hi; 32% Med; 13% Low
Jail sanction length by supervision level	24 days - Hi; 18 days - Med; 10 days - Low	16 day - Hi; 15 days - Med; 17 days - Low
Community Corrections Goals		
Recidivism	**Conviction Recidivism Only**	**Arrest, Conviction, Incarceration**
	2nd half 2014 / 1st half 2015	2nd half 2018
Probation Recidivism - 3 year	Polk - 22.9% / 22.5% State - 28.6% / 28.6%	Polk - 40.6% / 30.4% / 4.3% State - 47.8% / 39.4% / 11.3%
Parole/PPS Recidivism - 3 year	Polk - 22.2% / 37.5% State - 34.9% / 34.9%	Polk - 40.6% / 34.4% / 25% State - 47.8% / 39.4% / 11.3%
Positive Case Closures	2nd half 2017 / 1st half 2018	2nd half 2021 / 1st half 2022
Probation	Polk - 55.4% / 57.5% State - 58.8% / 60.2%	Polk - 53.4% / 69.45% State - 66.2% / 64.8%

Parole/PPS	Polk - 60.5% / 81.1% State - 65.6% / 66.4%	Polk - 79.1% / 82.4% State - 73.8% / 69.8%
Employment	Polk - 50% / 53.7% State - 53.9% / 55%	Polk - 59% / 59.9% State - 57.5% / 58.7%
Treatment	Polk - 32.6% / 32.1% State - 31.1% / 31.3%	Polk - 32.6% / 32.3% State - 29% / 29.3%
Restitution	Polk - 54.2% / 52.6% State - 18.7% / 22.5%	Polk - 26% / 39.6% State - 22.6% / 20.9%
Community Service Work	Polk - 62.7% / 63.7% State - 41.8% / 43.2%	Polk - 57.9% / 37.4% State - 30.6% / 31.2%

**Polk County
Adopted Budget
Fiscal Year 2022-23
Beginning July 1, 2023**

245 Juvenile
Revenues for all departments

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	Div	Acct. Num.	Description	FY 23-24 Requested	FY 23-24 Proposed	FY 23-24 Approved	Division
Revenues									
(13,902)	61,961	50,000	460	6000	Beginning Fund Balance	97,500	97,500		Juvenile Probations
0	0	0	460	6110	Federal Awards	0	0		Juvenile Probations
182,294	177,800	155,000	460	6130	State Operating Grants	185,000	185,000		Juvenile Probations
2,626	5,148	0	460	6170	Intergovernmental Local	0	0		Juvenile Probations
(260)	(50)	0	460	6300	Charges for Services	0	0		Juvenile Probations
0	0	0	460	6310	Charges for Services- Rental	0	0		Juvenile Probations
1,489	0	0	460	6990	Miscellaneous	0	0		Juvenile Probations
650,000	650,000	650,000	460	7910	Transfer from General Fund	615,000	615,000		Juvenile Probations
84,217	34,817	25,000	462	6000	Beginning Fund Balance	35,000	35,000		Juvenile Sanctions
93,361	122,477	110,000	462	6130	State Operating Grants	125,000	125,000		Juvenile Sanctions
6,305	1,750	0	462	6300	Charges for Services	0	0		Juvenile Sanctions
0	0	0	462	6990	Miscellaneous	0	0		Juvenile Sanctions
145,000	120,000	150,000	462	7910	Transfer from General Fund	140,000	140,000		Juvenile Sanctions
44,224	23,936	5,000	463	6000	Beginning Fund Balance	0	0		Community Service
0	0	0	463	6130	State Operating Grants	0	0		Community Service
0	0	0	463	6170	Intergovernmental Local	0	0		Community Service
26,520	22,500	32,500	463	6300	Charges for Services	0	0		Community Service
0	0	0	463	6990	Miscellaneous	0	0		Community Service
0	0	0	463	7910	Transfer from General Fund	0	0		Community Service
1,221,874	1,220,339	1,177,500				1,197,500	1,197,500	0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
Juvenile Fund	Community Corrections		Juvenile Department	
Program Description:				
Polk County Juvenile Department provides a continuum of services to youth and their families that emphasizes accountability, community safety, and personal change.				
Program Goals or Objectives:				
<ul style="list-style-type: none"> ● Provide evidenced based supervision strategies to youth referred to the department. ● Assess the risk levels of youth referred to determine the appropriate and necessary services. ● Monitor and supervise mandated conditions imposed by the court, Juvenile Department staff, or Sanction Court. ● Provide ongoing targeted training in support of employee professional development and department mission. 				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Referrals Received	208	260	325	293
JCP Risk Assessments	176	249	201	225
Sanction Court Referred	114	128	158	143
Formal Accountability Agreements/Informal	16	48	65	57
Adjudications	25	23	22	23
Commitments to OYA	12	8	10	9
¹ Yamhill Detention Use (days)	861	532	937	777
² Expungements	N/A	33	98	110

¹Detention contract decreased from 5 beds to 4 beds effective July 1, 2021.

²New expungement laws and processing took effect Jan. 1, 2022.

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

245 Juvenile	(Fund)
460 Juvenile Probations	(Divn)
460 Juvenile Probations	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24	FY 23-24	FY 23-24		
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved
Expenditures										
18,802	12,602	21,270	0.50	8010	Clerical/Admin. Specialist	8,706	0.50	8,706	0.50	
240,832	227,457	255,000	4.00	8030	Professional/Technical	275,000	4.00	275,000	4.00	
78,624	81,756	83,808	1.00	8040	Management/Supervisory	88,000	1.00	88,000	1.00	
51,732	54,011	55,323	0.45	8050	Department Head	59,000	0.45	59,000	0.45	
0	0	0		8080	Temporary Part-Time	0		0		
1,093	12,491	7,500		8090	Overtime	10,000		10,000		
391,083	388,317	422,901	5.95		Total Salaries	440,706	5.95	440,706	5.95	0 0.00
121,271	117,388	120,527		8110	PERS-Retirement	130,008		130,008		0
29,692	29,610	32,352		8120	Social Security/Medicare	33,714		33,714		0
60,483	64,610	104,125		8140	Insurance	110,075		110,075		0
1,994	1,985	2,115		8150	Unemployment	2,204		2,204		0
12,735	10,282	10,573		8160	Workers Comp. Insurance	11,018		11,018		0
617,258	612,192	692,592	5.95		Total Personal Services	727,724	5.95	727,724	5.95	0 0.00
370	402	1,000		8210	Office Supplies	500		500		
1,155	1,341	1,500		8220	Operating Supplies	1,500		1,500		
826	1,311	250		8250	Small Tools & Minor Equipment	500		500		
0	482	250		8310	Advertising and Printing	250		250		
1,477	1,879	2,500		8320	Photocopying	2,500		2,500		
633	668	1,300		8330	Postage	1,300		1,300		
5,368	5,580	6,000		8340	Telephone	6,000		6,000		
0	0	0		8350	Utilities	0		0		
2,725	2,580	3,000		8410	Dues, Memberships & Publicatns	3,000		3,000		
331	2,290	4,000		8420	Workshops and Conferences	4,000		4,000		
1,477	3,189	4,000		8430	Transportation	4,000		4,000		
4,921	5,446	14,000		8510	Professional Services	20,000		20,000		
0	0	0		8540	Contract Services	0		0		
404	627	3,438		8580	Special Projects	8,443		8,443		
0	0	0		8614	Vehicle Maint. – Gen. Svcs.	0		0		
83,000	87,000	90,000		8810	Rent Interdepartmental	93,000		93,000		
2,300	2,400	2,550		8820	Insurance Interdepartmental	2,650		2,650		
24,370	25,471	23,172		8830	Management Services Interdept.	25,172		25,172		
13,671	14,020	13,458		8840	Information Services Interdept	14,773		14,773		
0	0	0		8850	Human Serv. Admin. Interdept.	0		0		
143,028	154,686	170,418			Total Materials & Services	187,588		187,588		0
0	0	0		8944	Vehicles	0		0		0
0	0	0			Total Capital Outlay	0		0		0
760,286	766,878	863,010	5.95		Total Dept Expenses	915,312	5.95	915,312	5.95	0 0.00
Revenues										
(13,902)	61,961	50,000		6000	Beginning Fund Balance	97,500		97,500		
0	0	0		6110	Federal Awards	0		0		
182,294	177,800	155,000		6130	State Operating Grants	185,000		185,000		
2,626	5,148	0		6170	Intergovernmental Local	0		0		
(260)	(50)	0		6300	Charges for Services	0		0		
0	0	0		6310	Charges for Services-Rentals	0		0		
0	0	0		6980	Donations	0		0		
1,489	0	0		6990	Miscellaneous	0		0		
650,000	650,000	650,000		7910	Transfer from General Fund	615,000		615,000		
822,247	894,859	855,000			Total Revenues	897,500		897,500		0
Net Cost of Program										
61,961	127,981	8,010			Expenditures less Revenue	17,812		17,812		0

Polk County
 Adopted Budget
 Fiscal Year 2023-24
 Beginning July 1, 2023
 Expenditures

245 Juvenile	(Fund)
462 Juvenile Sanctions	(Divn)
460 Juvenile Probations	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24			
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	
								Approved	FTE	
Expenditures										
341	303	500		8220	Operating Supplies	0		0		
0	0	0		8420	Workshops & Conferences	0		0		
0	0	0		8510	Professional Services	0		0		
20,000	20,000	5,000		8540	Contract Services	5,000		5,000		
270,980	216,300	260,000		8550	Contracts-Other Public Agency	275,000		275,000		
0	0	0		8740	Bank Charges	0		0		
2,945	3,021	2,014		8830	Management Services	2,188		2,188		
0	0	0		8850	Human Services Admin.	0		0		
294,266	239,624	267,514			Total Materials & Services	282,188		282,188		0
0	0	0		8948	Computers & Attachments	0		0		0
0	0	0			Total Capital Outlay	0		0		0
0	0	0		9990	Contingency	0		0		0
294,266	239,624	267,514	0.00		Total Dept Expenses	282,188	0.00	282,188	0.00	0 0.00
Revenues										
84,217	34,617	25,000		6000	Beginning Fund Balance	35,000		35,000		
93,361	122,477	110,000		6130	State Operating Grants	125,000		125,000		
6,305	1,750	0		6300	Charges for Services	0		0		
0	0	0		6990	Miscellaneous	0		0		
145,000	120,000	150,000		7910	Transfer from General Fund	140,000		140,000		
328,883	278,844	285,000			Total Revenues	300,000		300,000		0
Net Cost of Program										
34,617	39,220	(17,486)			Expenditures less Revenue	(17,812)		(17,812)		0

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

245 Juvenile	(Fund)
463 Community Service-Juv.	(Divn)
460 Juvenile Probations	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24				
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
0	0	0	0.00	8030	Professional/Technical	0	0.00	0	0.00	0	0.00
0	0	0	0.00	8040	Management/Supervisory	0	0.00	0	0.00	0	0.00
0	0	0		8080	Temporary/Part-Time	0		0		0	
0	0	0		8090	Overtime	0		0		0	
0	0	0	0.00		Total Salaries	0	0.00	0	0.00	0	0.00
0	0	0		8110	PERS-Retirement	0		0		0	
0	0	0		8120	Social Security/Medicare	0		0		0	
0	0	0		8140	Insurance	0		0		0	
0	0	0		8150	Unemployment	0		0		0	
0	0	0		8160	Workers Comp. Insurance	0		0		0	
0	0	0	0.00		Total Personal Services	0	0.00	0	0.00	0	0.00
0	0	0		8210	Office Supplies	0		0		0	
0	0	0		8220	Operating Supplies	0		0		0	
0	0	0		8225	Fuels & Lubricants	0		0		0	
0	0	0		8250	Small Tools & Equipment	0		0		0	
0	0	0		8310	Advertising	0		0		0	
0	0	0		8320	Photocopying	0		0		0	
0	0	0		8330	Postage	0		0		0	
0	0	0		8340	Telephone	0		0		0	
0	0	0		8410	Dues, Memberships & Publications	0		0		0	
0	0	0		8420	Workshops and Conferences	0		0		0	
0	0	0		8430	Transportation	0		0		0	
45,000	50,000	45,000		8550	Contracts - Other Public Agencies	0		0		0	
0	0	0		8580	Special Projects	0		0		0	
1,195	0	1,500		8610	Repairs & Maintenance	0		0		0	
613	659	476		8830	Management Services	0		0		0	
0	0	0		8850	Human Services Admin.	0		0		0	
46,808	50,659	46,976			Total Materials & Services	0		0		0	
0	0	0		8944	Vehicles	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
46,808	50,659	46,976	0.00		Total Dept Expenses	0	0.00	0	0.00	0	0.00
Revenues											
44,224	23,936	5,000		6000	Beginning Fund Balance	0		0		0	
0	0	0		6110	Federal Awards	0		0		0	
0	0	0		6130	State Operating Grants	0		0		0	
0	0	0		6170	Intergovernmental Grants	0		0		0	
26,520	22,500	32,500		6300	Charges for Services	0		0		0	
0	0	0		6980	Donations	0		0		0	
0	0	0		7910	Transfer from General Fund	0		0		0	
70,744	46,436	37,500			Total Revenues	0		0		0	
Net Cost of Program											
23,936	(4,223)	(9,476)			Expenditures less Revenue	0		0		0	
1,101,360	1,057,161	1,177,500	5.95		Total Fund Requirements	1,197,500	5.95	1,197,500	5.95	0	0.00
1,221,874	1,220,139	1,177,500			Total Fund Resources	1,197,500		1,197,500		0	
120,514	162,978	0				(0)		(0)		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION
General	Board of Commissioners	Emergency Management

Program Description:

The County is required by Oregon Statutes to have an Emergency Management Program. The Emergency Management Program is federally subsidized and helps support 1.5 FTE positions. The program provides the planning, training, and coordination of all emergency services at incidents of both man-made and natural disaster. During times of emergency, the County Administrator is designated as the Emergency Management Director and all resources are under his direct supervision.

Program Goals or Objectives:

Emergency Management:

To manage and coordinate the activation of the Emergency Operations Center during events that may or may not result in a disaster declaration.

Coordinate the County requests to the State and Federal partners as needed during events as well as coordinate the collection and reporting of Damage Assessment to Oregon Emergency Management.

Oversee all aspects of the Polk County Communications System to ensure critical communication systems for Law Enforcement, Fire, Emergency Medical Services as well as Public Works systems are operational and maintained. Also includes managing the Amateur Radio Emergency Service (ARES) volunteers.

Administer the State Homeland Security Grant program to ensure projects submitted and funded by FEMA address the needs for our First Responders as well as projects that protect our critical infrastructure.

Ensures emergency backup systems are maintained at County facilities as well as portable generation.
Chair Ambulance Service Advisory Committee.

Descriptive Statistics:

Indicator	Actual 2020 (*Pandemic Yr)	Actual 2021 (*Pandemic Yr)	Actual 2022 (*Pandemic Yr)	Projected 2023 (*Part. Pandemic Yr)
Emergency Operations Centers Activations - all levels	2	9	3	4
Assistance to other Counties	0	1	2	2
Severe Storm Events	1	3	3	4
River Flood Stage Events	1	2	2	1
Actual EM Occurrences	2	10	8	6
Exercises Planned	4	4	4	4
Exercises Conducted/Participated	10	17	10	8
Preparedness Trainings	1	1	5	3
EM Training Hours	135	24	145	210

PROGRAM.FRM (1/5/92)



To: Commissioner Gordon – Board Chair
 Commissioner Pope
 Commissioner Mordhorst

From: Dean Bender – Polk County Emergency Manager

Date: January 25th, 2023

Subject: Emergency Management Update – Talking Points

Polk County Radio System Status Update

Base Station Replacement	Completed
Mt. Pisgah Tower	Operational
Eagle Crest HVAC Replacement	Completed
Fairgrounds Tower (Land Use Decision-approved)	*Underway
Fairgrounds UHF Repeater Project (Base Repeater/Portables)	Completed
Subscriber Units – Sheriff’s Office, Public Works. Volunteer Radios, (Delivery dates 2-4 months)	Ordered

Generator Servicing / Status

Annual Services (\$16,315)	Completed
Generator Repairs (\$6192)	Underway
Telemetry Project (\$13~36K)	Quotes Rec.
Fairgrounds Fuel Transfer Project	Completed

Falls City Evacuation Routes / Project (\$10k Grant)

Mobile Emergency Morgue Operations (MEMO)	\$110,000	Part. Underway
Ambulance Service Advisory Plan Update		Completed
Mobile Crises Response Van Build Project		Underway
OR-Alert Project Status		95% Completed
2020 Ice Storm Slide (Nesmith Park)		Operational
		On-Going

Covid PPE Supplies

147 Weeks		On-Going
166 Orders to the State for Supplies		
597 Orders filled for public/private entities		
In Stock Value	\$475,000	
Shipped Supplies/Tests Value	\$656,000	

2021 SHSP Grant Awards

Law Agencies – Portable Radio Digital Flashing - Grant Award (DAP, IDP, MMP)	\$26,220 Completed
Phase IIA – Base Station – Grant Award	\$47,782 in process
Phase IIB – Base Station – Grant Award	\$34,500 in Process
Phase 1 Fire Multi-Band Mobile Radio – Grant Award	\$78,000 in Process

2022 SHSP Grants Awarded

Phase IIIA – Base Station	\$48,999 In process
Phase IIIB – Base Station	\$42,150 in process
Phase 2 Fire Multi-Band Mobile Radio	\$68,000 in process
Mt. Pisgah Site (Generator) Grounding Completed Generator and Transfer Switch Ordered	\$24,500 in process

2023 SHSP Grants T.B.D

Will be meeting with stakeholders in the next 45 days

2022 SPIRE Grant – In process (Equipment Grant)

Sand Bagging Machine (Polk County EM) Fuel Trailer (SW Polk) Fuel Trailer (City of Dallas) Mobile Generator (Grand Ronde Sanitation District)	Awarded – in process
--	----------------------

Digital Migration Project

All base systems are ready.
Agencies working on purchasing equipment or digital flashing existing units
Main Channel – 3rd quarter (Ops remains Analog)
Jail Channel – 3rd quarter (target)
PW – 4th quarter (target)
Fire Agencies – 2024/2025

Other Items

Hazard Mitigation Plan Update 2023 Hire EM Coordinator – July 2023	Led by Comm Dev.
---	------------------

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
440 Emergency Management	(Divn)
850 Administrative Officer	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24	FY 23-24	FY 23-24			
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
27,674	16,949	17,640	0.30	8010	Clerical/Admin. Specialist	27,500	0.50	27,500	0.50		
109,698	114,030	115,968	1.00	8040	Management/Supervisory	119,928	1.00	119,928	1.00		
10,884	9,081	5,000		8090	Overtime	5,000		5,000			
148,256	140,060	138,608	1.30		Total Salaries	152,428	1.50	152,428	1.50	0	0.00
31,335	35,127	33,266		8110	PERS-Retirement	41,156		41,156		0	
10,853	10,372	10,604		8120	Social Security/Medicare	11,661		11,661		0	
30,880	28,622	26,650		8140	Insurance	30,750		30,750		0	
729	689	693		8150	Unemployment	762		762		0	
3,799	3,232	3,465		8160	Workers Compensation Insurance	3,811		3,811		0	
225,852	218,102	213,286	1.30		Total Personal Services	240,567	1.50	240,567	1.50	0	0.00
4,481	1,488	500		8210	Office Supplies	500		500			
7,098	4,832	5,000		8220	Operating Supplies	5,000		5,000			
3,247	2,990	2,500		8225	Fuels and Lubricants	2,500		2,500			
314	299	5,000		8240	Software & Maintenance	2,500		2,500			
17,800	10,484	15,000		8250	Small Tools & Equipment	10,000		10,000			
1,532	799	200		8310	Advertising and Printing	200		200			
841	1,063	500		8320	Photocopying	500		500			
131	208	200		8330	Postage	200		200			
4,609	5,098	6,000		8340	Telephone	6,000		6,000			
20,308	20,831	15,000		8350	Utilities	24,000		24,000			
820	1,225	500		8410	Dues, Memberships & Publications	500		500			
325	1,528	5,000		8420	Workshops and Conferences	5,000		5,000			
0	123	0		8430	Transportation	0		0			
1,400	6,214	1,500		8510	Professional Services	1,500		1,500			
813	2,884	0		8540	Contract Services	0		0			
298,438	382,184	250,000		8580	Special Projects	200,000		200,000			
43,949	28,533	10,000		8610	Repairs and Maintenance	20,000		20,000			
3,858	2,189	5,000		8612	Vehicle Maint.-Sheriff	5,000		5,000			
1,794	6,468	0		8660	Rentals	0		0			
9,021	30,000	32,500		8810	Rent Interdepartmental	35,000		35,000			
800	900	1,000		8820	Insurance Interdepartmental	1,500		1,500			
12,061	13,807	14,188		8830	Management Services Interdept.	14,403		14,403			
13,809	21,471	22,245		8840	Information Services Interdept	29,674		29,674			
447,449	545,618	391,833			Total Materials and Services	363,977		363,977		0	
0	0	0		8920	Buildings	0		0		0	
0	0	0		8930	Improvements Other than Bldg.	0		0		0	
0	0	0		8946	Furniture & Fixtures	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
673,301	763,720	605,119	1.30		Total Department Expenses	604,544	1.50	604,544	1.50	0	0.00
Revenues											
366,474	294,237	350,000		6110	Federal Grants	275,000		275,000			
0	0	0		6130	State Operating Grants	0		0			
0	0	0		6170	Intergovernmental Local	0		0			
230,177	227,921	250,000		6310	Charges for Services-Rental	250,000		250,000			
600	0	0		6990	Miscellaneous	0		0		0	
597,251	522,158	600,000			Total Revenues	525,000		525,000		0	
Net Cost of Program											
76,050	241,562	5,119			Expenditures less Revenue	79,544		79,544		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
General Fund	General Services		Parks Maintenance	
Program Description:				
<p>The County established its own parks maintenance program in fiscal year 1993-1994. In prior years, the County contracted this service out to the Regional Parks & Recreation Agency. The County's program is designed to maintain and develop existing County parks.</p>				
Program Goals or Objectives:				
<ol style="list-style-type: none"> 1. To provide the citizens of Polk County with a rural, nature parks system that is well maintained and safe. 2. To provide Community Services with a work area resource. 				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
County Parks (Developed)	12	12	12	12
County Parks (Undeveloped)	5	5	5	5
Acres of County Parks	152	152	152	152
Community Service Hours	2,500	2,500	2,000	2,000

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
750 Parks Maintenance	(Divn)
810 General Services	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24				
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
0	0	0	0.00	8020	Laborer	0	0.00	0	0.00	0	0.00
0	0	0	0.00	8040	Management/Supervisory	0	0.00	0	0.00	0	0.00
0	0	0		8080	Temporary/Part-time	0		0		0	
0	0	0		8090	Overtime	0		0		0	
0	0	0	0.00		Total Salaries	0	0.00	0	0.00	0	0.00
0	0	0		8110	PERS-Retirement	0		0		0	
0	0	0		8120	Social Security/Medicare	0		0		0	
0	0	0		8140	Insurance	0		0		0	
0	0	0		8150	Unemployment	0		0		0	
0	0	0		8160	Workers Comp. Insurance	0		0		0	
0	0	0	0.00		Total Personal Services	0	0.00	0	0.00	0	0.00
0	0	0		8210	Office Supplies	0		0		0	
1,629	580	1,500		8220	Operating Supplies	1,500		1,500		0	
324	44	250		8225	Fuels & Lubricants	250		250		0	
351	1,053	1,500		8250	Small Tools & Minor Equip.	1,500		1,500		0	
0	525	0		8310	Advertising and Printing	0		0		0	
0	0	100		8340	Telephone	100		100		0	
2,369	2,349	2,300		8350	Utilities	2,300		2,300		0	
0	0	100		8410	Dues, Memberships & Public	100		100		0	
4,187	3,272	4,000		8430	Transportation	4,000		4,000		0	
4,004	12,461	5,000		8510	Professional Services	5,000		5,000		0	
40,000	45,000	50,000		8550	Contract - Other Public Agen	50,000		50,000		0	
0	46,780	5,500		8580	Special Projects	5,500		5,500		0	
9,333	2,093	5,000		8610	Repairs and Maintenance	5,000		5,000		0	
0	0	0		8614	Vehicle Maint. - Gen. Svcs.	0		0		0	
0	(24,617)	0		8750	Participation Public Agency	0		0		0	
700	750	800		8820	Insurance Interdepartmental	1,000		1,000		0	
2,533	2,730	2,442		8830	Management Services Interd	18,096		18,096		0	
65,430	93,020	78,492			Total Materials and Service	94,346		94,346		0	
0	0	1,300,000		8930	Improvements other than Bid	1,000,000		1,000,000		0	
0	0	0		8944	Vehicles	0		0		0	
0	0	1,300,000			Total Capital Outlay	1,000,000		1,000,000		0	
65,430	93,020	1,378,492	0.00		Total Department Expenses	1,094,346	0.00	1,094,346	0.00	0	0.00

Revenues											
0	38,603	0		6110	Federal Awards	0		0		0	
3,150	3,150	1,303,100		6130	State Operating Grants	1,025,000		1,025,000		0	
80,100	83,091	80,000		6140	State Shared Revenues	84,000		84,000		0	
0	0	500		6300	Charges for Services	500		500		0	
0	0	0		6750	Settlements	0		0		0	
0	0	0		6980	Donations	0		0		0	
0	0	0		6990	Miscellaneous	0		0		0	
83,250	124,844	1,383,600			Total Revenues	1,109,500		1,109,500		0	

Net Cost of Program											
17,820	31,824	5,108			Expenditures less Revenue	15,154		15,154		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
GENERAL	NON-DEPARTMENTAL		NON-DEPARTMENTAL	
Program Description:				
This program is provided for miscellaneous programs or activities that do not fit under one county program and reflect on expense to several General Fund programs				
Program Goals or Objectives:				
To provide a budget division to cover generalized non-department expenditures.				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
VORP	\$3,000	\$3,000	\$3,000	\$3,000

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
199 Non-Departmental	(Divn)
199 Non-Departmental	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	Acct. FTE Num.	Description	FY 23-24 Requested	FY 23-24 Proposed	FY 23-24 Approved	FTE
Expenditures								
0	0	0	8220	Operating Supplies	0	0		
0	0	500	8580	Special Projects	500	500		
134	149	1,000	8590	Boards & Commissions Expense	1,000	1,000		
0	0	0	8720	Finance Charges	0	0		
3,000	3,000	3,000	8750	Community Mediation/VORP	3,000	3,000		
726	822	2,000	8790	Misc. Department Expenses	2,500	2,500		
3,860	3,971	6,500		Total Materials and Services	7,000	7,000	0	
0	0	0	8910	Land	0	0	0	
0	0	0	8920	Buildings	0	0	0	
0	0	0		Total Capital Outlay	0	0	0	
Transfers to Other Funds								
143,159	356,302	150,000	9810	Transfer to Public Works Fund	150,000	150,000		
100,000	100,000	110,000	9820	Transfer to Dog Control Fund	170,000	170,000		
5,000	5,000	5,000	9830	Transfer to Marine Patrol Fund	5,000	5,000		
15,000	47,500	20,000	9835	Transfer to Law Library Fund	25,000	25,000		
5,000	0	5,000	9836	Transfer to Domestic Mediation	5,000	5,000		
0	100,000	150,000	9838	Transfer to Health Services - FC	250,000	250,000		
0	0	150,000	9840	Transfer to Public Health Fund	200,000	200,000		
795,000	770,000	800,000	9850	Transfer to Juvenile Fund	755,000	755,000		
550,000	240,000	200,000	9860	Transfer to Fair Fund	200,000	200,000		
85,000	110,000	90,000	9880	Transfer to Veteran's Services F	90,000	90,000		
200,000	200,000	350,000	9882	Transfer to Bldg. Improvement F	250,000	250,000		
100,000	100,000	100,000	9883	Transfer to P. W. Const. Fund	100,000	100,000		
0	0	0	9884	Transfer to Insurance Fund	200,000	200,000		
1,998,159	2,028,802	2,130,000		Total Transfers	2,400,000	2,400,000	0	
2,002,019	2,032,773	2,136,500		Total Departmental Expense	2,407,000	2,407,000	0	
Fund Contingency and Unappropriated Ending Fund Balance								
0	0	4,194,887	9990	Fund Operating Contingency	4,084,579	4,084,579		
0	0	0	9995	Unaprop. Ending Fund Balance	0	0	0	
Revenues								
5,335,418	6,092,142	6,200,000	6000	Beginning Fund Balance	6,400,000	6,400,000		
10,898,949	11,381,786	11,900,000	6010	Property Taxes	12,150,000	12,150,000		
187,566	173,997	175,000	6020	Property Taxes Previous Years	175,000	175,000		
2,767,166	2,894,544	3,000,000	6020	Property Taxes - Operating Levy	3,750,000	3,750,000		
46,689	41,097	45,000	6017	Property Taxes- Levy Previous Y	45,000	45,000		
352,763	366,419	350,000	6050	Franchise Tax	350,000	350,000		
158,628	0	120,000	6110	Federal Awards	0	0		
521,034	651,316	700,000	6120	Federal Pmts in Lieu of Tax (O &	675,000	675,000		
146,151	436,467	150,000	6140	State Shared Revenues	150,000	150,000		
887,584	735,138	800,000	6142	State Shared Revenues - Excise	750,000	750,000		
24,394	24,475	25,000	6170	Intergovernmental Local Gov't	25,000	25,000		
2,288	2,288	2,500	6310	Charges for Services - Rentals	2,500	2,500		
106,592	98,381	100,000	6600	Fines and Forfeitures	100,000	100,000		
98,003	119,401	100,000	6800	Interest Income	750,000	750,000		
14,192	5,933	10,000	6990	Miscellaneous	3,250	3,250		
0	0	0	7100	Proceeds from Sale of Assets	0	0		
10,000	25,000	0	7920	Transfer from Other Fund	0	0		
21,557,417	23,048,384	23,677,500		Total Revenues	25,325,750	25,325,750	0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION		
GENERAL	NON-DEPARTMENTAL	O & C TIMBER (TITLE III)		
Program Description:				
<p>This division was created to expend safety net dollars made available by the recent O & C federal funding bill. The rules for expenditures were modified with this last re-authorization (2008).</p>				
Program Goals or Objectives:				
<p>Title III projects include the following:</p> <ol style="list-style-type: none"> 1. Search, Rescue, and Emergency Services 2. Fire preventions & County Planning 				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
Federal Funds	\$42,909	\$53,462	\$65,000	\$65,000

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
200 O & C Timber – Title III	(Divn)
199 Non-Departmental	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24				
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
0	0	0	0	8010	Clerical/Admin. Specialist	0	0.00	0	0.00		
33,393	25,522	35,300	0.50	8030	Professional/Technical	0	0.00	0	0.00		
0	0	0	0.00	8080	Temporary/Part-time	0	0.00	0	0.00		
0	1,078	0		8090	Overtime	0		0			
33,393	26,600	35,300	0.50		Total Salaries	0	0.00	0	0.00	0	0.00
9,146	7,836	10,590		8110	PERS-Retirement	0		0		0	
2,443	1,933	2,695		8120	Social Security/Medicare	0		0		0	
10,911	7,441	10,250		8140	Insurance	0		0		0	
168	131	177		8150	Unemployment	0		0		0	
1,144	707	988		8160	Workers Comp. Insurance	0		0		0	
57,205	44,648	60,000	0.50		Total Personal Services	0	0.00	0	0.00	0	0.00
0	100	0		8220	Operating Supplies	0		0		0	
0	0	0		8250	Small Tools & Minor Equipmer	24,291		24,291		0	
0	0	0		8410	Dues, Memberships & Publica	0		0		0	
0	0	0		8420	Workshops & Conferences	0		0		0	
0	0	0		8510	Professional Services	0		0		0	
0	0	0		8580	Special Projects	40,000		40,000		0	
0	0	0		8614	Vehicle Maint. - Gen. Services	0		0		0	
0	0	0		8616	Vehicle Set-up	0		0		0	
0	0	0		8750	Aid to Other Public Agencies	0		0		0	
0	0	0		8830	Management Services Interde	709		709		0	
0	0	0		8840	Information Services	0		0		0	
0	100	0			Total Materials and Services	65,000		65,000		0	
0	0	0		8944	Vehicles	0		0		0	
0	0	0		8948	Computers and Attachments	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
57,205	44,748	60,000	0.50		Total Department Expenses	65,000	0.00	65,000	0.00	0	0.00
Revenues											
42,909	53,462	65,000		6221	Federal Pmts in Lieu of Tax (T	65,000		65,000			
0	0	0		6990	Miscellaneous	0		0			
42,909	53,462	65,000			Total Revenues	65,000		65,000		0	
Net Cost of Program											
14,296	(8,714)	(5,000)			Expenditures less Revenue	0		0		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT			DIVISION	
100 General Fund	310 Community Development			310 Planning	
Program Description:					
The Planning Division provides long-range planning to fulfill State and local needs and requirements. It receives and processes land use applications.					
Program Goals or Objectives:					
To provide courteous, timely and professional service to the citizens of Polk County through:					
Planning activities to provide for managed growth in unincorporated Polk County through broad based citizen input and support;					
Coordination with cities to provide an overall growth plan for unincorporated and incorporated areas.					
Provision of accurate and updated information about land use regulations in order for citizens to make informed permit and use decisions.					
Processing of applications for permits to assure compliance with public health and safety standards and to meet needs of applicants within County's resource and regulatory parameters.					
Support of efforts to provide adequate infrastructure for growth including transportation, water, wastewater and other utilities and services.					
Descriptive Statistics:					
Indicator	Actual 19-20	Actual 20-21	Actual 21-22	Projected 22-23	Proposed 23-24
Variance	2	10	3	5	3
Comprehensive Plan Amendment	1	0	0	1	1
Conditional Use	19	19	10	18	24
Appeals	3	0	0	0	1
Forest Dwellings	14	9	3	4	4
Farm Dwellings	2	5	8	6	6
Land Division	19	6	8	12	10
Legislative Amendment	0	0	1	1	1
Lot Line Adjustments	38	39	34	35	35
Land Use Determinations	45	50	77	76	70
Replacement Dwellings	22	18	21	12	12
Zone Change	1	0	0	0	0
TOTALS	166	156	165	170	167

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
310 Planning	(Divn)
310 Community Development	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24				
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
10,338	0	15,000	0.33	8010	Clerical/Admin. Specialist	0	0.00	0	0.00		
76,234	94,183	100,436	2.00	8030	Professional/Technical	104,000	3.00	104,000	3.00		
99,526	85,810	105,175	1.33	8040	Management/Supervisory	88,000	1.10	88,000	1.10		
67,590	70,698	71,566	0.45	8050	Department Head	74,000	0.45	74,000	0.45		
0	838	1,000		8080	Temporary/Part-Time	1,000		1,000			
6,016	12,401	7,500		8090	Overtime	7,500		7,500			
259,704	263,930	300,677	4.11		Total Salaries	274,500	4.55	274,500	4.55	0	0.00
62,454	73,851	85,693		8110	PERS-Retirement	80,978		80,978		0	
19,212	19,142	23,002		8120	Social Security/Medicare	20,999		20,999		0	
41,408	56,963	80,145		8140	Insurance	93,275		93,275		0	
1,312	1,308	1,503		8150	Unemployment	1,373		1,373		0	
199	264	2,405		8160	Workers Compensation Insurance	1,098		1,098		0	
384,289	415,458	493,426	4.11		Total Personal Services	472,222	4.55	472,222	4.55	0	0.00
825	947	1,500		8210	Office Supplies	1,400		1,400			
0	0	500		8220	Operating Supplies	500		500			
25	3,131	200		8250	Small Tools & Minor Equipment	200		200			
2,359	843	2,100		8310	Advertising and Printing	2,000		2,000			
2,219	2,100	2,800		8320	Photocopying	2,800		2,800			
2,122	2,125	3,100		8330	Postage	3,100		3,100			
3,810	3,339	2,800		8340	Telephone	3,500		3,500			
163	65	350		8410	Dues, Memberships & Publicatns	350		350			
10	605	1,800		8420	Workshops and Conferences	1,800		1,800			
0	0	400		8430	Transportation	400		400			
0	0	0		8510	Professional Services	0		0			
47,076	10,075	20,000		8540	Contract Services	72,000		72,000			
0	0	0		8580	Special Projects	0		0			
817	880	1,200		8740	Bank Charges	1,350		1,350			
48,171	50,025	52,636		8810	Rent Interdepartmental	55,330		55,330			
1,500	1,550	1,600		8820	Insurance Interdepartmental	1,750		1,750			
17,256	17,784	16,647		8830	Management Services Interdept.	18,579		18,579			
64,611	70,461	76,146		8840	Information Services Interdept	76,127		76,127			
190,964	163,930	183,779			Total Materials and Services	241,186		241,186		0	
0	0	0		8948	Computers and Attachments	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
575,253	579,388	677,205	4.11		Total Department Expenses	713,408	4.55	713,408	4.55	0	0.00
Revenues											
0	0	0		6110	Federal Awards	0		0			
1,675	0	0		6130	State Operating Grants	0		0			
100,000	103,000	107,000		6170	Intergovernmental Local Govt.	120,000		120,000			
0	0	0		6140	State Shared Revenues	0		0			
2,332	3,381	1,900		6200	Permits and Licenses	2,800		2,800			
136,327	143,508	122,000		6300	Charges for Services	148,000		148,000			
0	0	0		6310	Charges for Services-Rentals	0		0			
465	675	600		6990	Miscellaneous	650		650			
240,799	250,564	231,500			Total Revenues	271,450		271,450		0	
Net Cost of Program											
(334,454)	(328,824)	445,705			Expenditures less Revenue	441,958		441,958		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION
100 GENERAL FUND	310 COMMUNITY DEVELOPMENT	590 ENVIRONMENTAL HEALTH

Program Description:

The Environmental Health Division administers the on-site sewage disposal rules of the Department of Environmental Quality, conducts site evaluations, issues construction permits, inspects system installations, and inspects existing systems. The Division also reviews plans and administers licensing and investigation of: food service facilities, swimming pools, and tourist facilities. It administers the Polk County Solid Waste Collection and Disposal Ordinance and administers Safe Drinking Water Rules.

Program Goals or Objectives:

To provide courteous, timely and professional service to the citizens through the administration of public health practices:

1. Proper installation and use of on-site wastewater systems;
2. Inspection and licensing of facilities and training of owners, managers and employees of restaurants, tourist accommodations and swimming pools;
3. Consultation and inspection of care facilities as requested;
4. Monitoring and technical assistance to help assure delivery of safe drinking water for customers of public water systems;
5. Intervention to stop spread of communicable and non-communicable disease through the community;
6. Coordinate activities of solid waste collectors to encourage recycling and safe disposal of household hazardous wastes.

NOTE: Licensing and permitting programs are supported by fees; however, other components are not fee supported. These include rabies, nuisance complaints; food or water borne disease investigation, vector control.

Descriptive Statistics:

Indicator	Actual 19-20	Actual 20-21	Actual 21-22	Projected 22-23	Proposed 23-24
FEE SUPPORTED					
On-site sewage applications	205	183	176	185	175
Food Service Facilities	375	262	280	290	306
Licensed Facility Inspections	431	475	532	496	500
Swimming Pools	34	34	39	38	38
Tourist Accommodations	17	19	19	19	19
Food Handler Training (Onsite / Online)	4/1344	2/1258	0/1638	4/1450	1/1350
NON-FEE SUPPORTED					
Complaints	16	18	14	25	20
Vector / Epidemiology	5	5	2	5	5
Emergency Response Exercise/Actual	2	2	0	0	1

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

100 General	(Fund)
590 Environmental Health	(Divn)
310 Community Development	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24				
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
0	0	13,500	0.33	8010	Clerical/Admin. Specialist	0	0.00	0	0.00		
26,712	30,671	56,952	1.00	8030	Professional/Technical	46,000	1.00	46,000	1.00		
90,242	59,113	98,501	1.33	8040	Management/Supervisory	60,000	0.95	60,000	0.95		
22,530	23,566	23,855	0.15	8050	Department Head	24,165	0.15	24,165	0.15		
0	1,275	0		8080	Temporary/Part-Time	30,000		30,000			
3,917	9,873	5,000		8090	Overtime	10,000		10,000			
143,401	124,498	197,808	2.81		Total Salaries	170,165	2.10	170,165	2.10	0	0.00
42,497	33,014	56,375		8110	PERS-Retirement	48,497		48,497		0	
10,818	9,458	15,132		8120	Social Security/Medicare	13,018		13,018		0	
18,163	12,617	54,795		8140	Insurance	40,950		40,950		0	
728	632	989		8150	Unemployment	851		851		0	
1,123	500	1,582		8160	Workers Compensation Insurance	1,361		1,361		0	
216,730	180,719	326,682	2.81		Total Personal Services	274,842	2.10	274,842	2.10	0	0.00
631	753	800		8210	Office Supplies	850		850			
72	260	350		8220	Operating Supplies	350		350			
66	860	1,500		8250	Small Tools & Minor Equip.	1,800		1,800			
378	943	500		8310	Advertising and Printing	525		525			
560	485	600		8320	Photocopying	625		625			
415	616	750		8330	Postage	900		900			
2,584	2,220	2,750		8340	Telephone	2,800		2,800			
2,990	553	3,000		8410	Dues, Memberships & Publicatns	2,000		2,000			
0	139	1,200		8420	Workshops and Conferences	2,350		2,350			
5,289	6,331	6,000		8430	Transportation	8,000		8,000			
507	1,531	1,000		8510	Professional Services	2,000		2,000			
7,600	8,425	10,000		8540	Contract Services	12,000		12,000			
2,040	1,979	2,100		8740	Bank Charges	3,200		3,200			
36,128	37,519	39,492		8810	Rent Interdepartmental	41,497		41,497			
1,950	2,000	2,100		8820	Insurance Interdepartmental	2,400		2,400			
11,120	11,856	12,285		8830	Management Services Interdept.	13,132		13,132			
13,014	14,497	15,968		8840	Information Services Interdept	17,207		17,207			
85,344	90,967	100,395			Total Materials & Services	111,636		111,636		0	
0	0	0		8948	Computers and Attachments	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
302,074	271,686	427,077	2.81		Total Department Expenses	386,478	2.10	386,478	2.10	0	0.00
Revenues											
81,725	71,163	70,000		6050	Franchise Tax	75,000		75,000			
5,887	5,887	7,000		6110	Federal Awards	7,000		7,000			
4,815	4,818	4,000		6130	State Operating Grants	4,500		4,500			
0	0	0		6170	Intergovernmental Local Govt.	0		0			
235,737	230,305	265,000		6200	Permits and Licenses	268,000		268,000			
13,233	13,936	14,000		6300	Charges for Services	16,000		16,000			
0	0	0		6600	Fines & Forfeitures	0		0			
0	0	0		6990	Miscellaneous	0		0			
341,397	326,109	360,000			Total Revenues	370,500		370,500		0	
Net Cost of Program											
39,323	54,423	(67,077)			Expenditures less Revenue	(15,978)		(15,978)		0	

PROGRAM SUMMARY

FUND	DEPARTMENT	DIVISION
100 GENERAL FUND	310 COMMUNITY DEVELOPMENT	320 BUILDING INSPECTION

Program Description:

This program is conducted through a contract with the State of Oregon. The Building Inspection Division is responsible for enforcing building, plumbing, mechanical, manufactured dwelling, electrical, RV and manufactured dwelling parks, and fire/life/safety plan reviews and codes in the unincorporated area of Polk County, the City of Falls City, and electrical inspections in the cities of Independence and Dallas; and, RV park plan reviews for the City of Dallas.

Program Goals or Objectives:

To provide courteous, timely and professional service to the citizens through the administration of building construction safety codes through:

1. Consultation and review of construction plans to ensure health and safety concerns are met.
2. Inspection of construction and installations to assure health and safety standards are met.
3. Inform and train contractors about code changes and interpretations.

Descriptive Statistics:

Indicator	Actual 19-20	Actual 20-21	Actual 21-22	Projected 22-23	Proposed 23-24
Permits issued	635	721	809	720	665
Electrical Permits	1084	1191	1213	1320	1215

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

110 Building Inspection Fund	(Fund)
320 Building Inspection	(Divn)
310 Community Development	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24	FY 23-24	FY 23-24		
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved
Expenditures										
74,874	58,886	90,050	2.34	8010	Clerical/Admin. Specialist	88,000	2.00	88,000	2.00	
115,992	93,423	92,750	1.00	8030	Professional/Technical	153,000	2.00	153,000	2.00	
110,905	161,379	127,616	1.34	8040	Management/Supervisory	145,000	1.80	145,000	1.80	
37,550	39,277	39,759	0.25	8050	Department Head	42,000	0.25	42,000	0.25	
0	2,014	1,500		8080	Temporary/Part-time	1,500		1,500		
8,658	8,794	10,000		8090	Overtime	10,000		10,000		
347,979	363,773	361,675	4.93		Total Salaries	439,500	6.05	439,500	6.05	0 0.00
92,500	94,914	99,461		8110	PERS-Retirement	129,653		129,653		0
25,733	26,944	27,668		8120	Social Security/Medicare	33,622		33,622		0
74,291	81,577	96,135		8140	Insurance	124,025		124,025		0
1,750	1,824	1,808		8150	Unemployment	2,198		2,198		0
2,932	2,179	2,893		8160	Workers Comp. Insurance	3,516		3,516		0
545,185	571,211	589,641	4.93		Total Personal Services	732,513	6.05	732,513	6.05	0 0.00
665	779	750		8210	Office Supplies	750		750		
704	779	1,500		8220	Operating Supplies	1,500		1,500		
0	0	300		8240	Software & Maintenance	300		300		
296	523	1,250		8250	Small Tools & Minor Equip.	1,250		1,250		
135	294	1,000		8310	Advertising & Printing	1,000		1,000		
560	485	600		8320	Photocopying	600		600		
199	146	500		8330	Postage	500		500		
2,954	3,282	3,000		8340	Telephone	3,500		3,500		
1,053	2,324	2,000		8410	Dues, Memberships & Publications	2,500		2,500		
40	698	2,500		8420	Workshops and Conferences	2,500		2,500		
15,018	18,843	17,500		8430	Transportation	18,500		18,500		
0	0	500		8510	Professional Services	500		500		
6,600	7,395	30,000		8540	Contract Services	12,000		12,000		
0	0	17,249		8560	Special Projects	30,516		30,516		
17,814	18,049	17,500		8740	Bank Charges	20,000		20,000		
0	0	0		8790	Misc. Department Expenses	0		0		
36,128	37,519	39,492		8810	Rent Interdepartmental	41,497		41,497		
6,200	6,400	6,500		8820	Insurance Interdepartmental	6,800		6,800		
18,802	21,469	23,230		8830	Management Services Interdept.	24,705		24,705		
35,362	38,724	44,988		8840	Information Services Interdept.	48,569		48,569		
142,530	157,709	210,359			Total Materials and Services	217,487		217,487		0
0	0	0		8944	Vehicles	45,000		45,000		0
0	0	0		8948	Computers and Attachments	5,000		5,000		0
0	0	0			Total Capital Outlay	50,000		50,000		0
10,000	25,000	0			Transfer to General Fund	0		0		0
10,000	25,000	0			Total Transfer	0		0		0
0	0	200,000		9990	Contingency	250,000		250,000		
0	0	200,000			Total Contingency	250,000		250,000		0
697,715	753,920	1,000,000	4.93		Total Department Expenses	1,250,000	6.05	1,250,000	6.05	0 0.00
Revenues										
0	132,802	250,000		6000	Beginning Balance	325,000		325,000		
830,513	896,784	750,000		6200	Permits & Licenses	925,000		925,000		
0	0	0		6300	Charges for Services	0		0		
4	4	0		6990	Miscellaneous	0		0		
830,517	1,029,590	1,000,000			Total Revenues	1,250,000		1,250,000		0
Net Cost of Program										
(132,802)	(275,670)	(0)			Expenditures less Revenue	(0)		(0)		0

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION
280 ECONOMIC DEVELOPMENT	310 COMMUNITY DEVELOPMENT	330 ECONOMIC DEVELOPMENT

Program Description:

The Economic Development program provides a point of contact at the county to help coordinate economic development activities of agencies and local governments serving the County.

Program Goals or Objectives:

To reduce duplication and coordinate economic development activities with other agencies, cities, the Confederated Tribes of the Grand Ronde, Chambers of Commerce and water and waste-water systems. The program also provides oversight of the video lottery funds sent to the county from the State program.

Descriptive Statistics:

Indicator	Actual 19-20	Actual 20-21	Actual 21-22	Projected 22-23	Proposed 23-24
Projects Funded	NA	NA	NA	NA	NA
Grants Obtained	0	0	0	0	0

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

280 Economic Development	(Fund)
330 Economic Development	(Divn)
310 Community Development	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.	FY 23-24	FY 23-24	FY 23-24		
Actual	Actual	Adopted	Num.	Requested	FTE	Proposed	FTE	Approved
Expenditures								
0	0	0	0.00	8030	Professional/Technical	0	0.00	0
15,020	15,711	15,904	0.10	8050	Department Head	16,250	0.10	16,250
0	0	0		8080	Temporary/Part-time	0		0
897	924	500		8090	Overtime	500		500
15,917	16,635	16,404	0.10		Total Salaries	16,750	0.10	16,750
4,953	5,491	4,675		8110	PERS-Retirement	4,941		4,941
1,114	1,139	1,255		8120	Social Security/Medicare	1,281		1,281
318	378	1,950		8140	Insurance	1,950		1,950
78	81	82		8150	Unemployment	84		84
12	17	131		8160	Workers Compensation Insurance	68		68
22,392	23,741	24,497	0.10		Total Personal Services	25,074	0.10	25,074
0	0	100		8210	Office Supplies	100		100
0	0	500		8250	Small Tools & Minor Equipment	500		500
0	0	250		8310	Advertising & Printing	250		250
0	0	50		8320	Photocopying	50		50
0	0	1,000		8330	Postage	1,000		1,000
150	74	200		8340	Telephone	200		200
35,820	6,830	45,000		8410	Dues, Memberships & Publicatns	45,000		45,000
0	0	500		8420	Workshops and Conferences	500		500
100,000	103,000	120,000		8510	Professional Services - Planning	120,000		120,000
0	12,000	0		8540	Contract Services	0		0
1,192,952	648,963	1,150,000		8580	Special Projects	200,000		200,000
64,569	68,729	92,765		8750	Participation\Public Agencies	92,468		92,468
1,244,666	677,363	0		8755	Sub-grants	100,000		100,000
0	0	250,000		8760	Infrastructure Reserve	250,000		250,000
900	1,000	1,200		8820	Insurance Interdepartmental	1,500		1,500
9,163	8,684	11,877		8830	Management Services Interdept.	11,355		11,355
1,888	1,936	2,061		8840	Information Services Interdept	2,003		2,003
2,650,108	1,528,579	1,675,503			Total Materials and Services	824,926		824,926
0	0	0		8920	Buildings	0		0
0	0	0		8930	Improvements Other than Bldgs.	700,000		700,000
0	0	0			Total Capital Outlay	700,000		700,000
2,672,500	1,552,320	1,700,000	0.10		Total Department Expenses	1,550,000	0.10	1,550,000
Revenues								
360,411	1,093,752	1,350,000		6000	Beginning Balance	500,000		500,000
3,042,747	1,680,000	0		6110	Federal Awards	700,000		700,000
0	21,290	0		6130	State Operating Grants	0		0
363,094	348,711	350,000		6140	State Shared Revenues	350,000		350,000
0	0	0		6180	Non-Governmental Grants	0		0
0	0	0		7910	Transfer from General fund	0		0
3,766,252	3,143,753	1,700,000			Total Revenues	1,550,000		1,550,000
Net Cost of Program								
1,093,752	1,591,433	(0)			Expenditures less Revenue	0		0



Oregon

Tina Kotek, Governor

Water Resources Department
Watermaster District No. 22
725 Summer St NE, Suite A
Salem, OR 97301
(503) 508-2394

March 6, 2023

TO: Polk County Budget Committee

FROM: Joel Plahn, District 22 Watermaster

RE: FY 2023-2024 Assistant Watermaster Budget Request – Rickreall Creek and Luckiamute River

The District 22 Watermaster budget request for the upcoming fiscal year is \$5,000. This funding is part of the State and County cooperative funding effort to protect and manage the water resources in Polk County. The following information details the services provided by this office and provides some background about the responsibilities of the Watermaster's office.

District 22 has one Watermaster and covers the majority of Polk, Benton and Yamhill County. District 22 contains 6,736 water rights with a total of 9,120 points of diversion. There are 56 dams located in Polk County that require inspection every one, three or six years depending on the dam's hazard rating. The purpose of these inspections is to evaluate the general condition of the structure to help assure that it is being operated and maintained in a responsible manner for the protection of downstream life and property.

This office assists the general public and the real estate community in their need for essential and accurate information about water rights and wells during property transactions. It is also responsible for inspecting well construction and abandonment, monitoring in-stream water rights and stream flows, distributing water to assure that it is used in accordance with existing water rights, conducting dam safety inspections, and regulating illegal uses of water. This office also provides technical assistance to Watershed Councils, municipalities, the agricultural community, the Soil and Water Conservation District, Polk County Planning Department, and other organizations.

This funding will allow me to utilize the temporary assistant for my district in Polk County. It is extremely beneficial to have an assistant during the spring and summer months because they help provide better services to the County in many ways, including providing more prompt and thorough service during the extremely busy time of the year. Prompt response to information requests is a high priority for this office. It is very important to be able to respond to complaints during times of regulation because the situation can change or worsen if too much time elapses before a site visit can be made.

Rickreall Creek is a priority stream for flow restoration and improving fish habitat. Rickreall Creek, including tributaries, has a total of 367 water rights with 467 points of diversion. The Luckiamute River, including tributaries, has a total of 771 water rights with 1,159 points of

diversion. Like most years, hundreds of staff hours are spent measuring and regulating streams within the Luckiamute River Basin and Rickreall Creek.

The Department has received multiple inquiries regarding ground water use in Polk County over the past year. We continue to investigate complaints and are actively looking at ways to address groundwater concerns within the County.

Your support of the District 22 Watermaster's office would be greatly appreciated. In the upcoming year I hope to hire an Assistant Watermaster to assist in carrying out all of the duties and activities described above. The table below describes water right data per county within District 22. Please contact me at 503-508-2394 if you would like more detailed information on the District's duties, activities, or responsibilities.

County	Total Water Rights	Total Irrigation Water Rights	Irrigation Acres
Benton	1,366	944	80,044
Polk	2,426	1,324	66,200
Yamhill	2,944	1,877	84,596

Sincerely,



Joel Plahn
District 22 Watermaster



United States
Department of
Agriculture

Wildlife Services

135 NE 78th Ct.
Suite 100
Portland, OR 97218

Date: February 22, 2023

Polk County
C/O Nicole Pineda
850 Main Street
Dallas, OR
97338

Subject: FY 2023-2024 Wildlife Services Budget Request

Dear Nicole,

USDA-APHIS-Wildlife Services Oregon (WS-Oregon) appreciates the support of Polk County and the opportunity to provide service. WS-Oregon is grateful for the collective support of the Association of Oregon Counties (AOC), cooperators, and stakeholders who support our services as we start this budget session.

Our proposed budget request estimate (see attachment) for July 1, 2023 – June 30, 2024, is \$18,300.00. The attached budget sheet is only an estimate and is based on the amount of state funds that WS is currently proposed to receive. The current Governor’s revised budget reduced WS’s current base funding through ODFW and ODA by approximately 88% for the FY23-25 Biennium. WS-Oregon may need to adjust the level of state funds available to cost share with the counties when the final budget is approved. The level of funds needed from the county and/or the amount of services WS will be available to provide will need to be adjusted accordingly also once State budget is finalized.

The attached budget sheet identifies the amount of state and federal funds which we anticipate being available in July to offset the costs to the county for the new budget year. This amount of funding is based upon the Governor’s Revised Budget and anticipated federal funds. The equitable distribution of the state and federal funds (“Shares”) is proportional to the amount of funding provided by each county for the prior year.

We request a commitment or letter of intent by June 30th, to ensure we can continue services beyond June 30th.

Thank you for the continued support of the USDA-APHIS-Wildlife Services program. WS-Oregon looks forward to continuing to provide service. Should you have any questions please contact the Oregon State Director Jeffrey B. Flores at (971) 334-6151 or District Supervisor Brian Thomas 541-221-7582.

Sincerely,

**JEFFREY
FLORES**
Jeffrey Flores
Oregon State Director

Digitally signed by JEFFREY FLORES
DN: c=US, o=U.S. Government, ou=Department
of Agriculture, cn=JEFFREY FLORES,
0.9.2342.19200300.100.1.1=12001000186135
Date: 2023.03.16 15:39:30 -07'00'

Attachments: Financial Plan Polk County

CC: Branden Pursinger, AOC Legislative Manager

FINANCIAL PLAN
 For the disbursement of funds from
 Polk County
 to
 USDA APHIS Wildlife Services
 for
 Nutria, Bear ect.
 from
 7/1/2023
 to
 6/30/2024

Cost Element	Cost to Cooperator	Estimated Cost Share (Federal and State)	Full Cost
Personnel Compensation	\$ 10,048.50	\$ 2,244.75	\$ 12,293.25
Travel	\$ -	\$ -	\$ -
Vehicles	\$ 820.50	\$ 448.95	\$ 1,269.45
Other Services	\$ 3,240.70	\$ 299.30	\$ 3,540.00
Supplies and Materials	\$ 282.75	\$ -	\$282.75
Equipment	\$ -	\$ -	\$ -

Subtotal (Direct Charges)	\$ 14,392.45	\$ 2,993.00	\$ 17,102.70
----------------------------------	---------------------	--------------------	---------------------

Pooled Job Costs	11.00%	\$ 1,583.17	\$ 1,583.17
Indirect Costs	16.15%	\$ 2,324.38	\$ 2,324.38
Aviation Flat Rate Collection		\$ -	\$ -
Agreement Total		\$ 18,300.00	\$ 21,010.25

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: \$18,300.00. The Cost Share amount is \$2,993.00. This is an estimate based on available State and Federal funding and may be adjusted accordingly.

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION
300 HOUSEHOLD HAZARDOUS WASTE	310 COMMUNITY DEVELOPMENT	595 HOUSEHOLD HAZARDOUS WASTE

Program Description:

The Household Hazardous Waste (HHW) program provides for a locally funded program to provide a method of safely disposing of waste that could create a public health and safety hazard if products are not safely used or disposed of. The program will also have a public education component.

Program Goals or Objectives:

To provide safe disposal options for household hazardous waste. This provides for HHW events and a facility that is open one weekday per week and one weekend day per month for drop off in Marion County. Due to COVID-19 precautions, only the facility has been collecting household hazardous waste.

Descriptive Statistics:					
Indicator	Actual 19-20	Actual 20-21	Actual 21-22	Projected 22-23	Proposed 23-24
Events Conducted	0	0	0	0	0
Households served	637	749	639	650	630
Pounds Collected HHW / Latex Paint	NA	NA	NA	NA	NA

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

300 Household Hazardous Waste
595 Household Hazardous Waste
310 Community Development

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
0	0	0	0.00	8010	Clerical/Admin. Specialist	0	0.00	0	0.00		
11,793	6,132	10,000	0.15	8040	Management/Supervisory	7,500	0.15	7,500	0.15		
7,510	7,855	7,952	0.05	8050	Department Head	8,100	0.05	8,100	0.05		
0	0	0		8080	Temporary/Part-Time	0		0			
902	1,459	500		8090	Overtime	1,000		1,000			
20,205	15,446	18,452	0.20		Total Salaries	16,600	0.20	16,600	0.20	0	0.00
6,217	5,048	5,259		8110	PERS-Retirement	4,731		4,731		0	
1,461	1,104	1,412		8120	Social Security/Medicare	1,270		1,270		0	
2,815	1,553	3,900		8140	Insurance	3,900		3,900		0	
100	76	92		8150	Unemployment	83		83		0	
194	82	148		8160	Workers Compensation Insurance	133		133		0	
30,992	23,309	29,262	0.20		Total Personal Services	26,717	0.20	26,717	0.20	0	0.00
0	0	50		8210	Office Supplies	0		0			
0	0	100		8220	Operating Supplies	0		0			
0	0	300		8250	Small Tools & Minor Equip.	0		0			
0	0	750		8310	Advertising and Printing	0		0			
0	0	50		8320	Photocopying	0		0			
0	0	100		8330	Postage	0		0			
0	0	50		8410	Dues, Memberships & Publication	0		0			
0	0	100		8420	Workshops and Conferences	0		0			
2,461	334	500		8430	Transportation	500		500			
0	0	0		8510	Professional Services	0		0			
38,948	26,156	51,083		8540	Contract Services	55,599		55,599			
0	0	250		8610	Repairs & Maintenance	0		0			
0	0	0		8750	Participation/Public Agencies	0		0			
500	500	550		8820	Insurance Interdepartmental	600		600			
2,007	1,926	1,855		8830	Management Services Interdept.	1,584		1,584			
0	0	0		8840	Information Services Interdept	0		0			
43,916	28,916	55,738			Total Materials & Services	58,283		58,283		0	
0	0	0		8942	Machinery	0		0		0	
0	0	0		8944	Vehicles	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
74,908	52,225	85,000	0.20		Total Department Expenses	85,000	0.20	85,000	0.20	0	0.00
Revenues											
28,524	23,808	30,000		6000	Beginning Fund Balance	30,000		30,000			
70,192	48,229	55,000		6050	Franchise Tax	55,000		55,000			
0	0	0		6990	Miscellaneous	0		0			
98,716	72,037	85,000			Total Revenues	85,000		85,000		0	
Net Cost of Program											
23,808	19,812	0			Expenditures less Revenue	0		0		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
INSURANCE	GENERAL SERVICES		INSURANCE	
Program Description:				
<p>The Insurance Fund includes unemployment, worker's compensation, long-term disability, COBRA/retiree health insurance, property, liability, Inland Marine insurance, boiler insurance, earthquake insurance. Each year the County examines the cost benefit of self-insurance for liability versus purchasing insurance. All of the insurances continue to be purchased through CCIS.</p>				
Program Goals or Objectives:				
<ol style="list-style-type: none"> 1. The program was developed to give the County the flexibility when purchasing insurance. 2. The program is managed by the Administrative Officer and minor claims are handled in-house by Management Services or County Counsel, with larger claims being handled by County Counsel or being passed on to the insurance company. 				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
Premiums (Property/Liability)	\$522,286	\$755,175	\$550,000	\$753,980
WCI Experience Rating	.83	.87	.84	.85
WCI Premium (net)	\$311,242	\$103,194	\$350,000	\$100,000
Unemployment	\$31,742	\$59,831	\$30,000	\$50,000

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

620 Insurance	(Fund)
840 Insurance	(Divn)
810 General Services	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24	FY 23-24	FY 23-24		
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved
0	0	0	0.00	8010	Clerical/Admin. Specialist	0	0.00	0	0.00	
48,342	50,702	53,000	0.35	8050	Department Head	56,000	0.35	56,000	0.35	
0	1,307	0		8090	Overtime	0		0		
48,342	52,009	53,000	0.35		Total Salaries	56,000	0.35	56,000	0.35	0
7,590	9,329	9,805		8110	PERS-Retirement	11,000		11,000		(4,240)
3,559	3,859	4,055		8120	Social Security/Medicare	4,284		4,284		0
5,385	5,718	7,175		8140	Insurance	7,350		7,350		0
237	256	265		8150	Unemployment	280		280		0
51	51	100		8160	Workers Compensation Ins	106		106		0
65,164	71,222	74,400	0.35		Total Personal Services Expenditures	79,020	0.35	79,020	0.35	(4,240)
0	0	500		8220	Operating Supplies	500		500		
13,008	754	5,000		8250	Small Tools & Minor Equip.	5,000		5,000		
522,286	755,175	550,000		8360	Insurance	753,980		753,980		
0	0	2,500		8370	Settlements	10,000		10,000		
0	0	500		8410	Dues, Memberships & Publicator	0		0		
0	0	0		8420	Workshops & Conferences	0		0		
625	0	500		8510	Professional Services	0		0		
0	0	0		8540	Contract Services	0		0		
244	0	500		8580	Special Projects	0		0		
1,147	1,232	1,100		8610	Repairs and Maintenance	1,500		1,500		
311,242	103,194	320,000		8870	Workers Compensation Insurance	100,000		100,000		
99,318	86,387	115,000		8875	Health Insurance Premiums	100,000		100,000		
31,742	59,831	35,000		8880	Unemployment Claims	50,000		50,000		
979,612	1,006,573	1,030,600			Total Materials and Services	1,020,980		1,020,980		0
0	0	0		8946	Furnitures and Fixtures	0		0		0
0	0	0			Total Capital Outlay	0		0		0
0	0	200,000		9990	Fund Operating Contingency	100,000		100,000		
0	0	200,000			Total Contingency	100,000		100,000		0
1,044,776	1,077,795	1,305,000	0.35		Total Department Expenses	1,200,000	0.35	1,200,000	0.35	(4,240)
Revenues										
332,291	285,084	300,000		6000	Beginning Fund Balance	100,000		100,000		
987,783	780,563	1,000,000		6300	Charges for Services	900,000		900,000		
0	0	0		6600	Fines & Forfeitures	0		0		
9,786	126,668	0		6750	Settlements	0		0		
0	0	0		6990	Miscellaneous	0		0		
0	0	0		7910	Transfer from the General Fund	200,000		200,000		
1,329,860	1,192,315	1,300,000			Total Revenues	1,200,000		1,200,000		0
Net Cost of Program										
285,084	114,520	5,000			Expenditures less Revenue	0		0		(4,240)

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION		
COUNTY SCHOOL				
Program Description:				
<p>This Fund receives Utility Franchise tax in lieu and State Timber receipts. Currently, the County is utilizing State Timber receipts to maintain resource roads. As a result, the only monies being deposited into this fund are franchise taxes.</p>				
Program Goals or Objectives:				
<p>Pass through of state revenue receipts or taxes collected by the county with minimum cost to the county and the schools.</p>				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
Utility Franchise Tax	\$152,673	\$156,438	\$163,500	\$174,000

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

270 County School	(Fund)
197 County School	(Divn)
199 Non-Departmental	(Dept)

FY 20-21	FY 21-22	FY 21-22	Acct.		FY 23-24	FY 23-24	FY 23-24				
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
0	0	0		9100	Special Payments	0		0			
153,498	157,466	165,000		9110	Apportionment to Schools	175,000		175,000			
153,498	157,466	165,000			Total Department Expense:	175,000		175,000		0	
Revenues											
0	0	0		6000	Beginning Fund Balance	0		0			
152,673	156,438	163,500		6050	Franchise Tax	174,000		174,000			
825	1,028	1,500		6120	Federal Payment in Lieu of T	1,000		1,000			
0	0	0		6600	Fines & Forfeitures	0		0			
0	0	0		6800	Interest Income	0		0			
0	0	0		7910	Transfer from General Fund	0		0			
153,498	157,466	165,000			Total Revenues	175,000		175,000		0	
Net Cost of Program											
0	0	0			Expenditures less Revenue	0		0		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION		
LAW LIBRARY	LAW LIBRARY			
Program Description:				
<p>Library of basic legal reference material designated for visiting attorneys and judges. It is also open to the general public after checking in with General Services. ORS Chapter 9 provides legislation to establish a law library and set a fee to be charged to each civil unit not greater than 40 percent of the filing fee. In Polk County, the Library Fund was self-supporting prior to FY 1993-94 and again became self-supporting in FY 1996-97 primarily due to a changeover to purchasing computerized legal publications in lieu of purchasing books and cutting overhead.</p>				
Program Goals or Objectives:				
Maintain an appropriate level of current legal reference materials.				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
Publications	\$36,892	\$45,997	\$37,327	\$40,225
State Operating Grants	\$42,127	\$57,382	\$58,000	\$58,000

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

230 Law Library	(Fund)
490 Law Library	(Divn)
490 Law Library	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
0	0	0		8210	Office Supplies	0		0			
0	0	0		8250	Small Tools & Minor Equip.	0		0			
36,892	45,907	37,327		8410	Dues, Memberships & Publicatn:	40,235		40,235			
34,640	35,973	37,865		8810	Rent Interdepartmental	39,788		39,788			
1,378	1,646	1,451		8830	Management Services Interdept.	1,624		1,624			
2,907	2,984	3,357		8840	Information Services Interdept.	3,353		3,353			
75,817	86,510	80,000			Total Materials and Services	85,000		85,000		0	
0	0	0		8948	Computers and Attachments	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
0	0	0		9805	Transfer to General Fund	0		0		0	
0	0	0			Total Transfers	0		0		0	
75,817	86,510	80,000			Total Department Expenses	85,000		85,000		0	
Revenues											
4,374	(14,316)	2,000		6000	Beginning Fund Balance	2,000		2,000			
42,127	57,382	58,000		6130	State Operating Grants	58,000		58,000			
0	0	0		6300	Charges for Services	0		0			
15,000	47,500	20,000		7910	Transfer from General Fund	25,000		25,000			
61,501	90,566	80,000			Total Revenues	85,000		85,000		0	
Net Cost of Program											
#####	4,056	0			Expenditures less Revenue	0		0		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION		
COURT SECURITY FUND				
Program Description:				
<p>Incorporated into the 2002-03 budget, Court Security, was created through ORS 1.18 and ORS 137.308. The Court Security Fund receives funds through Court fines (County assessment portion). Monies are used to provide enhanced security in Courthouses and courtrooms.</p>				
Program Goals or Objectives:				
<p>To enhance security in courtrooms, court facilities and Courthouses. The County has made safety improvements to all three courtrooms in the past three years.</p>				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
Fines & Forfeitures	\$6,107	\$5,107	\$7,500	\$5,000
State Operating Grants	\$14,966	\$15,609	\$14,000	\$14,000

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

180 Court Security Fund	(Fund)
492 Court Security	(Divn)
492 Court Security	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
0	0	0		8010	Clerical/Admin. Specialist	0		0		0	
0	0	0		8030	Professional/Technical	0		0		0	
0	0	0		8040	Management/Supervisory	0		0		0	
0	0	0		8080	Temporary/Part-time	0		0		0	
0	0	0		8090	Overtime	0		0		0	
0	0	0	0.00		Total Salaries	0	0.00	0	0.00	0	0.00
0	0	0		8110	PERS-Retirement	0		0		0	
0	0	0		8120	Social Security/Medicare	0		0		0	
0	0	0		8140	Insurance	0		0		0	
0	0	0		8150	Unemployment	0		0		0	
0	0	0		8160	Workers Comp. Insurance	0		0		0	
0	0	0	0.00		Total Personal Services	0	0.00	0	0.00	0	0.00
0	0	0		8210	Office Supplies	0		0			
0	0	200		8220	Operating Supplies	200		200			
0	0	0		8250	Small Tools & Minor Equipment	0		0			
0	0	0		8310	Advertising & Printing	0		0			
0	0	500		8420	Workshops and Conferences	500		500			
0	0	0		8430	Transportation	0		0			
0	0	1,000		8510	Professional Services	1,000		1,000			
4,650	0	5,000		8540	Contract Services	5,000		5,000			
12,272	8,896	83,946		8580	Special Projects	83,952		83,952			
0	0	0		8610	Repairs and Maintenance	0		0			
0	0	0		8820	Insurance Interdepartmental	0		0			
1,943	1,696	1,854		8830	Management Services Interdept.	1,848		1,848			
15,000	15,000	15,000		8840	Information Services Interdept.	15,000		15,000			
33,865	25,592	107,500			Total Materials and Services	107,500		107,500		0	
0	0	25,000		8920	Buildings	25,000		25,000		25,000	
0	0	0		8948	Computers and Attachments	0		0		0	
0	0	25,000			Total Capital Outlay	25,000		25,000		25,000	
33,865	25,592	132,500	0.00		Total Department Expenses	132,500	0.00	132,500	0.00	25,000	0.00
Revenues											
137,394	125,680	110,000		6000	Beginning Balance	112,500		112,500			
0	0	0			Federal Awards	0		0			
14,966	15,609	14,000		6130	State Operating Grants	14,000		14,000			
6,107	5,107	7,500		6600	Fines & Forfeitures	5,000		5,000			
1,078	640	1,000		6800	Interest Income	1,000		1,000			
0	0	0		6990	Miscellaneous	0		0			
159,545	147,036	132,500			Total Revenues	132,500		132,500		0	
Net Cost of Program											
(125,680)	(121,444)	0			Expenditures less Revenue	0		0		25,000	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION		
DOMESTIC MEDIATION FUND				
Program Description:				
<p>Incorporated into the 2002-03 budget, Domestic Mediation, was created through ORS 107.755 - ORS 107.785. The Domestic Mediation Fund receives funds through Court Records. Monies are used to provide mediation services in child custody and visitation disputes. Polk County manages the personal services contracts with the providers.</p>				
Program Goals or Objectives:				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
State Operating Grants	\$35,923	\$37,467	\$38,000	\$38,000

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

160 Domestic Mediation Fund	(Fund)
422 Domestic Mediation	(Divn)
422 Domestic Mediation	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
0	0	0		8010	Clerical/Admin. Specialist	0		0		0	
0	0	0		8030	Professional/Technical	0		0		0	
0	0	0		8040	Management/Supervisory	0		0		0	
0	0	0		8080	Temporary/Part-time	0		0		0	
0	0	0		8090	Overtime	0		0		0	
0	0	0	0.00		Total Salaries	0	0.00	0	0.00	0	0.00
0	0	0		8110	PERS-Retirement	0		0		0	
0	0	0		8120	Social Security/Medicare	0		0		0	
0	0	0		8140	Insurance	0		0		0	
0	0	0		8150	Unemployment	0		0		0	
0	0	0		8160	Workers Comp. Insurance	0		0		0	
0	0	0	0.00		Total Personal Services	0	0.00	0	0.00	0	0.00
115	51	150		8210	Office Supplies	150		150			
0	0	0		8220	Operating Supplies	0		0			
0	0	0		8420	Workshops and Conferences	0		0			
0	0	0		8430	Transportation	0		0			
45,890	37,080	60,497		8510	Professional Services	55,370		55,370			
0	0	0		8540	Contract Services	0		0			
0	0	500		8580	Special Projects	500		500			
0	0	0		8610	Repairs and Maintenance	0		0			
0	0	0		8820	Insurance Interdepartmental	0		0			
1,473	1,641	1,853		8830	Management Services Interdept.	1,980		1,980			
0	0	0		8840	Information Services Interdept.	0		0			
47,478	38,772	63,000			Total Materials and Services	58,000		58,000		0	
0	0	0		8948	Computers and Attachments	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
47,478	38,772	63,000	0.00		Total Department Expenses	58,000	0.00	58,000	0.00	0	0.00
Revenues											
23,615	17,060	20,000		6000	Beginning Balance	15,000		15,000			
35,923	37,467	38,000		6130	State Operating Grants	38,000		38,000			
0	0	0		6600	Fines & Forfeitures	0		0			
5,000	0	5,000		7910	Transfer from General Fund	5,000		5,000			
64,538	54,527	63,000			Total Revenues	58,000		58,000		0	
Net Cost of Program											
17,060	15,755	0			Expenditures less Revenue	0		0		0	

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

120 PO.I.N.T. Fund	(Fund)
432 PO.I.N.T.	(Divn)
430 Sheriff	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24			
Actual	Actual	Adopted	Num.	Description	Requested	FTE	Proposed	FTE	Approved	
Expenditures										
0	0	0	8010	Clerical/Admin. Specialist	0		0		0	
0	0	0	8030	Professional/Technical	0		0		0	
0	0	0	8040	Management/Supervisory	0		0		0	
0	0	0	8080	Temporary/Part-time	0		0		0	
0	0	0	8090	Overtime	0		0		0	
0	0	0	0.00	Total Salaries	0	0.00	0	0.00	0	
0	0	0	8110	PERS-Retirement	0		0		0	
0	0	0	8120	Social Security/Medicare	0		0		0	
0	0	0	8140	Insurance	0		0		0	
0	0	0	8150	Unemployment	0		0		0	
0	0	0	8160	Workers Comp. Insurance	0		0		0	
0	0	0	0.00	Total Personal Services	0	0.00	0	0.00	0	
0	0	0	8210	Office Supplies	0		0		0	
43,811	0	0	8220	Operating Supplies	0		0		0	
752	0	0	8225	Fuels & Lubricants	0		0		0	
4,200	0	0	8240	Software & Maintenance	0		0		0	
522	0	0	8250	Small Tools & Minor Equip.	0		0		0	
0	0	0	8310	Advertising & Printing	0		0		0	
107	0	0	8320	Photocopying	0		0		0	
826	0	0	8340	Telephone	0		0		0	
0	0	0	8410	Dues, Memberships & Publications	0		0		0	
0	0	0	8420	Workshops and Conferences	0		0		0	
0	0	0	8430	Transportation	0		0		0	
0	0	0	8510	Professional Services	0		0		0	
3,653	0	0	8550	Contract - Other Public Agencies	0		0		0	
58,056	0	0	8580	Special Projects	0		0		0	
0	0	0	8610	Repairs & Maintenance	0		0		0	
63	0	0	8612	Vehicle Maint.-Sheriff	0		0		0	
0	0	0	8740	Bank Charges	0		0		0	
2,590	0	0	8830	Management Services Interdept.	0		0		0	
7,910	0	0	8840	Information Services Interdept.	0		0		0	
122,490	0	0		Total Materials and Services	0		0		0	
0	0	0	8944	Vehicles	0		0		0	
0	0	0	8948	Computers and Attachments	0		0		0	
0	0	0		Total Capital Outlay	0		0		0	
122,490	0	0	0.00	Total Department Expenses	0	0.00	0	0.00	0	
Revenues										
95,455	0	0	6000	Beginning Balance	0		0		0	
0	0	0	6110	Federal Awards	0		0		0	
25,000	0	0	6170	Intergovernmental Local Govt.	0		0		0	
0	0	0	6300	Charges for Services	0		0		0	
2,026	0	0	6600	Fines & Forfeitures	0		0		0	
9	0	0	6990	Miscellaneous	0		0		0	
0	0	0	7100	Proceeds from Sale of Assets	0		0		0	
122,490	0	0		Total Revenues	0		0		0	
Net Cost of Program										
0	0	0		Expenditures less Revenue	0		0		0	

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

410 Debt Service	(Fund)
198 Debt Service	(Divn)
199 Non-Departmental	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 21-22 Adopted	Acct. FTE Num.	Description	FY 23-24 Requested	FY 23-24 FTE Proposed	FY 23-24 FTE Approved	
Expenditures								
0	0	0	9520	Bond Principal Payment	0	0	0	
0	0	0	9530	Bond Interest	0	0	0	
0	0	0			0	0	0	
0	78,098	0		Transfer to Public Works Fund	0	0	0	
0	78,098	0		Total Transfer	0	0	0	
0	0	0	9990	Contingency	0	0	0	
0	0	0		Total Contingency	0	0	0	
0	0	0		Total Department Expenses	0	0	0	
Revenues								
72,423	75,563	0	6000	Beginning Fund Balance	0	0	0	
0	0	0	6010	Property Taxes	0	0	0	
2,616	2,129	0	6020	Property Taxes Previous Years	0	0	0	
524	406	0	6800	Interest Income	0	0	0	
0	0	0	7200	Bond Proceeds	0	0	0	
0	0	0	7910	Transfer from General Fund	0	0	0	
75,563	78,098	0		Total Revenues	0	0	0	
Net Cost of Program								
75,563	78,098	0		Expenditures less Revenue	0	0	0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
American Rescue Plan	Admin Officer		American Rescue Plan	
Program Description:				
<p>In the spring of 2021, President Biden authorized COVID stimulus money to Polk County that amounted to \$16.8 million over 2 years. These monies were earmarked for specific projects related to COVID. Polk County has until December 31, 2024 to expend these funds.</p>				
Program Goals or Objectives:				
<p>To utilize these funds for infrastructure improvements and one time capital outlay expenditures</p>				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Proposed 23-24
Buildings	\$668,986	\$1,763,430	\$3,000,000	\$3,000,000
Broadband	\$0	\$0	\$450,000	\$425,000
Emergency Communications	\$0	\$1,275,000	\$600,000	\$0
Revenue Replacement	\$0	\$1,650,000	\$0	\$0

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

290 American Rescue Plan	(Fund)
865 American Rescue	(Divn)
850 Administrative Officer	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24				
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
0	0	0	0.00	8010	Clerical/Admin. Specialist	0	0.00	0	0.00		
0	157,685	0	0.00	8030	Professional/Technical	230,000	4.00	230,000	4.00		
0	0	0	0.00	8040	Management/Supervisory	0	0.00	0	0.00		
0	0	0	0.00	8050	Department Head	0	0.00	0	0.00		
0	22,654	0		8080	Temporary/Part-time	0		0			
0	0	0		8090	Overtime	0		0			
0	180,339	0	0.00		Total Salaries	230,000	4.00	230,000	4.00	0	0.00
0	34,574	0		8110	PERS-Retirement	65,550		65,550		0	
0	13,667	0		8120	Social Security/Medicare	17,595		17,595		0	
0	38,352	0		8140	Insurance	80,000		80,000		0	
0	913	0		8150	Unemployment	1,150		1,150		0	
0	1,168	0		8160	Workers Comp. Insurance	1,840		1,840		0	
0	269,013	0	0.00		Total Personal Services	396,135	4.00	396,135	4.00	0	0.00
0	0	0		8210	Office Supplies	0		0			
0	0	0		8220	Operating Supplies	0		0			
0	101,615	0		8240	Software & Maintenance	0		0			
0	11,354	0		8250	Small Tools & Minor Equip.	0		0			
0	0	0		8310	Advertising & Printing	0		0			
0	0	0		8320	Photocopying	0		0			
0	1,674	0		8330	Postage	0		0			
0	0	0		8340	Telephone	0		0			
0	98,740	0		8410	Dues, Memberships & Publications	0		0			
0	0	0		8420	Workshops and Conferences	0		0			
0	171	0		8430	Transportation	0		0			
0	21,403	275,000		8510	Professional Services	150,000		150,000			
0	0	500,000		8540	Contract Services	50,000		50,000			
0	1,522,130	1,750,000		8560	Special Projects	1,500,106		1,500,106			
0	0	0		8740	Bank Charges	0		0			
0	0	0		8790	Misc. Department Expenses	0		0			
0	0	0		8810	Rent Interdepartmental	0		0			
0	0	0		8820	Insurance Interdepartmental	0		0			
0	0	325,000		8830	Management Services Interdept.	288,759		288,759			
0	0	0		8840	Information Services Interdept.	0		0			
0	1,757,087	2,850,000			Total Materials and Services	1,988,865		1,988,865		0	
668,986	1,763,430	3,000,000		8920	Buildings	3,250,000		3,250,000			
0	0	0		8948	Computers and Attachments	0		0			
668,986	1,763,430	3,000,000			Total Capital Outlay	3,250,000		3,250,000		0	
0	1,100,000	250,000		9810	Transfer to Public Works Fund	0		0			
0	0	225,000			Transfer to Public Works Const. Fund	0		0			
0	300,000	0		9860	Transfer to Fairgrounds Fund	100,000		100,000			
0	250,000	575,000		9882	Transfer to Bldg. Improvement Fund	250,000		250,000			
	1,650,000	1,050,000			Total Transfers	350,000		350,000		0	
0	0	5,300,000		9990	Contingency	1,015,000		1,015,000			
0	0	5,300,000			Total Contingency	1,015,000		1,015,000		0	
668,986	5,439,530	12,200,000	0.00		Total Department Expenses	7,000,000	4.00	7,000,000	4.00	0	0.00
Revenues											
0	7,691,515	12,200,000		6000	Beginning Balance	7,000,000		7,000,000			
8,360,501	8,360,501	0		6110	Federal Awards	0		0			
0	0	0		6170	Intergovernmental Local Govt.	0		0			
0	0	0		6800	Interest Income	0		0			
0	0	0		6990	Miscellaneous	0		0			
8,360,501	16,052,016	12,200,000			Total Revenues	7,000,000		7,000,000		0	
7,691,515	10,612,486	0			Net Cost of Program	0		0		0	
					Expenditures less Revenue						

Homelessness Prevention Program

Report includes data collected in the 2022-23 Fiscal Year.



Prevention Services



Intensive Case Management



By Name Case Conferencing



Multi-Agency Strategic Planning

80 Individuals identified in Annual Point in Time Count






These are individuals in rural Polk County that identified as currently experiencing homelessness or being at risk of homelessness on the night of January 23, 2023

133 Clients Enrolled

These are clients that have been identified as currently experiencing literal homelessness, couch surfing, or unstably housed, and receiving services from the Polk County Resource Center and Homelessness Prevention Program.

Staff spend time each day out in the community meeting with clients where they are at and working with them to support their needs as they work toward sustainable housing solutions.

Resource Center Services

-  9 Requests for Birth Certificates/ Identification \$460.75
-  83 Requests for Deposit Assistance \$135,669.63
-  237 Requests for Rent Assistance \$416,922.35
-  204 Requests for Utility Assistance/Energy Services \$169,299.53 **Numbers reflect cases funded through January, there is currently a 6-8 week processing time for this funding**
-  Food boxes, hygiene supplies and shower passes supplied daily.

Case Conferencing

Homelessness Prevention Program staff have begun hosting a monthly, by name, case conferencing with community partners who are working with individuals who are experiencing homelessness. During these meetings staff are able to talk about specific client needs and develop action plans for meeting them.

PATHS

Partners Aligned Toward Housing Solutions is a committee that meets monthly with representation from the Cities of Monmouth, Independence, Falls City, Dallas, and Clatsop, Polk County, The Confederated Tribes of Grand Ronde, and Community Action Agency. This group is working to establish a 5 year strategic plan to address homelessness in rural Polk County.

Secured Housing

Since the January 2023, staff within the Homelessness Prevention Program have assisted 8 clients move from chronically homeless to permanent housing through intensive case management and resource connection.

Community

Program staff have been working closely with the Mid-Willamette Valley Community Action Agency on their efforts around the transitional housing for homeless youth project that they are preparing to open in Monmouth. This has included assisting with community forums to help the community understand youth homelessness and the efforts to address the issue.

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

295 Coordinated Housing Fund	(Fund)
870 Coordinated Housing	(Divn)
850 Administrative Officer	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24				
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
0	0	0	0.00	8010	Clerical/Admin. Specialist	0	0.00	0	0.00		
0	0	62,204	1.00	8030	Professional/Technical	95,000	2.00	95,000	2.00		
0	0	0	0.00	8040	Management/Supervisory	16,000	0.20	16,000	0.20		
0	0	0	0.00	8050	Department Head	25,000	0.20	25,000	0.20		
0	0	0		8080	Temporary/Part-time	1,500		1,500			
0	0	0		8090	Overtime	2,500		2,500			
0	0	62,204	1.00		Total Salaries	140,000	2.40	140,000	2.40	0	0.00
0	0	17,728		8110	PERS-Retirement	41,300		41,300		0	
0	0	4,759		8120	Social Security/Medicare	10,710		10,710		0	
0	0	20,500		8140	Insurance	49,200		49,200		0	
0	0	311		8150	Unemployment	700		700		0	
0	0	498		8160	Workers Comp. Insurance	1,121		1,121		0	
0	0	106,000	1.00		Total Personal Services	243,031	2.40	243,031	2.40	0	0.00
0	0	250		8210	Office Supplies	260		260			
0	0	2,500		8220	Operating Supplies	2,000		2,000			
0	0	1,000		8240	Software & Maintenance	1,000		1,000			
0	0	1,500		8250	Small Tools & Minor Equip.	1,500		1,500			
0	0	1,000		8310	Advertising & Printing	1,000		1,000			
0	0	250		8320	Photocopying	250		250			
0	0	100		8330	Postage	100		100			
0	0	1,000		8340	Telephone	1,000		1,000			
0	0	0		8410	Dues, Memberships & Publications	0		0			
0	0	500		8420	Workshops and Conferences	3,500		3,500			
0	0	1,500		8430	Transportation	1,900		1,900			
0	0	5,000		8510	Professional Services	50,000		50,000			
0	0	5,000		8540	Contract Services	10,000		10,000			
0	0	824,000		8560	Special Projects	700,000		700,000			
0	0	0		8740	Bank Charges	0		0			
0	0	400		8790	Misc. Department Expenses	1,000		1,000			
0	0	0		8810	Rent Interdepartmental	10,000		10,000			
0	0	0		8820	Insurance Interdepartmental	0		0			
0	0	0		8830	Management Services Interdept.	10,000		10,000			
0	0	0		8840	Information Services Interdept.	2,250		2,250			
0	0	844,000			Total Materials and Services	795,760		795,760		0	
0	0	1,200,000		8920	Buildings	500,000		500,000			
0	0	0		8948	Computers and Attachments	0		0			
0	0	1,200,000			Total Capital Outlay	500,000		500,000		0	
0	0	1,350,000		9990	Contingency	1,861,209		1,861,209			
0	0	1,350,000			Total Contingency	1,861,209		1,861,209		0	
0	0	3,500,000	1.00		Total Department Expenses	3,400,000	2.40	3,400,000	2.40	0	0.00
Revenues											
0	0	1,000,000		6000	Beginning Balance	3,400,000		3,400,000			
0	0	0		6110	Federal Awards	0		0			
0	0	0		6130	State Operating Grants	0		0			
0	0	2,500,000		6131	State Operating Grants - BH	0		0			
0	0	0		6170	Intergovernmental Local Govt.	0		0			
0	0	0		6800	Interest Income	0		0			
0	0	0		6990	Miscellaneous	0		0			
0	0	3,500,000			Total Revenues	3,400,000		3,400,000		0	
Net Cost of Program											
0	0	0			Expenditures less Revenue	0		0		0	

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Revenues**

260 Fair	(Fund)
Revenues all departments	

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	Divn Num.	Acct. Num.	Description	FY 23-24 Requested	FY 23-24 Proposed	FY 23-24 Approved	Division
Revenues									
(50,879)	(23,502)	0	710	6000	Beginning Fund Balance	0	0		Annual Fair
53,167	53,167	80,000	710	6140	State Shared Revenues	80,000	80,000		Annual Fair
20,200	27,500	27,500	710	6170	Intergovernmental Local Govt.	27,500	27,500		Annual Fair
0	34,491	45,000	710	6300	Charges for Services	50,000	50,000		Annual Fair
475	5,300	10,000	710	6310	Charges for Services-Rentals	12,000	12,000		Annual Fair
329	8,819	12,000	710	6320	Charges for Services-Concessions	20,000	20,000		Annual Fair
29,670	81,926	35,000	710	6980	Donations	45,000	45,000		Annual Fair
36	558	1,000	710	6990	Miscellaneous	1,000	1,000		Annual Fair
77,834	140,275	200,000	720	6000	Beginning Fund Balance	75,000	75,000		Year Around
23,731	30,431	0	720	6110	Federal Awards	0	0		Year Around
54,800	37,500	47,500	720	6170	Intergovernmental Local Govt.	150,000	150,000		Year Around
130,689	0	0	720	6180	Non-Governmental Grants	0	0		Year Around
13,782	63,075	40,000	720	6300	Charges for Services	65,000	65,000		Year Around
124,487	169,060	125,000	720	6310	Charges for Services-Rentals	170,000	170,000		Year Around
82	992	2,000	720	6320	Charges for Services-Concessions	2,000	2,000		Year Around
1,300	8,300	5,000	720	6980	Donations	8,000	8,000		Year Around
343	3,310	2,000	720	6990	Miscellaneous	2,500	2,500		Year Around
550,000	240,000	200,000	720	7910	Transfer from General Fund	200,000	200,000		Year Around
0	300,000	0	720	7920	Transfer from another Fund	100,000	100,000		Year Around
1,030,046	1,181,202	832,000			Fund Total	1,008,000	1,008,000	-	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION		
260-Fair	Annual Fair	710		
Program Description:				
1. Provide a facility to present the annual fair. 2. Plan, organize and support the annual Polk County Fair. 3. Provide an opportunity for the community to showcase their businesses and talents for others to see and enjoy.				
Program Goals or Objectives:				
1. Increase attendance revenues 5% over the 22-23 revenues. 2. Increase restaurant revenue 5% over 22-23, offer more food varieties, strive to keep prices affordable and reasonable. 3. Increase exhibitors in the fair, promote special awards to be won and exhibit opportunities. 4. Keep the fair unique, family and local business oriented. 5. To give the people attending the fair value for their money in a safe and enjoyable setting. 6. Have a positive social and fiscal impact on our community. 7. Increase sponsorship in every area of the fair, from premium awards to the entertainment.				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Annual Fair Revenues (1)	\$103,876	\$166,502	\$212,487	\$235,500
Attendance	00	2,600	7,200	10,000
Admission Revenue	\$00	\$17,321	\$52,982	\$65,000
Restaurant Revenue	\$329	\$8,819	\$18,463	\$20,000
Booths (paid)	0	8	44	50
Number of Exhibitors	0	193	172	250
Number of Exhibits	0	1,692	1,702	2,000
Premium money distributed	\$00	\$2,058**	\$2,028**	\$4,000**

PROGRAM.FRM (1/5/94) **(1)-Fair Revenues** were calculated on: booth rental, admission, restaurant revenues, ad/sponsorship sales and state funds for fair. **Premiums have been paid from donations from the Farm Bureau & 3 other sponsors

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

260 Fair	(Fund)
710 Annual Fair	(Divn)
710 Fair	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24		FY 23-24		FY 23-24	
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
0	3,000	9,225	0.25	8010	Clerical/Admin. Specialist	10,000	0.25	10,000	0.25		
6,240	5,200	19,023	0.50	8020	Laborer	26,000	0.50	26,000	0.50		
17,844	12,710	19,542	0.25	8040	Management/Supervisory	20,000	0.25	20,000	0.25		
13,698	29,763	15,000		8080	Temporary/Part-Time	20,000		20,000			
0	292	1,500		8090	Overtime	1,500		1,500			
37,782	50,965	64,290	1.00		Total Salaries	77,500	1.00	77,500	1.00	0	0.00
6,870	4,107	18,323		8110	PERS-Retirement	22,863		22,863		0	
2,788	3,804	4,918		8120	Social Security/Medicare	5,929		5,929		0	
9,752	6,129	19,500		8140	Insurance	20,500		20,500		0	
192	251	321		8150	Unemployment	388		388		0	
920	806	514		8160	Workers Comp. Insurance	930		930		0	
58,304	66,062	107,867	1.00		Total Personal Services	128,109	1.00	128,109	1.00	0	0.00
0	101	100		8210	Office Supplies	100		100			
380	10,548	10,000		8220	Operating Supplies	12,000		12,000			
0	119	200		8225	Fuels & Lubricants	200		200			
24	1,364	1,000		8230	Food Services and Supplies	2,500		2,500			
0	0	0		8250	Small Tools & Minor Equipment	0		0			
1,921	5,729	8,000		8310	Advertising and Printing	8,500		8,500			
0	240	200		8320	Photocopying	200		200			
0	174	100		8330	Postage	100		100			
0	294	300		8340	Telephone	300		300			
2,250	6,327	6,000		8350	Utilities	6,000		6,000			
356	177	200		8410	Dues, Memberships & Publicatns	100		100			
0	0	200		8420	Workshops and Conferences	100		100			
0	9,424	12,000		8540	Contract Services	8,500		8,500			
513	34,814	40,000		8580	Special Projects	75,000		75,000			
728	3,991	2,500		8610	Repairs and Maintenance	3,000		3,000			
1,011	10,756	12,000		8730	Misc. Fees and Premiums	12,000		12,000			
1,600	1,700	1,800		8820	Insurance Interdepartmental	2,000		2,000			
8,810	7,111	6,294		8830	Management Services Interdept.	6,807		6,807			
603	620	751		8840	Information Services Interdept.	775		775			
18,196	93,489	101,645			Total Materials and Services	138,182		138,182		0	
0	0	0		8942	Machinery	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
76,500	159,551	209,512	1.00		Total Department Expenses	266,291	1.00	266,291	1.00	0	0.00
Revenues											
(50,879)	(23,502)	0		6000	Beginning Fund Balance	0		0			
53,167	53,167	80,000		6140	State Shared Revenues	80,000		80,000			
20,200	27,500	27,500		6170	Intergovernmental Local Govt.	27,500		27,500			
0	34,491	45,000		6300	Charges for Services	50,000		50,000			
475	5,300	10,000		6310	Charges for Services-Rentals	12,000		12,000			
329	8,819	12,000		6320	Charges for Services-Concessions	20,000		20,000			
29,670	81,926	35,000		6980	Donations	45,000		45,000			
36	558	1,000		6990	Miscellaneous	1,000		1,000			
52,998	188,259	210,500			Total Revenues	235,500		235,500		0	
Net Cost of Program											
(23,502)	28,708	(988)			Expenditures less Revenue	30,791		30,791		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
260-Fair	Year Round Activities		720	
Program Description:				
<p>1. Facilities provide an arena for a wide variety of revenue generating functions, private and public. (flea markets, auctions, RV rallies, gun shows, family reunions/parties, company picnics)</p> <p>2. Provide a meeting place and function site for 4-H, FFA, and extension groups.</p>				
Program Goals or Objectives:				
<p>1. Seek and establish additional revenue sources so as not to be an additional burden on Polk County (i.e. increase building usage, special events).</p> <p>2. Market the existing facility and overnight parking capabilities to achieve the greatest economical potential.</p> <p>3. Maintain and improve the facilities to ensure their continuance as an asset for the community.</p> <p>4. Administer fiscal responsibility in an effective and responsible manner.</p> <p>5. Fulfill the need for an emergency and community resource center.</p>				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Year Round Revenues *1	\$130,000	\$183,878	\$185,000	\$190,000
Events/Concessions *2	\$18,405	\$66,731	\$50,000	\$55,000
Subtotal self-generated funds	\$148,405	\$250,609	\$235,000	\$245,000
General Fund Support	**\$550,000	\$400,000	\$200,000	\$200,000
Intergovernmental	\$75,000	\$75,000	\$75,000	\$75,000
Free uses: County Departments & youth	***227	238	200	200
Paid uses	182	402	400	400
Total Uses	409	640	600	600

PROGRAM.FRM (1/5/94) *1 - Year Round revenues were calculated on the following: Building rent, overnight fees, storage and miscellaneous.*2 - Special Events and Concessions are growing revenue sources. Annual events held are Craft Sale in November; 80% of Gun Show proceeds 2 shows a year; concessions during other functions throughout the year. **Includes facility upgrades *** Includes Wildfires.

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

260 Fair	(Fund)
720 Year Round Operation	(Divn)
710 Fair	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
3,477	30,720	27,675	0.75	8010	Clerical/Admin. Specialist	30,000	0.75	30,000	0.75		
55,296	67,931	57,069	1.50	8020	Laborer	60,000	1.50	60,000	1.50		
963	1,466	0		8030	Professional Technical	0	0.00	0	0.00		
55,044	65,074	58,626	0.75	8040	Management/Supervisory	60,000	0.75	60,000	0.75		
29,986	8,532	10,000		8080	Temporary/Part-Time	10,000		10,000			
8,312	5,340	2,500		8090	Overtime	5,000		5,000			
153,078	179,063	155,870	3.00		Total Salaries	165,000	3.00	165,000	3.00	0	0.00
29,689	43,348	44,423		8110	PERS-Retirement	47,025		47,025		0	
11,471	13,350	11,924		8120	Social Security/Medicare	12,623		12,623		0	
40,972	61,862	58,500		8140	Insurance	61,500		61,500		0	
754	903	779		8150	Unemployment	825		825		0	
3,552	3,249	3,116		8160	Workers Comp. Insurance	3,299		3,299		0	
239,516	301,775	274,613	3.00		Total Personal Services	290,271	3.00	290,271	3.00	0	0.00
796	882	500		8210	Office Supplies	500		500			
5,741	12,087	10,000		8220	Operating Supplies	12,000		12,000			
1,253	2,203	1,000		8225	Fuels & Lubricants	1,200		1,200			
510	750	1,000		8230	Food Services and Supplies	800		800			
4,560	4,863	1,250		8240	Software & Maintenance	1,200		1,200			
11,080	2,970	1,200		8250	Small Tools & Equipment	2,000		2,000			
2,645	3,785	3,000		8310	Advertising and Printing	3,000		3,000			
1,540	1,584	1,800		8320	Photocopying	600		600			
435	573	500		8330	Postage	300		300			
5,366	5,022	5,000		8340	Telephone	5,000		5,000			
38,813	38,259	35,000		8350	Utilities	40,000		40,000			
3,083	4,172	4,000		8410	Dues, Memberships & Publicatns	4,000		4,000			
298	605	3,000		8420	Workshops and Conferences	3,000		3,000			
0	0	200		8430	Transportation	0		0			
10,553	4,203	500		8510	Professional Services	500		500			
10,016	157,642	6,078		8580	Special Projects	296,787		296,787			
31,460	30,369	35,239		8610	Repairs and Maintenance	40,000		40,000			
0	0	200		8614	Vehicle Maint. - General Services	200		200			
0	7,962	100		8790	Misc. Departmental Expenses	100		100			
9,500	9,900	10,000		8820	Insurance Interdepartmental	11,000		11,000			
14,532	16,590	20,548		8830	Management Services Interdept.	21,664		21,664			
5,513	7,203	7,760		8840	Information Services Interdept.	7,587		7,587			
157,694	311,624	147,875			Total Materials and Services	451,438		451,438		0	
434,241	151,670	200,000		8920	Buildings	0		0			
0	48,999	0		8930	Improvements Other than Bldgs.	0		0			
5,322	0	0		8942	Machinery	0		0		0	
439,563	200,669	200,000			Total Capital Outlay	0		0		0	
836,773	814,068	622,488	3.00		Total Department Expense	741,709	3.00	741,709	3.00	0	0.00
Revenues											
77,834	140,275	200,000		6000	Beginning Fund Balance	75,000		75,000			
23,731	30,431	0		6110	Federal Awards	0		0			
54,800	37,500	47,500		6170	Intergovernmental Local Govt.	150,000		150,000			
130,689	0	0		6180	Non-Governmental Grants	0		0			
13,782	63,075	40,000		6300	Charges for Services	65,000		65,000			
124,487	169,060	125,000		6310	Charges for Services-Rentals	170,000		170,000			
82	992	2,000		6320	Charges for Services-Concessions	2,000		2,000			
1,300	8,300	5,000		6980	Donations	8,000		8,000			
343	3,310	2,000		6990	Miscellaneous	2,500		2,500			
550,000	240,000	200,000		7910	Transfer from General Fund	200,000		200,000			
0	300,000	0		7920	Transfer from another Fund	100,000		100,000			
977,048	992,943	621,500			Total Revenues	772,500		772,500		0	
Net Cost of Program											
140,275	178,875	988			Expenditures less Revenue	(30,791)		(30,791)		0	
913,273	973,619	832,000	4.00		Total Fund Requirements	1,008,000	4.00	1,008,000	4.00	0	0.00
#####	1,181,202	832,000			Total Fund Resources	1,008,000		1,008,000		0	
116,773	207,583	0	4.00		Net Fund Balance	(0)	4.00	(0)	4.00	0	0.00

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Revenue**

235 Public Health	(Fund)
Revenue for all departments	

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	Divn Num.	Acct. Num.	Description	FY 23-24 Requested	FY 23-24 Proposed	FY 23-24 Approved	Division
Revenues									
(17,251)	(147,608)	0	520	6000	Beginning Fund Balance	0	0		Family Planning
0	0	0	520	6110	Federal Awards	0	0		Family Planning
34,718	37,580	50,000	520	6124	Medicaid Fee for Services	50,000	50,000		Family Planning
16,383	11,105	22,500	520	6130	State Operating Grants	0	0		Family Planning
2,742	1,217	10,000	520	6300	Charges for Services	2,500	2,500		Family Planning
126	120	0	520	6980	Donations	0	0		Family Planning
327	0	0	520	6990	Miscellaneous	0	0		Family Planning
0	0	75,000	520	7910	Transfer from General Fund	75,000	75,000		Family Planning
612,574	2,788,233	1,200,000	525	6000	Beginning Fund Balance	500,000	500,000		General Health
3,178,103	394,452	260,000	525	6110	Federal Awards	450,000	450,000		General Health
0	10,965	0	525	6122	OHP Capitation	22,500	22,500		General Health
46,213	21,137	100,000	525	6124	Medicaid Fee for Services	87,500	87,500		General Health
701,708	975,725	920,000	525	6130	State Operating Grants	1,110,000	1,110,000		General Health
367,883	0	890,000	525	6170	Intergovernmental Local Govt.	705,000	705,000		General Health
19,301	0	0	525	6180	Non-Governmental Grants	125,000	125,000		General Health
85,576	96,973	90,000	525	6300	Charges for Services	100,000	100,000		General Health
741	0	0	525	6980	Donations	0	0		General Health
10	6,050	0	525	6990	Miscellaneous	0	0		General Health
0	0	0	525	7910	Transfer from General Fund	0	0		General Health
(253,733)	(372,054)	0	528	6000	Beginning Fund Balance	0	0		W.I.C.
206,980	220,868	230,000	528	6110	Federal Awards	237,500	237,500		W.I.C.
0	2,699	0		6130	State Operating Grants	0	0		
0	0	75,000	528	7910	Transfer from General Fund	125,000	125,000		W.I.C.
5,002,401	4,047,462	3,922,500			Fund Total	3,590,000	3,590,000	0	

**POLK COUNTY
PROGRAM SUMMARY
2022-2023**

FUND	DEPARTMENT		DIVISION	
PUBLIC HEALTH	HEALTH SERVICES		FAMILY PLANNING	
Program Description:				
<p>To conduct discussions, education, exams and appropriate testing for the purpose of:</p> <p>1) Providing family planning assistance to clients to facilitate planning when to have children and decreasing the incidence of unplanned pregnancies.</p> <p>2) Providing information and referrals to appropriate services that promote healthy pregnancy outcomes for pregnant women.</p>				
Program Goals or Objectives:				
<p>1. Provide women's health exams and discuss appropriate contraception options, including abstinence.</p> <p>2. Provide education on nutrition, folic acid use and overall general health during pregnancy.</p>				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Unduplicated clients served	211	139	140	150
Total Client Visits	335	189	165	175

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

235 Public Health	(Fund)
520 Family Planning	(Divn)
510 Health Services	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
20,444	16,906	11,722	0.24	8010	Clerical/Admin. Specialist	17,500	0.30	17,500	0.30		
21,363	12,183	16,302	0.25	8030	Professional/Technical	12,000	0.15	12,000	0.15		
18,187	18,245	8,552	0.10	8040	Management/Supervisory	5,000	0.05	5,000	0.05		
4,074	19,810	26,000		8080	Temporary/Part-Time	26,000		26,000			
2,586	1,720	2,500		8090	Overtime	2,500		2,500			
66,654	68,864	65,076	0.59		Total Salaries	63,000	0.50	63,000	0.50	0	0.00
15,341	17,695	16,269		8110	PERS-Retirement	15,750		15,750		0	
5,469	5,143	4,978		8120	Social Security/Medicare	4,820		4,820		0	
12,755	7,930	10,325		8140	Insurance	8,750		8,750		0	
342	364	328		8150	Unemployment	317		317		0	
1,466	995	1,627		8160	Workers Comp. Insurance	1,575		1,575		0	
102,027	100,991	98,604	0.59		Total Personal Services	94,212	0.50	94,212	0.50	1	0.00
0	0	0		8210	Office Supplies	0		0			
324	1,918	500		8220	Operating Supplies	500		500			
6,299	3,240	6,000		8240	Software & Maintenance	3,500		3,500			
238	0	1,000		8250	Small Tools & Minor Equipment	1,000		1,000			
0	0	0		8310	Advertising and Printing	0		0			
166	100	200		8320	Photocopying	200		200			
25	24	25		8330	Postage	25		25			
1,231	1,288	1,200		8340	Telephone	1,200		1,200			
0	100	0		8410	Dues, Memberships & Publicati	0		0			
0	0	0		8420	Workshops and Conferences	0		0			
0	11	0		8430	Transportation	0		0			
536	2,591	600		8510	Professional Services	4,000		4,000			
6,771	10,907	6,500		8520	Medical Care	15,000		15,000			
14,445	0	0		8540	Contract Services	0		0			
1,190	0	0		8580	Special Projects	0		0			
27,128	28,383	29,759		8810	Rent Interdepartmental	31,651		31,651			
750	800	900		8820	Insurance Interdepartmental	1,000		1,000			
9,352	8,968	7,893		8830	Management Services Interdep	5,535		5,535			
8,671	8,891	9,521		8840	Information Services Interdept	8,880		8,880			
5,500	10,000	10,000		8850	Human Serv. Admin. Interdept.	11,120		11,120			
82,626	77,221	74,098			Total Materials & Services	83,611		83,611		0	
184,653	178,212	172,702	0.59		Total Dept Expenses	177,823	0.50	177,823	0.50	1	0.00
Revenues											
(17,251)	(147,608)	0		6000	Beginning Fund Balance	0		0			
0	0	0		6110	Federal Awards	0		0			
34,718	37,580	50,000		6124	Medicaid Fee for Services	50,000		50,000			
16,383	11,105	22,500		6130	State Operating Grants	0		0			
2,742	1,217	10,000		6300	Charges for Services	2,500		2,500			
126	120	0		6980	Donations	0		0			
327	0	0		6990	Miscellaneous	0		0			
0	0	75,000		7910	Transfer from General Fund	75,000		75,000			
37,045	(97,586)	157,500			Total Revenues	127,500		127,500		0	
Net Cost of Program											
(147,608)	(275,798)	15,202			Expenditures less Revenue	50,323		50,323		1	

**POLK COUNTY
PROGRAM SUMMARY
2020-2021**

FUND	DEPARTMENT	DIVISION
PUBLIC HEALTH	HEALTH SERVICES	GENERAL HEALTH
Program Description:		
<p>General Health is the Division of Public Health that consists of the following population health and public health safety net functions.</p> <p><u>Home Visiting</u> (Cocoon, Babies First) is a proven strategy for strengthening families and improving the health status of women and children. Programs are voluntary and serve families with a variety of risk factors including children with complex medical conditions. .</p> <p><u>Immunization</u> programming Prevents the spread of vaccine preventable diseases by providing CDC recommended immunizations for infants, children and adults. Works with local schools to ensure students have required immunizations for school attendance. Maintains vaccination records in the statewide database that can be accessed by primary care providers. Influenza and pneumonia vaccinations are administered annually at various sites throughout the county.</p> <p><u>Communicable Disease</u> programming provides surveillance, disease response, reporting and treatment monitoring for a variety of infections and diseases that pose a threat to population health.</p> <p><u>Jail Health</u> Program provides medical care for inmates at the Polk County Jail. The clinic is run in shifts by an RN and 2 LPN's, with an on call physician. The services provided include an initial medical assessment for all incoming inmates, medication distribution, routine medical care, non-emergent visits and urgent/emergency evaluations and testing.</p> <p><u>Preparedness</u> for Public Health develops and improves local Public Health's ability to mitigate, plan, and respond to an emergency event that impacts or threatens the community's health and wellbeing. The program encompasses "all-hazards" to include natural disasters, biological, chemical, radiological, and accidental events.</p> <p><u>Vital Statistics</u> Provides local registration of birth and deaths. Issues with requests for certified copies, assist with paternity affidavits, assist with affidavits to correct birth and death certificates.</p>		
Program Goals or Objectives:		
<ol style="list-style-type: none"> 1. To educate and prevent the spread of vaccine preventable diseases in the general population. 2. Maintain the health of the Polk County Jail Inmate population and prevent the spread of disease. 3. Assure early detection, treatment, educations and prevention activities which reduce morbidity and mortality of communicable disease. 		

4. Decrease adverse childhood experiences for children with complex medical or developmental factors
5. Network and train with all Polk County and Regional Jurisdiction Emergency Management personnel to improve planning, response and communication in the event of a major natural or man-made emergency event.
- 6.

Descriptive Statistics:

Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Immunization Fees	\$46,611	\$23,800	\$32,00	\$45,000
Individuals Seen	1,122	595	371	500
Avg Vaccine Cost	\$11	\$11	\$11	\$11
Avg Fee Collected Fee	\$44	\$40.00	\$45	\$45
Non Emergent Jail Medical Visits	10,384	9,670	8,412	8,500
Home Visiting Caseload	100	21	0	25
Vital Records Fees	\$58,952	\$76,218	\$75,000	\$75,000
Incidence of Communicable Disease	818	13,994*	4,000	1,000

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

235 Public Health	(Fund)
525 General Health	(Divn)
510 Health Services	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
36,560	45,547	87,560	2.36	8010	Clerical/Admin. Specialist	61,000	1.30	61,000	1.30		
564,848	483,615	830,046	13.75	8030	Professional/Technical	760,000	11.55	760,000	11.55		
107,173	170,550	337,886	3.85	8040	Management/Supervisory	250,000	3.40	250,000	3.40		
120,397	39,380	12,000		8080	Temporary/Part-Time	12,000		12,000			
21,972	21,599	20,000		8090	Overtime	20,000		20,000			
850,950	760,691	1,287,492	19.96		Total Salaries	1,103,000	16.25	1,103,000	16.25	0	0.00
164,588	167,414	334,748		8110	PERS-Retirement	286,780		286,780		0	
64,658	57,226	98,493		8120	Social Security/Medicare	84,380		84,380		0	
164,496	164,260	369,260		8140	Insurance	300,625		300,625		0	
4,320	3,880	6,438		8150	Unemployment	5,515		5,515		0	
20,833	9,761	32,189		8160	Workers Comp. Insurance	27,576		27,576		0	
1,269,845	1,163,232	2,128,619	19.96		Total Personal Services	1,807,876	16.25	1,807,876	16.25	0	0.00
1,670	2,334	2,000		8210	Office Supplies	2,500		2,500			
3,414	8,662	3,000		8220	Operating Supplies	10,000		10,000			
0	46	0		8225	Fuels & Lubricants	0		0			
14,770	10,525	8,250		8240	Software & Maintenance	8,250		8,250			
37,983	14,771	5,000		8250	Small Tools & Minor Equipment	1,000		1,000			
2,020	42,473	1,000		8310	Advertising and Printing	1,000		1,000			
3,054	3,147	3,000		8320	Photocopying	1,500		1,500			
1,333	1,025	1,500		8330	Postage	1,500		1,500			
19,968	17,730	12,000		8340	Telephone	15,000		15,000			
200	203	250		8350	Utilities	250		250			
4,064	5,192	4,000		8410	Dues, Memberships & Publicati	1,500		1,500			
1,217	882	3,000		8420	Workshops and Conferences	10,000		10,000			
194	597	7,500		8430	Transportation	7,500		7,500			
180,868	76,827	200,000		8510	Professional Services	15,000		15,000			
19,168	20,306	12,000		8520	Medical Care	15,000		15,000			
7,800	112,812	0		8540	Contract Services	0		0			
241,364	247,576	184,000		8550	Contracts - Other Public-Agenc	108,000		108,000			
99,454	79,129	100,000		8580	Special Projects	240,000		240,000			
1,157	5,160	0		8610	Repairs and Maintenance	0		0			
97,066	101,366	106,281		8810	Rent Interdepartmental	113,029		113,029			
1,600	1,800	2,000		8820	Insurance Interdepartmental	2,500		2,500			
68,372	62,071	75,355		8830	Management Services Interdep	90,132		90,132			
29,052	32,886	33,882		8840	Information Services Interdept	36,191		36,191			
40,000	80,000	250,000		8850	Human Serv. Admin. Interdept.	130,000		130,000			
875,788	927,520	1,014,018			Total Materials & Services	809,852		809,852		0	
78,243	0	0		8942	Machinery	0		0		0	
78,243	0	0			Total Capital Outlay	0		0		0	
0	0	264,523		9990	Fund Operating Contingency	348,204		348,204			
0	0	264,523			Total Contingency	348,204		348,204		0	
2,223,876	2,090,752	3,407,160	19.96		Total Dept Expenses	2,965,932	16.25	2,965,932	16.25	0	0.00
Revenues											
612,574	2,788,233	1,200,000		6000	Beginning Fund Balance	500,000		500,000			
3,178,103	394,452	260,000		6110	Federal Awards	450,000		450,000			
0	10,965	0		6122	OHP Capitation	22,500		22,500			
46,213	21,137	100,000		6124	Medicaid Fee for Services	87,500		87,500			
701,708	975,725	920,000		6130	State Operating Grants	1,110,000		1,110,000			
367,883	0	890,000		6170	Intergovernmental Local Govt.	705,000		705,000			
19,301	0	0		6180	Non-Governmental Grants	125,000		125,000			
85,576	96,973	90,000		6300	Charges for Services	100,000		100,000			
741	0	0		6980	Donations	0		0			
10	6,050	0		6990	Miscellaneous	0		0			
5,012,109	4,293,535	3,460,000			Total Revenues	3,100,000		3,100,000		0	
Net Cost of Program											
2,788,233	2,202,783	(52,840)			Expenditures less Revenue	(134,068)		(134,068)		0	

**POLK COUNTY
PROGRAM SUMMARY
2023-2024**

FUND	DEPARTMENT	DIVISION
PUBLIC HEALTH	HEALTH SERVICES	WIC

Program Description:

WIC is a Federally funded program through the Department of Agriculture. It helps provide families with nutrition education and counseling, nutritious supplemental foods, health screenings and referral services. To qualify for the program, families must be low income, women must be pregnant or breastfeeding, and the infant or child must have a nutritional need such as anemia or be underweight and under five years of age. Nutrition education classes are offered on topics such as: components of a healthy diet and how to prepare healthy foods for women, infants, and children. High-risk clients are referred to a contracted Registered Dietician for a nutritional evaluation.

Program Goals or Objectives:

1. Reduce the rate of low birth weight infants.
2. Increase the number of women who get early prenatal care.
3. Promote and encourage all women to breastfeed their infants for as long as possible.
4. Achieve and maintain a normal growth curve for all children in their age group.
5. Help families access other human service programs, such as immunizations, family planning, housing, SNAP, Oregon Health Plan, etc. through assessment and referral process.

Descriptive Statistics:

Indicator	Actual 20-21	Actual 21-22	Estimated* 22-23	Projected 23-24
Average Monthly Caseload	970	948	1,000	1,000
Low Birth weight Infants per 1000 live births:				
Polk County	56*	18*	20*	20*
Statewide	68*	56*	56*	68*
Adequate Prenatal Care:				
Polk County	96%*	96%*		
Statewide	94%	94%*		

- Information from State. State no longer able to provide information on Adequate Prenatal Care

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

235 Public Health	(Fund)
528 Women, Infant & Child (WIC)	(Divn)
510 Health Services	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
123,100	128,484	136,270	2.60	8010	Clerical/Admin. Specialis	165,000	2.60	165,000	2.60		
6,156	6,416	0	0.00	8030	Professional/Technical	0	0.00	0	0.00		
201	0	4,276	0.05	8040	Management/Supervisory	50,000	0.05	50,000	0.05		
0	0	0		8080	Temporary/Part-Time	0		0			
191	77	0		8090	Overtime	0		0			
129,648	134,977	140,546	2.65		Total Salaries	215,000	2.65	215,000	2.65	0	0.00
38,295	43,187	35,137		8110	PERS-Retirement	53,750		53,750		0	
9,641	10,272	10,752		8120	Social Security/Medicare	16,448		16,448		0	
42,398	44,750	49,025		8140	Insurance	49,025		49,025		0	
663	693	703		8150	Unemployment	1,075		1,075		0	
625	360	843		8160	Workers Comp. Insurance	1,290		1,290		0	
221,270	234,239	237,005	2.65		Total Personal Services	336,588	2.65	336,588	2.65	0	0.00
246	556	750		8210	Office Supplies	750		750			
0	0	250		8220	Operating Supplies	250		250			
123	2,029	250		8250	Small Tools & Minor Equipment	250		250			
0	0	500		8310	Advertising/Printing	500		500			
194	581	1,250		8320	Photocopying	1,250		1,250			
4,890	6,453	2,500		8330	Postage	2,500		2,500			
4,745	4,630	2,000		8340	Telephone	2,000		2,000			
0	170	0		8420	Workshops and Conferences	0		0			
40	0	1,000		8430	Transportation	1,000		1,000			
0	0	0		8510	Professional Services	0		0			
18,590	21,753	15,000		8540	Contract Services	15,000		15,000			
0	0	0		8580	Special Projects	0		0			
0	0	0		8610	Repairs and Maintenance	0		0			
0	0	0		8620	Medical Care	0		0			
48,533	50,683	53,141		8810	Rent Interdepartmental	56,519		56,519			
800	900	1,000		8820	Insurance Interdepartmental	1,200		1,200			
10,451	11,315	10,421		8830	Management Services Interdep	11,070		11,070			
6,919	7,094	7,571		8840	Information Services Interdept	7,368		7,368			
8,500	10,000	10,000		8850	Human Serv. Admin. Interdept.	10,000		10,000			
104,031	116,164	105,633			Total Materials & Services	109,657		109,657		0	
0	0	0		8948	Computers and Attachments	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
325,301	350,403	342,638	2.65		Total Dept Expenses	446,245	2.65	446,245	2.65	0	0.00
Revenues											
(253,733)	(372,054)	0		6000	Beginning Balance	0		0			
206,980	220,868	230,000		6110	Federal Awards	237,500		237,500			
0	2,699	0		6130	State Operating Grants	0		0			
0	0	75,000		7910	Transfer from General Fund	125,000		125,000			
(46,753)	(148,487)	305,000			Total Revenues	362,500		362,500		0	
Net Cost of Program											
(372,054)	(498,890)	37,638			Expenditures less Revenue	83,745		83,745		0	
2,733,830	2,619,367	3,922,500			Total Fund Requirements	3,590,000		3,590,000		0	
5,002,401	4,047,462	3,922,500			Total Fund Resources	3,590,000		3,590,000		0	
2,268,571	1,428,095	0	23.20		Net Fund Balance	(0)	19.40	(0)	19.40	(0)	0.00

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Revenues**

240 Behavioral Health	(Fund)
Revenue for all departments	

FY 20-21	FY 21-22	FY 22-23	Divn.	Acct.	Description	FY 23-24	FY 23-24	FY 23-24	Division
Actual	Actual	Adopted	Num.	Num.		Requested	Proposed	Approved	
Revenues									
7,435,993	7,775,897	8,000,000	530	6000	Beginning Fund Balance	10,000,000	10,000,000		Behv. Hlth. Support Svcs.
0	0	0	530	6110	Federal Awards	0	0		Behv. Hlth. Support Svcs.
539,725	90,459	0	530	6122	OHP Capitation	0	0		Behv. Hlth. Support Svcs.
0	62,859	0	530	6131	MH State Operating Grants	0	0		Behv. Hlth. Support Svcs.
0	0	0	530	6170	Intergovernmental Local	0	0		Behv. Hlth. Support Svcs.
0	42,367	0	530	6180	Non-governmental Grants	0	0		Behv. Hlth. Support Svcs.
1,900,037	2,075,000	2,075,000	530	6300	Charges for Services	2,840,000	2,840,000		Behv. Hlth. Support Svcs.
0	0	0	530	6310	Charges for Services-Rentals	0	0		Behv. Hlth. Support Svcs.
45,955	40,420	50,000	530	6800	Interest Income	100,000	100,000		Behv. Hlth. Support Svcs.
2,052	0	0	530	6990	Miscellaneous	0	0		Behv. Hlth. Support Svcs.
78,153	74,884	75,000	535	6110	Federal Awards	75,000	75,000		Additions Program
832,299	709,323	900,000	535	6124	Medicaid Fee for Services	850,000	850,000		Additions Program
0	0	0	535	6130	State Operating Grants	0	0		Additions Program
181,638	779,775	185,000	535	6131	MH State Operating Grants	1,412,000	1,412,000		Additions Program
68,113	85,438	70,000	535	6142	State Shared Rev-Excise Tax	70,000	70,000		Additions Program
14,176	19,526	216,000	535	6170	Intergovernmental Local	0	0		Additions Program
0	0	0	535	6180	Non-governmental Grants	0	0		Additions Program
36,112	46,659	45,000	535	6300	Charges for Services	20,000	20,000		Additions Program
0	46	0	535	6990	Miscellaneous	0	0		Additions Program
273,853	51,895	62,000	540	6110	Federal Awards	62,000	62,000		Outpatient M.H. Svcs.
5,089,045	4,368,952	4,460,000	540	6122	OHP Capitation	5,100,000	5,100,000		Outpatient M.H. Svcs.
4,542,918	5,146,722	4,715,000	540	6124	Medicaid Fee for Services	6,000,000	6,000,000		Outpatient M.H. Svcs.
152,205	1,709,849	70,000	540	6130	State Operating Grants	70,000	70,000		Outpatient M.H. Svcs.
2,521,082	2,808,216	6,955,000	540	6131	MH State Operating Grants	3,590,000	3,590,000		Outpatient M.H. Svcs.
0	0	0	540	6132	Rent Subsidies	0	0		Outpatient M.H. Svcs.
520,251	232,769	216,000	540	6170	Intergovernmental Local	140,000	140,000		Outpatient M.H. Svcs.
0	0	7,000	540	6180	Non-governmental Grants	7,000	7,000		Outpatient M.H. Svcs.
216,909	256,528	210,000	540	6300	Charges for Services	200,000	200,000		Outpatient M.H. Svcs.
0	200	0	540	6950	Settlements	50,000	50,000		Outpatient M.H. Svcs.
7,930	109,176	0	540	6990	Miscellaneous	0	0		Outpatient M.H. Svcs.
0	0	0	540	7100	Proceeds from Sale of Assets	750,000	750,000		Outpatient M.H. Svcs.
2,503,003	3,496,054	3,530,000	555	6131	MH State Operating Grants	3,505,000	3,505,000		Dev. Disabilities
0	261	0	555	6300	Charges for Services	0	0		Dev. Disabilities
20	35	0	555	6990	Miscellaneous	0	0		Dev. Disabilities
0	0	0	560	6132	State-Hillside Rent Subsidy	0	0		Sub-Grant Programs
0	0	0	560	6170	Intergovernmental Local	0	0		Sub-Grant Programs
26,961,469	29,983,310	31,841,000			Fund Total	34,841,000	34,841,000	0	

**POLK COUNTY
PROGRAM SUMMARY
2023-2024**

FUND	DEPARTMENT	DIVISION
BEHAVIORAL HEALTH	HEALTH SERVICES	BEHAVIORAL HEALTH SUPPORT SERVICES
Program Description:		
<p>Local Administration is the central management of a community mental health program across all program areas. It includes planning and resource development; coordination of services with state hospital and training center services; negotiation in conjunction with the Human Services Administration department of contracts and subcontracts, and documentation of service delivery in compliance with state and federal requirements. Client services are monitored through the department's utilization management and quality assurance process. Clinical supervision is provided to staff therapists and contracted therapists.</p> <p>Requests for services are managed by the Client Services Supervisor who consults with program supervisors and Business Services Eligibility. Access to Mental Health Services is coordinated through this team which includes; verifying payer source, scheduling initial assessments and monitoring referrals to appropriate treatment providers. Outpatient mental health and addiction services are offered to all eligible clients. Clients not receiving Oregon Health Plan (OHP) benefits may still obtain services through a fee-for-service arrangement or sliding fee schedule when applicable.</p>		
Program Goals or Objectives:		
<ol style="list-style-type: none"> 1. To provide 100% of the services delivered directly or through subcontract according to terms of the agreement as measured by site review. 2. Within available resources, provide information, technical assistance, and consultation to the Division and local service providers, families, and others as needed to plan and implement new programs. 3. To provide quality assurance to clients through timely response to all grievances and appeals as well as reported abuse allegations. 4. Develop and maintain staffing capacity to consistently meet 14 day contract requirement for clients to access services. 		

Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Number of client intakes (Mental Health and Addiction Services)	1,640	1,959	2,000	2,000
Decrease and maintain *span of control (1:8) Program Supervisor to employee ratio	1:10	1:12**	1:12**	1:10**
Number of months each year 95% of clients offered an assessment appointment within 14 days of first contact to PCMH *Requirement changed to 7 days in 21-22.	12	12	12	12

**Span of control does not include contracted prescribers or outpatient contracted providers. Span of Control with contracted individuals is 1:9

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

240 Behavioral Health	(Fund)
530 Behavioral Health Support Services	(Divn)
510 Health Services	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24		FY 23-24		FY 23-24	
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
854,368	690,462	977,874	22.50	8010	Clerical/Admin. Specialist	979,607	21.00	979,607	21.00		
51,926	45,377	0	0.00	8030	Professional/Technical	0	0.00	0	0.00		
214,646	161,762	0	0.00	8040	Management/Supervisory	462,417	5.00	462,417	5.00		
18,882	17,992	20,000		8080	Temporary/Part-time	20,000		20,000			
11,968	9,611	10,000		8090	Overtime	10,000		10,000			
1,151,790	925,204	1,007,874	22.50		Total Salaries	1,472,024	26.00	1,472,024	26.00	0	0.00
248,610	223,789	287,244		8110	PERS-Retirement	419,527		419,527		0	
83,813	68,895	77,102		8120	Social Security/Medicare	112,610		112,610		0	
393,376	331,053	450,000		8140	Insurance	520,000		520,000		0	
5,822	4,634	5,034		8150	Unemployment	7,353		7,353		0	
1,221	1,108	3,024		8160	Workers Comp. Insurance	4,416		4,416		0	
1,884,632	1,554,683	1,830,278	22.50		Total Personal Services	2,535,930	26.00	2,535,930	26.00	0	0.00
593	1,219	2,000		8210	Office Supplies	2,000		2,000			
1,060	157	500		8220	Operating Supplies	500		500			
27,451	1,612	5,000		8240	Software & Maintenance	5,000		5,000			
53,442	70,331	5,000		8250	Small Tools & Minor Equipment	5,000		5,000			
40	558	2,000		8310	Advertising and Printing	2,000		2,000			
4,953	6,553	5,000		8320	Photocopying	5,000		5,000			
12	70	0		8330	Postage	0		0			
16,977	15,759	15,000		8340	Telephone	15,000		15,000			
1,335	1,352	1,000		8350	Utilities	1,000		1,000			
13,523	14,308	14,000		8410	Dues, Memberships & Publicatns	14,000		14,000			
1,355	194	5,000		8420	Workshops and Conferences	5,000		5,000			
450	1,119	5,000		8430	Transportation	5,000		5,000			
112,861	676	2,500		8510	Professional Services	150,000		150,000			
10,740	204	5,000		8580	Special Projects	5,000		5,000			
27	288	500		8610	Repairs and Maintenance	500		500			
0	0	0		8795	Inter Fund Loan	1,500,000		1,500,000			
43,075	44,522	46,176		8810	Rent Interdepartmental	37,270		37,270			
13,200	15,000	17,000		8820	Insurance Interdepartmental	7,250		7,250			
264,455	244,237	244,237		8830	Management Services Interdept.	83,967		83,967			
94,616	101,566	108,288		8840	Information Services Interdept	109,730		109,730			
75,000	56,000	0		8850	Human Serv. Admin. Interdept.	0		0			
735,165	575,725	483,201			Total Materials & Services	1,953,217		1,953,217		0	
0	7,660	1,750,000		8920	Buildings	3,500,000		3,500,000			
0	0	0		8930	Improvements Other than Bldg.	0		0			
0	0	0		8948	Computers and Attachments	0		0			
0	7,660	1,750,000			Total Capital Outlay	3,500,000		3,500,000		0	
0	0	4,117,858		9990	Contingency	4,862,117		4,862,117			
0	0	4,117,858			Total Contingency & Trans	4,862,117		4,862,117		0	
2,619,797	2,138,068	8,181,337	22.50		Total Department Expenses	12,851,264	26.00	12,851,264	26.00	0	0.00
Revenues											
7,435,993	7,775,897	8,000,000		6000	Beginning Fund Balance	10,000,000		10,000,000			
0	0	0		6110	Federal Grants	0		0			
539,725	90,459	0		6122	OHP Capitation	0		0			
0	62,859	0		6131	MH State Operating Grants	0		0			
0	42,367	0		6180	Non-governmental Grants	0		0			
1,900,037	2,075,000	2,075,000		6300	Charges for Services - Interdept.	2,840,000		2,840,000			
0	0	0		6310	Charges for Service-Rentals	0		0			
45,955	40,420	50,000		6800	Interest Income	100,000		100,000			
2,052	0	0		6990	Miscellaneous	0		0			
9,923,762	10,087,002	10,125,000			Total Revenues	12,940,000		12,940,000		0	
Net Cost of Program											
(7,303,965)	(7,948,934)	(1,943,663)			Expenditures less Revenue	(88,736)		(88,736)		0	

**POLK COUNTY
PROGRAM SUMMARY
2023-2024**

FUND	DEPARTMENT	DIVISION
BEHAVIORAL HEALTH	HEALTH SERVICES	ADDICTION SERVICES PROGRAM

Program Description:

Addiction Services provides substance use disorder treatment to adults and adolescents who abuse alcohol and or other drugs or are at risk of abuse. Services are also available for people experiencing a gambling disorder.

Services begin with screening followed by a complete addiction assessment and treatment plan. Possible treatment interventions include pre-engagement, individual counseling, family counseling, family and group services, case management and peer mentoring.

Additional services provide for continuing care, prevention, DUII diversion education, and referral for those clients whose needs cannot be met in an outpatient setting.

Program Goals or Objectives:

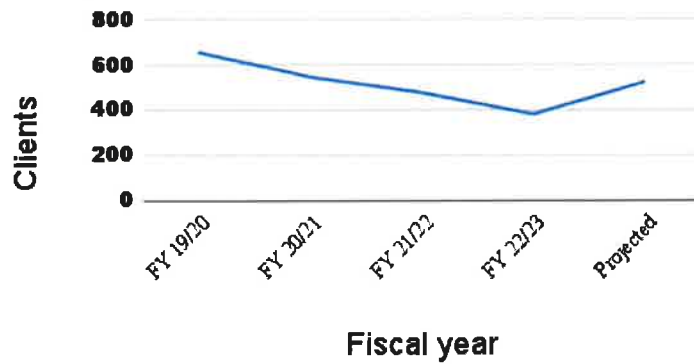
1. Provide evidenced-based treatment services to adults and adolescents in accordance with established OAR's and ASAM criteria for substance use disorder services.
2. Ensure documentation of services meets OAR standards by conducting ongoing utilization reviews.
3. Provide both Levels I Outpatient and Level II Intensive Outpatient Substance Use Disorder treatment and Gambling Disorder treatment through an increased number of treatment options.

Budget Note: Addiction services are not going away, so much as being reimagined. Over the last year we have decreased staff in this traditional model and have begun to migrate them over to areas where new programming and funding is being developed by the legislature and OHA.

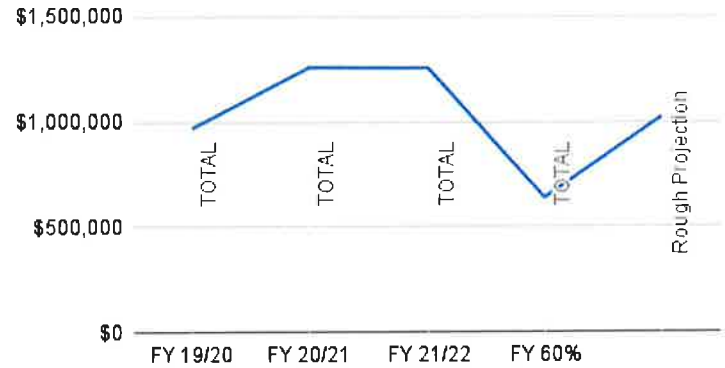
Addictions Budget Summary



Unique Clients Seen (Addictions)

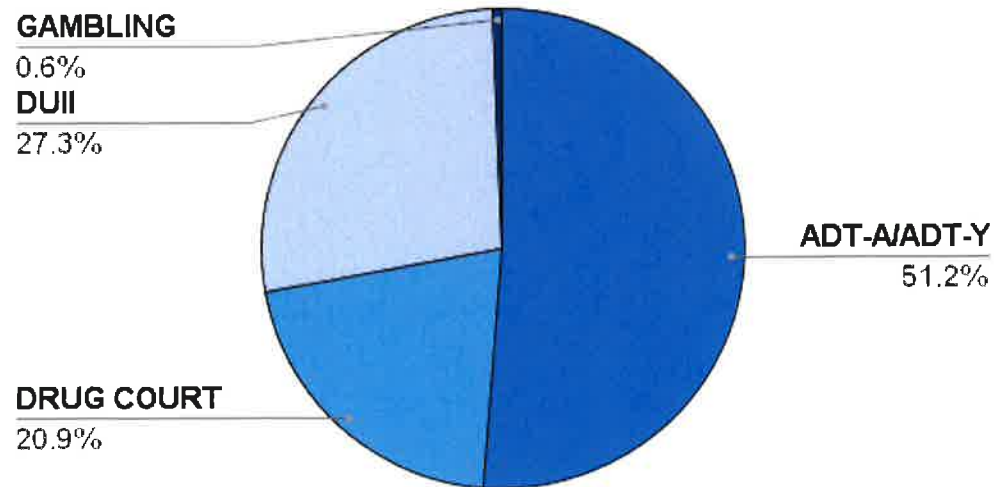


ADDICTIONS Billable Service Totals



FY data is current through January 2023 with a projected year end total.

FY 22/23 Service Volume By Area



**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

240 Behavioral Health	(Fund)
535 Addictions Program	(Divn)
510 Health Services	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
0	0	0	0.00	8010	Clerical/Admin. Specialist	0	0.00	0	0.00		
465,772	469,848	517,505	9.00	8030	Professional/Technical	782,351	13.00	782,351	13.00		
130,223	106,177	106,109	1.20	8040	Management/Supervisory	120,681	1.20	120,681	1.20		
0	0	0		8080	Temporary/Part-Time	0		0			
0	1,160	5,000		8090	Overtime	5,000		5,000			
595,995	577,185	628,614	10.20		Total Salaries	908,032	14.20	908,032	14.20	0	0.00
139,666	151,214	178,155		8110	PERS-Retirement	258,789		258,789		0	
43,674	42,817	48,089		8120	Social Security/Medicare	69,464		69,464		0	
175,815	174,502	198,900		8140	Insurance	276,900		276,900		0	
2,989	2,887	3,140		8150	Unemployment	4,536		4,536		0	
2,793	1,504	1,886		8160	Workers Comp. Insurance	2,724		2,724		0	
960,932	950,109	1,058,783	10.20		Total Personal Services	1,520,445	14.20	1,520,445	14.20	0	0.00
558	755	1,000		8210	Office Supplies	1,000		1,000			
12,330	5,516	5,000		8220	Operating Supplies	5,000		5,000			
19,948	17,746	23,000		8240	Software & Maintenance	23,000		23,000			
1,391	683	5,000		8250	Small Tools & Minor Equipment	5,000		5,000			
73	106	500		8310	Advertising and Printing	500		500			
2,081	2,731	5,000		8320	Photocopying	5,000		5,000			
5,084	2,871	500		8330	Postage	500		500			
6,090	6,095	4,000		8340	Telephone	4,000		4,000			
334	338	300		8350	Utilities	300		300			
155	3,562	3,500		8420	Workshops and Conferences	3,500		3,500			
1,968	4,488	10,000		8430	Transportation	10,000		10,000			
2	1,130	300		8510	Professional Services	300		300			
208	0	0		8520	Medical Care	0		0			
0	5,473	0		8540	Contract Services	0		0			
1,247	18,270	10,000		8580	Special Projects	10,000		10,000			
11,207	25,055	0		8610	Repairs and Maintenance	0		0			
79,522	82,195	85,248		8810	Rent Interdepartmental	74,541		74,541			
7,300	8,000	10,000		8820	Insurance Interdepartmental	14,500		14,500			
47,266	47,067	42,127		8830	Management Services Interdept.	83,967		83,967			
15,863	16,652	17,727		8840	Information Services Interdept	19,233		19,233			
150,000	112,000	100,000		8850	Human Serv. Admin. Interdept.	176,729		176,729			
190,000	200,000	125,000		8855	BH Admin. Interdepartmental	426,247		426,247			
552,627	560,733	448,202			Total Materials & Services	863,317		863,317		0	
0	0	0		8920	Buildings	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
0	0	0		9837	Transfer to Human Services	0		0		0	
0	0	0			Total Transfers	0		0		0	
1,513,559	1,510,842	1,506,985	10.20		Total Department Expenses	2,383,762	14.20	2,383,762	14.20	0	0.00
Revenues											
78,153	74,884	75,000		6110	Federal Grants	75,000		75,000			
832,299	709,323	900,000		6124	Medicaid Fee for Services	850,000		850,000			
0	0	0		6130	State Operating Grants	0		0			
181,638	779,775	185,000		6131	MH State Operating Grants	1,412,000		1,412,000			
68,113	85,438	70,000		6142	State Shared Revenues-Excise Tax	70,000		70,000			
14,176	19,526	216,000		6170	Intergovernmental Local Govt.	0		0			
0	0	0		6180	Non-governmental Grants	0		0			
36,112	46,659	45,000		6300	Charges for Services	20,000		20,000			
0	0	0		6980	Donations	0		0		0	
0	46	0		6990	Miscellaneous	0		0		0	
0	0	0		7120	Loan Proceeds	0		0		0	
1,210,491	1,715,651	1,491,000			Total Revenues	2,427,000		2,427,000		0	
Net Cost of Program											
(303,068)	204,809	(15,985)			Expenditures less Revenue	43,238		43,238		0	

**POLK COUNTY
PROGRAM SUMMARY
2023-2024**

FUND	DEPARTMENT	DIVISION
BEHAVIORAL HEALTH	HEALTH SERVICES	OUTPATIENT SERVICES
Program Description:		
<p>Outpatient Services encompasses the full array of programs and treatment options available to people with a mental health condition, from traditional counseling to psychiatric hospitalization.</p> <p>Our Adult and Child Outpatient programs begin with a psychosocial assessment conducted by a Masters level therapist, who then along with the client, develops a treatment plan for services. Treatment services may include: individual, family or group therapy, psychiatric evaluation, and medication management.</p> <p>Adult and Child Intensive Services are available to those individuals requiring more intensive support in office, home or community settings. Services may include: intensive case management, peer support, rental assistance, skills training along with access to specialized programming such as:</p> <ul style="list-style-type: none"> ● Early Assessment and Support Alliance (EASA) - Wraparound programming for those experiencing their first psychotic episode. ● Supported Employment- Job placement program that provides support to both the employer and client being employed. ● Assertive Community Treatment (ACT) - Evidence Based wraparound services for adults at high risk of admission to Oregon State Hospital or are stepping down from OSH to the community. <p>Crisis services are offered on a 24-hour, 7-day per week basis and are available to all Polk County residents experiencing a mental health crisis. The crisis team also assists local hospital emergency room personnel and law enforcement in dealing with individuals who may be exhibiting mental health or alcohol/drug behaviors. Crisis screeners are the gatekeepers to the psychiatric hospitals.</p>		
Program Goals or Objectives:		
<ol style="list-style-type: none"> 1. Provide Sufficient Capacity to meet the needs of the Medicaid Population in Polk County as well as the PacificSource coordinated care region. 2. Develop programming in keeping with best practice as well as state and regional contract requirements. 3. Develop and monitor data solutions for required Outcome Metrics as well as resource stewardship through utilization management. 		

Mental Health Budget Summary

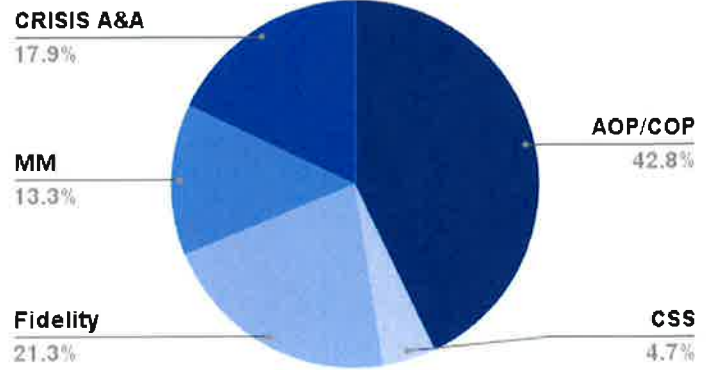


OP BILLABLE SERVICE TOTALS

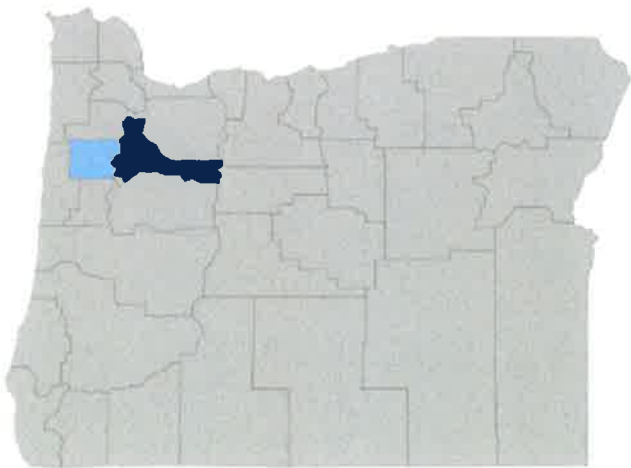


FY data is current through 2023 with a projected year end total.

FY 22/23 Service Volume By Area



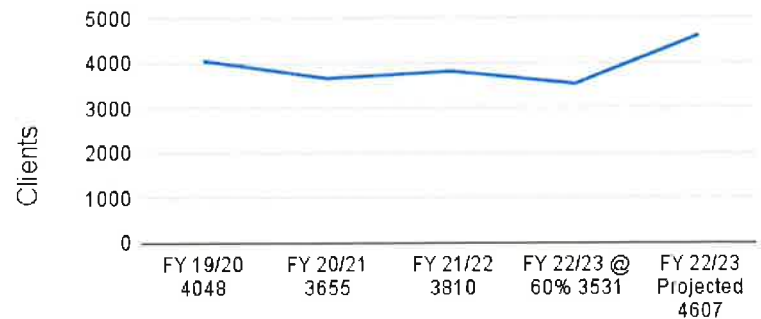
AOP/COP- Traditional Outpatient Services
CSS-Case Management and Peer Support
FIDELITY-ACT/EASA/WRAP
CRISIS/AID & ASSIST-Hospital/Justice Related Program
MM- Medication Management



Budgeted Marion Polk CCO Membership for CY2022:135,333

Medicaid Recipients in Marion and Polk County Impact our PMPM rates month to month and can have indirect impacts to contracted rates for all services. Redetermination requirement is expected to go into effect in 2023 decreasing membership as much as 15%.

Unique Clients Seen (MH)



Fiscal year

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

240 Behavioral Health	(Fund)
540 Outpatient Mental Health Svcs.	(Divn)
510 Health Services	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
26,220	39,624	0	0.00	8010	Clerical/Admin. Specialist	0	0.00	0	0.00		
2,985,141	3,253,701	4,170,525	65.80	8030	Professional/Technical	4,088,750	71.80	4,088,750	71.80		
508,288	603,174	832,386	9.80	8040	Management/Supervisory	816,065	9.80	816,065	9.80		
0	0	10,000		8080	Temporary/Part-Time	10,000		10,000			
51,243	60,421	50,000		8090	Overtime	50,000		50,000			
3,570,892	3,956,920	5,062,911	75.60		Total Salaries	4,964,815	81.60	4,964,815	81.60	0	0.00
822,666	1,037,165	1,215,099		8110	PERS-Retirement	1,191,556		1,191,556		0	0
264,879	297,612	387,313		8120	Social Security/Medicare	379,808		379,808		0	0
919,678	1,015,425	1,247,400		8140	Insurance	1,346,400		1,346,400		0	0
17,960	19,766	25,289		8150	Unemployment	24,799		24,799		0	0
19,361	11,841	22,783		8160	Workers Comp. Insurance	22,342		22,342		0	0
5,615,436	6,338,729	7,960,795	75.60		Total Personal Services	7,929,720	81.60	7,929,720	81.60	0	0.00
4,992	6,193	10,000		8210	Office Supplies	10,000		10,000			
9,782	11,868	15,000		8220	Operating Supplies	15,000		15,000			
367	136	2,000		8225	Fuels & Lubricants	2,000		2,000			
139,828	142,010	125,000		8240	Software & Maintenance	125,000		125,000			
53,391	47,353	25,000		8250	Small Tools & Minor Equipment	25,000		25,000			
1,205	2,701	5,000		8310	Advertising and Printing	5,000		5,000			
9,054	12,015	25,000		8320	Photocopying	25,000		25,000			
3,546	4,344	5,000		8330	Postage	5,000		5,000			
66,065	68,638	60,000		8340	Telephone	60,000		60,000			
7,554	7,920	8,000		8350	Utilities	8,000		8,000			
0	300	200		8410	Dues, Memberships & Publicatns	200		200			
5,226	13,037	44,000		8420	Workshops and Conferences	44,000		44,000			
24,736	57,804	30,000		8430	Transportation	30,000		30,000			
25,176	4,752	25,000		8510	Professional Services	25,000		25,000			
2,826	1,229	0		8520	Medical Care	0		0			
1,374,382	1,644,514	1,600,000		8540	Contract Services	1,500,000		1,500,000			
208,624	168,955	220,000		8550	Contract Services-other agency	0		0			
468,636	295,604	4,450,000		8580	Special Projects	300,000		300,000			
57,064	85,465	0		8610	Repairs and Maintenance	0		0			
160,244	163,716	155,000		8660	Rentals	155,000		155,000			
440,685	455,496	472,421		8810	Rent Interdepartmental	521,784		521,784			
68,500	69,000	73,000		8820	Insurance Interdepartmental	108,750		108,750			
336,024	369,461	332,389		8830	Management Services Interdept.	587,770		587,770			
224,728	254,034	282,814		8840	Information Services Interdept	298,118		298,118			
1,600,000	1,245,000	700,000		8850	Human Serv. Admin. Interdept.	1,487,524		1,487,524			
1,710,000	1,875,000	1,875,000		8855	BH Admin. Interdepartmental	2,415,400		2,415,400			
7,002,635	7,006,545	10,539,824			Total Materials & Services	7,753,546		7,753,546		0	
0	0	0		8920	Buildings	0		0		0	0
0	0	0		8944	Vehicles	0		0		0	0
0	0	0		8948	Computers & Attachments	0		0		0	0
0	0	0			Total Capital Outlay	0		0		0	
12,618,071	13,345,274	18,500,619	75.60		Total Department Expenses	15,683,266	81.60	15,683,266	81.60	0	0.00
Revenues											
273,853	51,895	62,000		6110	Federal Grants	62,000		62,000			
5,089,045	4,368,952	4,460,000		6122	OHP Capitation	5,100,000		5,100,000			
4,542,918	5,146,722	4,715,000		6124	Medicaid Fee for Services	6,000,000		6,000,000			
152,205	1,709,849	70,000		6130	State Operating Grants	70,000		70,000			
2,521,082	2,808,216	6,955,000		6131	MH State Operating Grants	3,590,000		3,590,000			
0	0	0		6132	Rent Subsidies	0		0			
520,251	232,769	216,000		6170	Intergovernmental Local Govt	140,000		140,000			
0	0	7,000		6180	Non-governmental Grants	7,000		7,000			
216,909	256,528	210,000		6300	Charges for Services	200,000		200,000			
0	200	0		6950	Settlements	50,000		50,000			
7,930	109,176	0		6990	Miscellaneous	0		0			
0	0	0		7100	Proceeds from Sale of Assets	750,000		750,000			
13,324,193	14,684,307	16,695,000			Total Revenues	15,969,000		15,969,000		0	
Net Cost of Program											
(706,122)	(1,339,033)	1,805,619			Expenditures less Revenue	(285,734)		(285,734)		0	

**POLK COUNTY
PROGRAM SUMMARY
2023-2024**

FUND	DEPARTMENT		DIVISION	
BEHAVIORAL HEALTH	HEALTH SERVICES		DEVELOPMENTAL DISABILITIES	
Program Description:				
<p>Provides service coordination and serves as a fixed point of entry for individuals with developmental disabilities that are in need of services provided by the State Developmental Disabilities Division. The program documents client eligibility for services and funding, assesses client needs, assists in the acquisition of services and coordinates the development of an individual service plan. Contract services monitors sub-contracted services, negotiates with subcontractors and the Division and assures that services are provided in compliance with Division rules and the County contract.</p>				
Program Goals or Objectives:				
<ol style="list-style-type: none"> 1. Clients served will meet DD service eligibility requirements. 2. Developmental Disability services will comply with state regulations. 3. Subcontracted services will comply with state regulations and the County contract. 				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Number of Clients	713	749	775	800
Billable Case management contacts.	10,201	10,678	11,000	11,400
Number of Individuals reviewed for eligibility	174	155	150	175
Number of Individuals found eligible for services	154	131	130	150

- Eligibility redeterminations that were not completed due to COVID in 2019-2020 were completed in 2020-2021.

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

240 Behavioral Health	(Fund)
555 Developmental Disabilities	(Divn)
510 Health Services	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 22-23 Proposed	FTE	FY 22-23 Approved	FTE	FY 22-23 Adopted	FTE
Expenditures											
124,953	89,400	216,786	5.00	8010	Clerical/Admin. Specialist	143,519	3.00	143,519	3.00		
969,669	1,090,403	1,330,508	24.00	8030	Professional/Technical	1,515,758	25.00	1,515,758	25.00		
164,738	222,440	251,341	3.00	8040	Management/Supervisory	304,924	3.50	304,924	3.50		
0	0	0		8050	Department Head	0		0			
0	0	0		8080	Temporary/Part-time	0		0			
12,289	14,474	10,000		8090	Overtime	10,000		10,000			
1,271,649	1,416,717	1,808,635	32.00		Total Salaries	1,974,201	31.50	1,974,201	31.50	0	0.00
304,145	365,083	452,159		8110	PERS-Retirement	493,550		493,550		0	0
92,400	105,155	138,361		8120	Social Security/Medicare	151,026		151,026		0	0
348,153	363,266	592,000		8140	Insurance	582,750		582,750		0	0
6,451	7,209	9,034		8150	Unemployment	9,861		9,861		0	0
5,485	3,587	5,426		8160	Workers Comp. Insurance	5,923		5,923		0	0
2,028,283	2,261,017	3,005,615	32.00		Total Personal Services	3,217,311	31.50	3,217,311	31.50	0	0.00
1,934	1,530	2,000		8210	Office Supplies	2,000		2,000			
998	2,953	2,000		8220	Operating Supplies	2,000		2,000			
13,557	14,923	15,000		8240	Software & Maintenance	15,000		15,000			
1,348	14,548	10,000		8250	Small Tools & Minor Equip.	10,000		10,000			
366	530	1,000		8310	Advertising and Printing	1,000		1,000			
1,794	3,353	3,000		8320	Photocopying	3,000		3,000			
1,859	2,337	2,000		8330	Postage	2,000		2,000			
23,756	23,416	25,000		8340	Telephone	25,000		25,000			
133	135	200		8350	Utilities	200		200			
0	1,428	10,000		8420	Workshops and Conferences	10,000		10,000			
1,143	4,580	20,000		8430	Transportation	20,000		20,000			
1,191	5,096	5,000		8510	Professional Services	5,000		5,000			
49,836	26,295	50,000		8580	Special Projects	25,000		25,000			
3	623	0		8610	Repairs and Maintenance	0		0			
99,403	102,743	106,561		8810	Rent Interdepartmental	74,540		74,540			
7,000	8,000	10,000		8820	Insurance Interdepartmental	14,500		14,500			
82,697	90,174	83,654		8830	Management Services Interdept.	83,967		83,967			
18,885	19,750	21,029		8840	Information Services Interdept	25,244		25,244			
100,000	112,000	280,000		8850	Human Serv. Admin. Interdept.	386,946		386,946			
405,903	434,414	646,444			Total Materials & Services	705,397		705,397		0	
0	0	0		8920	Buildings	0		0		0	0
0	0	0		8948	Computers and Attachments	0		0		0	0
0	0	0			Total Capital Outlay	0		0		0	
2,434,186	2,695,431	3,652,059	32.00		Total Department Expenses	3,922,708	31.50	3,922,708	31.50	0	0.00
Revenues											
0	0	0		6000	Beginning Fund Balance	0		0			
2,503,003	3,496,054	3,530,000		6131	MH State Operating Grants	3,505,000		3,505,000			
0	261	0		6300	Charges for Services	0		0			
20	35	0		6990	Miscellaneous	0		0			
2,503,023	3,496,350	3,530,000			Total Revenues	3,505,000		3,505,000		0	
Net Cost of Program											
68,837	800,919	(122,059)			Expenditures less Revenue	(417,708)		(417,708)		0	

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

240 Behavioral Health	(Fund)
560 Sub-Grant Programs	(Divn)
510 Health Services	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 21-22 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
0	0	0		8240	Software & Maintenance	0		0		0	
0	0	0		8370	Settlements	0		0		0	
0	0	0		8510	Professional Services	0		0		0	
0	0	0		8540	Contract Services	0		0		0	
0	0	0		8550	Contract - Other Public Agencies	0		0		0	
0	0	0		8580	Special Projects	0		0		0	
0	0	0			Total Materials & Services	0		0		0	
Revenues											
0	0	0		6130	State Operating Grants	0		0		0	
0	0	0		6131	MH State Operating Grants	0		0		0	
0	0	0		6132	State - Hillside Rent Subsidy	0		0		0	
0	0	0		6170	Intergovernmental Local Govt.	0		0		0	
0	0	0			Total Revenues	0		0		0	
Net Cost of Program											
0	0	0			Expenditures less Revenue	0		0		0	
19,185,572	19,689,574	31,841,001	140.30		Total Fund Requirements	34,841,000	153.30	34,841,000	153.30	0	0.00
26,961,469	29,983,310	31,841,000			Total Fund Resources	34,841,000		34,841,000		0	
7,775,897	10,293,736	1	140.30		Net Fund Balance	0	153.30	0	153.30	0	0.00

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Revenues**

232 Health Services	(Fund)
Revenues All Divisions	

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	Divn	Acct. Num.	Description	FY 23-24 Requested	FY 23-24 Proposed	FY 23-24 Approved
829,853	2,225,327	800,000	510	6000	Beginning Fund Balance	250,000	250,000	Administration
600,000	0	0	510	6170	Intergovernmental Local Govt.	0	0	Administration
1,750,000	1,350,000	1,350,000	510	6300	Charges for Services	2,200,000	2,200,000	Administration
0	0	0	510	6310	Rentals	0	0	Administration
0	0	0	510	6980	Donations	0	0	Administration
0	393	0	510	6990	Miscellaneous	0	0	Administration
(123,226)	(995,176)	0	582	6000	Beginning Fund Balance	0	0	Family & C.O.
253,615	0	200,000	582	6110	Federal Awards	0	0	Family & C.O.
0	0	0	582	6124	Medicaid Fee for Services	300,000	300,000	Family & C.O.
319,210	636,035	1,650,000	582	6130	State Operating Grants	495,000	495,000	Family & C.O.
36,350	30,000	50,000	582	6131	MH-State Operating Grants	30,000	30,000	Family & C.O.
792,892	1,101,230	1,250,000	582	6170	Intergovernmental Local Govt.	1,600,000	1,600,000	Family & C.O.
434,362	245,706	450,000	582	6180	Non-Governmental Grant	1,975,000	1,975,000	Family & C.O.
229,000	275,000	250,000	582	6300	Charges for Services	150,000	150,000	Family & C.O.
16,084	19,075	0	582	6310	Rentals	25,000	25,000	Family & C.O.
371,241	310,675	10,000	582	6980	Donations	25,000	25,000	Family & C.O.
0	100,000	150,000	582	7910	Transfer from General Fund	250,000	250,000	Family & C.O.
0	0	0	582	7911	Inter--Fund Loan Proceeds	1,500,000	1,500,000	Family & C.O.
5,509,381	5,298,265	6,160,000			Total Revenues	8,800,000	8,800,000	0

**POLK COUNTY
PROGRAM SUMMARY
2023-2024**

FUND	DEPARTMENT	DIVISION		
HEALTH SERVICES ADMIN	HEALTH SERVICES	HEALTH SERVICES Administration		
Program Description:				
<p>Provides a wide range of administrative services such as Accounts Payable and Billing services along with supplementary support functions for Health Services programs. These include facility, fleet and resource management in coordination with county departments. Credentialing, onboarding, licensing tracking, and required monitoring for exclusion of all staff related to program or professional requirements. Development, and staff training for Health Services applications. Department communications, policy and procedures, HIPAA compliance. Electronic Health Record systems, data and analytics for financial and operational reporting. Contract renewals and negotiation of personal service agreements, IGA's and various organizational subcontract arrangement.</p> <p>Provides the Board of Commissioners with information concerning Health Services activities and services within the departments and on Health Services issues in Polk County.</p>				
Program Goals or Objectives:				
<ol style="list-style-type: none"> 1. Provide the Health Services departments with consistent guidance and supervision, under unified leadership, served by a centralized fiscal and support services department. 2. Provide the Board of Commissioners with programmatic and fiscal information. 3. Provide supplementary support as it relates to Health Services programs for General Services, Personnel, Information Services, Contracts and other areas of identified need. 				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Percentages of Human Services Administration time charged:				
Behavioral Health	95%	95%	80%	93%
Public Health	5%	5%	20%	7%

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

232 Health Services	(Fund)
510 Health Services Administration	(Divn)
510 Health Services	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24		FY 23-24		FY 23-24	
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
199,708	296,007	450,000	8.75	8010	Clerical/Admin. Specialist	630,000	9.75	630,000	9.75		
0	33,805	0	0.00	8030	Professional/Technical	0	0.00	0	0.00		
148,265	269,933	485,000	6.00	8040	Management/Supervisory	450,000	5.00	450,000	5.00		
142,360	148,100	152,000	1.00	8050	Department Head	160,000	1.00	160,000	1.00		
0	0	0		8080	Temporary/Part-Time	0		0			
6,043	15,649	10,000		8090	Overtime	10,000		10,000			
496,376	763,494	1,097,000	15.75		Total Salaries	1,250,000	15.75	1,250,000	15.75	0	0.00
108,694	190,894	274,250		8110	PERS-Retirement	312,500		312,500		0	
35,979	57,040	83,921		8120	Social Security/Medicare	95,625		95,625		0	
127,288	198,533	291,375		8140	Insurance	291,375		291,375		0	
2,479	3,827	5,485		8150	Unemployment	6,250		6,250		0	
1,173	1,154	2,195		8160	Workers Comp. Insurance	2,501		2,501		0	
771,989	1,214,942	1,754,225	15.75		Total Personal Services	1,958,250	15.75	1,958,250	15.75	(1)	0.00
114	837	1,000		8210	Office Supplies	1,000		1,000			
431	367	1,000		8220	Operating Supplies	1,000		1,000			
0	2,323	2,500		8240	Software & Maintenance	2,500		2,500			
6,438	3,542	10,000		8250	Small Tools & Minor Equipment	10,000		10,000			
0	0	0		8310	Advertising and Printing	0		0			
1,291	1,253	2,000		8320	Photocopying	2,000		2,000			
273	171	250		8330	Postage	250		250			
6,251	5,714	6,000		8340	Telephone	6,000		6,000			
0	0	0		8410	Dues, Memberships & Publicatns.	0		0			
(121)	0	2,500		8420	Workshops and Conferences	2,500		2,500			
1,263	1,463	250		8430	Transportation	250		250			
0	0	0		8510	Professional Services	0		0			
0	0	0		8520	Medical Care	0		0			
0	0	0		8540	Contract Services	0		0			
24	1,204	0		8580	Special Projects	266,652		266,652			
0	0	0		8610	Repairs and Maintenance	0		0			
95,125	99,339	104,155		8810	Rent Interdepartmental	110,778		110,778			
2,000	2,500	3,000		8820	Insurance interdepartmental	3,500		3,500			
33,933	61,245	59,599		8830	Management Services Interdept.	58,219		58,219			
35,515	35,883	38,269		8840	Information Services Interdept.	43,687		43,687			
182,537	215,841	230,523			Total Materials and Services	508,336		508,336		0	
0	0	0		8948	Computers and Attachments	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
954,526	1,430,783	1,984,748	15.75		Total Department Expenses	2,466,586	15.75	2,466,586	15.75	(1)	0.00
Revenues											
829,853	2,225,327	800,000		6000	Beginning Balance	250,000		250,000			
0	0	0		6110	Federal Awards	0		0			
600,000	0	0		6170	Intergovernmental Local Govt.	0		0			
1,750,000	1,350,000	1,350,000		6300	Charges for Services	2,200,000		2,200,000			
0	0	0		6310	Charges for Services - Rentals	0		0			
0	0	0		6980	Donations	0		0			
0	393	0		6990	Miscellaneous	0		0			
3,179,853	3,575,720	2,150,000			Total Revenues	2,450,000		2,450,000		0	
Net Cost of Program											
2,225,327	2,144,937	(165,252)			Expenditures less Revenue	16,586		16,586		(1)	

POLK COUNTY
PROGRAM SUMMARY

FUND	DEPARTMENT	DIVISION
<i>HEALTH SERVICES ADMIN</i>	<i>FAMILY AND COMMUNITY OUTREACH</i>	<i>FAMILY AND COMMUNITY OUTREACH</i>

Program Description:

The overall goal of the Polk County Family & Community Outreach Department (FCO) is that "All People are Empowered and Healthy". To achieve this goal, FCO works closely with communities across the county to learn their needs and find solutions to best meet those needs. The strength of our department is rooted in relationships with other agencies, schools, faith entities and the clients we serve.

Program Goals or Objectives:

Currently, the Family & Community Outreach Department oversees the following programs:

- Co-location Community Resource Center
- Falls City Direct Connect (no longer operational)
- Polk County Service Integration (See SI Program Summary)
- Early Learning & Family Engagement Programs (See ELFE Program Summary)
- Drug, Alcohol and Problem Gambling Prevention (See Prevention Program Summary)
- School Based Mental Health Program (See SBMH Program Summary)
- Veterans Service Office (See VSO Program Summary)

Descriptive Statistics:				
# Served by each program	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Individuals Served in the Polk County Resource Center	2800	3000	3500	4000
Individuals served by the Falls City Direct Connect Bus	500	NA	NA	NA
Individuals served by the Housing Navigator Program	80	80	100	100

POLK COUNTY
PROGRAM SUMMARY

FUND	DEPARTMENT	DIVISION
<i>HEALTH SERVICES ADMIN</i>	<i>FAMILY AND COMMUNITY OUTREACH</i>	<i>FAMILY AND COMMUNITY OUTREACH, SCHOOL BASED MENTAL HEALTH</i>

Program Description:

The School Based Mental Health Program serves 14 schools in five school districts across Polk County. Through partnerships with these school districts, 13 Mental Health team members are stationed in schools to assist in meeting the needs of students at all grade levels, and 3 team members are assigned to a whole district for additional support. SBMH staff work with school administration, and other school personnel, to develop interventions that are personalized to each district and school. These interventions often include suicide risk assessments, social-emotional skill building groups, grief and crisis support, development of Trauma Informed practices, and various individual student supports that support a youth's wellbeing both at school and at home. Staff also work one-on-one with the student and family to connect them to needed community resources and services to address any barriers that may be hindering the youth's ability to regularly participate in school (housing, parental employment, food insecurity, clothing, and other basic needs). SBMH team members are leaders within their buildings and develop building-wide Social Emotional skill lessons that support youth in being successful in the ongoing needs of returning to in-person learning after 2 years of virtual education.

This year we added two new districts, Kings Valley Charter School and Falls City School District, and are continuing to fine tune the roles of the 3 staff providing district-wide therapy and resource connection services. They have greatly streamlined the access for families to the Polk County Resource Center, Behavioral and Public Health and other community resources.

Program Goals or Objectives:

1. Increased access to community resources for students and families in the districts we serve.
2. Provide individual and group activities to aid in successful connection for school attendance and participation, as well as youth self-identified wellness.
3. Facilitation of community education events that strengthen school supports. Topics include, suicide prevention, wellness, relational aggression prevention, online safety and risks, and creating trauma-informed environments.

Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Service hours with youth	3258	6,442	6,500	6,750
# of crisis assessment interventions facilitated, including suicide risk assessments, in the school setting.	208	536	550	600
# of school-wide and community presentations facilitated	320	356	250	300

Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
# of youth seen for individual supports	821	1232	1200	1250
# of referrals provided to community resources	435	131	200	250

POLK COUNTY
PROGRAM SUMMARY

FUND	DEPARTMENT	DIVISION
<i>HEALTH SERVICES ADMIN</i>	<i>FAMILY AND COMMUNITY OUTREACH</i>	<i>Early Learning & Family Engagement</i>

Program Description:

Polk County's Early Learning and Family Engagement Programs include:

1. Mid-Valley Parenting
2. Polk County Early Learning Initiatives including KPI
3. Polk County Family Resource Navigators
4. Mid-Valley CourtCare (not currently operating)

Program Goals or Objectives:

1. Expand access to proven parent education programs in areas where access has been limited.
2. Increase parent understanding of how to support children's learning and development.
3. Reduce Stigma of parent education for universal parents
4. Increase access to licensed, quality, episodic child care for those accessing the justice system and community supports.
5. Increase the number of children with access to transition support prior to kindergarten

Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Estimated* 22-23	Projected 23-24
Parents or caregivers attending evidence-based parent education group	105	200	200	300
Individuals interacted with at community meetings and outreach events	1420	2500	4000	5000
Number of new trained parent educators	10	7	8	5
Number of Children reached through annual Kindergarten Registration day	300	300	500	550
Families engaged with Family Resource Navigator Program	90	90	90	90
Children Served through CourtCare program	NA	NA	NA	NA
Number of Children participating in Kindergarten Jumpstart Programs	30	30	80	80

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION
<i>HEALTH SERVICES ADMIN</i>	<i>FAMILY AND COMMUNITY OUTREACH</i>	<i>FAMILY AND COMMUNITY OUTREACH DRUG AND ALCOHOL PREVENTION</i>

Program Description:

The Polk County Drug and Alcohol Prevention Program is a catalyst for the reduction of use and abuse of intoxicating substances, with special emphasis on the issue of underage alcohol use. The Prevention Program does this by:

1. Assessing the risk and protective factors related to the consumption of alcohol and drugs in the community in order to develop a comprehensive plan.
2. Developing and encouraging policy creation that supports the comprehensive plan and prevention efforts, including evidence-based practices.
3. Receiving funds through the State (AD-70) and Problem Gambling Prevention dollars and allocating these funds in accordance with the comprehensive plan and contractual requirements.

Program Goals or Objectives:

1. Work to prevent underage consumption of alcohol and other drugs through education and positive youth development.
2. Learn about patterns of alcohol and drug use, involvement in engaging activities and technology use among youth through local data collection efforts.
3. Mobilize and promote the community's involvement in the prevention of intoxicating substance use.
4. Support and empower parents, understanding their primary role in prevention.

Descriptive Statistics:

Indicator	Actual 20-21	Actual 21-22	Estimated* 22-23	Predicted* 23-24
Individuals interacted with at community meetings and outreach events	1100	1750	2000	2000
Youth engaged in focused prevention programming and activities	1000	1900	2500	2600
Parents and families involved in programs, classes and prevention activities	150	30	100	120
Policies worked on that reflect positive community norms around alcohol and drug use	1	1	1	1
Individuals trained in evidence-based suicide prevention training	2500	2000	2250	2500

POLK COUNTY
PROGRAM SUMMARY

FUND	DEPARTMENT	DIVISION
<i>HEALTH SERVICES ADMIN</i>	<i>FAMILY AND COMMUNITY OUTREACH</i>	<i>SERVICE INTEGRATION</i>

Program Description:

The purpose of the Service Integration program is to facilitate collaboration among community partners to provide coordinated resources and information for individuals and families. We are agency and community partners expediting solutions by matching resources to clearly defined needs, while avoiding duplication of service.

Service Integration, under the Family and Community Outreach Department, has organized and facilitates six SI Teams (one in each school district in the County). Each Team operates independently; addresses local needs; identifies needs within the team's service area and connects local resources to meet those needs; builds relationships between community members and providers; networks and shares resources; and provides funds to address requests for one-time urgent assistance, as well as local projects and events.

Teams are comprised of county, city and state agencies; school districts; higher education; local for-profit and non-profit businesses; faith-based organizations; tribal agencies and leadership; health clinics and CCO representatives; community members and more. Team funding is granted/donated by the school districts (Central, Dallas, Falls City, Perrydale, Willamina and Salem-Keizer), West Valley Hospital, Yamhill County Health and Human Services, Yamhill Community Care Organization, and Polk County.

Program Goals or Objectives:

1. Work collaboratively with community partners and groups to empower and support all children, families and individuals in Polk County.
2. Coordinate social service efforts to leverage available funding streams and maximize resources for Polk County families and individuals.
3. Engage community partnerships and facilitate collaboration to support community events and targeted populations.
4. Facilitate conversation and collaboration among providers to avoid duplication of services.

Descriptive Statistics:

Indicator	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Number of Partner Integration activities/connections	1,500	1,750	1,800	1,900
Number of Community Mobilization Outreach opportunities SI partners participated in	8	12	14	14
Number of individuals served (coordinated - multiple agencies involved)	10,823	12,172	12,500	12,000
Amount of leveraged funds	\$227,687	\$230,888	\$235,000	\$250,000
Number of families/households receiving service	6,712	7,187	7,200	7,300
Number of Partners trained at the Academy Training Resource Expo	114	203	220	220

Polk County Family & Community Outreach Department Update January 2023

Resource Centers:

The Resource Center team continues to be busier than ever. For the first time since last summer, we have all Resource Connector positions filled, and the team is fully operational out of 2 sites. We are open five days a week in both locations and offer after-hours support from 5 to 6 every Wednesday out of our Monmouth location.

To help with the workload and operation of two sites, we recently promoted Flora Morales-Hernandez to a lead position, where she works with the connector team on day-to-day and case-specific issues. Flora provides training and support to each connector as needed and works to ensure that all tasks falling under the connector umbrella are accounted for daily.

The Resource Center connector team includes six staff and one lead. Each has specialty areas and is cross-trained to support all shared tasks, such as the front desk and phones. We currently have a connector who specializes in all things related to housing and the contracts we have with the West Valley Housing Authority and the Oregon Department of Human Services. Her primary responsibilities include light case management for those who are in the process of securing housing or have barriers to housing. Our average caseload for the ODHS contract is about 15 families at a time. Additionally, Katrina attends the weekly briefing meetings at West Valley Housing Authority. She provides ongoing support as people learn how to use vouchers, search for housing, and navigate applications and deposit assistance. Of the 14 clients who secured a voucher and leased an apartment through West Valley Housing Authority in the last quarter, Katrina assisted 11 of them through the process.

We also have a connector moving into a role where he will work primarily with our Homeless Prevention Community Liaison. His role will be to provide light case management and support to clients currently experiencing homelessness, ensuring they are connected to all the resources and community partners in the area. His role includes supporting the recently formed PATHS group with meeting logistics and minutes.

We also share a Resource Connector with the VSO team. His primary role for the Resource Center portion of his position is to support veteran clients who may need access to resource center services in addition to their claims and other things they may be working on with the VSO team. Andrew also supports Gale's Lodge and ensures that all participants at the lodge have access to all of the resources available through the resource centers.

We are currently accessing funding from more than ten different funding streams. These funding partners include Community Action Agency, The City of Monmouth, The City of Independence, Family Promise, The Salvation Army, The Dallas Community Foundation, The Dallas Ministerial Association, The Marion Polk Early Learning Hub, West Valley Housing Authority, Oregon Department of Human Services, and Service Integration. Each with its own set of requirements and qualifications. The remaining connectors are dedicated to specific resource center sites that process all walk-in client needs and emergency financial assistance screenings. Our staff walks clients through the screening process and advocates for funding based on their specific needs. We then work with the various partners through an invoicing process to access their funds. This allows us to send complete payments to landlords, utility companies, and property managers, making them more willing to work with us when they have residents needing assistance.

For the first half of this fiscal year, the resource center has funded 268 cases comprising 232 adults and 205 children, totaling **\$398,907** in direct financial support to residents of Polk County. We have primarily used the funds to support past due rent to avoid eviction, rental deposits, utilities, and needs related to returning to employment. In addition to these funds, the Resource Center team has partnered with Community Action Agency's Energy Services program to help clients who are not currently in shut-off access funds to support their utilities, including electric, gas, other heat, and water needs. From July to November (**EA applications have a six-week processing time), we have assisted 113 households accessing just over **\$105,000**. We anticipate this number will be significantly higher as we are just now into the cold season when most people are accessing these funds. Fewer than 10% of the applications submitted to Energy assistance didn't receive funding. This low percentage is thanks to the connector team ensuring that all applications were complete and that they collected all documents before they sent them to Salem for processing. Nearly 70% of all applications submitted through the Resource Center were for clients who have never accessed the service.

In addition to direct client funding, we currently have 75 clients using the Resource Center as a safe place to receive mail. We also provide food boxes and hygiene supplies to more than 100 households monthly. In addition to our walk-in food

pantry, we were awarded additional funds from Business Oregon to continue providing food delivery services to clients with significant medical or mobility issues and who do not have access to a grocery store or local food bank. We are delivering to 35 families, including 67 adults and 16 children. In addition to supporting deliveries, we use these funds to ensure that the walk-in pantry is stocked with items to make a complete meal and meet the specific needs of those with dietary restrictions. This funding will end in May 2023.

Family Resource Navigators:

We continue to operate our Family Resource Navigator Program, which provides intensive case management to families connected to the ODHS Child Welfare System. These families are referred to us with an open child welfare case and are trying to either have their children returned to their care or avoid removal altogether. This team has a current caseload of about 18 families. While the overall number of cases referred to the program is lower than it has been in the past, the needs of families are significantly greater. In the past, clients would stay open to our services for an average of 3 to 6 months. Now families need support anywhere from 12 to 18 months. The most significant need for participating families is housing and overcoming barriers to secure housing. This can include getting connected to mental health or addiction services, support with social security claims for themselves or their children, overcoming criminal history, and homelessness.

The Navigator team is also working on the Ediger Hall (see info on the last page of this report) project in partnership with Dallas Alliance Church. Our team can provide intensive case management support to one family at a time staying in this transitional housing program. This project includes access to regular support from the Resource Center and addressing barriers that impact their ability to find stable housing.

Holiday Assistance Project 2022:

This year, the Polk County Holiday Assistance Program was coordinated by the Family and Community Outreach Department, in partnership with Dallas Christmas Cheer, Toys for Tots, and the Polk County Fairgrounds. The project raised more than \$7,000 in cash donations and worked with more than 200 community members, groups, and organizations to match families needing assistance with donors, allowing us to get toys and food for each family. We served more than 1,200 families. Of the 1,200 families, there were 2,100 adults and 3,200 children, making 2022 our greatest holiday assistance effort. During the week-long effort at the fairgrounds, more than 100 volunteers gave their time. The volunteers helped with everything from shopping for children to setting up and tearing down the fairgrounds facility, parking lot duty, calling families, providing delivery services, and supporting the actual distribution event. We have heard much positive feedback from members of the community who were a part of the project about how organized the event was and how the group could work together to figure out the challenge of the ice storm and connect families to needed holiday assistance. We hope to find ways to make the assistance program more streamlined to assist those in need during the holiday season.

Homelessness Prevention Updates

Ediger Hall Project-Brent

The new homeless prevention program is up and running. So far, we are connecting with more folks currently experiencing homelessness or unstable housing. We have a database that includes both literal homeless as well as those that are unstably housed and are currently working with and assisting more the 40 homeless clients. We are in the process of developing referral form to that will allow community partners to directly refer homeless individuals to FCO. February will see the launch a new community partner meeting that will bring together agency staff who provide direct service/resources to at-risk and homeless clients. This new committee will work together each month developing plans of action for shared clients. Our work also includes spending much time establishing and maintaining relationships with community partners, including local landlords.

PATHS Update

The Partners Aligned Toward Housing Solutions (PATHS) Committee has met 3 times and is currently concentrating efforts on development of a 5 year strategic plan. Marianne Bradshaw has been hired as a consultant to assist with those efforts. Committee members include: Michael Cherry- CTGR, Commissioner Jeremy Gordon-Polk County BOC, Ashley Hamilton- MWVCAA, Sarah Frost-City of Willamina, Kenna West-City of Independence, City Councilor Rebecca Salinas Oliveros-City of Monmouth, Brian Latta- City of Dallas and Council Chairperson Amy Houghtaling from the City of Falls City. Commissioner Gordon and Kenna West are co-chairs of the committee.

Polk County Warming Center (Information provided by Warming Center Coordinator, Matt Smucker)

Here are the warming center figures from November 1, 2022 through January 23, 2023. Depending on the weather, the program will go through March 2023.

- Total nights open all sites (rotating between sites in Monmouth, Independence and Dallas): 58
For 30 of those nights, as second site was also open in Falls City
- # of duplicate visits ("heads in beds"): 489

Distinct/unduplicated individuals served:

- Falls City Only: 47
- Monmouth, Independence and Dallas Sites: 57
- Pets: 14

Note: Many Falls City guests have been coming for showers and food, even if they don't stay overnight.

Veteran Programs Updates

Gale's Lodge

This fiscal year, Gale's Lodge received \$50,000.00 in Emergency Housing Assistance (EHA) grant funding through Community Action Agency (CAA). With that funding, we hired a .5 FTE staff member to provide case management for Veterans in the program. Gale's Lodge is currently serving five Veterans (6 is capacity). In July 2022, Gale's Lodge celebrated being open for three years. Since opening, 25 Veterans have participated in the program. The average length of stay is six months. When we look at all the elements it takes to operate Gale's Lodge, the per day per veteran cost averages **\$28.00/day**. We have continued to have positive support from the community and other service providers for Gale's Lodge. Plans are currently taking shape to add a garden in the fenced area.

Success Story: *A Dallas Veteran came into the resource center who recently lost the room he was renting. We enrolled him in Gale's Lodge on Christmas Eve. Andrew and the Veteran identified possible employment opportunities, and the Veteran was offered a job with his former employer in Colorado. With grant funding, we were able to purchase all the necessary gear and equipment for the job. Andrew and the Veteran were able to arrange housing so he would be set to start work immediately upon his return to Colorado. In a span of fewer than three weeks, the veteran went from homeless to gainful employment with stable housing.*

Veteran Service Office

The theme of change continues with the Veterans Administration at the Federal Level. In August 2022, the PACT Act was signed into law. The PACT Act is considered the most significant piece of legislation affecting Veterans passed by congress in decades. The PACT Act expands access to VA healthcare. It establishes presumptive service connection for more than twenty conditions associated with exposure to burn pits, Agent Orange, and other toxic chemicals while on active duty service. Some estimates say this legislation will affect more than three million veterans nationwide. To give perspective to the number of Veterans, the Agent Orange Blue Water Navy Veterans legislation of 2019 affected 50,000-100,000 veterans nationwide. Last week, we began seeing the first VA decisions for PACT Act claims filed through our office. So far, they have been favorable decisions.

Polk County Veterans working with our office have received over **\$750,000** in new monthly and retroactive benefit payments for the first half of the fiscal year.

For the upcoming year, we plan to collaborate with other local Veteran serving organizations to resume the monthly Battle Buddies dinner. This event was a great opportunity for Veterans to connect with other Veterans in the community and share a meal.

Success story: *A Veteran has had a pending appeal since 2016. The VA had erroneously sent another Veteran a letter regarding his request. Subsequently, his appeal was dismissed. Based on a barcode, we successfully argued that the VA had wrongly dismissed his appeal and reinstated the appeal. We were also able to prove further that, due to the error, the Veteran was entitled to submit additional evidence to support their appeal. The Judge agreed and awarded the Veteran over \$150,000 in retroactive benefits and \$4,000 in monthly benefit payments.*

School Based Mental Health

At our Winter All-Staff meeting Brent talked about the idea that “success is the doing”, and I think that’s the best lens to look at the progress and growth that the SBMH team does every day. Here are some stories from our team about how they’ve seen that in action this year:

Last year I met multiple times a week with one Elementary student who was very smart and also struggled with lagging self-control and regulation skills. This year, the student is doing so well he comes by every few weeks and we meet so I can provide support on whatever project he’s working on at the time. These projects range from creating book covers, brainstorming small group activities, to making posters to advertise his school clubs and are mostly focused on just maintaining a supportive relationship with him. Most of the projects don’t see completion, but the process is also important. Seeing him go from a kid literally climbing up the walls and on filing cabinets to a stellar student who handles transitions and academic challenges with ease reminds me that I’m part of a process that really helps students see their true potential.

Another story from a staff member working with teens and young adults:

A particular student was referred for SBMH services back in Fall of 2022 by a staff member who was concerned for the student’s lack of engagement (witnessed by daily head down on desk in class, no connection with other students or staff and zero response when school staff attempted to engage with them). After each meeting with the student I would reflect on their strengths with them in hopes of gaining traction to identify a goal to work on. The student was typically quiet and guarded during sessions, but kept coming back. It wasn’t until January of 2023 when a shift occurred, playing a therapy game similar to Uno, they began sharing more deeply. By the end of the visit their smile transformed their face, an expression I hadn’t seen by them before, and it seemed as if their true self was being expressed rather than years of hardship. Success indeed is the doing.

The SBMH team is continuing to grow and this year added Falls City back to our program area. Staff out there shared “I don’t know how to put it into words, but there is an overall feeling of connection and support that we are feeling out in Falls City now that Alea has joined the team. It’s been such a huge benefit to our students and families, having a closer relationship with some amazing people, resources and programs via the County. We are slowly filling some of the gaps we have been needing in our community and I’m optimistic about the work we are doing.”

We recently entered into a partnership with Kings Valley Charter School to serve their students since over 70% of their population comes from Dallas/Monmouth/Independence areas. Our staff member at that site will begin on Monday February 6th. This feels like a natural addition to our program because many students we are already working with transfer either to or from KVCS.

The staff as a whole are seeing students in both an individual and group capacity, with many of our schools offering evidence based skill building groups or groups focused on grief and loss. Caseloads differ from school to school (ranging from 45-80), but the common thread is that everyone is doing their best to manage the constant referrals they are receiving weekly. We adapted a more short-term goal focused practice this year which has been helpful in serving more students. With each student the SBMH team member is working towards an identified goal for 6-8 weeks, and then (ideally) closing them from their caseload to make space for a new student. So far the feedback from both SBMH and school staff has been positive.

The SBMH staff who are in the Resource Connector focused roles have been making solid connections with families to meet basic needs and increase community resource connection- lots of connecting families with outpatient services. With the SBMH Resource Connector roles in place they’ve been able to support SBMH team members assigned to schools to organize and host family nights at multiple locations. We’re looking forward to piloting a model in both the Central and Dallas districts for the remainder of this year where they are based at 1 or 2 schools and providing support to a specific caseload of students identified by the SBMH Therapist on site.

In the Central School District we started a partnership this fall with the Independence Grocery Outlet to provide Blessings in a Backpack (weekly food bags) to 36 Independence Elementary students, a great start to what will hopefully grow into other Elementary Schools.

There is a lot to look forward to on the team, with plans for future parent nights, new skills groups with students, and fun things this Spring like the creation of a lunch leftover compost bin at Monmouth Elementary School that will then be used as a class project to help grow seedlings in their greenhouse and starting Kindness Clubs in 2 of the Elementary Schools.

Community Education & Training

The prevention team has some exciting updates, and are looking forward to the first quarter of 2023. Here are some important highlights from the last 6 months:

1. Over 500 students have received some type of mental health gatekeeper training. These middle and high school students have learned how to spot warning signs, how to start the conversation, and importantly how to reach out for help for themselves or someone else. Just over 80 adults have been trained in similar content. This important training and education helps adults and students understand the risks associated with substance use.
2. The Mid-Valley Suicide Prevention Coalition has a new steering committee. This group of stakeholders will continue to help direct the coalition moving forward. This team is helping support Mental Health awareness month efforts for May of 2023. This team helped complete the messaging and coffee sleeve campaign that reached over 20,000 individuals across Marion and Polk County. This type of guidance and support helps continue the momentum of suicide prevention efforts across the region.
3. A cohort of students completed a new component that was added to the existing Polk County FCO High School Internship Program, called the Job Readiness Program. This program helps students gain soft skills, and hear from a number of industry professionals across the county.
4. In November, nearly 1,000 high school students completed the Youth Interest Survey. This survey provides information surrounding what types of events, activities and programs students are interested in. This survey helps inform our FCO Youth Mini-Grants program as well as all prevention programming in 2023. Thanks to a grant from the Confederated Tribes of Grand Ronde Community Fund, this year we will have \$40,000 available to support youth programming in Polk County. The mini-grants program application will be released in February 2023.
5. The prevention team provided educational sessions to over 500 students across Polk County on the topic of substance abuse. Nearly 250 adults across the county received training about the dangers of problem gambling.

The team is looking forward to the first annual Polk County Spring Youth Conference coming up in March. Over 600 high school students (juniors) are expected to attend. This conference will give students the opportunity to learn from local industry professionals and get excited about what their future could look like.

The team is excited to continue providing prevention education and messaging to youth and adults across the county. The suicide prevention coalition is planning to coordinate two multi-county messaging campaigns across the region for the months of May and September. These messaging campaigns reach thousands of community members across the county.

Mid-Valley Parenting (MVP)

During the holiday season, Mid-Valley Parenting (MVP) hosted 5 regional Santa Meet and Greet events across Polk County. These events provided an opportunity to connect with parents in the region and offer information about MVP. Parents were able to get a photo with Santa that they were able to access for free by "liking" the MVP Facebook page. This is an easy way to guide traffic to our social media sites where parents can get updates on programming. The team also completed a book club series teaching parents skills on emotional regulation in themselves and as a parent. This important information aligns with the widely used Ruler system that students/families are accustomed to using in our local schools. The team is planning for a group of new programming for the first quarter of 2023 including new parent education series, child abuse prevention programming, and the launch of the Parent Points system in April.

Something that we are really looking forward to in the next few months is our annual Bridges to the Future Conference. Each year this conference hosts early childhood and early elementary educators from across the region to come together for 2 days of professional development on site at WOU. This year the focus of the conference is on social emotional learning, behavior support, and mindfulness. We anticipate having around 200 participants.

Service Integration Program

Service Integration (SI) has had a busy year so far! We have had a successful return to in-person meetings, seeing new partners around our physical table at every meeting. In addition to our in-person meetings, we have added a monthly virtual meeting. Service Integration ALL Teams Virtual Recap has allowed us to meet with our SI partners who may not

have the ability to make it to an in-person meeting. We have kept our in-person networking opportunity, Service Integration: Coffee & Connect as a way to casually connect with our SI partners in between our regular monthly meetings. Coffee & Connect is held at a different location each month, either at a Polk County coffee shop or at a SI partner's agency or organization. This allows our partners a chance to see spaces that they refer clients to and may not have otherwise visited.

So far this year we have welcomed 104 new partners, processed around 120 funding requests, served over 5,000 Polk County individuals and leveraged over \$80,200.

PIT Count

This week Amber is focusing on rural Polk County's Point in Time (PIT) Count efforts. We've worked hard to create a survey specific to rural Polk County that allows us to ask questions beyond the HUD survey question of "Where did you sleep on the night of January 23rd?" This has allowed us to collect data relevant to the people we are trying to reach with our homelessness prevention efforts. Including people who are not only literally street homeless, but also people who are doubled up, couch surfing, sleeping in RVs, and people who may be facing eviction.

We kicked off our survey efforts this week with the Polk County Community Connect, surveying everybody who came in the door for this one-stop resource connection event. At the Community Connect, 47 community and agency providers served 294 people with services like Oregon Health Plan application assistance, food, haircuts, dental services, resource connection and more.

In addition to surveying people at the Community Connect, we have spent multiple days conducting street outreach surveys with partners such as: local food banks, school districts, code enforcement, law enforcement, Polk County Health Services, Polk County Corrections, warming shelters, libraries, local businesses, churches, and medical offices. A new strategy we employed this year was to have staff from the list of agencies above complete surveys with individuals that they are already working with and have relationships with.

So far this week, we have completed surveys with over 140 sheltered and unsheltered homeless individuals, with about half of those being unsheltered.

Falls City Health Assessment

We just wrapped up the Falls City Health Assessment. In October, we began surveying Falls City area residents (within 4 miles of Falls City) regarding access to healthcare and other services in the Falls City area. We had 240 respondents, representing 224 unique households. We are compiling reports now and are excited to share those with you when they're done.

Administrative

Jen has been busy managing the many FCO contracts, tracking contract spending & reimbursements, and providing monthly or quarterly reporting to each funder, depending on each contract's requirements. Currently, the department has over 30 contracts/grants with projected revenue being nearly 3.5 million for the fiscal year.

Dallas Alliance Church & Polk County Transitional Housing Project Concept



Project Description



Dallas Alliance Church (DAC) and Polk County’s Family & Community Outreach Department (FCO) are proposing the creation of a transitional housing program that will serve Polk County families on the campus of DAC. DAC has been a reliable and responsive community partner, serving as a host for warming and cooling centers, community meals and gatherings, and several other community projects and initiatives. Church leadership has recently expressed an interest in doing more to serve the community. The campus has a historic house on site that will serve as the host site once renovated to be up to city code. The program will help one family at a time by providing a safe place to live, rent-free, while FCO and other community partners offer a myriad of resources and wrap-around services. Depending on the family’s unique factors, we anticipate assisting between four and eight families per year.

Need

There are currently no transitional housing programs in rural Polk County which are specifically geared for families. In the last year, the Family Resource Navigator program (just one of several client- based programs in FCO) worked with 26 different Polk County families that would have benefitted greatly from a transitional housing program. This type of support can fill the gap between homelessness and complete self-sufficiency.

Family & Community Outreach Department’s Contribution	Dallas Alliance Church will provide
<ul style="list-style-type: none"> • Ongoing trauma informed case management • Access and connection to Resource Center services • Housing navigation • Assistance with enrollment in programs to promote self-sufficiency and goal achievement • Referrals to additional community resources to strengthen family’s continued security • Support in navigating complex government programs • Knowledge on how to overcome the barriers that families face while trying to regain independence • Empower family’s ongoing success through creating a network of support and community 	<ul style="list-style-type: none"> • Use of Ediger Hall (the physical location to be retrofitted to accommodate housing needs for a family.) • A welcoming and supportive community • Utilities and lawn maintenance • Assistance with furnishing Ediger Hall

Repairs/Construction Costs (Most Labor will be Donated)	Other	Ongoing Annual Costs
H-VAC - \$8,400	Window treatments/linens- \$1,000	Insurance - \$2,500
Electrical - \$6,630	Furniture for all rooms - \$15,500	Utilities - \$3,000
Framing, finishing and doorway- \$7,550	Oven/Stove downdraft - \$3,500	Cleaning supplies, maintenance costs - \$2,500
Total: \$22,580	Total: \$20,000	Total: \$8,000 Total Project \$50,580

	Total Surveys	Unsheltered Homeless	Sheltered Homeless	At Risk of Being Homeless or in Jail	Other (Safely housed)	Ties to the Community % (Excluding other)	Number of Chronically UNSHELTERED Homeless (More than 1 time or longer than 1 year)	Number of Youth Surveys Completed (Under 24)	Number of Youth Surveys Completed (Under 18)
Independence	39	17	1	15	6	81%	14	13	4
Monmouth	15	4	0	5	6	88%	3	4	3
Dallas	62	30	7	19	6	80%	27	10	5
Grand Ronde	9	7	0	2	0	100%	6	1	1
Williamina	3	2	0	1	0	67%	2	0	0
Falls City	26	24	0	2	0	81%	21	0	0
POLK TOTALS:	154	84	8	44	18		73	28	12

**Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

232 Health Services	(Fund)
582 Family & Community Outreach	(Divn)
510 Health Services	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
57,304	86,387	0	0.00	8010	Clerical/Admin. Specialist	0	0.00	0	0.00		
775,215	868,222	1,200,000	27.50	8030	Professional/Technical	1,450,000	27.00	1,450,000	27.00		
260,882	279,848	285,000	3.00	8040	Management/Supervisory	325,000	3.60	325,000	3.60		
53,785	30,761	25,000		8080	Temporary/Part-time	25,000		25,000			
22,638	7,389	20,000		8090	Overtime	20,000		20,000			
1,169,824	1,272,607	1,530,000	30.50		Total Salaries	1,820,000	30.60	1,820,000	30.60	0	0.00
252,063	321,506	374,850		8110	PERS-Retirement	445,900		445,900		0	
87,418	96,559	117,045		8120	Social Security/Medicare	139,230		139,230		0	
300,400	336,765	472,750		8140	Insurance	474,300		474,300		0	
5,942	6,496	7,650		8150	Unemployment	9,100		9,100		0	
4,775	3,367	4,590		8160	Workers Comp. Insurance	5,460		5,460		0	
1,820,422	2,037,300	2,506,885	30.50		Total Personal Services	2,893,990	30.60	2,893,990	30.60	0	0.00
1,536	3,268	3,000		8210	Office Supplies	4,000		4,000			
1,451	1,273	1,500		8220	Operating Supplies	1,500		1,500			
4,320	1,730	3,500		8225	Fuels & Lubricants	4,000		4,000			
478	836	1,600		8240	Software & Maintenance	1,600		1,600			
12,863	23,229	20,000		8250	Small Tools & Minor Equipment	10,000		10,000			
6,791	16,131	15,000		8310	Advertising and Printing	10,000		10,000			
6,551	9,257	8,000		8320	Photocopying	10,000		10,000			
10,711	3,074	1,000		8330	Postage	1,500		1,500			
19,898	22,458	20,000		8340	Telephone	22,000		22,000			
5,678	7,347	5,000		8410	Dues, Memberships & Publicatns.	7,500		7,500			
2,079	5,517	6,500		8420	Workshops and Conferences	6,500		6,500			
5,184	4,701	5,000		8430	Transportation	7,000		7,000			
15,201	32,354	25,000		8510	Professional Services	0		0			
255,583	190,204	175,000		8540	Contract Services	150,000		150,000			
1,009,540	569,072	1,203,707		8580	Special Projects	1,500,000		1,500,000			
2,428	18	0		8610	Repairs & Manitenance	0		0			
6,098	890	0		8614	Vehicle & Equip. Maintenance	0		0			
337	160	0		8740	Bank Charges	0		0			
19,413	20,273	21,256		8810	Rent Interdepartmental	25,000		25,000			
1,000	1,500	2,500		8820	Insurance Interdepartmental	2,500		2,500			
80,625	91,186	115,496		8830	Management Services Interdept.	133,502		133,502			
28,779	31,448	35,308		8840	Information Services Interdept.	42,822		42,822			
1,496,544	1,035,926	1,668,367			Total Materials and Services	1,939,424		1,939,424		0	
0	0	0		8920	Buildings	1,500,000		1,500,000		0	
7,738	0	0			Machinery	0		0		0	
7,738	0	#REF!			Total Capital Outlay	1,500,000		1,500,000		0	
3,324,704	3,073,226	#REF!	30.50		Total Department Expenses	6,333,414	30.60	6,333,414	30.60	0	0.00
Revenues											
(123,226)	(995,176)	0		6000	Beginning Balance	0		0			
253,615	0	200,000		6110	Federal Grants	0		0			
0	0	0		6124	Medicaid Fee for Services	300,000		300,000			
319,210	636,035	1,650,000		6130	State Operating Grants-Cont	495,000		495,000			
36,350	30,000	50,000		6131	M.H. State Operating Grants	30,000		30,000			
792,892	1,101,230	1,250,000		6170	Intergovernmental Local Govt.	1,600,000		1,600,000			
434,362	245,706	450,000		6180	Non Govt. Grant	1,975,000		1,975,000			
229,000	275,000	250,000		6300	Charges for Services	150,000		150,000			
16,084	19,075	0		6310	Rentals	25,000		25,000			
371,241	310,675	10,000		6980	Donations	25,000		25,000			
0	100,000	150,000		7910	Transfer from General Fund	250,000		250,000			
0	100,000	150,000		7911	Inter Fund Loan Proceeds	1,500,000		1,500,000			
2,329,528	1,822,545	4,160,000			Total Revenues	6,350,000		6,350,000		0	
Net Cost of Program											
(995,176)	(1,250,681)	#REF!			Expenditures less Revenue	(16,586)		(16,586)		0	
4,279,230	4,504,009	#REF!	46.25		Total Fund Requirements	8,800,000	46.35	8,800,000	46.35	(1)	0.00
5,509,381	5,398,265	6,310,000			Total Fund Resources	8,800,000		8,800,000		0	
1,230,151	894,256	#REF!	46.25		Net Fund Balance	(0)	46.35	(0)	46.35	1	0.00

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
VETERANS SERVICES	VETERANS SERVICES		VETERANS SERVICES	
Program Description:				
A new fund created in the 2016-17 fiscal year to address veterans needs within Polk County				
Program Goals or Objectives:				
<p>Provide programs and services to qualified veterans throughout the County.</p> <p>Assist and navigate the federal paperwork to establish benefits and services for veterans.</p> <p>Assist in attaining addition services and financial resources.</p> <p>Operate Gale's Lodge</p> <p>Facilitate community meetings and events for veterans in Polk County.</p>				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Estimated 23-24	Projected 24-25
Total Veterans served	584	478	500	500
Monies/Services acquired	\$1,967,952	\$1,417,636	\$1,800,000	\$1,850,000
Total Claims Filed	430	505	500	500
Gale's Lodge Participants	9	10	10	11

Polk County Veteran Services Office 2023

This Fiscal Year

**\$15
Million
Total
Active Monthly
Payments**

**25% Increase in
Number of New
Claims Filed**

**Appeals caseload has
remained higher than
average**

**OVER
\$1.2
Million
New and Retro
Payments**

Gale's Lodge



Grant funding received for case manager position (.5FTE)
5 veterans have successfully completed the program and been moved into permanent housing

Onsite behavioral health support through Polk County Behavioral Health

Recertification Exam passed by both VSO's

Presentation of *The Veteran Experience* at the Crisis Intervention Training

20

PURPLE HEART

April 2022 Polk County was proclaimed a Purple Heart County

10 signs placed around the County



**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

254 Veterans Services Fund	(Fund)
586 Veterans Services	(Divn)
586 Veterans Services	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
46,260	51,550	56,740	1.00	8030	Professional - Technical	80,000	1.50	80,000	1.50		
58,520	62,392	65,887	1.00	8040	Management/Supervisory	70,000	1.00	70,000	1.00		
0	0	0	0.00	8050	Department Head	0	0.00	0	0.00		
1,110	28,063	500		8080	Temporary/Part-Time	500		500			
1,133	25	1,000		8090	Overtime	1,000		1,000			
107,023	142,030	124,127	2.00		Total Salaries	151,500	2.50	151,500	2.50	0	0.00
24,531	31,536	35,376		8110	PERS-Retirement	43,178		43,178		0	
8,421	11,028	9,496		8120	Social Security/Medicare	11,590		11,590		0	
20,785	21,819	39,000		8140	Insurance	33,750		33,750		0	
545	727	745		8150	Unemployment	909		909		0	
83	189	125		8160	Workers Comp. Insurance	153		153		0	
161,388	207,329	208,869	2.00		Total Personal Services	241,079	2.50	241,079	2.50	0	0.00
0	0	250		8210	Office Supplies	250		250			
0	0	0		8220	Operating Supplies	0		0			
0	134	0		8240	Software and Maintenance	0		0			
1,115	95	1,000		8250	Small Tools & Minor Equipment	1,000		1,000			
0	0	500		8310	Advertising and Printing	500		500			
261	529	500		8320	Photocopying	500		500			
396	440	500		8330	Postage	500		500			
3,013	2,974	2,500		8340	Telephone	2,500		2,500			
0	0	2,500		8350	Utilities	2,500		2,500			
1,575	2,769	1,500		8410	Dues, Memberships & Publicatn:	1,500		1,500			
0	0	500		8420	Workshops and Conferences	500		500			
260	109	500		8430	Transportation	500		500			
0	0	0		8510	Professional Services	0		0			
20,139	940	0		8540	Contract Services	0		0			
27,456	12,657	48,168		8580	Special Projects	55,381		55,381			
0	0	0		8610	Repairs & Maintenance	0		0			
200	0	0		8660	Rentals	0		0			
20	3	0		8740	Bank Charges	0		0			
10,000	0	0		8810	Rent Interdepartmental	5,000		5,000			
300	350	400		8820	Insurance Interdepartmental	500		500			
8,673	8,456	8,655		8830	Management Services Interdept.	9,375		9,375			
4,910	8,132	8,658		8840	Information Services Interdept.	8,415		8,415			
78,318	37,588	76,131			Total Materials and Services	88,921		88,921		0	
0	0	0		9990	Contingency	0		0		0	
0	0	0			Total Contingency	0		0		0	
239,706	244,917	285,000	2.00		Total Department Expenses	330,000	2.50	330,000	2.50	0	0.00
Revenues											
12,119	2,798	5,000		6000	Beginning Balance	5,000		5,000			
0	0	0		6110	Federal Grants	0		0			
107,957	119,697	120,000		6130	State Operating Grants	125,000		125,000			
0	0	0		6170	Intergovernmental Local Govt.	0		0			
35,178	50,000	35,000		6180	Non-governmental Grants	100,000		100,000			
0	0	0		6800	Interest Income	0		0			
2,250	1,090	35,000		6980	Donations	10,000		10,000			
0	0	0		6990	Miscellaneous	0		0			
85,000	110,000	90,000		7910	Transfer from the General Fund	90,000		90,000			
242,504	283,585	285,000			Total Revenues	330,000		330,000		0	
239,706	244,917	285,000	2.00		Total Fund Requirements	330,000	2.50	330,000	2.50	0	0.00
242,504	283,585	285,000			Total Fund Resources	330,000		330,000		0	
2,798	38,668	0	2.00		Net Fund Balance	0	2.50	0	2.50	0	0.00

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Revenues**

**610 Management Services (Fund)
Revenues for all departments**

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	Divn. Num.	Acct. Num.	Description	FY 23-24 Requested	FY 22-23 Proposed	FY 22-23 Approved	Division
Revenues									
836,054	1,031,191	900,000	199	6000	Beginning Fund Balance	675,000	665,000		Non-Departmental
1,845,858	1,938,392	2,165,000	199	6300	Charges for Services	2,475,000	2,440,000		Non-Departmental
339,875	371,380	375,000	810	6300	Charges for Services	385,000	385,000		Central Services
2,089	706	1,000	810	6990	Miscellaneous	1,000	1,000		Central Services
5,351	0	1,500	810	7100	Proceeds from Sale of Assets	1,500	1,500		Central Services
68,100	73,200	60,000	815	6300	Charges for Services	70,000	70,000		Academy Bldg Maint.
960,000	985,000	1,025,000	815	6310	Charges for Services-Rentals	1,080,000	1,080,000		Academy Bldg Maint.
0	1,260	0	815	6990	Miscellaneous	0	0		Academy Bldg Maint.
56,918	0	0	820	6110	Federal Awards	0	0		Courthouse Bldg Maint.
28,700	32,400	30,000	820	6300	Charges for Services	30,000	30,000		Courthouse Bldg Maint.
814,066	883,250	885,000	820	6310	Charges for Services-Rentals	930,000	930,000		Courthouse Bldg Maint.
8,218	973	0	820	6750	Settlements	0	0		Courthouse Bldg Maint.
27,110	5	0	820	6990	Miscellaneous	0	0		Courthouse Bldg Maint.
164,717	0	0		6110	Federal Awards	0	0		Information Services
360	0	0		6130	State Operating Grants	0	0		Information Services
1,104,486	1,244,021	1,500,000	825	6300	Charges for Services	1,500,000	1,500,000		Information Services
0	0	0	850	6300	Charges for Services	0	0		Finance
0	570	0	850	6990	Miscellaneous	0	0		Finance
0	0	0	855	6300	Charges for Services	0	0		Personnel
5,067	13,674	5,000	855	6990	Miscellaneous	10,000	10,000		Personnel
12,000	12,000	12,000	870	6300	Charges for Services	12,000	12,000		County Counsel
12,000	27,500	100,000	150	6130	State Operating Grants	100,000	100,000		GIS-Computer Mapping
0	0	0	150	6170	Intergovernmental Local	0	0		GIS-Computer Mapping
372,422	362,623	325,000	150	6300	Charges for Services	290,000	290,000		GIS-Computer Mapping
365,000	400,000	425,000	817	6310	Charges for Services-Rentals	450,000	450,000		Jail - Maintenance
0	0	0	817	6750	Settlements	0	0		Jail - Maintenance
427,000	435,000	450,000	818	6310	Charges for Services-Rentals	450,000	450,000		Buchanan Bldg. Maint.
0	0	500	110	6300	Charges for Services	500	500		Board of Commissioners
7,455,391	7,813,145	8,260,000	Fund Total			8,460,000	8,415,000	0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION		
MANAGEMENT SERVICES	GENERAL SERVICES	NON-DEPARTMENTAL		
Program Description:				
<p>This is a division within the Management Services fund, which acts as the fund's contingency and equipment reserve account. Also included in this division is the transfer to the Building Improvement fund for rents collected within Management Services.</p> <p>Revenues in this division include the beginning fund balance and the Management Services charges (Fiscal, Personnel, County Counsel, Central Services).</p>				
Program Goals or Objectives:				
To replace equipment and provide funding for the Building Improvement Fund.				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
Transfer to Bldg. Imp.	\$600,000	\$650,000	\$750,000	\$750,000
Equipment Reserve	\$0	\$0	\$766,661	\$625,000

**Polk County
Proposed Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

610 Management Services	(Fund)
195 M/S Non-Departmental	(Divn)
199 Non-Departmental	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
0	63	766,661		8580	Special Projects	650,000		625,000			
0	0	0		9805	Transfer to General Fund	0		0			
600,000	650,000	750,000		9880	Trans. to Building Impr. Fund	750,000		750,000			
600,000	650,063	1,516,661			Total Department Expenses	1,400,000		1,375,000		0	
Revenues											
836,054	1,031,191	900,000		6000	Beginning Balance	675,000		665,000			
1,845,858	1,938,392	2,165,000		6300	Charges for Services	2,475,000		2,440,000			
0	0	0		6990	Miscellaneous	0		0			
0	0	0		7100	Intergovernmental Local Govt.	0		0			
2,681,912	2,969,583	3,065,000			Total Revenues	3,150,000		3,105,000		0	
Net Cost of Program											
2,081,912	2,319,520	1,548,339			Expenditures less Revenues	1,750,000		1,730,000		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION		
MANAGEMENT SERVICES FUND	BOARD OF COMMISSIONERS			
Program Description:				
<p>ORS 203.310 states "Each county is a body politic and corporate for the following purposes: (1) to sue and be sued; (2) to purchase and hold for the use of the county, lands lying within its own limits and any personal estate; (3) to make all necessary contracts; and (4) to do all other necessary acts in relation to the property concerns of the county." The Board of Commissioners is the... "representative body vested with legislative power by statutes...and...may be Ordinance exercise authority with the county over matters of county concern, to the fullest extent allowed by the constitution."</p>				
Program Goals or Objectives:				
<p>Make public policy and manage county affairs in an open and efficient manner. Manage county assets in a responsible manner to enhance their value and benefit to Polk County citizens. Provide essential and mandated county programs in accordance with the wishes of the citizens of the county.</p>				
Descriptive Statistics:				
Indicator	Actual 2020	Actual 2021	Actual 2022	Projected 2023
Orders Adopted	17	12	16	15
Ordinances Adopted	2	2	3	3
Resolutions Adopted	9	10	11	10
Contracts Negotiated	244	239	204	215
Public Hearings Held	5	5	7	5

**Polk County
Proposed Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

610 Management Services	(Fund)
112 Board of Commissioners	(Divn)
110 Board of Commissioners	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24				
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
0	0	0	0.00	8010	Clerical/Admin. Specialist	0		0			
247,176	253,944	264,000	3.00	8060	Elected Official	275,000	3.00	275,000	3.00		
0	0	0		8080	Temporary/Part-Time	0		0			
245	0	0		8080	Overtime	0		0			
247,421	253,944	264,000	3.00		Total Salaries	275,000	3.00	275,000	3.00	0	0.00
61,247	62,505	79,200		8110	PERS-Retirement	75,625		75,625		0	
18,580	19,723	20,196		8120	Social Security/Medicare	21,038		21,038		0	
46,257	31,703	40,000		8140	Insurance	35,000		35,000		35,000	
1	11	0		8150	Unemployment	0		0		0	
178	249	581		8160	Workers Comp. Insurance	413		413		0	
373,684	368,135	403,977	3.00		Total Personal Services	407,075	3.00	407,075	3.00	35,000	0.00
612	1,195	500		8210	Office Supplies	500		500			
565	624	750		8220	Operating Supplies	750		750			
74	925	500		8240	Software & Maintenance	500		500			
83	8,539	1,000		8250	Small Tools & Minor Equipment	1,500		1,500			
364	600	500		8310	Advertising and Printing	500		500			
4,605	3,320	4,500		8320	Photocopying	4,500		4,500			
44	21	500		8330	Postage	500		500			
3,002	2,305	3,500		8340	Telephone	2,000		2,000			
400	784	0		8410	Dues, Memberships & Publicatns	0		0			
159	2,573	5,000		8420	Workshops and Conferences	5,000		5,000			
0	0	0		8430	Transportation	0		0			
0	0	0		8610	Repairs & Maintenance	0		0			
9,908	20,886	16,750			Total Materials and Services	15,750		15,750		-	
0	0	0		8948	Computers and Attachments	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
383,592	389,021	420,727	3.00		Total Department Expenses	422,825	3.00	422,825	3.00	35,000	0.00
Revenues											
0	0	500		6300	Charges for Services	500		500			
0	0	0		6990	Miscellaneous	0		0		0	
0	0	500			Total Revenues	500		500		0	
383,592	389,021	420,227			Net Cost of Program					35,000	
					Expenditures less Revenue	422,325		422,325			

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
MANAGEMENT SERVICES	CENTRAL SERVICES		CENTRAL SERVICES	
Program Description:				
<p>Central Services was established in fiscal year 1985-86. The intention of the department was to monitor, operate, enhance and reduce the costs associated with internal services. Internal services include: building operations, motor pool operations, telecommunications, copying, postage, radio maintenance and centralized purchasing.</p>				
Program Goals or Objectives:				
<ol style="list-style-type: none"> 1. To reduce costs to the County in all internal service activities. 2. To internalize functions to enable departments to concentrate on the functions of their office. 				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-22	Projected 23-24
Telephone	\$70,571	\$89,531	\$70,000	\$60,000
Postage	\$61,917	\$61,886	\$62,500	\$57,500
Copiers	\$51,731	\$56,464	\$55,000	\$50,000
Motor Pool (Fuel)	\$29,933	\$47,140	\$35,000	\$40,000
Motor Pool (Maint.)	\$21,822	\$25,992	\$30,000	\$25,000
Vehicles	62	64	64	64
Central Purchasing	\$13,738	\$20,981	\$20,000	\$20,000

**Polk County
Proposed Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

610 Management Services	(Fund)
810 Central Services	(Divn)
810 General Services	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
15,783	24,285	24,000	0.75	8010	Clerical/Admin. Specialist	25,000	0.75	25,000	0.75		
90,174	94,392	96,744	1.20	8040	Management/Supervisory	102,000	1.20	102,000	1.20		
14,994	15,933	16,200	0.10	8050	Department Head	17,000	0.10	17,000	0.10		
527	5,848	7,500		8080	Temporary/Part-Time	6,000		6,000			
1,345	1,597	3,500		8090	Overtime	2,500		2,500			
122,823	142,055	147,944	2.05		Total Salaries	152,500	2.05	152,500	2.05	0	0.00
32,192	38,488	42,164		8110	PERS-Retirement	44,225		44,225		0	
9,297	10,884	11,318		8120	Social Security/Medicare	11,666		11,666		0	
24,325	25,446	42,025		8140	Insurance	42,025		42,025		0	
624	725	740		8150	Unemployment	763		763		0	
96	150	296		8160	Workers Compensation Ins.	305		305		0	
189,357	217,748	244,486	2.05		Total Personal Services	251,484	2.05	251,484	2.05	0	0.00
13,738	20,981	20,000		8210	Office Supplies	20,000		20,000			
144	42	500		8220	Operating Supplies	1,500		1,500			
29,933	47,140	35,000		8225	Fuels and Lubricants	40,000		40,000			
264	264	0		8240	Software and Maintenance	0		0			
83	1,188	1,500		8250	Small Tools & Minor Equipment	1,500		1,500			
876	42	1,000		8310	Advertising and Printing	1,000		1,000			
51,731	56,464	55,000		8320	Photocopying	50,000		50,000			
61,917	61,886	62,500		8330	Postage	57,500		57,500			
70,571	89,531	70,000		8340	Telephone	60,000		60,000			
649	2,061	500		8350	Utilities	500		500			
2,160	2,405	2,500		8410	Dues, Memberships & Publicatns	5,000		5,000			
0	0	100		8420	Workshops and Conferences	1,000		1,000			
445	1,066	500		8430	Transportation	500		500			
503	503	1,000		8540	Contract Services	1,000		1,000			
0	0	500		8610	Repairs and Maintenance	500		500			
21,822	26,992	30,000		8614	Vehicle Maint.-General Serv.	25,000		25,000			
0	0	0		8710	Loan Repayment	0		0			
254,836	310,565	280,600			Total Materials and Services	265,000		265,000		0	
19,843	0	30,000		8944	Vehicles	25,000		25,000			
0	0	0		8948	Computers & Attachments	0		0			
19,843	0	30,000			Total Capital Outlay	25,000		25,000		0	
464,036	528,313	555,086	2.05		Total Department Expenses	541,484	2.05	541,484	2.05	0	0.00
Revenues											
339,875	371,380	375,000		6300	Charges for Services	385,000		385,000			
2,089	706	1,000		6990	Miscellaneous	1,000		1,000			
5,351	0	1,500		7100	Proceeds from Sale of Assets	1,500		1,500			
0	0	0		7120	Loan Proceeds	0		0			
347,315	372,086	377,500			Total Revenues	387,500		387,500		0	
Net Cost of Program											
116,721	156,227	177,586			Expenditures less Revenues	153,984		153,984		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION		
Management Services	Central Services	Academy Bldg - Maintenance		
Program Description:				
<p>Academy Building Maintenance provides the Academy complex with custodial and maintenance services. These services are provided to both Polk County and Chemeketa Community College. In 2004-05 Chemeketa Community College vacated their portion of the building.</p>				
Program Goals or Objectives:				
<ol style="list-style-type: none"> 1. Provide the County with a facility that the community can be proud of. 2. Continually attempt to lower costs associated with the facility. 3. Provide a building that is safe for both the public and its workers. 				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
Utilities	\$71,430	\$72,519	\$75,000	\$72,500
Operating Supplies	\$9,090	\$10,595	\$10,000	\$9,000
Repairs & Maintenance	\$14,262	\$26,310	\$15,000	\$15,000

**Polk County
Proposed Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

610 Management Services	(Fund)
815 Academy Building Maint	(Divn)
810 General Services	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
155,126	152,981	210,000	5.00	8020	Laborer	218,000	5.00	218,000	5.00		
0	0	0	0.00	8030	Professional/Technical	0	0.00	0	0.00		
17,158	25,183	25,813	0.35	8040	Management/Supervisory	27,000	0.35	27,000	0.35		
0	0	0		8080	Temporary/Part-Time	0		0			
376	1,381	1,500		8090	Overtime	1,500		1,500			
172,660	179,545	237,313	5.35		Total Salaries	246,500	5.35	246,500	5.35	0	0.00
41,675	51,156	59,328		8110	PERS-Retirement	73,950		73,950		0	
13,354	14,196	18,154		8120	Social Security/Medicare	18,857		18,857		0	
54,367	51,486	109,675		8140	Insurance	109,675		109,675		0	
887	932	1,187		8150	Unemployment	1,233		1,233		0	
5,496	4,704	7,119		8160	Workers Compensation Ins.	4,930		4,930		0	
288,439	302,019	432,777	5.35		Total Personal Services	455,145	5.35	455,145	5.35	0	0.00
494	94	500		8210	Office Supplies	500		500			
9,090	10,595	10,000		8220	Operating Supplies	9,000		9,000			
16	1,674	0		8225	Fuels & Lubricants	0		0			
0	0	0		8240	Software & Maintenance	0		0			
23	0	2,500		8250	Small Tools & Minor Equipment	2,000		2,000			
0	0	100		8310	Advertising & Printing	100		100			
0	0	50		8320	Photocopying	50		50			
0	0	150		8340	Telephone	150		150			
71,430	72,519	75,000		8350	Utilities	72,500		72,500			
88	0	50		8410	Dues, Memberships & Publicatns	50		50			
0	0	100		8420	Workshops & Conferences	100		100			
0	0	50		8430	Transportation	50		50			
3,842	601	2,500		8510	Professional Services	2,500		2,500			
4,061	5,683	5,000		8540	Contract Services	5,000		5,000			
14,262	26,310	15,000		8610	Repairs and Maintenance	15,000		15,000			
0	0	0		8710	Loan Repayment	0		0			
103,306	117,476	111,000			Total Materials and Services	107,000		107,000		0	
0	0	0		8920	Buildings	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
391,745	419,495	543,777	5.35		Total Department Expenses	562,145	5.35	562,145	5.35	0	0.00
Revenues											
68,100	73,200	60,000		6300	Charges for Services	70,000		70,000			
960,000	985,000	1,025,000		6310	Charges for Services-Rentals	1,080,000		1,080,000			
0	0	0		6750	Settlements	0		0			
0	1,260	0		6990	Miscellaneous	0		0			
1,028,100	1,059,460	1,085,000			Total Revenues	1,150,000		1,150,000		0	
Net Cost of Program											
636,355	639,965	541,223			Expenditures less Revenues	587,855		587,855		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
MANAGEMENT SERVICES	CENTRAL SERVICES		JAIL - MAINTENANCE	
Program Description:				
<p>Jail Building Maintenance provides the jail facility with custodial and maintenance services. Included in these services are all utilities, custodial, grounds and maintenance for the facility.</p>				
Program Goals or Objectives:				
<ol style="list-style-type: none"> 1. Provide the County with a facility that the community can be proud of. 2. Continually attempt to lower costs associated with the facility. 3. Provide a building that is safe for both the public and its workers. 				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
Utilities	\$155,144	\$151,946	\$155,000	\$145,000
Repairs & Maintenance	\$34,697	\$37,125	\$30,000	\$37,500

**Polk County
Proposed Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

610 Management Services	(Fund)
817 County Jail - Bldg. Maint.	(Divn)
810 General Services	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24		FY 23-24		FY 23-24	
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
50,319	55,027	97,500	2.25	8020	Laborer	110,000	2.50	110,000	2.50		
1,734	0	0	0.00	8030	Professional/Technical	0	0.00	0	0.00		
16,570	24,225	25,531	0.35	8040	Management/Supervisory	25,531	0.35	25,531	0.35		
0	0	2,500		8080	Temporary/Part-Time	1,500		1,500			
210	129	1,500		8090	Overtime	1,000		1,000			
68,833	79,381	127,031	2.60		Total Salaries	138,031	2.85	138,031	2.85	0	0.00
16,588	21,937	33,663		8110	PERS-Retirement	38,649		38,649		0	
5,063	5,883	9,718		8120	Social Security/Medicare	10,559		10,559		0	
21,952	27,078	52,000		8140	Insurance	57,000		57,000		0	
349	402	635		8150	Unemployment	690		690		0	
2,119	2,025	3,811		8160	Workers Compensation Ins.	2,761		2,761		0	
114,904	136,706	226,858	2.60		Total Personal Services	247,690	2.85	247,690	2.85	0	0.00
41	53	100		8210	Office Supplies	100		100			
4,404	3,522	2,500		8220	Operating Supplies	3,000		3,000			
359	2,888	0		8225	Fuels and Lubricants	1,000		1,000			
427	0	1,500		8250	Small Tools & Minor Equipment	1,500		1,500			
0	0	0		8310	Advertising and Printing	0		0			
49	0	0		8330	Postage	0		0			
0	0	200		8340	Telephone	200		200			
155,144	151,946	155,000		8350	Utilities	150,000		145,000			
0	0	0		8410	Dues, Memberships & Publications	0		0			
0	0	0		8420	Workshops and Conferences	0		0			
0	0	0		8430	Transportation	0		0			
5,228	2,049	4,000		8510	Professional Services	4,000		4,000			
8,345	12,599	7,500		8540	Contract Services	7,500		7,500			
0	2,513	0		8580	Special Projects	0		0			
34,697	37,126	30,000		8610	Repairs and Maintenance	37,500		37,500			
208,694	212,696	200,800			Total Materials and Services	204,800		199,800		0	
0	0	0		8942	Machinery	0		0		0	
0	0	0		8946	Furniture & Fixtures	0		0		0	
0	0	0		8948	Computers & Attachments	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
323,598	349,402	427,658	2.60		Total Department Expenses	452,490	2.85	447,490	2.85	0	0.00
365,000	400,000	425,000		6310	Charges for Services - Rentals	450,000		450,000			
0	0	0		6750	Settlements	0		0		0	
365,000	400,000	425,000			Total Revenues	450,000		450,000		0	
Net Cost of Program											
41,402	50,598	(2,658)			Expenditures less Revenues	(2,490)		2,510		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
MANAGEMENT SERVICES	CENTRAL SERVICES		BUCHANAN	
Program Description:				
<p>This building was constructed in 2017. Currently houses Community Corrections, Juvenile, and Information Services. The County is in a lease purchase agreement for this building</p> <p>Included in these services are all utilities, custodial, grounds and maintenance for the facility.</p>				
Program Goals or Objectives:				
<ol style="list-style-type: none"> 1. Provide the County with a facility that the community can be proud of. 2. Continually attempt to lower costs associated with the facility. 3. Provide a building that is safe for both the public and its workers. 				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
Utilities	\$22,436	\$22,992	\$25,000	\$22,500
Repairs & Maintenance	\$5,776	\$3,842	\$10,000	\$7,500

**Polk County
Proposed Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

610 Management Services	(Fund)
818 Buchanan Bldg. - Maint.	(Divn)
810 General Services	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
36,204	38,028	38,988	1.00	8020	Laborer	41,500	1.00	41,500	1.00		
3,452	7,195	7,375	0.10	8040	Management/Supervisory	7,800	0.10	7,800	0.10		
0	0	2,500		8080	Temporary/Part-Time	1,500		1,500			
10	62	500		8090	Overtime	500		500			
39,666	45,285	49,363	1.10		Total Salaries	51,300	1.10	51,300	1.10	0	0.00
9,297	12,548	14,068		8110	PERS-Retirement	15,390		15,390		0	
2,801	3,309	3,776		8120	Social Security/Medicare	3,924		3,924		0	
18,769	20,420	22,550		8140	Insurance	23,100		23,100		0	
198	227	247		8150	Unemployment	257		257		0	
1,232	1,142	1,481		8160	Workers Compensation Ins.	1,283		1,283		0	
71,963	82,931	91,485	1.10		Total Personal Services	95,253	1.10	95,253	1.10	0	0.00
2	2	100		8210	Office Supplies	100		100			
4,153	3,326	5,000		8220	Operating Supplies	5,000		5,000			
290	0	250		8225	Fuels and Lubricants	250		250			
653	437	1,500		8250	Small Tools & Minor Equipment	1,500		1,500			
0	0	0		8310	Advertising and Printing	0		0			
0	0	0		8330	Postage	0		0			
0	0	300		8340	Telephone	150		150			
22,436	22,982	25,000		8350	Utilities	22,500		22,500			
0	0	0		8410	Dues, Memberships & Publications	0		0			
0	0	0		8420	Workshops and Conferences	0		0			
0	0	0		8430	Transportation	0		0			
939	939	2,500		8510	Professional Services	2,500		2,500			
300	1,687	2,500		8540	Contract Services	2,000		2,000			
0	0	0		8580	Special Projects	0		0			
5,776	3,842	10,000		8610	Repairs and Maintenance	7,500		7,500			
277,529	263,499	305,000		8660	Rentals	305,000		305,000			
312,078	296,714	352,150			Total Materials and Services	346,500		346,500		0	
0	0	0		8946	Furniture & Fixtures	0		0		0	
0	0	0		8948	Computers & Attachments	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
384,041	379,645	443,635	1.10		Total Department Expenses	441,753	1.10	441,753	1.10	0	0.00
Revenues											
0	0	0		6300	Charges for Services	0		0		0	
427,000	435,000	450,000		6310	Charges for Services - Rentals	450,000		450,000		0	
427,000	435,000	450,000			Total Revenues	450,000		450,000		0	
Net Cost of Program											
42,959	55,355	6,365			Expenditures less Revenues	8,247		8,247		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION		
Management Services	Central Services	Courthouse - Maintenance		
Program Description:				
<p>Courthouse Building Maintenance provides the Courthouse complex with custodial and maintenance services. Also, this division provides for outside custodial services to Public Works and Community Corrections.</p> <p>Included in these services are utilities, custodial, grounds maintenance and facility maintenance for the three buildings.</p>				
Program Goals or Objectives:				
<ol style="list-style-type: none"> 1. To provide the County with a facility that the community can be proud of. 2. Continually attempt to lower costs associated with the facility. 3. Provide a building that is safe for both the public and its workers. 				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
Utilities	\$107,667	\$105,795	\$110,000	\$105,000
Operating Supplies	\$17,430	\$13,709	\$17,500	\$17,500
Repairs & Maintenance	\$20,779	\$21,955	\$22,500	\$22,500

**Polk County
Proposed Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

610 Management Services	(Fund)
820 Courthouse Building Maint	(Divn)
810 General Services	(Dept)

FY 20-21	FY 21-22	FY 22-23	FTE	Num.	Description	FY 23-24	FTE	FY 23-24	FTE	FY 23-24	FTE
Actual	Actual	Adopted				Requested		Proposed		Approved	
Expenditures											
289,063	349,480	290,557	7.00	8020	Laborer	292,000	6.75	292,000	6.75		
95,094	83,467	83,015	1.20	8040	Management/Supervisory	87,655	1.20	87,655	1.20		
37,202	5,201	10,000		8080	Temporary/Part-Time	10,000		10,000			
4,422	1,759	5,000		8090	Overtime	5,000		5,000			
425,781	439,907	388,572	8.20		Total Salaries	394,655	7.95	394,655	7.95	0	0.00
91,255	115,343	97,143		8110	PERS-Retirement	118,397		118,397		0	
31,405	32,698	29,726		8120	Social Security/Medicare	30,191		30,191		0	
127,563	163,824	171,380		8140	Insurance	166,950		166,950		0	
2,170	2,240	1,943		8150	Unemployment	1,973		1,973		0	
13,418	11,237	11,657		8160	Workers Compensation Ins.	11,880		11,880		0	
691,592	765,249	700,421	8.20		Total Personal Services	724,046	7.95	724,046	7.95	0	0.00
223	150	150		8210	Office Supplies	250		250			
17,430	13,709	17,500		8220	Operating Supplies	17,500		17,500			
0	985	0		8225	Fuels & Lubricants	0		0			
1,166	5,086	2,500		8250	Small Tools & Minor Equipment	2,500		2,500			
0	0	100		8310	Advertising and Printing	100		100			
0	0	25		8320	Photocopying	25		25			
0	0	25		8330	Postage	25		25			
0	0	200		8340	Telephone	200		200			
107,667	105,798	110,000		8350	Utilities	105,000		105,000			
0	940	100		8410	Dues, Memberships & Publicatns	750		750			
0	0	250		8420	Workshops and Conferences	250		250			
3,824	4,903	5,000		8430	Transportation	5,000		5,000			
774	927	2,500		8510	Professional Services	2,500		2,500			
6,062	8,463	5,000		8540	Contract Services	6,000		6,000			
20,779	21,955	22,500		8610	Repairs and Maintenance	22,500		22,500			
157,925	162,916	165,850			Total Materials and Services	162,600		162,600		0	
1,899	0	0		8930	Improvements-Other than Bldgs.	0		0		0	
1,899	0	0			Total Capital Outlay	0		0		0	
851,416	928,165	866,271	8.20		Total Department Expenses	886,646	7.95	886,646	7.95	0	0.00
Revenues											
56,918	0	0		6110	Federal Awards	0		0			
28,700	32,400	30,000		6300	Charges for Services	30,000		30,000			
814,066	883,250	885,000		6310	Charges for Services-Rentals	930,000		930,000			
8,218	973	0		6750	Settlements	0		0			
27,110	5	0		6990	Miscellaneous	0		0			
935,012	916,628	915,000			Total Revenues	960,000		960,000		0	
Net Cost of Program											
83,596	(11,537)	48,729			Expenditures less Revenues	73,354		73,354		(0)	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
MANAGEMENT SERVICES	GENERAL SERVICES		INFORMATION SERVICES	
Program Description:				
<p>Information Services provides mainframe, personal computer and network support for all County departments. Services include the replacement of personal computers, software upgrades, computer maintenance, programming (Oracle/Access and custom), and network support. Also, Information Services is providing outside support to some cities and small special districts.</p>				
Program Goals or Objectives:				
<ol style="list-style-type: none"> 1. Provide the County with a computer system that is technologically efficient and user friendly. 2. Coordinate the information guidelines and standards for the County's departments. 3. Attempt to lower costs associated with information processing and to increase user efficiency. 				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
# of Personal Computer	600	652	660	665
Computer Supplies	\$3,161	\$6,284	\$10,000	\$10,000
Computer Replacement	\$24,250	\$49,855	\$50,000	\$50,000
Programming	\$167,883	\$149,037	\$175,000	\$175,000
Software & Maintenance	\$320,913	\$280,834	\$275,000	\$270,000
Small Tools & Minor Equipment	\$36,760	\$91,108	\$50,000	\$75,000

**Polk County
Proposed Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

610 Management Services	(Fund)
825 Information Services	(Divn)
810 General Services	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
0	21,694	0		8010	Clerical/Admin. Specialist	0		0			
140,766	148,077	200,960	4.00	8030	Professional/Technical	205,000	4.00	205,000	4.00		
282,296	294,600	301,238	3.00	8040	Management/Supervisory	305,000	3.00	305,000	3.00		
0	0	0		8060	Elected Official	0		0			
30,396	29,987	15,000		8080	Temporary/Part-Time	15,000		15,000			
38,913	39,925	35,000		8090	Overtime	25,000		25,000			
492,371	534,283	552,198	7.00		Total Salaries	550,000	7.00	550,000	7.00	0	0.00
117,818	143,083	146,332		8110	PERS-Retirement	165,000		165,000		0	0
36,097	39,648	42,243		8120	Social Security/Medicare	42,075		42,075		0	0
110,476	121,731	136,500		8140	Insurance	143,500		143,500		0	0
2,444	2,648	2,761		8150	Unemployment	2,750		2,750		0	0
368	532	1,104		8160	Workers Compensation Ins.	660		660		0	0
759,574	841,925	881,139	7.00		Total Personal Services Expenditures	903,985	7.00	903,985	7.00	0	0.00
152	355	500		8210	Office Supplies	500		500			
3,161	6,284	10,000		8220	Operating Supplies	10,000		10,000			
320,913	280,834	275,000		8240	Software & Maintenance	275,000		270,000			
36,760	91,108	50,000		8250	Small Tools & Minor Equipment	75,000		75,000			
0	0	100		8310	Advertising and Printing	100		100			
297	301	500		8320	Photocopying	400		400			
34	243	400		8330	Postage	150		150			
16,383	11,934	17,500		8340	Telephone	15,000		15,000			
0	0	0		8350	Utilities	0		0			
119	119	1,000		8410	Dues, Memberships & Publicatns	1,000		1,000			
0	1,120	5,000		8420	Workshops and Conferences	5,000		5,000			
1,317	1,934	1,700		8430	Transportation	1,500		1,500			
6,197	7,000	10,000		8510	Professional Services	7,500		7,500			
167,883	149,037	175,000		8540	Contract Services	175,000		175,000			
0	0	0		8550	Contracts - Other Public Agencies	0		0			
0	0	0		8580	Special Projects	5,000		5,000			
35	75	2,500		8610	Repairs and Maintenance	2,500		2,500			
104,000	110,000	115,000		8810	Rental-interdepartmental	115,000		115,000			
657,251	660,344	664,200			Total Materials and Services	688,650		683,650		0	0
0	0	0		8946	Furniture and Fixtures	0		0		0	0
24,250	49,858	50,000		8948	Computers and Attachments	50,000		50,000		0	0
24,250	49,858	50,000			Total Capital Outlay	50,000		50,000		0	0
1,441,075	1,552,127	1,595,339	7.00		Total Department Expenses	1,642,635	7.00	1,637,635	7.00	0	0.00
Revenues											
164,717	0	0		6110	Federal Awards	0		0		0	0
360	0	0		6130	State Operating Grants	0		0		0	0
0	0	0		6170	Intergovernmental Local	0		0		0	0
1,104,486	1,244,021	1,500,000		6300	Charges for Services	1,500,000		1,500,000			
0	0	0		6750	Settlements	0		0		0	0
0	0	0		6990	Miscellaneous	0		0		0	0
1,269,563	1,244,021	1,500,000			Total Revenues	1,500,000		1,500,000		0	0
Net Cost of Program											
(171,512)	(308,106)	(95,339)			Expenditures less Revenues	(142,635)		(137,635)		0	0

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
Management Services	General Services		G.I.S.	
Program Description:				
The G.I.S. program will support County departments with the input/update, display, analysis, and management of geographically referenced data including roads, zoning, tax lots, parcels, surveys, corners, plans, and demographics.				
Program Goals or Objectives:				
<ol style="list-style-type: none"> 1. Maintain all hardware, vendor software, and application software required by departments to effectively use and maintain their data. 2. Integrate geographic data with existing and planned tabular and image database maintained by the County. 3. Provide County decision makers and the public with user-friendly access to the GIS. 4. Provide County decision makers with support information regarding GIS technology and how it can effectively support County business. 5. Utilize land information presentation material in special projects (Regional Problem Solving, Highway #22 project, Water Projects, etc.). 6. Integrate the use of GIS into our Search & Rescue and Emergency Management programs. 				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
Parcel Maps Automated	100%	100%	100%	100%
Public Counter Access	100%	100%	100%	100%
Parcel Map Updates	115	125	130	130
Contract Services	\$0	\$7,500	\$5,000	\$10,000
Software and Maintenance	\$17,081	\$41,574	\$22,500	\$50,000

**Polk County
Proposed Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

610 Management Services	(Fund)
150 GIS-Computer Mapping	(Divn)
810 General Services	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24	FY 23-24	FY 23-24		
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved
Expenditures										
24,234	34,176	55,000	1.00	8030	Professional/Technical	30,000	0.50	30,000	0.50	
76,128	80,376	87,500	1.00	8040	Management/Supervisory	87,500	1.00	87,500	1.00	
72,942	68,635	70,000		8080	Temporary/Part-Time	75,000		75,000		
0	1,568	1,500		8090	Overtime	1,500		1,500		
173,304	184,755	214,000	2.00		Total Salaries	194,000	1.50	194,000	1.50	0
23,810	32,344	60,990		8110	PERS-Retirement	52,380		52,380		0
13,618	14,346	16,371		8120	Social Security/Medicare	14,841		14,841		0
4,500	6,296	41,000		8140	Insurance	22,500		22,500		0
885	957	1,070		8150	Unemployment	970		970		0
137	198	428		8160	Workers Compensation Ins.	388		388		0
216,254	238,896	333,859	2.00		Total Personal Services	285,079	1.50	285,079	1.50	0
0	54	500		8210	Office Supplies	500		500		
11	61	2,000		8220	Operating Supplies	2,000		2,000		
17,081	41,574	22,500		8240	Software & Maintenance	55,000		50,000		
7,608	10,957	15,000		8250	Small Tools & Minor Equipment	15,000		15,000		
199	340	200		8310	Advertising and Printing	200		200		
0	0	500		8320	Photocopying	500		500		
0	1	100		8330	Postage	100		100		
2,115	2,400	2,500		8340	Telephone	2,000		2,000		
100	100	250		8410	Dues, Memberships & Publicatns	250		250		
7,195	2,913	7,500		8420	Workshops and Conferences	7,500		7,500		
0	164	1,000		8430	Transportation	1,000		1,000		
0	0	0		8510	Professional Services	0		0		
0	7,500	5,000		8540	Contract Services	10,000		10,000		
0	0	0		8580	Special Projects	0		0		
0	0	0		8610	Repairs and Maintenance	0		0		
30,000	30,000	33,000		8810	Rental-interdepartmental	33,000		30,000		
64,309	96,064	90,050			Total Materials and Services	127,050		119,050		0
0	0	0		8948	Computers and Attachments	0		0		0
0	0	0			Total Capital Outlay	0		0		0
280,563	334,960	423,909	2.00		Total Department Expenses	412,129	1.50	404,129	1.50	0
Revenues										
12,000	27,500	100,000		6130	State Operating Grants	100,000		100,000		
0	0	0		6170	Intergovernmental Local Government	0		0		
372,422	362,623	325,000		6300	Charges for Services	290,000		290,000		
0	0	0		6990	Miscellaneous	0		0		
384,422	390,123	425,000			Total Revenues	390,000		390,000		0
Net Cost of Program										
103,859	55,163	1,091			Expenditures less Revenues	(22,129)		(14,129)		0

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT			DIVISION
MANAGEMENT SERVICES	ADMINISTRATIVE OFFICER			FINANCE
Program Description:				
<p>The Finance Division operates as the central manager of the County's budgeting, accounting and payroll functions, and is responsible for preparing the annual budget and monitoring expenditures throughout the year. Gathering and recording financial data to be used by managers for decision-making, including preparation of monthly and annual financial reports. Monthly payroll for all County employees including preparation of all required monthly, quarterly and annual reports.</p>				
Program Goals or Objectives:				
<p>Prepare the annual budget in a timely fashion. Improve the budget document as a policy-making tool. Implement and maintain an integrated accounting system to produce useful and accurate information. Prepare and distribute the monthly expenditure and revenue reports by the 10th working day of the month. Process all payment vouchers within seven days after the end of the week in which they are received. Process monthly payroll by the last working day of the month. Maintain all payroll records in an accurate and timely basis.</p>				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
Expenditures in Millions	83.2	100	105	110
Total FTE's	400	416	431	435
Total Vouchers Paid	23,972	26,500	27,000	27,500

**Polk County
Proposed Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

610 Management Services	(Fund)
850 Finance	(Divn)
850 Administrative Officer	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24	FY 23-24	FY 23-24		
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved
Expenditures										
164,969	217,449	175,000	3.40	8010	Clerical/Admin. Specialist	240,000	4.30	240,000	4.30	
0	0	102,500	0.80	8040	Management/Supervisory	118,000	0.80	118,000	0.80	
144,702	195,196	96,000	0.60	8050	Department Head	106,000	0.60	106,000	0.60	
4,400	0	0	0.00	8060	Elected Official	0	0.00	0	0.00	
39,840	3,271	0		8080	Temporary/Part-time	0		0		
6,913	5,903	10,000		8090	Overtime	10,000		10,000		
360,824	421,819	383,500	4.80		Total Salaries	474,000	5.70	474,000	5.70	0 0.00
46,458	83,021	84,370		8110	PERS-Retirement	127,980		127,980		0
26,287	31,131	29,338		8120	Social Security/Medicare	36,261		36,261		0
80,266	108,129	98,400		8140	Insurance	119,700		119,700		0
1,574	2,084	1,918		8150	Unemployment	2,370		2,370		0
271	432	767		8160	Workers Compensation Ins.	711		711		0
515,680	646,616	598,292	4.80		Total Personal Services	761,022	5.70	761,022	5.70	0 0.00
863	846	500		8210	Office Supplies	500		500		
340	392	500		8220	Operating Supplies	500		500		
0	11,511	5,000		8240	Software & Maintenance	4,000		4,000		
389	5,026	500		8250	Small Tools & Minor Equipment	500		500		
3,032	2,587	3,000		8310	Advertising and Printing	2,500		2,500		
1,692	2,815	2,000		8320	Photocopying	2,500		2,500		
2,560	4,154	2,500		8330	Postage	3,000		3,000		
4,617	4,530	5,000		8340	Telephone	4,000		4,000		
42,810	20,111	45,000		8410	Dues, Memberships & Publicatns	45,000		45,000		
0	852	750		8420	Workshops and Conferences	750		750		
0	0	250		8430	Transportation	250		250		
60,198	104,968	65,000		8510	Professional Services	75,000		75,000		
65,200	38,692	65,000		8540	Contract Services	65,000		65,000		
0	0	200		8580	Special Projects	200		200		
0	0	200		8610	Repairs and Maintenance	200		200		
2,531	2,643	3,000		8740	Bank Charges	3,000		3,000		
0	(30)	0		8790	Misc. Department Expenses	0		0		
184,232	199,097	198,400			Total Materials and Services	206,900		206,900		0
0	0	0		8948	Computers and Attachments	0		0		0
0	0	0			Total Capital Outlay	0		0		0
699,912	845,713	796,692	4.80		Total Department Expense	967,922	5.70	967,922	5.70	0 0.00
Revenues										
0	0	0		6300	Charges for Services	0		0		0
0	570	0		6990	Miscellaneous	0		0		0
0	570	0			Total Revenues	0		0		0
Net Cost of Program										
699,912	845,143	796,692			Expenditures less Revenues	967,922		967,922		0

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
MANAGEMENT SERVICES	ADMINISTRATIVE OFFICER		HUMAN RESOURCES	
Program Description:				
<p>Provide personnel services and current labor relations services to County management and employees. Recommend revisions to the County personnel system. Apprise County management of significant trends in personnel management. Advise management in such areas as discipline, grievances, performance appraisal, and application of personnel rules, policies, and labor contracts. Train supervisors. Orient new employees. Revise and write new class specifications. Conduct salary surveys. Oversee recruitment, testing and selection of new and promoted employees. Oversee the County's Safety Committee, safety compliance, and conduct meetings. Manage Family and Medical Leave Act.</p>				
Program Goals or Objectives:				
<ol style="list-style-type: none"> 1. Successfully negotiate contracts with the County's four unions. 2. Provide guidance and training to supervisors and department heads in the hiring and firing process. 3. Conduct safety meetings and address safety issues. 4. Ensure recruitments are done properly and cost effectively. 				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
Recruitments	101	135	140	140
Studies (salary surveys, personnel practices, etc.)	12	5	15	5
Negotiations	4	2	3	0

**Polk County
Proposed Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

610 Management Services	(Fund)
855 Human Resources	(Divn)
850 Administrative Officer	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24		FY 23-24		FY 23-24	
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
134,479	149,892	147,500	2.00	8030	Professional/Technical	155,000	2.00	155,000	2.00		
97,933	100,800	103,248	0.80	8040	Management/Supervisory	108,500	0.80	108,500	0.80		
29,988	31,865	32,000	0.20	8050	Department Head	35,000	0.20	35,000	0.20		
4,288	5,838	6,000		8090	Overtime	6,000		6,000			
266,688	288,395	288,748	3.00		Total Salaries	304,500	3.00	304,500	3.00	0	0.00
72,288	82,885	76,518		8110	PERS-Retirement	85,260		85,260		0	
20,069	21,432	22,089		8120	Social Security/Medicare	23,294		23,294		0	
49,308	49,213	58,500		8140	Insurance	58,500		58,500		0	
1,319	1,428	1,444		8150	Unemployment	1,523		1,523		0	
202	291	577		8160	Workers Compensation Ins.	457		457		0	
409,874	443,644	447,877	3.00		Total Personal Services	473,534	3.00	473,534	3.00	0	0.00
38	494	500		8210	Office Supplies	500		500			
0	0	0		8220	Operating Supplies	0		0			
11,405	32,745	14,000		8240	Software & Maintenance	32,000		32,000			
489	186	500		8250	Small Tools & Minor Equip.	500		500			
200	0	250		8310	Advertising and Printing	250		250			
676	1,032	1,000		8320	Photocopying	850		850			
631	29	1,250		8330	Postage	750		750			
1,409	1,540	2,000		8340	Telephone	1,500		1,500			
384	153	1,000		8410	Dues, Memberships & Publicatns	500		500			
155	0	750		8420	Workshops and Conferences	500		500			
0	0	0		8430	Transportation	0		0			
0	500	250		8510	Professional Services	500		500			
14,877	14,816	17,000		8540	Contract Services	16,000		16,000			
5,105	10,487	7,500		8580	Special Projects	7,500		7,500			
0	0	0		8790	Misc. Department Expenses	0		0			
35,369	61,982	46,000			Total Materials and Services	61,350		61,350		0	
0	0	0		8946	Furniture and Fixtures	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
445,243	505,626	493,877	3.00		Total Department Expense	534,884	3.00	534,884	3.00	0	0.00
Revenues											
0	0	0		6300	Charges for Services	0		0		0	
5,067	13,674	5,000		6990	Miscellaneous	10,000		10,000			
5,067	13,674	5,000			Total Revenues	10,000		10,000		0	
Net Cost of Program											
440,176	491,952	488,877			Expenditures less Revenues	524,884		524,884		0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION	
MANAGEMENT SERVICES	COUNTY COUNSEL		COUNTY COUNSEL	
Program Description:				
<p>County Counsel advises the County Board and operating departments on legal matters and preparing legal documents including Ordinances, Resolutions, Orders and contracts. Other duties include handling the County's litigation, land use proceedings, labor negotiations and grievances.</p>				
Program Goals or Objectives:				
<ol style="list-style-type: none"> 1. Ensure all official documents are properly drafted and executed. 2. Prosecute and defend legal actions involving the County and minimize potential liability and insurance claims. 3. Provide sound legal advice to the Board of Commissioners and County employees concerning County business. 4. Defend land use decisions of the Board. 				
Descriptive Statistics:				
Indicator	Actual 20-21	Actual 21-22	Adopted 22-23	Projected 23-24
LUBA Cases Pending	0	1	1	1
Violations Prosecuted	10	10	10	10
Admin. Proceedings	8	8	8	5
Personnel Discussions	70+	80+	80+	100+
Negotiations	1	0	0	0
Contracts Reviewed	200+	225+	240+	250+

**Polk County
Proposed Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

610 Management Services	(Fund)
870 County Legal Counsel	(Divn)
870 County Counsel	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
5,216	4,957	5,928	0.10	8010	Clerical/Admin. Specialist	6,500	0.10	6,500	0.10		
100,044	104,309	109,064	0.75	8050	Department Head	113,000	0.75	113,000	0.75		
200	4,173	2,500		8090	Overtime	2,500		2,500			
105,460	113,439	117,492	0.85		Total Salaries	122,000	0.85	122,000	0.85	0	0.00
23,957	29,316	29,373		8110	PERS-Retirement	36,600		36,600		0	
7,829	8,519	8,988		8120	Social Security/Medicare	9,333		9,333		0	
17,926	19,046	17,850		8140	Insurance	17,850		17,850		0	
514	554	587		8150	Unemployment	610		610		0	
123	111	235		8160	Workers Compensation Ins.	244		244		0	
155,809	170,985	174,526	0.85		Total Personal Services	186,637	0.85	186,637	0.85	0	0.00
28	37	100		8210	Office Supplies	100		100			
0	0	0		8220	Operating Supplies	0		0			
0	0	0		8310	Advertising & Printing	0		0			
101	79	250		8320	Photocopying	150		150			
9	39	250		8330	Postage	100		100			
2,106	2,040	2,250		8340	Telephone	2,250		2,250			
926	857	600		8410	Dues, Memberships & Publicatns	850		850			
0	1,403	2,000		8420	Workshops and Conferences	1,500		1,500			
0	0	0		8510	Professional Services	0		0			
0	0	2,000		8540	Contract Services	1,500		1,500			
0	0	0		8610	Repairs and Maintenance	0		0			
3,170	4,455	7,450			Total Materials and Services	6,450		6,450		0	
0	0	0		8946	Furniture and Fixtures	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
158,979	175,440	181,976	0.85		Total Department Expense	193,087	0.85	193,087	0.85	0	0.00
Revenues											
12,000	12,000	12,000		6300	Charges for Services	12,000		12,000			
12,000	12,000	12,000			Total Revenues	12,000		12,000		0	
Net Cost of Program											
146,979	163,440	169,976			Expenditures less Revenues	181,087		181,087		0	
6,424,200	7,057,970	8,265,608	39.95		Total Fund Requirements	8,458,000	40.35	8,415,000	40.35	35,000	0.00
7,455,391	7,813,145	8,260,000			Total Fund Resources	8,460,000		8,415,000		0	
1,031,191	755,175	(5,608)	39.95		Net Fund Balance	2,000	40.35	0	40.35	(35,000)	0.00



INTEROFFICE MEMORANDUM

POLK COUNTY COURTHOUSE

TO: BUDGET COMMITTEE
FROM: GREG HANSEN, BUDGET OFFICER
DATE: MARCH 20, 2023
SUBJECT: BUILDING IMPROVEMENT FUND

The following items are part of a four year plan for facilities:

Location	Item	Cost	
Historic Courthouse	Main Lobby Floor	\$250,000	
Historic Courthouse	Interior Repairs	\$150,000	
Historic Courthouse	Window Replacement	\$750,000	completed
Historic Courthouse	Carpet Replacement	\$ 10,000	completed
Historic Courthouse	HVAC	\$350,000	23-24
Historic Courthouse	Outside Cleaning/Painting	\$350,000	completed
Historic Courthouse	Roof repair	\$ 50,000	completed
Courthouse	Carpet Replacement	\$ 30,000	completed
Courthouse	Outside Repair	\$1,000,000	completed
Courthouse	Window Replacement	\$1,100,000	completed
Courthouse	Roof Replacement	\$500,000	completed
Courthouse	Elevator	\$250,000	completed
Courthouse	HVAC	\$200,000	23-24
Courthouse	Security/Electrical	\$250,000	ongoing
Courthouse	ADA	\$ 50,000	23-24
Courthouse	Emergency Generator	\$ 75,000	completed
Courthouse	Landscaping	\$150,000	completed
Complex	Parking Lot	\$ 75,000	completed
Complex	Miscellaneous Remodel	\$300,000	
Complex	Landscaping/Sidewalks	\$200,000	Partial comp.
Architect/Project Man	Fees	\$100,000	completed
Contingency	10%	\$100,000	completed
Overhead/Profit	General Contractor Costs	\$100,000	completed
Jail	Roof replacement	\$950,000	completed
Academy Building	Window Replacement	\$200,000	completed
Academy Building	Outside Cleaning/Painting	\$ 80,000	completed
Academy Building	Re-roof	\$225,000	completed
Academy Building	Interior Remodel	\$500,000	completed
Academy Building	HVAC Upgrades/replacement	\$250,000	completed
Total		\$1,500,000 - \$2,000,000 in projects Courthouse Complex	

Proposed Projects 2023-2024

HVAC upgrades.
 Courthouse bathrooms/ADA

**Polk County
Proposed Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

310 Building Improvement	(Fund)
815 Academy Building Improvement	(Divn)
810 General Services	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24	FY 23-24	FY 23-24	FY 23-24	
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved
					Expenditures					
0	0	0		8050	Department Head	0		0		0
0	0	0		8090	Overtime	0		0		0
0	0	0	0.00		Total Salaries	0	0.00	0	0.00	0 0.00
0	0	0		8110	PERS-Retirement	0		0		0
0	0	0		8120	Social Security/Medicare	0		0		0
0	0	0		8140	Insurance	0		0		0
0	0	0		8150	Unemployment	0		0		0
0	0	0		8160	Workers Compensation Ins.	0		0		0
0	0	0	0.00		Total Personal Services	0	0.00	0	0.00	0 0.00
0	0	0		8250	Small Tools & Minor Equipment	0		0		0
0	0	0		8510	Professional Services	0		0		0
0	0	0		8540	Contract Services	0		0		0
0	0	0		8610	Repairs and Maintenance	0		0		0
0	0	0		8710	Loan Repayment	0		0		0
160,000		175,000		9520	COP Principal Payment	180,000		180,000		180,000
43,560		28,950		9530	COP Interest	21,120		21,120		21,120
203,560	0	203,950			Total Materials and Services	201,120		201,120		201,120
79,753		50,000		8920	Buildings	50,000		50,000		50,000
79,753	0	50,000			Total Capital Outlay	50,000		50,000		50,000
283,313	0	253,950			Total Department Expense	251,120		251,120		251,120

**Polk County
Proposed Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

310 Building Improvement	(Fund)
820 Courthouse Bldg Improvement	(Divn)
810 General Services	(Dept)

FY 20-21 Actual	FY 20-21 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
0	0	2,500		8250	Small Tools & Minor Equipment	0		0			
0	0	40,000		8510	Professional Services	40,000		40,000			
0	0	0		8610	Repairs and Maintenance	0		0			
0	0	0		8790	Misc Department Expense	0		0			
274,366		290,000		9520	COP Principal Payment	300,000		300,000			
153,031		90,000		9530	COP Interest	85,000		85,000			
427,397	0	422,500			Total Materials and Services	425,000		425,000		0	
0	0	0		8910	Land	0		0			0
2,629,048		1,025,000		8920	Buildings	350,000		350,000			
44,250		23,550		8930	Improvements Other than Bldgs.	23,880		23,880			
44,327		0		8948	Computers & Attachments	0		0			0
2,717,625	0	1,048,550			Total Capital Outlay	373,880		373,880		0	
3,145,022	0	1,471,050			Total Department Expenses	798,880		798,880		0	
Revenues											
2,455,478		50,000		6000	Beginning Fund Balance	50,000		50,000			
212,770		0		6110	Federal Awards	0		0			
0		0		6170	Intergovernmental Local Govt.	0		0			
8,963		0		6800	Interest Income	0		0			
0		0		7200	COP Proceeds	0		0			
200,000		350,000		7910	Transfer from General Fund	250,000		250,000			
600,000		1,325,000		7920	Transfer from Other Fund	750,000		750,000			
3,477,211	0	1,725,000			Total Revenues	1,050,000		1,050,000		0	
Net Cost of Program											
(48,876)	0	0			Expenditures less Revenues	0		0		251,120	
3,428,335	0	1,725,000			Total Fund Requirements	1,050,000		1,050,000			
3,477,211	0	1,725,000			Total Fund Resources	1,050,000		1,050,000			
48,876	0	0	0.00		Net Fund Balance	0	0.00	0	0.00	0	0.00

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

219 Public Works Complex Construction Fund	(Fund)
648 Public Works Complex Improvements	(Divn)
810 General Services	(Dept)

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FTE	Acct. Num.	Description	FY 23-24 Requested	FTE	FY 23-24 Proposed	FTE	FY 23-24 Approved	FTE
Expenditures											
0	0	0	0.00	8010	Clerical/ Admin. Specialist	0	0.00	0	0.00	0	0.00
0	0	0	0.00	8030	Professional/Technical	0	0.00	0	0.00	0	0.00
0	0	0	0.00	8040	Management/Supervisory	0	0.00	0	0.00	0	0.00
0	0	0	0.00	8050	Department Head	0	0.00	0	0.00	0	0.00
0	0	0		8090	Overtime	0		0		0	
0	0	0	0.00		Total Salaries	0	0.00	0	0.00	0	0.00
0	0	0		8110	PERS-Retirement	0		0		0	
0	0	0		8120	Social Security/Medicare	0		0		0	
0	0	0		8140	Insurance	0		0		0	
0	0	0		8150	Unemployment	0		0		0	
0	0	0		8160	Workers Comp. Insurance	0		0		0	
0	0	0	0.00		Total Personal Services	0	0.00	0	0.00	0	0.00
0	0	0		8210	Office Supplies	0		0			
582	0	0		8240	Software and Maintenance	0		0			
6,882	0	0		8250	Small Tools & Minor Equipment	0		0			
0	0	0		8310	Advertising and Printing	0		0			
0	0	0		8410	Dues, Memberships & Publications	0		0			
58,815	0	15,000		8510	Professional Services	5,000		5,000			
0	0	0		8540	Contract Services	0		0			
0	0	0		8660	Rentals	0		0			
15,000	10,000	10,000		8830	Management Services Interdept.	0		0			
331,580	337,200	325,000		9520	COP Principal Payment	350,000		350,000			
163,468	156,372	175,000		9530	COP Interest	175,000		175,000			
576,327	503,572	525,000			Total Materials and Services	530,000		530,000		0	
0	0	0		8910	Land	0		0			
1,013,452	1,148,292	250,000		8920	Buildings	120,000		120,000			
4,077	4,077	0		8930	Improvements Other than Bldg.	0		0			
0	0	0		8946	Furniture & Fixtures	0		0			
1,017,529	1,152,369	250,000			Total Capital Outlay	120,000		120,000		0	
0	0	0		9990	Contingency	0		0		0	
0	0	0			Total Contingency	0		0		0	
1,593,856	1,655,941	775,000	0.00		Total Department Expenses	650,000	0.00	650,000	0.00	0	0.00
Revenues											
1,540,137	456,204	25,000		6000	Beginning Balance	50,000		50,000			
0	0	0		7200	COP Proceeds	0		0			
9,923	2,002	0		6800	Interest Income	0		0			
100,000	100,000	100,000		7910	Transfer from General Fund	100,000		100,000			
400,000	750,000	650,000		7920	Transfer from Other Funds	500,000		500,000			
2,050,060	1,308,206	775,000			Total Revenues	650,000		650,000		0	
Net Cost of Program											
456,204	(347,735)	0			Expenditures less Revenue	0		0		0	

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Revenue**

**210 Public Works (Fund)
Revenue for all departments**

FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	Divn Num.	Acct. Num.	Description	FY 23-24 Requested	FY 23-24 Proposed	FY 23-24 Approved	Division
Revenues									
1,479,354	2,759,970	3,800,000	610	6000	Beginning Fund Balance	3,800,000	3,800,000		Administration
36,154	0	0	610	6130	State Operating Grant	0	0		Administration
43,434	71,670	50,000	610	6300	Charges for Services	50,000	50,000		Administration
4,576	15,031	10,000	610	6800	Interest Income	50,000	50,000		Administration
4,461	20	0	610	6990	Miscellaneous	0	0		Administration
0	750,000	250,000	610	7920	Transfer from another Fund	0	0		Administration
133,475	128,934	140,000	620	6300	Charges for Services	140,000	140,000		County Shops
0	0	0	620	7100	Proceeds from Sale of Assets	0	0		County Shops
294,561	0	1,000,000	630	6110	Federal Awards	175,000	175,000		Road Maintenance
119,123	122,799	120,000	630	6120	Federal Payment in Lieu of Tax	125,000	125,000		Road Maintenance
0	0	0	630	6130	State Operating Grant	0	0		Road Maintenance
311,738	0	0	630	6140	State Shared Revenues	0	0		Road Maintenance
6,632,871	6,774,456	6,800,000	630	6142	State Shared Rev.-Gas Tax	7,200,000	7,200,000		Road Maintenance
226,990	430,680	175,000	630	6300	Charges for Services	200,000	200,000		Road Maintenance
0	0	0	630	6750	Settlements	0	0		Road Maintenance
0	5,077	0	630	6990	Miscellaneous	0	0		Road Maintenance
24,828	6,550	15,000	630	7100	Proceeds from Sale of Assets	15,000	15,000		Road Maintenance
143,159	356,302	150,000	630	7910	Transfer General Fund	150,000	150,000		Road Maintenance
0	78,098	0	630	7920	Transfer from another Fund	0	0		Road Maintenance
312,765	0	0	640	6110	Federal Awards	450,000	450,000		Road Construction
105,189	57,474	150,000	640	6130	State Operating Grant	1,050,000	1,050,000		Road Construction
0	0	0	640	6140	State Shared Revenues	1,100,000	1,100,000		Road Construction
62,318	68,120	65,000	640	6142	State Shared Rev-Bike Paths	72,000	72,000		Road Construction
466,780	226,031	25,000	640	6170	Intergovernmental Local Gov	1,900,000	1,900,000		Road Construction
0	0	0	640	6750	Settlements	0	0		Road Construction
122,515	174,157	130,000	650	6300	Charges for Services	75,000	75,000		Survey
0	0	0	650	6990	Miscellaneous	0	0		Survey
9,068	0	0	650	7100	Proceeds from Sale of Assets	0	0		Survey
11,670	28,134	12,000	655	6300	Charges for Services	12,000	12,000		Engineering
0	0	0	655	6990	Miscellaneous	0	0		Engineering
10,545,029	12,053,503	12,892,000			Fund Total	16,564,000	16,564,000	0	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION
Public Works	Public Works	Administration

Program Description:

Administrative support services of the department including purchasing, customer service, accounts payable, and accounts receivable.

Program Goals or Objectives:

- Process administrative and fiscal matters in an expeditious and professional manner.
- Respond to citizen inquiries.
- Maintain administrative and road files.
- Maintain computer database and assist other sections in increasing administrative efficiency.

Descriptive Statistics:

Indicator	Actual 19-20	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Service Request Entries	247	253	204	250	250
Adopt-A-Road	82	77	74	75	75
Private Maintenance Renewals	93	88	84	85	85
Dust Control	77	74	92	80	80
Annual Oversize Permits	860	956	1,032	1,000	1,000

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION
Public Works	Public Works	Shop

Program Description:

Maintenance of County owned vehicles and equipment. Includes minor and major services; repairs to tires and operating systems; and oversight of outside repair and part services.

Responsible for control and monitoring of County fuel usage and requirements.

Maintain preventative maintenance program and respond to road service calls as needed.

Program Goals or Objectives:

- Expedite repairs and service of County fleet while insuring maximum utilization of resources.
- Troubleshoot and diagnose vehicle and equipment problems to minimize downtime.
- Maintain effective preventive maintenance program to insure that all vehicles are in operable condition as often as possible.

Descriptive Statistics:

Indicator	Actual 19-20	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Repairs & Maintenance	171,649	335,690	272,068	250,000	250,000
Vehicles Maintenance - Sheriff	30,696	25,327	33,476	25,000	25,000
Vehicles Maintenance - Motor Pool	8,084	9,782	9,357	10,000	10,000
Total number of mechanics	3	3	3	3	3
Revenue	119,049	133,475	128,954	140,000	140,000

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

210 Public Works	(Fund)
620 County Shops	(Divn)
610 Public Works	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24		FY 23-24		FY 23-24	
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
115,744	120,840	126,092	2.00	8020	Laborer	140,000	2.00	140,000	2.00		
67,630	70,506	71,196	1.00	8040	Management/Supervisory	80,000	1.00	80,000	1.00		
0	0	0		8080	Temporary/Part-Time	0		0			
6,188	5,560	7,500		8090	Overtime	7,500		7,500			
189,562	196,906	204,788	3.00		Salaries	227,500	3.00	227,500	3.00	0	0.00
54,156	61,439	58,365		8110	PERS-Retirement	67,113		67,113		0	
14,106	15,044	15,666		8120	Social Security/Medicare	17,404		17,404		0	
46,257	49,424	61,500		8140	Insurance	60,000		60,000		0	
959	1,002	1,024		8150	Unemployment	1,138		1,138		0	
5,373	3,845	6,144		8160	Workers Comp. Insurance	4,550		4,550		0	
310,413	327,660	347,486	3.00		Total Personal Services	377,704	3.00	377,704	3.00	0	0.00
71	10	0		8210	Office Supplies	0		0			
(14,908)	1,796	2,500		8220	Operating Supplies	4,000		4,000			
704	754	500		8225	Fuels and Lubricants	5,000		5,000			
0	0	0		8240	Software & Maintenance	0		0			
2,649	1,800	5,000		8250	Small Tools & Minor Equipment	5,000		5,000			
0	0	0		8340	Telephone	0		0			
3,365	5,153	0		8350	Utilities	0		0			
0	0	0		8410	Dues, Memberships & Publications	0		0			
198	0	2,000		8420	Workshops & Conferences	2,000		2,000			
0	0	500		8510	Professional Services	500		500			
4,435	4,939	5,000		8540	Contract Services	5,000		5,000			
0	0	1,500		8580	Special Projects	1,500		1,500			
335,690	272,068	250,000		8610	Repairs and Maintenance	250,000		250,000			
25,327	33,476	25,000		8612	Vehicle Maint.-Sheriff	25,000		25,000			
9,782	9,357	10,000		8614	Vehicle Maint.-General Serv.	10,000		10,000			
0	0	5,000		8616	Vehicle Set-up	5,000		5,000			
367,313	329,353	307,000			Total Materials and Services	313,000		313,000		0	
4,475	0	5,000		8942	Machinery	5,000		5,000		5,000	
0	0	0		8944	Vehicles	0		0		0	
4,475	0	5,000			Total Capital Outlay	5,000		5,000		5,000	
682,201	657,013	659,486	3.00		Total Department Expense	695,704	3.00	695,704	3.00	5,000	0.00
Revenues											
133,475	128,934	140,000		6300	Charges for Services	140,000		140,000		140,000	
0	0	0		6750	Settlements	0		0		0	
0	20	0		6990	Micellaneous	0		0		0	
0	0	0		7100	Proceeds from Sale of Assets	0		0		0	
133,475	128,954	140,000			Total Revenues	140,000		140,000		140,000	
Net Cost of Program											
548,726	528,059	519,486			Expenditures less Revenue	555,704		555,704		(135,000)	

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION
Public Works	Public Works	Road Maintenance

Program Description:

Maintain County road system, including paved and gravel roads, bridges, culverts, signs and Maintain County's roadside vegetation programs.

Program Goals or Objectives:

- Maintain gravel and paved roads to control washboard, rutting, cracking, and potholing.
- Repair bridges to ensure safe conditions.
- Accomplish ditching and culvert cleaning.
- Replace poor signs to ensure visibility and safety of motorists.

Descriptive Statistics:

Indicator	630	Actual 19-20	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Operating Supplies	8220	284,313	293,930	568,030	550,000	550,000
Fuels & Lubricants	8225	206,356	179,594	352,108	400,000	350,000
Small Tool/Equip	8250	1,679	4,269	10,802	10,000	10,000
Contract Services	8540	341,304	454,928	391,182	550,000	550,000
Road Maintenance	8630	90,036	91,965	142,184	150,000	150,000
Bridge Maintenance	8631	28,817	31,884	48,428	25,000	25,000
Chip Seals	8632	160,501	714,132	186,994	800,000	1,100,000
Asphalt	8634	1,175	0	587	500,000	400,000
Crushed Rock	8636	419,175	292,430	336,581	600,000	450,000
Rentals	8660	9,298	16,643	4,576	10,000	10,000

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

210 Public Works	(Fund)
630 Road Maintenance	(Divn)
610 Public Works	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24	FY 23-24	FY 23-24		
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved
Expenditures										
707,426	636,167	746,990	13.00	8020	Laborer	720,000	13.00	720,000	13.00	
(25,991)	20,350	0	0.00	8030	Professional/Technical	0	0.00	0	0.00	
122,700	94,716	87,626	1.00	8040	Management/Supervisory	96,000	1.00	96,000	1.00	
32,446	29,472	35,000		8080	Temporary/Part-Time	30,000		30,000		
70,899	70,142	75,000		8090	Overtime	75,000		75,000		
907,480	850,847	944,616	14.00		Salaries	921,000	14.00	921,000	14.00	0
221,014	216,690	236,154		8110	PERS-Retirement	230,250		230,250		0
65,951	63,157	72,263		8120	Social Security/Medicare	70,457		70,457		0
253,735	225,030	294,000		8140	Insurance	294,000		294,000		0
4,392	4,269	4,723		8150	Unemployment	4,605		4,605		0
66,580	37,410	61,400		8160	Workers Comp. Insurance	59,865		59,865		0
1,519,152	1,397,403	1,613,156	14.00		Total Personal Services	1,580,177	14.00	1,580,177	14.00	0
0	0	500		8210	Office Supplies	500		500		
293,930	568,030	550,000		8220	Operating Supplies	550,000		550,000		
179,594	352,108	400,000		8225	Fuels & Lubricants	350,000		350,000		
2,420	1,220	1,500		8240	Software & Maintenance	1,500		1,500		
4,269	10,802	10,000		8250	Small Tools & Minor Equip	10,000		10,000		
0	0	500		8310	Advertising & Printing	500		500		
1,352	852	2,000		8340	Telephone	2,000		2,000		
22,608	24,244	20,000		8350	Utilities	20,000		20,000		
2,790	2,111	3,500		8420	Workshops and Conferences	3,500		3,500		
2,351	2,487	5,000		8510	Professional Services	5,000		5,000		
454,928	391,182	550,000		8540	Contract Services	550,000		550,000		
0	0	200,000		8580	Special Projects	200,000		200,000		
6,529	177	5,000		8610	Repairs & Maintenance	5,000		5,000		
230	477	0		8616	Vehicle Set-up	0		0		
91,965	142,184	150,000		8630	Road Maintenance	150,000		150,000		
31,884	48,428	25,000		8631	Bridge Maintenance	25,000		25,000		
714,132	186,994	800,000		8632	Chip Seals	1,100,000		1,100,000		
26,050	0	50,000		8633	Slide Repair	50,000		50,000		
0	587	500,000		8634	Asphalt	400,000		400,000		
292,430	336,581	600,000		8636	Crushed Rock	450,000		450,000		
16,643	4,576	10,000		8660	Rentals	10,000		10,000		
0	0	0		8730	Misc. Fees and Premiums	0		0		
2,144,105	2,073,040	3,883,000			Total Materials and Services	3,883,000		3,883,000		0
319,623	176,819	300,000		8942	Machinery	300,000		300,000		
0	118,223	100,000		8944	Vehicles	100,000		100,000		
0	0	0		8948	Computers & Attachments	0		0		
319,623	295,042	400,000			Total Capital Outlay	400,000		400,000		0
3,982,880	3,765,485	5,896,156	14.00		Total Department Expense	5,863,177	14.00	5,863,177	14.00	0
Revenues										
294,561	0	1,000,000		6110	Federal Awards	175,000		175,000		
119,123	122,799	120,000		6120	Federal Payment in Lieu of Tax	125,000		125,000		
0	0	0		6130	State Operating Grants	0		0		
311,738	0	0		6140	State Shared Revenues	0		0		
6,632,871	6,774,456	6,800,000		6142	State Shared Revenues-Excise Tax	7,200,000		7,200,000		
226,990	430,680	175,000		6300	Charges for Services	200,000		200,000		
0	0	0		6750	Settlements	0		0		
0	5,077	0		6990	Miscellaneous	0		0		
24,828	6,550	15,000		7100	Proceeds from Sale of Assets	15,000		15,000		
143,159	356,302	150,000		7910	Transfer from General Fund	150,000		150,000		
0	78,098	0		7920	Transfer from another Fund	0		0		
7,753,270	7,773,962	8,260,000			Total Revenues	7,865,000		7,865,000		0
Net Cost of Program										
(3,770,390)	(4,008,477)	(2,363,844)			Expenditures less Revenue	(2,001,824)		(2,001,824)		0

ROAD MAINTENANCE - MATERIALS & SERVICES

Line Item	Description	23-24 Proposed
8220	Operating Supplies	\$ 550,000
PWO-21	Road Oil Materials	\$ 150,000
PWO-22	Sign Materials	\$ 50,000
PWO-23	Striping Materials	\$ 260,000
PWO-24	Ice Chemicals	\$ 15,000
PWO-25	Vegetation Chemicals	\$ 50,000
PWO-99	Op. Sup. - Misc.	\$ 25,000
8225	Fuels & Lubricants	\$ 350,000
8250	Small Tools & Equip	\$ 10,000
8540	Contract Services	\$ 550,000
PWC-41	Deicer Application	\$ 10,000
PWC-42	Vegetation Mnmt	\$ 60,000
PWC-45	Flagging	\$ 230,000
PWC-46	Striping Labor	\$ 60,000
PWC-47	On Call Trucks	\$ 80,000
PWC-48	On Call Equipment	\$ 20,000
PWC-49	Rock Testing	\$ 10,000
PWC-99	Contract Svcs - Misc	\$ 80,000
8630	Road Maintenance	\$ 150,000
PWR-35	Patch Paving	\$ 30,000
PWR-36	Culverts	\$ 20,000
PWR-37	Crack Seal	\$ 10,000
PWR-39	Approach Paving	\$ 75,000
PWR-99	Road Maint - Misc	\$ 15,000
8631	Bridge Maintenance	\$ 25,000
8632	Chip Seals	\$ 1,100,000
8634	Asphalt	\$ 400,000
8636	Crushed Rock	\$ 450,000
8660	Rentals	\$ 10,000
Total		\$ 3,595,000

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION		
Public Works	Public Works		Road Construction		
Program Description:					
<p>Created to track road construction versus routine maintenance. Projects in the past have included the overlays on Falls City Road, Clow Corner Road, HBRR projects, Ballston RR Crossing and Talmadge Road Bike/Ped Improvements</p> <p>Also, track bike path monies in this division.</p>					
Program Goals or Objectives:					
<ul style="list-style-type: none"> • To address road construction projects in the County and budget/track accordingly. 					
Descriptive Statistics:					
Indicator	Actual 19-20	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Road Construction Expenses	1,529,410	1,036,447	680,302	830,500	4,705,500

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

210 Public Works	(Fund)
640 Road Construction	(Divn)
610 Public Works	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24		
Actual	Actual	Adopted	Num.	Description	Requested	Proposed	Approved	FTE	FTE
				Expenditures					
0	0	0	8020	Laborer	0	0	0		
0	0	0	8090	Overtime	0	0	0		
0	0	0		Total Salaries	0	0	0	0.00	0.00
0	0	0	8120	Social Security/Medicare	0	0	0		
0	0	0	8150	Unemployment	0	0	0		
0	0	0	8160	Workers Comp. Insurance	0	0	0		
0	0	0		Total Personal Services	0	0	0	0.00	0.00
0	0	0	8220	Operating Supplies	0	0			
0	0	500	8310	Advertising & Printing	500	500			
0	0	0	8410	Dues, Memberships, Publications	0	0			
0	0	25,000	8510	Professional Services	25,000	25,000			
0	0	25,000	8540	Contract Services	25,000	25,000			
358,097	612,182	625,000	8580	Special Projects	4,500,000	4,500,000			
0	0	0	8610	Repairs & Maintenance	0	0			
0	0	0	8630	Road Maintenance	0	0			
595,704	0	0	8634	Asphalt	0	0			
0	0	0	8631	Bridge Maintenance	0	0			
0	0	0	8660	Rentals	0	0			
69,606	68,004	65,000	8710	Loan Repayment	65,000	65,000			
0	0	0	8720	Finance Charges	0	0			
0	0	0	8730	Misc. Fees and Premiums	0	0			
0	0	0	8790	Misc. Dept. Expenses	0	0			
1,023,407	680,186	740,500		Total Materials and Services	4,615,500	4,615,500	0		
13,040	116	10,000	8910	Land	10,000	10,000			
0	0	80,000	8932	Bike Path Reserve	80,000	80,000			
0	0	0	8942	Machinery	0	0			
13,040	116	90,000		Total Capital Outlay	90,000	90,000	0		
1,036,447	680,302	830,500	0.00	Total Department Expenses	4,705,500	4,705,500	0	0.00	0.00
				Revenues					
312,765	0	0	6110	Federal Awards	450,000	450,000			
105,189	57,474	150,000	6130	State Operating Grants	1,050,000	1,050,000			
0	0	0	6140	State Shared Revenue	1,100,000	1,100,000			
62,318	68,120	65,000	6142	State Shared Rev.-Bike Path	72,000	72,000			
466,780	226,031	25,000	6170	Intergovernmental Local Govt.	1,900,000	1,900,000			
0	0	0	6300	Charges for Services	0	0			
0	0	0	6750	Settlements	0	0			
0	0	0	7120	Loan Proceeds	0	0			
0	0	0	7910	Transfer from General Fund	0	0			
0	0	0	7920	Transfer from Other Fund	0	0			
947,052	351,625	240,000		Total Revenues	4,572,000	4,572,000	0		
				Net Cost of Program					
89,395	328,677	590,500		Expenditures less Revenue	133,500	133,500	0		

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION
Public Works	Public Works	Survey

Program Description:

Receive, index, file, and provide public access to surveys offered for recording. Performs subdivision and partition checks as required. Perform surveys of roads or other County properties as needed. Collect field data for use in the design of road and bridge projects.

Manage right of way purchases.

- Program Goals or Objectives:**
- Receive, process, and file surveys, partitions, and subdivisions.
 - Provide survey services for the County.
 - Respond to requests for survey, control, and GLO/BLM data.
 - Assist in functions relative to GIS.
 - Maintain quick, efficient service policy towards the public.
 - Ensure timely support services to other County departments.
 - Scanning, archiving survey and road records.

Descriptive Statistics:

Indicator	Reviewed 2020	Reviewed 2021	Reviewed 2022	Anticipated 2023
Plats - Partitions	30	20	17	25
Plats - Subdivisions	8	9	9	10
Surveys	84	62	110	75

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

210 Public Works	(Fund)
650 Survey	(Divn)
610 Public Works	(Dept)

FY 20-21	FY 21-22	FY 22-23		Acct.		FY 23-24	FY 23-24	FY 23-24		
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved
Expenditures										
0	0	0	0.00	8020	Laborer	0	0.00	0	0.00	
193,313	180,473	130,000	2.00	8030	Professional/Technical	148,000	2.00	148,000	2.00	
102,000	105,098	107,172	1.00	8040	Management/Supervisory	100,000	1.00	100,000	1.00	
2,982	0	5,000		8080	Temporary/Part-Time	5,000		5,000		
2,413	1,034	2,500		8090	Overtime	2,500		2,500		
300,708	286,605	244,672	3.00		Total Salaries	255,500	3.00	255,500	3.00	0 0.00
76,109	82,655	61,168		8110	PERS-Retirement	74,095		74,095		0
22,176	21,330	18,717		8120	Social Security/Medicare	19,546		19,546		0
75,591	76,426	61,500		8140	Insurance	61,500		61,500		0
1,518	1,433	1,223		8150	Unemployment	1,278		1,278		0
4,816	3,391	3,915		8160	Workers Comp. Insurance	4,088		4,088		0
480,918	471,840	391,196	3.00		Total Personal Services	416,006	3.00	416,006	3.00	0 0.00
35	83	0		8210	Office Supplies	0		0		
733	1,439	3,500		8220	Operating Supplies	3,500		3,500		
4,254	3,960	3,000		8240	Software & Maintenance	3,000		3,000		
0	8,739	5,000		8250	Small Tools & Minor Equipment	5,000		5,000		
0	0	0		8320	Photocopying	0		0		
2,040	2,081	1,000		8340	Telephone	1,000		1,000		
0	0	0		8350	Utilities	0		0		
1,049	1,139	2,000		8410	Dues, Memberships & Publications	2,000		2,000		
1,922	515	4,000		8420	Workshops & Conferences	4,000		4,000		
0	0	0		8510	Professional Services	0		0		
0	0	25,000		8540	Contract Services	20,000		20,000		
0	0	2,000		8610	Repairs and Maintenance	2,000		2,000		
535	187	1,000		8730	Misc. Fees & Premiums	1,000		1,000		
10,568	18,143	46,500			Total Materials and Services	41,500		41,500		0
0	0	0		8920	Buildings	0		0		0
0	0	0		8942	Machinery	0		0		0
0	0	0		8946	Furniture & Fixtures	0		0		0
0	0	0		8948	Computers and Attachments	0		0		0
0	0	0			Total Capital Outlay	0		0		0
491,486	489,983	437,696	3.00		Total Department Expenses	457,506	3.00	457,506	3.00	0 0.00
Revenues										
122,515	174,157	130,000		6300	Charges for Services	75,000		75,000		
0	0	0		6750	Settlements	0		0		0
0	0	0		6990	Miscellaneous	0		0		0
9,068	0	0		7100	Proceeds from Sale of Assets	0		0		0
131,583	174,157	130,000			Total Revenues	75,000		75,000		0
Net Cost of Program										
359,903	315,826	307,696			Expenditures less Revenue	382,506		382,506		0

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT	DIVISION
Public Works	Public Works	Engineering

Program Description:

Process permit applications from the public and utilities. Collect field data for use in the design of road and bridge projects. Perform engineering tasks for design and construction of road and bridge projects. Manage data collection of IRIS, Pavement Management, and Bridge Management software systems. Provide cost estimates and budget information for planning road and bridge projects.

- Program Goals or Objectives:**
- Assist in road and survey projects as needed.
 - Process access permit requests and special use permits of the County road system.
 - Collect data, design projects, and provide cost and budget data for project planning.
 - Set up and maintain software tools to manage roads, bridges, and projects more effectively.
 - Conduct pavement management, traffic counts and speed zone studies.

Descriptive Statistics:

Indicator	Actual 19-20	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
Access Permits Issued	82	95	90	100	100
Utility Permits Issued	197	192	194	250	200

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

210 Public Works	(Fund)
655 Engineering	(Divn)
610 Public Works	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24				
Actual	Actual	Adopted	FTE	Num.	Description	Requested	FTE	Proposed	FTE	Approved	FTE
Expenditures											
132,237	122,364	230,000	4.00	8030	Professional/Technical	250,000	4.00	250,000	4.00		
0	0	0	0.00	8040	Management/Supervisory	0	0.00	0	0.00		
45,366	26,717	35,000		8080	Temporary/Part-Time	35,000		35,000			
22,976	29,289	500		8090	Overtime	500		500			
200,579	178,370	265,500	4.00		Total Salaries	285,500	4.00	285,500	4.00	0	0.00
40,123	34,527	66,375		8110	PERS-Retirement	71,375		71,375		0	
14,752	13,395	20,311		8120	Social Security/Medicare	21,841		21,841		0	
43,081	30,477	82,000		8140	Insurance	82,000		82,000		0	
1,008	899	1,328		8150	Unemployment	1,428		1,428		0	
3,186	2,035	3,451		8160	Workers Comp. Insurance	3,711		3,711		0	
302,729	259,703	438,964	4.00		Total Personal Services	465,854	4.00	465,854	4.00	0	0.00
158	0	0		8210	Office Supplies	0		0			
303	604	1,000		8220	Operating Supplies	1,000		1,000			
1,860	2,370	0		8240	Software & Maintenance	0		0			
61	398	7,500		8250	Small Tools & Minor Equipment	7,500		7,500			
0	0	0		8310	Advertising & Printing	0		0			
0	0	0		8320	Photocopying	0		0			
785	943	1,000		8340	Telephone	1,000		1,000			
0	0	0		8350	Utilities	0		0			
0	0	0		8410	Dues, Memberships & Conferences	0		0			
1,195	1,461	3,000		8420	Workshops/Conferences	3,000		3,000			
0	0	500		8430	Transportation	500		500			
0	0	0		8540	Contract Services	0		0			
0	0	1,500		8610	Repairs and Maintenance	1,500		1,500			
0	0	0		8730	Misc. Fees & Premiums	0		0			
4,362	5,776	14,500			Total Materials and Services	14,500		14,500		0	
0	0	0		8942	Machinery	0		0		0	
0	2,337	0		8948	Computers & Attachments	0		0		0	
0	2,337	0			Total Capital Outlay	0		0		0	
307,091	267,816	453,464	4.00		Total Department Expenses	480,354	4.00	480,354	4.00	0	0.00
Revenues											
11,670	28,134	12,000		6300	Charges for Services	12,000		12,000		12,000	
11,670	28,134	12,000			Total Revenues	12,000		12,000		12,000	
Net Cost of Program											
295,421	239,682	441,464			Expenditures less Revenue	468,354		468,354		(12,000)	
7,785,059	7,962,998	12,892,000	26.70		Total Fund Requirements	16,564,000	27.00	16,564,000	27.00	5,000	0.00
10,545,029	12,053,503	12,892,000			Total Fund Resources	16,564,000		16,564,000		152,000	
2,759,970	4,090,505	0	26.70		Net Fund Balance	(0)	27.00	(0)	27.00	(147,000)	0.00

**POLK COUNTY
PROGRAM SUMMARY**

FUND	DEPARTMENT		DIVISION		
Public Land Corner Preservation	Public Land Corner Preservation		PLCP		
Program Description:					
<p>This program is responsible for establishing, re-establishing and maintaining government corners. This program is funded by \$10 fees received for recording land transfer documents. The revenue is placed in the Public Land Corner Preservation Fund to be used to pay expenses incurred and authorized by the County Surveyor in the process of maintaining and positioning these corners.</p>					
Program Goals or Objectives:					
<ul style="list-style-type: none"> • Maintain corner restorations in good repair. • Determine coordinates for identified corners. 					
Descriptive Statistics:					
Indicator	Actual 19-20	Actual 20-21	Actual 21-22	Estimated 22-23	Projected 23-24
PLCP Corner Restorations	129	230	76	150	150

**Polk County
Adopted Budget
Fiscal Year 2023-24
Beginning July 1, 2023
Expenditures**

215 Public Land Corner Preservation	(Fund)
660 Public Land Corner Preservation	(Divn)
610 Public Works	(Dept)

FY 20-21	FY 21-22	FY 22-23	Acct.		FY 23-24	FY 23-24	FY 23-24		
Actual	Actual	Adopted	Num.	Description	Requested	FTE	Proposed	FTE	Approved
				Expenditures					
0	0	0	8080	Temporary/Part-Time	0		0		0
0	0	0	8090	Overtime	0		0		0
0	0	0		Total Salaries	0	0.00	0	0.00	0 0.00
0	0	0	8110	PERS-Retirement	0		0		0
0	0	0	8120	Social Security/Medicare	0		0		0
0	0	0	8150	Unemployment	0		0		0
0	0	0	8160	Workers Comp. Insurance	0		0		0
0	0	0		Total Personal Services	0	0.00	0	0.00	0 0.00
0	0	0	8210	Office Supplies	0		0		0
2,855	1,890	2,500	8220	Operating Supplies	2,500		2,500		0
2,394	0	2,500	8240	Software & Maintenance	0		0		0
1,524	11,512	2,500	8250	Small Tools & Minor Equipment	7,500		7,500		0
0	0	500	8340	Telephone	0		0		0
0	0	0	8410	Dues, Memberships & Publications	0		0		0
0	515	1,000	8420	Workshops and Conferences	500		500		0
102,400	115,000	163,745	8510	Professional Services	65,278		65,278		0
0	0	125,000	8510	Prof. Services - P.W. Survey	75,000		75,000		0
0	0	0	8510	Prof. Serv. Bal. Acct.	0		0		0
0	0	1,500	8540	Contract Services	0		0		0
700	750	800	8820	Insurance Interdepartmental	1,000		1,000		0
4,184	4,554	4,231	8830	Management Services Interdept.	4,717		4,717		0
32,127	33,429	35,724	8840	Information Services Interdept	43,505		43,505		0
146,184	167,650	340,000		Total Materials and Services	200,000		200,000		0
0	0	0	8920	Buildings	0		0		0
0	0	0	8942	Machinery	0		0		0
0	0	0	8944	Vehicles	0		0		0
0	0	0	8946	Furniture & Fixtures	0		0		0
0	0	0	8948	Computers & Attachments	0		0		0
0	0	0		Total Capital Outlay	0		0		0
146,184	167,650	340,000		Total Department Expenses	200,000		200,000		0
				Revenues					
103,380	153,039	160,000	6000	Beginning Fund Balance	100,000		100,000		0
195,843	157,026	180,000	6300	Charges for Services	100,000		100,000		0
0	0	0	6990	Miscellaneous	0		0		0
0	0	0	7910	Transfer from General Fund	0		0		0
299,223	310,065	340,000		Total Revenues	200,000		200,000		0
				Net Cost of Program					
(153,039)	(142,415)	0			0		0		0

2022-2023 POLK COUNTY BUDGET COMMITTEE HEARINGS
DAY #1 – April 5, 2022

CALL TO ORDER AND NOTE OF ATTENDANCE

At 9:00 a.m., Commissioner Lyle Mordhorst called the 2022-2023 Polk County Budget Committee Hearings to order. Commissioner Pope, Commissioner Gordon, David Johnson, Norbert Hartmann, and Blair Wasson were in attendance.

Staff Present: Greg Hansen, Budget Officer
 Matt Hawkins, Administrative Services Director
 Nicole Pineda, Recording Secretary

The following minutes will refer to the 2022-2023 Proposed Budget document and to the audio where the corresponding discussion was recorded. Audio of the proceedings are on file in the Board of Commissioners' Office.

ELECTION OF CHAIRMAN, VICE CHAIRMAN, AND SECRETARY

David Johnson was nominated for Chairman of the 2022-2023 Budget Committee.

MOTION: WASSON MOVED, HARTMANN SECONDED TO ELECT DAVID JOHNSON AS CHAIR PERSON.

MOTION PASSED UNANIMOUSLY.

Norbert Hartmann was nominated for Vice-Chairman of the 2022-2023 Budget Committee.

MOTION: WASSON MOVED, POPE SECONDED, TO ELECT NORBERT HARTMANN AS VICE- CHAIR PERSON.

MOTION PASSED UNANIMOUSLY.

Jeremy Gordon was nominated for Secretary of the 2022-2023 Budget Committee.

MOTION: HARTMANN MOVED, MORDHORST SECONDED TO ELECT JEREMY GORDON AS SECRETARY.

MOTION PASSED UNANIMOUSLY.

APPROVAL OF APRIL 6 & APRIL 7, 2021 BUDGET COMMITTEE MINUTES

MOTION: WASSON MOVED, HARTMANN SECONDED, TO APPROVE THE BUDGET COMMITTEE MINUTES OF APRIL 6 & 7, 2021.

MOTION PASSED UNANIMOUSLY.

ADOPT RULES AND PROCEDURES

Greg Hansen reviewed the Standard Operating Procedures, as published in the budget document, to guide Budget Committee actions.

MOTION: HARTMANN MOVED, POPE SECONDED, TO APPROVE AND ADOPT THE BUDGET RULES AND PROCEDURES AS PROPOSED BY THE BUDGET OFFICER.

MOTION PASSED UNANIMOUSLY.

2022-23 Budget Overview:

Last year I stated that we were hopefully nearing the end of COVID-19, this year I am more confident that this is the case. The 2022-23 Polk County Proposed Budget has been developed to address the upcoming operational needs and the new normal. The proposed budget, as you know, is the first phase of a three (3) month process. During that period of time, there will be many significant modifications to what we discuss in our April hearings and finalize in our June adoption.

So moving forward with the details, the General Fund will see an increase of \$4,041,500 over last year's adopted budget (1 4.12% increase) and an increase of 1.67 FTE in staff (Assessor's Office and Sheriff's Office).

Other Funds with dedicated funding that saw significant increases in funding. For example, Public Works saw overall funding increases of approximately 6.89% (increase of \$812,000), Behavioral Health saw overall increases of (1 0.88% decrease), and Public Health saw an overall increase of 12.33%, while Health Services saw a decrease of 1.75% (decrease of \$110,000). In total, other funds saw decreases in funding amounting to approximately \$2,936,744 and FTE increases of 28.0.

Overall, the proposed budget for the County increased by 1.05% (a \$1,170,356 increase 111 overall budget). The total proposed budget has an increase of 29 .67 FTE.

Looking ahead and predicting where we are going to be financially is still somewhat unclear, but by the time we adopt the budget those predictions should be much clearer. This proposed budget includes the PERS employer rate increase, health insurance increases, and infrastructure improvements.

Prior Years' Budget History

Following is a ten-year synopsis of the County's operating budgets:

The 2011-12 budget continued to see a decline in personnel and budget in the General Fund. A reduction of 8.25 FTE in personnel occurred in multiple General Fund programs, while the overall General Fund budget decreased by 3. 71 %. The County's budget had a total increase of approximately 5.9% (mostly due to increases in the Building Improvement, Public Works and Mental Health funds).

The 2012-13 budget saw the biggest cuts to date in the General Fund. A reduction in personnel of 10.45 FTE and a reduction in revenues amounting \$939,000 the General Fund scrambled to staff critical services. The County's total budget had a total decrease of approximately 0.94% and 10.79 FTE increase.

The 2013-14 budget saw additional cuts to the General Fund. A reduction in personnel of 6.30 FTE and a reduction in revenues amounting \$72,000 in the General Fund. With these reductions the ability to provide and staff critical public safety services was eroded. The County's total budget had a total decrease of approximately 5.93% and 25.58 FTE decrease as severe cuts were required in Mental Health.

The 2014-15 budget saw additional cuts to General Fund personnel (-5.50 FTE) and overall operating budget -2.61 % (-\$434,200). As a result of these cuts the County was forced to cut Patrol services to 10 hours a day seven days a week. Overall the County budget increased 3.7% and had reduction of 1.0 FTE.

The 2015-16 saw operating and FTE increases to the General Fund due the voter approved public safety levy. Total operating monies increased 22.42% (\$3,631,850) and an increase in personnel of 24.75 FTE. Overall the County budget increased 20.44% (approximately \$10 million) and had an addition of 47.73 FTE.

The 2016-17 saw operating and FTE increases to the General Fund due to increased property tax revenue and increased beginning fund balance. Total General Fund operating monies increased 12.22% (\$2,422,859) and an increase in personnel of 5.07 FTE. Overall the County budget increased 12.40% (approximately \$7.3 million) and had an addition of 33.70 FTE.

The 2017-18 saw operating and FTE increases to the General Fund due to increased property tax revenue and other revenues. Total General Fund operating monies increased 5.19% (\$1,155,850) and an increase in personnel of 3.20 FTE Overall the County budget increased 4.33% (approximately \$2,870,485) and had an addition of 8.50 FTE.

The 2018-19 saw operating and FTE increases to the General Fund due to increased property tax revenue and other revenues. Total General Fund operating monies increased 0.02% (\$2,345,450) and an increase in personnel of 7.78 FTE Overall the County budget increased 11.19% (approximately \$7,740,259) and had an addition of 14.53 FTE.

The 2019-20 saw operating and FTE increases to the General Fund due to increased property tax revenue and other revenues. Total General Fund operating monies increased 4.02% (\$1,034,800) and an increase in personnel of 2.42 FTE Overall the County budget increased 23.80% (approximately \$18,303,221) and had an addition of 12.19 FTE. The major reason behind the overall increase is the selling of \$14 million worth of construction bonds.

The 2020-21 budget saw operating remain status quo and FTE decreases in the General Fund. Total General Fund operating monies increased 0.22% (\$59,500) and a decrease in personnel of 3.8 FTE Overall the County budget decreased 8.3% (approximately \$8,630,000 mainly due to construction projects being completed) and had an addition of 10.55 FTE

The 2021-22 budget saw operating expenses increase along with FTE increases in the General Fund. Total General Fund operating monies increased 6.61% (\$1,775,500) and an increase in personnel of 1.8 FTE Overall the County budget increased 12.4% (\$12,289,693 mainly due to ARPA funding) and had an addition of 16.30 FTE

PROPERTY TAX LEVY

Like the previous year, I am proposing that the budget committee set the Measure 50 maximum tax rate of \$1.7160 / \$1,000 in the General Fund.

For the Public Safety Operating Levy, I am recommending a tax rate in the amount of \$0.425/\$1,000. Re-authorization of this levy is proposed for the May 2023 election.

PROGRAM CHANGES/ UPDATES:

General Fund:

The General Fund will see increases in personnel of 1.67 FTE and an increase in the overall budget of 14.12% (\$4,041,500 increase).

Other Funds

Public Works saw an increase in the overall budget increase of 6.89% (\$812,000). The primary increase is the result of finally receiving federal reimbursement monies for projects previously completed.

Health Services will have an increase in total personnel (3.45 FTE) and a decrease in appropriations of 1.75%.

Public Health has a major increase in the overall budget of 12.33% and personnel (3.05 FTE) due to the carryover of monies resulting from COVID.

Behavioral Health saw an increase in personnel (20.25 FTE) and appropriations (\$2,633,500) due new State programs and funding streams.

REVENUES:

General Fund:

General Fund revenue for fiscal year 2022-23 is proposed at \$32,666,100 (a \$4,041,500 increase from last year). This is an **increase** of 14.12% over last year's adopted budget. The primary revenue increases for the upcoming year are Beginning Fund Balance (\$750,000), Property Taxes (\$660,000), O & C funding (\$235,000), Community Corrections (\$200,000) and a one-time grant from the State for Buena Vista Park (\$1,500,000).

All other revenues in the General Fund remained fairly constant.

Other Funds

The Public Works Fund **increased** by 6.89% (\$812,000) due to finally receiving our federal reimbursement for work already completed.

Health Services related funds with **increases** in Public Health (12.33%) and Behavioral Health (10.88%) and a **decrease** in Health Services (-1.75%).

The Fair Fund saw a **decrease** in operating budget of -16.74%.

American Rescue Plan saw a decrease in operating budget as we spend down the allocation of funds (-25.38%).

Management Services saw an **increase** of 4.56%.

PROPOSED STAFFING LEVELS:

General Fund (budgeted net increase 1.67 FTE)

Proposed staffing levels in the General Fund increased by 1.67 FTE. Increases occurred in Assessor's Office (1.0 FTE) Treasurer's Office (0.3 FTE) and Sheriff (1.50 FTE). Decreases in personnel occurred in Community Corrections (-0.8 FTE) and Community Development (0.33 FTE).

Other Funds (budgeted net increase of 28.0 FTE)

Staff increases occurred in the Health Services Fund (3.45 FTE), Public Health (3.05 FTE) Behavioral Health Fund (20.25 FTE) and Management Services (1.35 FTE).

Salaries & Benefits

The County is in mid-contract negotiations with all four labor unions.

Costs associated with estimated COLAs for elected officials, AFSCME, Deputy DA, Deputy Sheriff and Non-Represented have already been incorporated into this year's budget.

PERS continues to be a serious financial issue for State & Local Governments. PERS employer rates did not increase this year (adjusts every two years). In 2023, the County will experience a new PERS rate that is normally around 4.0%, but since PERS had a good investment year it is anticipated that that increase will be much less (under 2.0%).

The Unfunded Actuarial Liability (UAL) for Polk County with the latest evaluation period (2020) is now at negative \$39.9 million, an increase of \$5.05 million over the previous year.

Health insurance continues to be a burden on our financial stability. Lately, health insurance rates have been very stable, however this year we could see significant increases (approximately 10%).

To put the cost associated with employee salaries and benefits into perspective, Polk County will potentially be employing 150 more employees in 2022 than in 2012, but the total cost associated with those employees will be \$24,100,000 higher. Another way to look at how the costs associated with an employee increase is to look at the average cost of a full-time employee. The cost of an average employee has increased over 30.5% in the past ten years (almost a 3% increase a year).

INTERNAL CHARGES:

The overhead charges associated with Central Services, Finance, Personnel, County Counsel and Board of Commissioners **increased** 12.52% for fiscal year 2022-23.

The distribution of rental charges was based on square footage for the Comthouse Complex and the Academy Building. Charges include operational costs (utilities, custodial, maintenance, etc.) and building depreciation/COP repayment (a 500,000 transfer to Building Improvement). Rental charges for the Cou1thouse Complex **increased** 5.23% and **increased** 6.2% for the Academy Building. Rent for the Jail **increased** by 6.25% for the upcoming year. A new rent was created four years ago for the Buchanan Building this year in the amount of \$450,000 a 3.45% increase.

The insurance charges for 2022-23 **increased** 7.90% and were distributed based on past claims history, current litigation and payment for full insurance coverage.

Charges for Information Services and G.I.S. were distributed based on the established formula of user hardware and proposed programming for the upcoming year. Overall charges **increased** 8.52% for the fiscal year.

PROPOSED CAPITAL OUTLAY:

General Fund

The one proposed capital outlay item for the General Fund is vehicles (3) for the Sheriff's Office and one (1) vehicle for Community Corrections in the amount of \$165,000.

Other Funds:

In Public Works, the proposed capital outlay expenditures of \$95,000 includes multiple pieces of equipment along with vehicles. Other capital outlay in Public Works includes machinery, right of way purchases and bike path dollars.

The Court Security Fund has \$25,000 earmarked for security upgrades. Behavioral Health has \$750,000 allocated for building renovation.

In the Economic Development Fund, there is a \$700,000 capital project that may be secured through a Community Development Block Grant.

Management Services has \$80,000 allocated for one/two motor pool vehicles and computer equipment.

The Building Improvement Fund has \$1,098,050 allocated for landscaping, emergency generator and parking lot.

The Public Works Construction Fund has \$250,000 for renovation of the existing Public Works building.

TRANSFERS:

Transfers from the General Fund to other funds had an **increase** by 11.52%.

The Public Health Fund transfer remained the same.

The transfer to the Juvenile Fund was **increased** by \$30,000 to \$800,000.

The transfer to the Public Works Fund stayed the same at \$150,000 based upon timber cut

projections. The monies from this transfer are dedicated to designated state timber resource roads in the County. This transfer will be used to reimburse the Public Works Fund for work done on these roads and to pay off an infrastructure loan from the State of Oregon.

The transfer to the Dog Control Fund is proposed to **increase** \$10,000 for a total of \$110,000. This amount reflects better the true costs of this program.

The transfer to the Marine Patrol Fund remained the same at \$5,000. This transfer allows for the County to utilize approximately \$67,000 in State Marine monies for the program. The transfer to the Fair Fund is proposed to increase from \$190,000 to \$200,000. This transfer is intended to assist with facility upkeep/maintenance and employee benefits. The transfer to the Veteran's Services Fund is proposed to increase to \$90,000.

Transfers to the Law Library \$20,000 and Domestic Mediation Fund at \$5,000 to cover expenses for the programs.

The transfer to the Family & Community Outreach program will remain the same at \$150,000.

The two transfers for the building projects are in the amounts of \$200,000 (Cou1thouse Improvement) and \$100,000 to the Public Works Construction Fund to cover costs associated with the new EOC/Sheriff locker room.

Public Works Fund is transferring \$425,000 to the Public Works Construction Fund.

Management Services will be transferring \$750,000 to the Building Improvement Fund to cover the costs associated with the COPs for the Academy Building and other facility related projects.

CONTINGENCIES:

The General Fund Contingency is proposed at \$4,434,158, which is an increase of \$368,070 over last year's adopted contingency. Other funds with significant contingencies are Public Works (\$2,943,881), Behavioral Health (\$4,337,000) and Public Health (\$564,523).

CONCLUSION:

At Polk County we have always taken great pride in the way we do business and I believe the proposed budget continues to provide our citizens with programs and services they have come to expect and deserve from their local government.

As a result of COVID-19, business as usual will never be the same. There will be a new normal, it is just difficult to predict what that new normal will be (more telecommuting, less travel, increased cybersecurity, etc.). It will be the goal of Polk County to be prepared to move forward and address the future way of doing business, which I believe this budget continues to address.

Also, this budget affords the Budget Committee the opportunity to make choices/decisions that have not always been there in the past.

CLERK

Recording:

This is a status quo budget.

Estimated number of documents recorded for 2021-2022 is 20,000 and projected for 2022-2023 is 17,000.

Estimated number of issued marriage licenses for 2021-2022 is 370 and projected for 2022-2023 is 380.

Estimated number of Board of Property Tax Appeals for 2021-2022 is 10 and projected for 2022-2023 is 10.

Elections:

This is a status quo budget. The staffing is a status quo budget.

Estimated total ballots issued for 2021-2022 is 61,000 and project for 2022-2023 is 122,000 ballots issued.

Estimated ballots processed in 2021-2022 is 24,400 and project for 2022-2023 is 58,000.

The estimated number of registered voters for 2021-2022 is 61,000 and projected for 2022-2023 is 61,500.

MOTION: POPE MOVED, HARTMANN SECONDED TO TENTATIVELY APPROVE THE CLERK'S BUDGET EXPENDITURES IN THE RECORDING BUDGET IN THE PROPOSED AMOUNT OF \$229,495 AND EXPENDITURES IN THE ELECTIONS BUDGET IN THE PROPOSED AMOUNT OF \$411,068.

MOTION PASSED UNANIMOUSLY.

ASSESSOR

Greg Hansen presented a report that went over descriptive statistics for 2021-2022 and projections for 2022-2023. The Assessor's Office has seen a consistent growth and will be requesting an additional FTE Appraiser I position.

MOTION: MORDHORST MOVED, HARTMANN SECONDED TO TENTATIVELY APPROVE THE ASSESSOR'S BUDGET IN THE PROPOSED AMOUNT OF \$1,726,726.

MOTION PASSED UNANIMOUSLY

Meeting was recessed for a 5 minute break

TAX COLLECTOR / TREASURER

Greg Hansen presented a report for each department that went over descriptive statistics for 2021-2022 and projections for 2022-2023.

Treasurer:

This is a status quo budget. The Treasurer collects and distributes taxes for all taxing districts in the County, along with paying the County's bills and recording revenue for each department. There was a .3% FTE reallocation to this budget.

MOTION: WASSON MOVED, HARTMANN SECONDED TO TENTATIVELY APPROVE THE TREASURER'S BUDGET IN THE PROPOSED AMOUNT OF \$67,896

MOTION PASSED UNANIMOUSLY

Tax Collector:

This is a status quo budget. FTE has remained the same in both of these budgets.

MOTION: MORDHORST MOVED, HARTMANN SECONDED TO TENTATIVELY APPROVE THE TAX COLLECTOR BUDGET IN THE PROPOSED AMOUNT OF \$395,430.

MOTION PASSED UNANIMOUSLY

DISTRICT ATTORNEY

Prosecution

Aaron Felton, District Attorney's salary and FTE is not included in this budget because it is paid by the State. The Prosecution Division of the DA's office prosecutes felonies and misdemeanors that occur within the County. These cases are referred to the office by all law enforcement agencies within the County. The committee reviewed statistics for the department for the last few years and projected numbers for the upcoming year. Currently State wide, it is very difficult to hire attorneys.

Medical Examiner

The Medical Examiner makes determination on death scenes to determine foul play. The County currently contracts with retired professionals from Marion County. This is a status quo budget.

Support Enforcement

Support Enforcement is funded 2/3 by State and Federal funds, the other 1/3 by the County. This is a very vital and efficient program for the citizens of Polk County. The Deputy DA assigned to the Support Enforcement program is not allowed to do prosecutions, but Support Enforcement offers civil and punitive penalties for child support. The amount of funds recovered continues to increase. With this program, when a client has to go on state assistance, the State takes that case from us until they are off public assistance and can pay back the amount owed to the state. Once the client has done that, the State will give those cases back to the Counties on a quarterly basis.

Victim's Assistance

This program is partially funded by federal and state money. This program split off of Prosecution about 8 years ago. FTE has remained the same and federal award money has

actually gone up so it will cost less this year than previous years. This program provides assistance to the victims and play a vital role in the court process.

C.A.S.A.

Greg Hansen report that CASA used to be under the DA's office and has since broken away. We have been funding CASA since they moved away from the DA's office. They are a non-profit and we have been subsidizing them, primarily for rent. Eventually the goal is for them to be self-sustained.

MOTION: HARTMANN MOVED, WASSON SECONDED TO TENTATIVELY APPROVE, IN THE GENERAL FUND, THE DISTRICT ATTORNEY'S PROSECUTION BUDGET IN THE PROPOSED AMOUNT OF \$1,894,763 SUPPORT ENFORCEMENT BUDGET IN THE PROPOSED AMOUNT OF \$465,337 MEDICAL EXAMINER BUDGET IN THE PROPOSED AMOUNT OF \$74,173 VICTIM'S ASSISTANCE BUDGET IN THE AMOUNT OF \$431,277 AND THE CASA BUDGET IN THE PROPOSED AMOUNT OF \$15,000 WITH A WISHLIST AMOUNT OF \$10,000.

MOTION PASSED UNANIMOUSLY.

C.A.M.I.

This program is overseen by the District Attorney, but there are no General Fund monies for this program. Funding is through the State, Court fines and appearances. The C.A.M.I. team meets monthly to review possible cases of child abuse. C.A.M.I. funds the County's contract with Child Abuse Assessment centers (Liberty House and Juliette's House) to utilize the investigation and reports these centers provide. This fund is also used to fund training for law enforcement and DHS partners in child abuse prevention and recognition.

MOTION: HARTMANN MOVED, WASSON SECONDED TO TENTATIVELY APPROVE, REVENUES AND EXPEDITURES FOR THE C.A.M.I. BUDGET IN THE PROPOSED AMOUNT OF \$210,000.

MOTION PASSED UNANIMOUSLY.

SHERIFF

Patrol

This is a status quo budget. The Sheriff was able to get a grant from the State for drug control. There is a ½ FTE increase. Body cams we initiated 1.5 years ago and there was an additional cost due to that. Staffing has been challenging and the State Troopers have been taking our deputies. It is hard to compete with their pay ranges.

Jail

The last two years there have been more restrictions due to COVID-19, but as the restrictions are lifting, we are able to start holding more people in the jail. The jail needs new security cameras and new doors, they are nearly 20 years old. The jail software system also needs to be updated. We are renting beds to Benton County and beds to Sheridan as well.

MOTION: MORDHORST MOVED, HARTMANN SECONDED TO TENTATIVELY APPROVE, IN THE GENERAL FUND, THE PATROL BUDGET IN THE AMOUNT OF \$6,902,195 AND THE JAIL BUDGET IN THE AMOUNT OF \$7,068,278.

MOTION PASSED UNANIMOUSLY.

Dog/Animal Control Fund

This is a status quo budget. City of Dallas has given up these services and Polk County is now taking this on. Polk County is a Dog Control District. Monmouth and Independence have their own, but will most likely follow the steps of the City of Dallas.

MOTION: POPE MOVED, WASSON SECONDED TO TENTATIVELY APPROVE THE ANIMAL CONTROL RESOURCES AND EXPENDITURES IN THE AMOUNT OF \$200,000.

MOTION PASSED UNANIMOUSLY.

Marine Patrol Fund

This is a seasonal program (runs approximately Memorial Day through Labor Day) that is run by Sheriff Reserve Deputies. Funding and equipment in this program are from the State Marine Board. A \$5,000 General Fund transfer is also included in this budget. This budget is status quo.

MOTION: HARTMANN MOVED, WASSON SECONDED, TO TENTATIVELY APPROVE THE MARINE PATROL BUDGET IN THE AMOUNT OF \$72,000.

MOTION PASSED UNANIMOUSLY.

COMMUNITY CORRECTIONS

Corrections (Parole & Probation)

Mr. Hansen referred the Board to the overview and budget documents. The funding is determined at the State level. There is a small reduction in FTE and the overall budget is a little less than last year due to the impacts from COVID-19 and the pandemic.

Community Service

This is a status quo budget. Both the adult and juvenile community service programs provide a valuable service to the County in the way of park and property maintenance, assistance to cities with community events, and ODOT for roadside and stream maintenance.

MOTION: MORDHORST MOVED, WASSON SECONDED, TO TENTATIVELY APPROVE THE COMMUNITY CORRECTIONS PAROLE & PROBATION BUDGET IN THE PROPOSED AMOUNT OF \$2,646,793 AND THE

COMMUNITY SERVICE BUDGET IN THE PROPOSED AMOUNT OF \$419,918.

MOTION PASSED UNANIMOUSLY.

JUVENILE

Revenue

This fund receives a General Fund transfer proposed at of \$800,000. Caseloads are low at the moment due to Covid-19.

Probation:

Staffing and budget is status quo.

Sanctions:

This program funds the detention beds. Approx. 4 beds are contracted through Yamhill County for Juvenile detention beds.

Community Service:

There is no FTE in this budget, only a line item for temporary/part-time help. Most of the funding is through contracts with ODOT and BLM to pick up trash and pull noxious weeds.

MOTION: WASSON MOVED, POPE SECONDED, TO TENTATIVELY APPROVE THE JUVENILE FUND REVENUES IN THE PROPOSED AMOUNT OF \$1,177,500; JUVENILE PROBATION EXPENDITURES IN THE PROPOSED AMOUNT OF \$863,010, JUVENILE SANCTIONS EXPENDITURES IN THE PROPOSED AMOUNT OF \$267,514, AND JUVENILE COMMUNITY SERVICE IN THE PROPOSED AMOUNT OF \$46,976.

MOTION PASSED UNANIMOUSLY

EMERGENCY MANAGEMENT:

Emergency Management used to be under the Sheriff's budget and is now managed under the Board of Commissioners. It is a General Fund Program. Dean Bender is leading this department and continually applies for grants. Included in this department is also the Polk County Communications System. There is a proposed communication upgrade which will cost an estimated \$1.8 - \$2 million.

MOTION: MORDHORST MOVED, WASSON SECONDED, TO TENTATIVELY APPROVE THE EMERGENCY MANAGEMENT BUDGET IN THE PROPOSED AMOUNT OF \$605,119.

MOTION PASSED UNANIMOUSLY.

PARKS

This is a status quo budget. The County has 12 parks, and five undeveloped plots designated for parks, for a total of 150 acres of parkland. This fund receives funding from State shared revenues, RV fees, a BLM contract for Mill Creek Park, and marine funds for Buena Vista Park because of the boat ramp. None of the parks allow overnight camping (without special permission) and they are usually only open April - September. The Community Service program and inmate labor, provides a majority of the park maintenance. The 2022-2023 budget has increased due to the Buena Vista Project.

MOTION: POPE MOVED, WASSON SECONDED, TO TENTATIVELY APPROVE THE PARKS BUDGET IN THE GENERAL FUND IN THE PROPOSED AMOUNT OF \$1,578,492.

MOTION PASSED UNANIMOUSLY

NON-DEPARTMENTAL

Miscellaneous

This program consists of \$3,000 reserved for VORP, and BOC/Miscellaneous expenses of \$1,000. As well as miscellaneous department expenses.

MOTION: WASSON MOVED, HARTMANN SECONDED, TO TENTATIVELY APPROVE THE NON-DEPARTMENTAL MISCELLANEOUS EXPENDITURES IN THE NON-DEPARTMENTAL GENERAL FUND IN THE PROPOSED AMOUNT OF \$6,500.

MOTION PASSED UNANIMOUSLY

O&C Timber (Title III)

This is a status quo budget. \$60,000 goes to a Forest Deputy.

MOTION: HARTMANN MOVED, WASSON SECONDED, TENTATIVELY APPROVE THE O&C TIMBER (TITLE III) BUDGET OF \$60,000.

MOTION PASSED UNANIMOUSLY

MISCELLANEOUS FUNDS

Insurance Fund

This is a status quo budget. The cost for our CIS is increasing 10%. This program was developed to give the County the flexibility when purchasing insurance. We have been put on notice that they will not provide cyber security and we need to find a new provider. Several other counties have experienced attacks recently. We are continually strengthening our firewalls and security.

MOTION: WASSON MOVED, MORDHORST SECONDED, TO TENTATIVELY APPROVE THE INSURANCE REVENUES AND EXPENDITURES IN THE PROPOSED AMOUNT OF \$1,305,000.

MOTION PASSED UNANIMOUSLY

County School Fund

Funding for this program is received from the Utility Franchise tax. There are two electric cooperatives in the County, which pay a fee in lieu of property taxes based on their asset value or gross revenue, whichever is less. How the distributions are made are dependent on how the amounts payment in lieu fee is calculated. If the cooperatives pay based on asset value, amounts received by the County are treated like a tax and are distributed pro-rated to all taxing districts, including schools. If the cooperatives pay based on gross revenue, then the 2/3 goes to the County General Fund, and 1/3 goes to the schools through the school fund.

MOTION: WASSON MOVED, HARTMANN SECONDED, TO TENTATIVELY APPROVE REVENUES AND EXPENDITURES OF THE COUNTY SCHOOL FUND IN THE AMOUNT OF \$165,000.

MOTION PASSED UNANIMOUSLY

Law Library Fund

This is a status quo budget. The County is required by law to maintain a County law library, and it can be utilized by the public. The primary operating resource is from State Court System fees.

MOTION: HARTMANN MOVED, WASSON SECONDED, TO TENTATIVELY APPROVE THE PROPOSED LAW LIBRARY BUDGET IN THE AMOUNT OF \$80,000.

MOTION PASSED UNANIMOUSLY

Court Security Fund

This was intended to improve security in Courts. The state funding has been getting lower each year. By law we are required to provide court space rent free, including utilities and janitorial expenses.

MOTION: AINSWORTH MOVED, WASSON SECONDED, TO TENTATIVELY APPROVE THE COURT SECURITY BUDGET IN THE PROPOSED AMOUNT OF \$132,500.

MOTION PASSED UNANIMOUSLY

THE MEETING WAS ADJOURNED FOR LUNCH

COMMUNITY DEVELOPMENT

Planning:

This is a status quo budget. There was a staffing reconfiguration and a slight change to FTE. Revenues are similar to last year with a slight increase.

Environmental Health:

This department has a broad range of responsibilities, including pool inspection, septic design, restaurant inspection and licensing, etc. Food service had gone down due to COVID-19 but are back on track to normal. This is a status quo budget.

MOTION: WASSON MOVED, HARTMANN SECONDED, TO TENTATIVELY APPROVE THE BUDGET FOR ENVIRONMENTAL HEALTH IN THE PROPOSED AMOUNT OF \$426,277, AND PLANNING IN THE PROPOSED AMOUNT OF \$677,205.

MOTION PASSED UNANIMOUSLY

Building Inspection

This is a status quo budget. This is the third year in its own dedicated fund. This program is conducted through a contract with the State of Oregon. There is currently a contingency of \$125,000 and Mr. Hansen would like to see that number double for this fund.

MOTION: HARTMANN MOVED, WASSON SECONDED, TO TENTATIVELY APPROVE THE BUILDING INSPECTION REVENUES AND EXPENSES IN THE PROPOSED AMOUNT OF \$925,000.

Economic Development Fund

This fund pays for the Trapper services, tourism dues, Extension Research Center, and other special projects. This fund is overseen by Community Development, Greg Hansen, and the BOC. The primary source of revenue is the beginning fund balance and lottery funds. Mr. Hansen provided information about the Polk County Broadband Project. This is a status quo budget.

MOTION: WASSON MOVED, HARTMANN SECONDED, TO TENTATIVELY APPROVE REVENUES AND EXPENDITURES IN THE ECONOMIC DEVELOPMENT FUND IN THE PROPOSED AMOUNT OF \$1,550,000.

MOTION PASSED UNANIMOUSLY

Household Hazardous Waste Fund

Funding comes from a \$.25 charge franchise tax on residential garbage fees. This fund is dedicated to hosting two Hazardous Waste disposal events each year, in partnership with Marion County. In addition to the events, Polk County residents can drop off hazardous materials at the transfer station in Salem throughout the year, and the County pays a quarterly fee for that service. The fees have not been increased, and there are no plans to increase, but the fees collected are covering less of the disposal costs. Due to the COVID-19 pandemic, this has been put on hold. To be adequately funded, Mr. Hansen recommends a rate of .50 to .75 cents. These discussions will most likely come later in the year.

MOTION: WASSON MOVED, HARTMANN SECONDED, TO TENTATIVELY APPROVE REVENUES AND EXPENDITURES IN THE ECONOMIC DEVELOPMENT FUND IN THE PROPOSED AMOUNT OF \$85,000.

MOTION PASSED UNANIMOUSLY

Domestic Mediation Fund

The monies in this program are overseen by the County and primarily expended for the mandated parenting class for divorcing couples and child custody cases. There is a \$5,000 General Fund transfer.

MOTION: WASSON MOVED, MORDHORST SECONDED, TO TENTATIVELY APPROVE THE DOMESTIC MEDIATION BUDGET IN THE PROPOSED AMOUNT OF \$63,000.

MOTION PASSED UNANIMOUSLY

American Rescue Plan:

In the spring of 2021, President Biden authorized COVID stimulus money to Polk County that amounted to 16.8 million over 2 years. Polk County has until December 31, 2024 to expend these funds. Mr. Hansen stated that we have allocated approximately \$15 million of the \$16.8 million.

MOTION: WASSON MOVED, HARTMANN SECONDED, TO TENTATIVELY APPROVE THE AMERICAN RESCUE PLAN BUDGET IN THE PROPOSED AMOUNT OF \$12,200,000.

MOTION PASSED UNANIMOUSLY

P.O.I.N.T.:

No funds being allocated for this fund anymore. The history is required to stay on the budget until the last 4 years are at zero.

Debt Service Fund

This fund was used to pay-off the 2006 Road Bond in the current fiscal year. There hasn't been a bond since then. The bonds that were used for building improvements were COP's. This is what is left over from the 2006 road bond. It will be closed out for fiscal year 2022-2023.

FAIR FUND

Revenues were decreased due to COVID-19 and will need an increase in general transfer because they have lost out of a lot of their year round events and revenue.

Annual Fair:

The 3-day Annual Fair is the one opportunity for Polk County to come together to showcase the immense talent, agriculture, and hard-working kids in the County. This fund is decreased to the COVID-19 pandemic and wasn't open last year. This is a status quo budget. As of right now, we are hoping that the fair will occur this year. Repairs have been made on the roofs and rafters. There has been a lot of maintenance completed and will continue to be completed this year, as well as, next year.

Year Round Operation:

Revenues for this program are primarily for rental services for building facilities and RV revenues.

MOTION: WASSON MOVED, POPE SECONDED, TO TENTATIVELY APPROVE THE FAIR FUND REVENUES IN THE PROPOSED AMOUNT OF \$707,000 THE ANNUAL FAIR EXPENDITURES IN THE PROPOSED AMOUNT OF \$497,488 AND THE FAIR FUND YEAR ROUND OPERATIONS EXPENDITURES IN THE PROPOSED AMOUNT OF \$209,512.

MOTION PASSED UNANIMOUSLY

Chairman Johnson recessed the meeting until Thursday April 4/7/2022 at 9:00 am

DAY #2 – April 7, 2022

Chairman Johnson reconvened the meeting at 9:00 a.m. on Tuesday, April 7, 2022.

Greg Hansen gave an overview of the previous days hearings. There were one item added to the wish list. The budget was tentatively approved for \$15,000.00 and the request was to add another \$10,000.00. Mr. Hansen stated that at 10:30 a.m. the meeting would be open to public comment.

Mr. Hansen suggested talking about the Levy before continuing on with budgets for individual departments. He discussed the amount we currently have for the levy which is 42.5 cents per \$1000.00. Mr. Hansen stated that number needs to be changed to at least .49 cents per \$1000.00. In order to keep up with the improvements and fund the County's needs that number would need to be raised to .51 to .52 cents per \$1000.00. Mr. Hansen then went on to discuss what the LEVY is currently supporting.

Chairman Johnson stated from his perspective that he supports the Sheriff and the DA's office. Norbert Hartmann stated that there needs to be money to support a strong enforcement effort around that. Blair Wasson concurs.

PUBLIC HEALTH FUND

Revenues

The Public Health Department provides all the public health services in the County along with contract nursing services in the County Jail. Due to COVID there will be a lot of state and federal money going to public health. The general transfer will go down but staffing will go up.

Family Planning

There is a \$75,000 general transfer and staffing is the same. This is not a self-sustaining program. This is a status quo budget.

General Health

There are multiple programs within this budget: Immunizations, home visiting, HIV care, Ryan White, etc. This is where we provide almost all Public Health programs. Jail nursing come out of this fund. Staffing is less than last year. This is a status quo budget. There is a beginning fund balance of \$1.5 million, these were funds that were given due to Covid-19. This was a very busy year for them this year, due to the pandemic.

WIC

WIC provides supplemental food to pregnant women and children up to age 5. This program is budgeted for a \$75,000 General Fund transfer this year to maintain services. The average monthly caseloads are expected to remain steady.

MOTION: HARTMANN MOVED, WASSON SECONDED, TO TENTATIVELY APPROVE THE PUBLIC HEALTH FUND REVENUES TOTALING \$4,222,500, EXPENDITURES IN FAMILY PLANNING IN THE PROPOSED AMOUNT OF \$172,702, EXPENDITURES IN GENERAL HEALTH IN THE

PROPOSED AMOUNT OF \$3,707,160, AND EXPENDITURES IN WIC IN THE PROPOSED AMOUNT OF \$342,638.

MOTION PASSED UNANIMOUSLY

BEHAVIORAL HEALTH FUND

Revenues

There are a number of programs within Behavioral Health. The State requires behavioral health services be provided within 14 days of intake. If this requirement is not met, State funding is threatened. The Department is able to provide these services in a timely manner, even as intakes continue to rise. There has been a large increase of 20 FTE's due to the money that is coming in from the State.

Behavioral Health Support Services

This supports all of the billing specialists in Behavioral Health as well as Health Services Administration. There contingency is built up to \$4,337,001 this year.

Addiction Services

This program has their own silo of money. Staffing is status quo. The staffing will be increasing by 15 FTE's due to a new program providing support 24/7. Staffing will be a challenge due to the staffing challenges that State has been facing due to the pandemic.

Outpatient Services

Polk County receives a lot more Marion County visitors in West Salem because the wait time is much less than in Marion County. Outpatient has the bulk of our staff and bulk of people who need assistance. Polk County does a lot of contract services, example: tele-psychiatry. There is an increase in FTE's by 8. There will be more funding to the Mobile Crisis Response Unit (MCRT) and this could also increase the FTE's.

Developmental Disabilities

These monies have increased dramatically Due to a \$500,000 increase in 17-18. This program has their own silo of money. This program is now staffed appropriately.

Sub grant Program

This is at 0.00 because it is only in here for history. The state accidentally sent us money and we sent it back so now it shows up as money in and money out.

MOTION: HARTMANN MOVED, WASSON SECONDED, TO TENTATIVELY APPROVE BEHAVIORAL HEALTH, SUPPORT SERVICES, ADDICTIONS, OUTPATIENT, MENTAL HEALTH SERVICES, DISABILITIES SERVIES, AND SUBGRANT PROGRAM FUND EXPENDITURES AND REVENUES IN THE PROPOSED AMOUNT OF \$26,841,000.

MOTION PASSED UNANIMOUSLY

HEALTH SERVICES

There are two programs within it. Health services administration and Family & Community Outreach. This budget is similar to last year due to no FTE increase. This is a status quo budget.

Family & Community Outreach

This program does a lot for the community for people who are in need of resources. They are still providing services during COVID-19. There are a high energy staff and they get out and get numerous things done in the community.

MOTION: WASSON MOVED, HARTMANN SECONDED, TO TENTATIVELY APPROVE THE HEALTH SERVICES FUND HEALTH SERVICES ADMINISTRATION REVENUES \$6,160,000, EXPENDITURES IN THE AMOUNT OF \$1,984,748 AND FAMILY AND COMMUNITY OUTREACH REVENUES AND EXPENDITURES IN THE PROPOSED AMOUNT OF \$4,175,252.

Veteran's Services Fund

This program started in January 2017 (opened to the public in February), to address Veteran's needs within Polk County. A majority of funding for this program is from a stipend from the State of Oregon, a General Fund transfer, and grants/donations. There has been great success with this program, inside and outside of Polk County. There are now 2 VSO positions. There is also a temporary housing unit called Gale's Lodge.

MOTION: HARTMANN MOVED, WASSON SECONDED, TO TENTATIVELY APPROVE THE VETERAN'S SERVICES FUND IN THE PROPOSED AMOUNT OF \$285,000.

MOTION PASSED UNANIMOUSLY

The meeting was recessed for break

MANAGEMENT SERVICES

Revenues

Revenues for these funds are from internal service charges.

Non-Departmental

Courthouse and Academy Building rents are collected in this fund and then a portion is transferred to the Building Improvement fund, which are then used to pay for the Courthouse and Academy Building improvements, and pay off Academy Building COPs. This budget also includes a contingency that can be transferred to other funds if needed. The funding source is the beginning fund balance and management services overhead charge.

Board of Commissioners

The salaries of the three Commissioners are included in this budget, along with materials and services. This also includes the workshops and conferences that the Commissioners participate in.

Central Services (General Services)

This program is status quo. Funding comes from charges for services, which are charges to each department for office supplies, photocopies, motor pool, postage, phone usage, etc. FTE in this program includes General Services' office manager and part-time assistant, and part of the Administrative Services Director and Administrative Officer's positions.

Academy Building Maintenance

This program is status quo. This budget houses the maintenance costs for the Academy Building. We charge rent to user departments, primarily behavioral health and that money helps maintain the building or transferred to the building improvement fund.

Jail Maintenance

This program is status quo. There is an increase in FTE, the jail is now over 20 years old, and as a result there is a lot more activity and more maintenance is needed. This budget houses the maintenance costs for the Jail.

Buchanan Building Maintenance

This building is where Juvenile, IS, & Community Corrections reside. This is a lease purchase opportunity after 8 years. This is a status quo budget.

Courthouse Maintenance

This fund provides all maintenance for the Courthouse and off-site buildings (excluding fairgrounds).

Information Services

Computer replacements and software are status quo. We contract with Helion for software. Software maintenance costs fluctuates. We provide services to the city of Dallas, Monmouth and Polk Fire #1. There has been a small increase in FTE.

PUBLIC COMMENT:

Chairman Johnson opened the hearing to public comments at 10:30 a.m. There was no public to provide comments. Chairman Johnson closed for public comment and moved onto Building Improvement at 10:32 a.m. and Mr. Hansen resumed the hearing at G.I.S.

Geographic Information Services

This budget is status quo. We bought our software through ESRI, who we still utilize. GIS was very helpful in assisting Public Works in the clean-up of Polk County roads after the ice storm hit in 2021.

Finance

This budget covers the pay for the Finance Director. Greg Hansen works out of this budget. Payroll is also a part of this budget.

Human Resources

This is a status quo budget. This department includes 3 FTE. All of the recruitment are online, using Neogov. There have been more applicants for jobs since using Neogov.

County Counsel

This budget includes 0.75 FTE of the County Counsel and 0.1 FTE of the BOC Executive Assistant. Morgan Smith, County Counsel also serves as the legal counsel for the West Valley Housing Authority, which contracts with the County for these services. Mr. Smith sits in on all of the DSA agreements. This is a status quo budget.

MOTION: MORDHORST MOVED, WASSON SECONDED, TO TENTATIVELY APPROVE THE MANAGEMENT SERVICES FUND REVENUES IN THE PROPOSED AMOUNT OF \$8,260,000 NON-DEPARTMENTAL EXPENDITURES IN THE PROPOSED AMOUNT OF \$1,516,661, CENTRAL SERVICES EXPENDITURES IN THE PROPOSED AMOUNT OF \$555,086, ACADEMY BUILDING MAINTENANCE IN THE PROPOSED AMOUNT OF \$543,777, JAIL BUILDING MAINTENANCE IN THE PROPOSED AMOUNT OF \$427,658, BUCHANAN BUILDING MAINTENANCE IN THE AMOUNT OF \$443,635, COURTHOUSE MAINTENANCE IN THE PROPOSED AMOUNT OF \$871,223, INFORMATION SERVICES EXPENDITURES IN THE PROPOSED AMOUNT OF \$1,595,339, G.I.S. COMPUTER MAPPING IN THE PROPOSED AMOUNT OF \$423,909, FINANCE EXPENDITURES IN THE PROPOSED AMOUNT OF \$796,692, PERSONNEL EXPENDITURES IN THE PROPOSED AMOUNT OF \$493,877, COUNTY COUNSEL EXPENDITURES IN THE PROPOSED AMOUNT OF \$181,976, AND BOARD OF COMMISSIONERS EXPENDITURES IN THE PROPOSED AMOUNT OF \$410,167.

MOTION PASSED UNANIMOUSLY

BUILDING IMPROVEMENT

Mr. Hansen provided a list of upcoming projects for the Board to review.

MOTION: HARTMANN MOVED, WASSON SECONDED, TO TENTATIVELY APPROVE THE BUILDING IMPROVEMENT EXPENDITURES FOR ACADEMY BUILDING IMPROVEMENTS IN THE PROPOSED AMOUNT OF \$253,950, AND EXPENDITURES FOR COURTHOUSE BUILDING IMPROVEMENTS IN THE PROPOSED AMOUNT OF \$1,471,050, AND TOTAL REVENUES OF \$1,725,000.

MOTION PASSED UNANIMOUSLY

PUBLIC WORKS

Revenues

From last year, this is an increase of approximately \$800,000 from primarily due to delayed FEMA reimbursement.

Public Works Administration

This is a status quo budget.

County Shops

There are 3 mechanics that work in the shops and provide maintenance to all the motor pool vehicles along with all of the public works fleet and heavy machinery. The budget is status quo. There are some increases in repair and maintenance due to some rebuilds happening.

Road Maintenance

The bulk of the work that the public sees is in this department. The cost of operating supplies and fuels are increasing. There is a large increase in striping and paint costs as well. Somewhat of a status quo budget, no increase in staffing.

Public Works Construction

These tend to be HBRR Projects or something that has some federal funding in it. This one doesn't use our crew and instead uses a contracted crew. This money usually goes toward added bike paths on the shoulder of roads or to widen bridges to add a bike path. Grand Ronde Rd may be a project that we start on this next fiscal year.

Survey

There are 3 FTE in this department. This is a status quo budget.

Engineering

There are 4 FTE in the department. This is a status quo budget.

MOTION: HARTMANN MOVED, WASSON SECONDED, TO TENTATIVELY APPROVE THE PUBLIC WORKS FUND REVENUES IN THE PROPOSED AMOUNT OF \$12,592,000, PUBLIC WORKS ADMINISTRATION EXPENDITURES IN THE PROPOSED AMOUNT OF \$4,337,551, COUNTY SHOPS EXPENDITURES IN THE PROPOSED AMOUNT OF \$659,486, ROAD MAINTENANCE EXPENDITURES IN THE PROPOSED AMOUNT OF \$5,873,303, ROAD CONSTRUCTION EXPENDITURES IN THE PROPOSED AMOUNT OF \$830,500, SURVEY EXPENDITURES IN THE PROPOSED AMOUNT OF \$437,696, AND ENGINEERING EXPENDITURES IN THE PROPOSED AMOUNT OF \$453,464.

MOTION PASSED UNANIMOUSLY

PUBLIC LAND CORNER PRESERVATION

This is overseen by the surveyor. This is the first program that tapped recording fees as a funding source. The goal is to restore land donation corners. There is \$160,000 in professional Services is a charge for service for the surveyor instead of a transfer to Public Works. This is funded when there is recording of any land documents. It has never required a General Fund transfer.

MOTION: HARTMANN MOVED, WASSON SECONDED, TO TENTATIVELY APPROVE THE PUBLIC LAND CORNER PRESERVATION BUDGET IN THE PROPOSED AMOUNT OF \$340,000.

MOTION PASSES UNANIMOUSLY.

The meeting was recessed for a brief break

Public Works Complex Construction Fund

There are 3 phases to this project. The first phase was a new crew room for Public Works, a locker room for the sheriff's office, and a new Emergency Operations Center. That building construction and parking attachment is done. The second phase was a brand new shop facility for Public Works. The last phase is a remodel of Public Works staffing are housed and is the last phase left to complete.

MOTION: POPE MOVED, HARTMANN SECONDED, TO TENTATIVELY APPROVE THE PUBLICWORKS CONSTRUCTION FUND IN THE PROPOSED AMOUNT OF \$775,000.

MOTION PASSED UNANIMOUSLY.

NON-DEPARTMENTAL (CONTINUED)

Transfers \$2,130,000

MOTION: HARTMANN MOVED, WASSON SECONDED TO TENTATIVELY APPROVE THE GENERAL FUND OPERATING TRANSFER IN THE PROPOSED AMOUNT OF \$2,130,000.

MOTION PASSED UNANIMOUSLY

Greg Hansen stated this is where they would need to discuss and approve their wish list item of added more funding to the CASA budget.

MOTION: WASSON MOVED, MORDHORST SECONDED TO TENTATIVELY APPROVE AN ADDITIONAL FUNDING OF \$10,000 TO THE CASA BUDGET GIVING THEM A TOTAL BUDGET OF \$25,000.

MOTION PASSED UNANIMOUSLY

Contingency \$4,424,158

Revenues \$32,666,100

MOTION: HARTMANN MOVED, WASSON SECONDED TO TENTATIVELY APPROVE THE GENERAL FUND OPERATING CONTINGENCY IN THE AMOUNT OF \$4,424,158, AND GENERAL FUND REVENUES IN THE PROPOSED AMOUNT OF \$32,666,100.

MOTION PASSED UNANIMOUSLY

Greg Hansen gave a preview of what they would be discussing at the next budget hearing and thanked the committee for their time and their participation.

Chairman Johnson adjourned the budget hearing until Wednesday, May 18, 2022 at 9:30 a.m.

**COURTHOUSE BUILDING
RENT AND MAINTENANCE CHARGES
FY 2023-24**

FUND DEPT. NO. NO.	DEPARTMENT	RAW SQ. FT.	COMMON SQ. FT.	TOTAL SQ. FT.	FY 23-24	FY 22-23	NET CHANGE
					ANNUAL RENT	RENT CHARGE	
	TOTAL RECOVERY	1,283,000					
	TOTAL SQ. FT.	54,570	21,615				
	YEARLY RATE	23.51					
	MONTHLY RATE	1.96					
100 210	ASSESSOR	3,896	4,689	8,585	201,840	192,086	9,754
100 110	BOARD OF COMMISSIONERS	0	0	0	0	0	0
100 320	COMM. DEV-BLDG INSPECTION	801	964	1,765	41,497	39,492	2,005
100 590	COMM. DEV-ENV HEALTH	801	964	1,765	41,497	39,492	2,005
100 310	COMM. DEV-PLANNING	1,068	1,285	2,353	55,330	52,656	2,674
100 120	CLERK-RECORDING	896	1,078	1,974	46,419	44,176	2,243
100 130	CLERK-ELECTIONS	896	1,078	1,974	46,419	44,176	2,243
100 410	DA-PROSECUTION	2,900	3,490	6,390	150,240	142,980	7,260
100 415	DA-SUPPORT ENF.	750	903	1,653	38,855	36,978	1,877
100 470	COMMUNITY SERVICE DIVERSION	0	0	0	0	0	0
100 440	SHERIFF-EMER. MANGMT	200	241	441	10,361	9,861	500
100 435	SHERIFF-JAIL	200	241	441	10,361	9,861	500
100 430	SHERIFF-CRIMINAL	3,750	4,513	8,263	194,276	184,888	9,388
100 220	TAX COLLECTOR	784	944	1,728	40,617	38,654	1,963
100 140	TREASURER	150	181	331	7,771	7,396	375
220 450	DOG CONTROL	100	120	220	5,181	4,930	251
230 490	LAW LIBRARY	768	924	1,692	39,788	37,865	1,923
	SUBTOTAL	17,960	21,615	39,575	930,451	885,493	44,958
	MAN. SVCS. - INFO. SVCS./BOC	4,400		4,400	103,449		
	CIRCUIT COURT #1	4,005		4,005	94,162		
	CIRCUIT COURT #2	2,030		2,030	47,728		
	DISTRICT COURT	2,682		2,682	63,057		
	COURT RECORDS	1,378		1,378	32,398		
		500		500	11,756		
	TOTAL COURTS	14,995	0	10,595	249,099		
	TOTAL	32,955	21,615	50,170	1,179,550		

Notes:
 Rent includes 810,000 operational budget for the Courthouse Building Maintenance plus \$75,000 for Depreciation. (Courthouse valued at \$5.25 Million depreciated over 75 Years) Rent includes charges for Utilities and Janitorial Service. Recovery charges for the Courts are excluded from the recovery calculations. Reserves are being used this fiscal year to offset some rental charges.

**INSURANCE
2023-24**

			DEPARTMENTS	CHARGE
100	8820	110	B.O.C.	-
100	8820	120	CLERK-RECORDING	1,250.00
100	8820	130	CLERK-ELECTIONS	1,250.00
100	8820	140	TREASURER	550.00
100	8820	210	ASSESSOR	4,800.00
100	8820	220	TAX COLLECTOR	1,000.00
100	8820	310	PLANNING	1,750.00
100	8820	410	D.A.-PROSECUTION	3,000.00
100	8820	415	D.A.-SUPPORT ENF.	1,000.00
100	8820	430	SHERIFF-PATROL	130,000.00
100	8820	435	SHERIFF-JAIL	115,000.00
100	8820	440	EMERGENCY MANAGEMENT	1,500.00
100	8820	457	COMMUNITY CORRECTIONS	5,000.00
100	8820	470	COMM. SERVICE	1,750.00
100	8820	590	ENVIRON. HEALTH	2,400.00
100	8820	750	PARKS	1,000.00
110	8820	320	BUILDING INSP.	6,800.00
210	8820	610	P.W.-ADMINISTRATION	145,000.00
215	8820	660	P.L.C.P.	1,000.00
217	8820	645	OTIA III	-
220	8820	450	DOG CONTROL	1,500.00
225	8820	455	MARINE PATROL	1,100.00
232	8820	510	HEALTH SERVICES	6,000.00
235	8820	520	P.H.-FAMILY PLANNING	1,000.00
235	8820	525	P.H.-GENERAL HEALTH	2,500.00
235	8820	528	P.H.-W.I.C.	1,200.00
240	8820	530 M01	M.H.-ADMIN. SVCS.	145,000.00
245	8820	460 J01	JUVENILE-JUVENILE	1,800.00
245	8820	460 J02	JUVENILE-JUVENILE	850.00
250	8820	465	YOUTH PROG-MENTOR	-
255	8820	580	COMMISSION YOUTH/CHILDREN	-
260	8820	710	FAIR FUND - ANNUAL	2,000.00
260	8820	720	FAIR FUND - YEAR AROUND	11,000.00
280	8820	330	ECONOMIC DEVELOPMENT	1,500.00
300	8820	595	HOUSEHOLD HAZARDOUS WASTE	600.00
TOTALS				600,100.00