

POLK COUNTY BOARD OF COMMISSIONERS

DATE: June 25, 2025
TIME: 9:00 a.m.
PLACE: Polk County Courthouse, Dallas, Oregon

THE LOCATION OF THIS MEETING IS ADA ACCESSIBLE. PLEASE ADVISE THE BOARD OF COMMISSIONERS AT (503-623-8173), AT LEAST 24 HOURS IN ADVANCE, OF ANY SPECIAL ACCOMMODATIONS NEEDED TO ATTEND OR TO PARTICIPATE IN THE MEETING VIRTUALLY.

PAGE: **AGENDA ITEMS**

- 1. CALL TO ORDER AND NOTE OF ATTENDANCE**
- 2. ANNOUNCEMENTS**
 - (a) Regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week. Each meeting is held in the Courthouse Conference Room, 850 Main Street, Dallas, Oregon. Each meeting begins at 9:00 a.m. and is conducted according to a prepared agenda that lists the principal subjects anticipated to be considered. Pursuant to ORS 192.640, the Board may consider and take action on subjects that are not listed on the agenda. The Board also holds a department staff meeting at 9:00am on every Monday in the Commissioners Conference Room at 850 Main Street, Dallas, Oregon.
 - (b) A public meeting of the Polk County Board of Commissioners will be held on June 25, 2025, at 9:00 A.M. in the Polk County Courthouse. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2025 as approved by the Polk County Budget Committee.
 - (c) A public meeting of the Polk County 4-H, Master Gardener, Agriculture, Forestry, Extension District will be held on June 25, 2025 at 10:00 am at Polk County Courthouse Conference Room, Dallas, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2025 as approved by the Polk County 4-H, Master Gardener, Agriculture, Forestry, Extension District Budget Committee.
- 3. COMMENTS (for items not on this agenda and limited to 3 minutes. We encourage all community members to engage with public comments to the Board of Commissioners. However, out of respect for our audience and a general sense of decorum please refrain from vulgar, threatening or inappropriate language.)**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF THE MINUTES FROM June 18, 2025**
- 6. APPROVAL OF CONSENT CALENDAR**
- 7. RESOLUTION NO. 25-10, ADOPTION OF THE FY2025-2026 BUDGET**
- 8. NEW JOB SPECIFICATION, WAGE & RECLASSIFICATION – Matt Hawkins**
- 9. RECLASSIFICATION OF AN EMPLOYEE – Matt Hawkins**

CONSENT CALENDAR

- a) Polk County Contract No. 25-102 (Amendment 6 to 24-36), OHA (Rosana Warren, Behavioral Health)
- b) Polk County Contract No. 25-103, Medical Examiner (Aaron Felton, District Attorney)
- c) Polk County Jail 2025 Inspection Report (Morgan Smith, County Counsel)
- d) Polk County Contract No. 25-109, Oregon Health Authority (Rosana Warren, Public Health)

**THE BOARD OF COMMISSIONERS WILL MEET IN EXECUTIVE SESSION
PURSUANT TO ORS 192.660.**

ADJOURNMENT

POLK COUNTY PUBLIC MEETINGS AND PUBLIC HEARINGS
GUIDELINE FOR CITIZENS

REGULAR MEETING AGENDA

Regular meetings of the Polk County Board of Commissioners convene at 9 a.m. each Wednesday morning. Any person wishing to bring a matter before the Board at one of these meetings may do so by mailing or delivering written notice, concisely describing the nature of the item, to the Board of Commissioners, Polk County Courthouse, Dallas, Oregon 97338, by noon on the preceding Thursday. Unless otherwise announced, meetings are held in the Main Conference Room of the Courthouse.

APPEARANCE OF INTERESTED CITIZENS

The Board sets aside a time at each regular meeting for comment by the public on subjects not appearing on the Agenda. Individuals may come forward and make any statement they wish, but not to exceed three (3) minutes in length, except as is required to give concise answers to questions from Board members. If the subject will require a lengthier presentation, or merits inclusion as an item on the Agenda of a future meeting, the Board shall schedule it accordingly.

PUBLIC HEARING FORMAT
Land Use

1. Chairman opens hearing.
 - a. Reading of hearing request or appeal statement.
 - b. Call for abstentions (ex parte contact or conflict of interest).
2. County staff presents background, summary and its recommendation (20-minute limit).
3. Applicant (Appellant) presents his/her case (15-minute limit).
4. Public testimony. Note that all testimony and evidence must be directed toward the applicable factual and legal criteria as identified in the record and/or during this hearing. Do not repeat previous testimony. Simply note for the record that you are in agreement with that earlier testimony. Your time to present testimony is limited. FAILURE TO RAISE AN ISSUE IN THIS HEARING, IN PERSON OR BY LETTER, OR FAILURE TO PROVIDE ADEQUATE SPECIFICITY TO AFFORD THE BOARD AN OPPORTUNITY TO RESPOND TO THE ISSUE MAY PRECLUDE LATER APPEAL TO LUBA ON THAT ISSUE.
 - a. Individuals in favor of the application or appeal.
 - b. Individuals against the application or appeal. At the discretion of the Chairman, an attorney, consultant, or other designated representative of two or more individuals may be allowed the combined time for each represented individual who does not speak, not to exceed 20 minutes. The Chairman may require proof of designation.
5. Rebuttal by Applicant (Appellant) (10-minute limit).
6. Questions from Board (discussion limited to individuals questioned by the Board).
 - a. Staff.
 - b. Applicant (Appellant).
 - c. Individuals testifying.
7. Chairman closes hearing and announces closing of Record.
8. Chairman announces date for deliberation and decision.
9. The Board's decision is deemed the final decision of Polk County. It may be appealed to LUBA within 21 days of its issuance in written form. The address and phone number of LUBA may be obtained from the Polk County Community Development Department and will also appear on the Notice of Decision which will be mailed to all persons who testify, submit comments, or print their name and address on the hearing attendance sheet at the back of the hearing room.

POLK COUNTY BOARD OF COMMISSIONERS
MINUTES June 18, 2025

1. CALL TO ORDER & ATTENDANCE

At 9:00 a.m., Commissioner Pope declared the meeting of the Polk County Board of Commissioners to be in session. Commissioner Mordhorst and Commissioner Gordon were present.

Staff present: Greg Hansen, Administrative Officer
Morgan Smith, County Counsel
Matt Hawkins, Administrative Services Director

2. ANNOUNCEMENTS

Regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week. Each meeting is held in the Courthouse Conference Room, 850 Main Street, Dallas, Oregon. Each meeting begins at 9:00 a.m. and is conducted according to a prepared agenda that lists the principle subjects anticipated to be considered. Pursuant to ORS 192.640, The Board may consider and take action on subjects that are not listed on the agenda. The Board also holds a department staff meeting at 9:00 a.m. on every Monday in the Commissioners Conference Room at 850 Main Street, Dallas, Oregon.

The Grand Ronde Sanitary District Board is meeting on June 18, 2025 at 9:15 a.m. The meeting will take place in the Polk County Courthouse, 850 Main Street, Dallas, OR, 97338.

A public meeting of the Polk County Board of Commissioners will be held on June 25, 2025, at 9:00 A.M. in the Polk County Courthouse. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2025 as approved by the Polk County Budget Committee.

A public meeting of the Polk County 4-H, Master Gardener, Agriculture, Forestry, Extension District will be held on June 25, 2025 at 10:00 am at Polk County Courthouse Conference Room, Dallas, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2025 as approved by the Polk County 4-H, Master Gardener, Agriculture, Forestry, Extension District Budget Committee.

3. COMMENTS

Chip North provided public comment in regards to driving on Fern Rd and the issues that he has with being a gravel road. He stated that he talked with former Commissioner Ainsworth about this and he had pointed out that he purchased the property with it being a gravel road. Commissioner Pope stated that they normally don't go back and forth in this setting but he would defer to Mr. Hansen to answer his question about dust oil. Mr. Hansen explained the County's process in applying dust oil on certain county roads.

4. APPROVAL OF AGENDA

Commissioner Gordon stated he planned to make changes to the consent calendar but would address that when we came to that item.

**MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON
SECONDED, TO APPROVE THE AGENDA.**

**ALL VOTED YES
MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.**

5. APPROVAL OF MINUTES OF June 11, 2025

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE MINUTES OF June 11, 2025.

**COMMISSIONER POPE ABSTAINED DUE TO BEING ABSENT. THE OTHER TWO VOTED YES.
MOTION PASSED BY VOTE OF THE QUORUM.**

6. APPROVAL OF CONSENT CALENDAR

Commissioner Gordon wanted to pull item (b) Contract No. 25-99 and explained why he wanted to pull that contract. The Commissioners talked about their concerns and as of now Commissioner Gordon doesn't support it at all as of now.

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE CONSENT CALENDAR WITH THE REQUESTED CHANGES.

**ALL VOTED YES.
MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.**

7. MONTHLY TREASURERS' REPORT

Steve Milligan, Polk County Treasurer, was not able to attend today's meeting but did send his report for the packet via email. Commissioner Gordon wanted to note that the statute requires this to be submitted by the 10th of each month.

8. YEAR END MODIFICATIONS – 2024-2025 BUDGET & RESOLUTION NO. 25-09 –

Greg Hansen, Administrative Officer, presented to the Board Resolution No. 25-09 in the matter of increasing appropriations and transferring appropriations within multiple funds for fiscal year 2024-2025. Mr. Hansen provided background information on this and is recommending they approve and sign it.

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE RESOLUTION NO. 25-09 IN THE MATTER OF INCREASING AND TRANSFERRING APPROPRIATIONS WITHIN MULTIPLE FUNDS FOR THE FISCAL YEAR 2024-2025.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

The following items were approved by Motion under **5. APPROVAL OF CONSENT CALENDAR:**

- a) Polk County Contract No. 25-94, Employment Agreement
(Greg Hansen, Administrative Officer)
- b) ~~Polk County Contract No. 25-99, River of Life House~~
~~(Jodi Merritt, Community Corrections Director)~~
(This item was removed)
- c) Local Alcohol and Drug Policy Committee Membership,
(Jodi Merritt, Community Corrections Director)
- d) Polk County Contract No. 25-101 (Amendment 1 to 23-49, DHS
(Rosana Warren, Behavioral Health)

At 9:13 a.m. County Counsel announced that the meeting was recessed to Executive Session pursuant to ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The Executive Session ended at 9:24 a.m. and Commissioner Pope adjourned the meeting.

POLK COUNTY BOARD OF COMMISSIONERS

Craig Pope, Chair

Jeremy Gordon, Commissioner

Lyle Mordhorst, Commissioner



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: BOARD OF COMMISSIONERS

FROM: GREG HANSEN, ADMIN. OFFICER

DATE: JUNE 25, 2025

SUBJECT: ADOPTION OF THE 2025-2026 BUDGET

RECOMMENDATION:

The Board of Commissioners adopt Resolution 25-10 in the matter of the Polk County Budget, Appropriation of Funds and Imposing of Taxes for fiscal year beginning July 1, 2025.

ISSUE:

Should the Board of Commissioners adopt the recommended budget and the levying of taxes for fiscal year 2025-2026?

BACKGROUND:

The Polk County Budget Committee met April 22 and April 23, 2025, and tentatively approved the 2025-2026 fiscal year budget with no change. During those deliberations the Budget Committee reviewed all of the budgets for the County's departments/divisions.

On May 21, 2025, the Budget Committee reconvened and formally approved the County budget with minor changes in the General Fund and Management Services Fund. Larger changes in both the Public Works Fund and Behavioral Health Fund were due to anticipated legislative increases in revenue (Public Works) and a scrivener's error in reported revenue (Behavioral Health).

In addition, the Budget Committee set a permanent property tax rate and the levy rate for Public Safety levy.

Attachment 1 provides a summary of the budget recommended for adoption.

Attachment 2 is budget resolution 25-10. The resolution for your consideration has total appropriations in the amount of \$122,427,760. The permanent property tax rate being considered in the Resolution is \$1.716/\$1,000 which is the permanent rate established by the Department of Revenue for Polk County. The amount for the Public Safety operating levy is \$0.495/\$1,000 which was approved in the May 2023 election.

DISCUSSIONS:

The total recommended changes for the adopted budget amounted to a \$2,177,500 decrease in appropriations.

The recommended changes are as follows:

- Elimination of the Marine Patrol Fund, leading to increased payroll costs for the Sheriff's patrol budget and a revised General Fund transfer to the Marine Patrol Fund.
- The Fair Fund underwent revisions due to the unsuccessful Fair Levy, leading to a reduction in both resources and appropriations, and requiring a General Fund transfer.
- Changes to the Community Corrects department (General Fund) resulting in a decrease in the General Fund Operating Contingency.
- We've made revisions to the beginning fund balances for the following funds, which will reduce available resources and appropriations. Some of these adjustments will specifically affect the Fund's Contingency:
 - Building Inspection Fund
 - Domestic Mediation Fund
 - Public Works Fund
 - American Rescue Plan Fund
 - Coordinated Housing Fund
 - Health Services Fund
 - Public Health Fund
 - Behavioral Health Fund
 - Public Works Construction Fund

ALTERNATIVES:

The following are alternatives before the Board:

1. Adopt the recommended Budget as presented.
2. Modify the recommended budget with additions/deletions to the Budget. Your limits on additions to the Budget cannot exceed 10% for any given fund.

FISCAL IMPACT:

Total budget for Polk County is \$122,427,760. This is an approximate 2.43% decrease over last year's adopted budget. The major reason for this decrease in monies is due to the spend down of the American Rescue Plan Fund, Coordinated Housing Fund, and the construction of the Academy Annex building.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR POLK COUNTY, OREGON**

In the Matter of the Adoption)
of the County Budget,)
Appropriation of Funds, and)
the Levying of Taxes for)
Fiscal Year 2025-2026.)

RESOLUTION NO. 25-10

SECTION I.

ADOPTION OF BUDGET

BE IT RESOLVED that the Board of Commissioners for the County of Polk hereby adopts the Budget for 2025-2026 in the sum of **\$122,427,760** now on file at the County Courthouse.

SECTION II.

ADOPTION OF APPROPRIATIONS

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2025, and for the purposes shown below, are hereby appropriated as follows:

GENERAL FUND (100)

ASSESSOR		2,194,785
COMMUNITY CORRECTIONS		2,464,271
COMMUNITY DEVELOPMENT		
Environmental Health	454,236	
Planning	<u>918,827</u>	
TOTAL COMMUNITY DEVELOPMENT		1,373,063
COMMUNITY SERVICE-DIVERSION		403,215
COUNTY CLERK		
Recording	270,311	
Registration & Election	<u>510,503</u>	
TOTAL COUNTY CLERK		780,814
PARKS MAINTENANCE		79,755

<u>GENERAL FUND</u> (cont)		
DISTRICT ATTORNEY		
Prosecution	2,389,204	
Medical Examiner	76,094	
Support Enforcement	564,940	
Victim's Assistance	460,536	
CASA	15,000	
TOTAL DISTRICT ATTORNEY		3,505,774
SHERIFF		
Jail	8,339,487	
Patrol	7,244,245	
TOTAL SHERIFF		15,583,732
EMERGENCY MANAGEMENT		628,148
TAX COLLECTOR		355,746
TREASURER		69,000
NON-DEPARTMENTAL		7,000
O & C TIMBER TITLE III		56,477
TRANSFERS		
<u>Transfers to:</u>		
Public Works Fund	150,000	
Dog Control Fund	165,000	
Law Library	20,000	
Health Services Fund	100,000	
Public Health Fund	100,000	
Juvenile Dept. Fund	900,000	
Fair Fund	125,000	
Veteran's Services Fund	90,000	
Building Improvement Fund	100,000	
Public Works Const. Fund	50,000	
Insurance Fund	200,000	
TOTAL TRANSFERS		2,000,000
Fund Operating Contingency		2,725,720
TOTAL GENERAL FUND		\$ 32,227,500
<u>OTHER FUNDS</u>		
BUILDING INSPECTION FUND (110)		\$ 975,000
C.A.M.I. FUND (140)		\$ 170,000

DOMESTIC MEDIATION FUND (160)		\$ 225,000
COURT SECURITY FUND (180)		\$ 131,000
PUBLIC WORKS FUND (210)		
Administration Program	\$1,400,596	
County Shop	798,971	
Road Maintenance	5,595,150	
Road Construction	825,500	
Survey	476,955	
Engineering	736,684	
Transfers to:		
Public Works Const. Fund	600,000	
Contingency	4,033,144	
FUND TOTAL		\$ 14,467,000
PUBLIC LAND CORNER PRESERVATION FUND (215)		\$ 105,000
PUBLIC WORKS CONSTRUCTION FUND (219)		\$ 657,500
DOG CONTROL FUND (220)		\$ 255,460
LAW LIBRARY FUND (230)		\$ 100,000
HEALTH SERVICES (232)		
Administration	\$2,750,000	
Family & Community Outreach	6,295,000	
FUND TOTAL		\$ 9,045,000
PUBLIC HEALTH FUND (235)		
Family Planning	\$ 158,762	
General Health	2,786,378	
Women Infants Children	412,852	
Contingency	102,008	
FUND TOTAL		\$ 3,460,000
BEHAVIORAL HEALTH (240)		
Support Services	\$3,061,940	
Outpatient MH Services	22,255,131	
Developmental Disability	5,552,572	
Contingency	9,837,357	
FUND TOTAL		\$ 40,707,000
JUVENILE DEPARTMENT (245)		
Juvenile Probation	\$ 995,469	
Juvenile Sanctions	305,531	
FUND TOTAL		\$ 1,301,000
FAIR FUND (260)		

Year Round Operations	\$ 674,500	
Annual County Fair	280,300	
FUND TOTAL		\$ 954,800
VETERAN'S SERVICES FUND (254)		\$ 375,000
COUNTY SCHOOL FUND (270)		\$ 225,000
ECONOMIC DEVELOPMENT FUND (280)		\$ 1,600,000
AMERICAN RESCUE PLAN FUND (290)		\$ 220,000
COORDINATED HOUSING FUND (295)		\$ 500,000
HOUSEHOLD HAZARDOUS WASTE FUND (300)		\$ 135,000
BUILDING IMPROVEMENT FUND (310)		\$ 875,000
PERS RESERVE FUND (615)		\$ 1,942,000
MANAGEMENT SERVICES FUND (610)		
County Counsel	\$ 214,676	
Board of Commissioners	528,838	
Finance	1,165,549	
Human Resources	720,512	
Information Services	2,164,291	
Computer Mapping (GIS)	448,750	
GENERAL SERVICES		
Academy-Building Maintenance	755,362	
Courthouse-Building Maintenance	1,051,216	
Resource Center	166,250	
Buchanan Building Maintenance	473,274	
Jail-Building Maintenance	547,957	
Central Services	688,494	
Academy-Annex	165,786	
Special Projects	658,545	
Transfer to:		
Building Improvement Fund	675,000	
FUND TOTAL		\$ 10,424,500
INSURANCE FUND (620)		\$ 1,350,000
Total of All Fund Appropriations		\$122,427,760

SECTION III.

ADOPTION OF TAX LEVY

BE IT FURTHER RESOLVED that the Board of Commissioners for Polk County hereby imposes the taxes provided for in the adopted

1 budget at the rate of \$1.716 per \$1,000 of assessed value for
2 permanent rate tax and a rate of \$0.4950 per \$1,000 of assessed
3 value for the Public Safety Operating Levy; and that these taxes
4 are hereby imposed and categorized for tax year 2025-2026 upon the
5 assessed value of all taxable property within Polk County.

	Subject to the General Government Limitation	Excluded from the Limitation
Permanent Tax Rate	\$ 1.7160/\$1,000	\$ 0
Local Option Rate	\$ 0.4950/\$1,000	0
Total Levy	\$ 2.2110/\$1,000 and	\$ 0

17 DATED this 25th day of June 2025, at Dallas, Oregon.

19 POLK COUNTY BOARD OF COMMISSIONERS

22 Craig Pope, Chair

25 Jeremy Gordon, Commissioner

28 Lyle Mordhorst, Commissioner

30 Approved as to Form:

34 Morgan Smith
35 County Counsel

POLK COUNTY
FY 2025-2026
SUMMARY OF RECOMMENDED CHANGES TO
THE APPROVED BUDGET

	PROPOSED BUDGET	Net Change	APPROVED BUDGET	Ref.	Recommended Changes	BUDGET for ADOPTION
GENERAL FUND						
ASSESSOR	\$2,165,666	\$29,119	\$2,194,785			\$2,194,785
CLERK- RECORDING	\$270,311		\$270,311			\$270,311
CLERK- ELECTIONS	\$510,503		\$510,503			\$510,503
TREASURER	\$69,000		\$69,000			\$69,000
TAX COLLECTOR	\$355,746		\$355,746			\$355,746
COMM. DEV.- PLANNING	\$918,827		\$918,827			\$918,827
COMM. DEV.- ENVIRONMENTAL HEAL	\$454,236		\$454,236			\$454,236
DISTRICT ATT.- PROSECUTION	\$2,389,204		\$2,389,204			\$2,389,204
DISTRICT ATT.- MEDICAL EXAMINER	\$76,094		\$76,094			\$76,094
DISTRICT ATT.- SUPPORT ENF.	\$564,940		\$564,940			\$564,940
DISTRICT ATT.- CASA	\$15,000		\$15,000			\$15,000
DISTRICT ATT.- VICTIM'S ASSISTANCE	\$460,536		\$460,536			\$460,536
SHERIFF- PATROL	\$7,236,462		\$7,236,462	a)	\$7,783	\$7,244,245
SHERIFF- JAIL	\$8,339,487		\$8,339,487			\$8,339,487
EMERGENCY MANAGEMENT	\$628,148		\$628,148			\$628,148
COMMUNITY CORRECTIONS	\$2,464,271		\$2,464,271			\$2,464,271
COMM. SERVICE-DIVERSION	\$403,215		\$403,215			\$403,215
PARKS MAINTENANCE	\$79,755		\$79,755			\$79,755
NON-DEPARTMENTAL	\$7,000		\$7,000			\$7,000
NON-DEPT. - O&C TIMBER TITLE III	\$56,477		\$56,477			\$56,477
TRANSFERS						
PUBLIC WORKS	\$150,000		\$150,000			\$150,000
DOG CONTROL	\$165,000		\$165,000			\$165,000
MARINE PATROL	\$5,000		\$5,000	a)	(\$5,000)	\$0
LAW LIBRARY	\$20,000		\$20,000			\$20,000
DOMESTIC MEDIATION	\$0		\$0			\$0
FAMILY & COMM. OUTREACH	\$100,000		\$100,000			\$100,000
PUBLIC HEALTH	\$100,000		\$100,000			\$100,000
JUVENILE	\$900,000		\$900,000			\$900,000
FAIR	\$0		\$0	b)	\$125,000	\$125,000
VETERAN'S SERVICES	\$90,000		\$90,000			\$90,000
BUILDING IMPROVEMENT	\$100,000		\$100,000			\$100,000
PUBLIC WORKS CONSTRUCTION	\$50,000		\$50,000			\$50,000
INSURANCE FUND	\$200,000		\$200,000			\$200,000
FUND OPERATING CONTINGENCY	\$3,032,622	(\$29,119)	\$3,003,503	a),b),c)	(\$277,783)	\$2,725,720
TOTALS	\$32,377,500	\$0	\$32,377,500		(\$150,000)	\$32,227,500
SPECIAL FUNDS						
BUILDING INSPECTION FUND	\$1,045,000		\$1,045,000	d)	(\$70,000)	\$975,000
C.A.M.I. FUND	\$170,000		\$170,000			\$170,000
DOMESTIC MEDIATION FUND	\$250,000		\$250,000	e)	(\$25,000)	\$225,000
COURT SECURITY FUND	\$131,000		\$131,000			\$131,000
PUBLIC WORKS FUND						
ADMINISTRATION PROGRAM	\$5,483,740	\$2,500,000	\$7,983,740	f)	(\$1,950,000)	\$6,033,740
COUNTY SHOP	\$798,971		\$798,971			\$798,971
ROAD MAINTENANCE	\$5,595,150		\$5,595,150			\$5,595,150
ROAD CONSTRUCTION	\$825,500		\$825,500			\$825,500
SURVEY	\$476,955		\$476,955			\$476,955
ENGINEERING	\$736,684		\$736,684			\$736,684
TOTALS	\$13,917,000	\$2,500,000	\$16,417,000		(\$1,950,000)	\$14,467,000
PUBLIC LAND CORNER PRES. FUND						
P. W. CONSTRUCTION FUND	\$105,000		\$105,000			\$105,000
DOG CONTROL FUND	\$600,000		\$600,000	g)	\$57,500	\$657,500
MARINE PATROL FUND	\$255,460		\$255,460			\$255,460
LAW LIBRARY FUND	\$85,000		\$85,000	l)	(\$85,000)	\$0
	\$100,000		\$100,000			\$100,000
JUVENILE FUND						
JUVENILE PROBATIONS	\$995,469		\$995,469			\$995,469
JUVENILE SANCTIONS	\$305,531		\$305,531			\$305,531
TOTALS	\$1,301,000	\$0	\$1,301,000		\$0	\$1,301,000
VETERAN'S SERVICES FUND						
COUNTY SCHOOL FUND	\$375,000		\$375,000			\$375,000
ECONOMIC DEVELOPMENT FUND	\$225,000		\$225,000			\$225,000
AMERICAN RESCUE PLAN FUND	\$1,600,000		\$1,600,000			\$1,600,000
HOUSEHOLD HAZARDOUS WASTE	\$200,000		\$200,000	g)	\$20,000	\$220,000
COORDINATED HOUSING FUND	\$135,000		\$135,000			\$135,000
BUILDING IMPROVEMENT FUND	\$2,200,000		\$2,200,000	h)	(\$1,700,000)	\$500,000
PERS RESERVE FUND	\$875,000		\$875,000			\$875,000
	\$1,942,000		\$1,942,000			\$1,942,000

POLK COUNTY
FY 2025-2026
SUMMARY OF RECOMMENDED CHANGES TO
THE APPROVED BUDGET

	PROPOSED BUDGET	Net Change	APPROVED BUDGET	Ref.	Recommended Changes	BUDGET for ADOPTION
FAIR FUND						
YEAR ROUND OPERATIONS	\$1,699,500		\$1,699,500	b)	(\$1,025,000)	\$674,500
ANNUAL COUNTY FAIR	\$280,300		\$280,300			\$280,300
TOTALS	\$1,979,800	\$0	\$1,979,800		(\$1,025,000)	\$954,800
MANAGEMENT SERVICES FUND						
BOARD OF COMMISSIONERS	\$528,838		\$528,838			\$528,838
CENTRAL SERVICES	\$688,494		\$688,494			\$688,494
ACADEMY BLDG MAINT	\$755,362		\$755,362			\$755,362
JAIL - BLDG. MAINT.	\$547,957		\$547,957			\$547,957
BUCHANAN BLDG. MAINT.	\$473,274		\$473,274			\$473,274
RESOURCE CENTER	\$166,250		\$166,250			\$166,250
COURTHOUSE-BLDG. MAINT.	\$1,051,216		\$1,051,216			\$1,051,216
INFORMATION SERVICES	\$2,164,291		\$2,164,291			\$2,164,291
COMPUTER MAPPING(GIS)	\$653,750	(\$205,000)	\$448,750			\$448,750
ACADEMY - ANNEX	\$165,786		\$165,786			\$165,786
FINANCE	\$1,165,549		\$1,165,549			\$1,165,549
HUMAN RESOURCES	\$720,512		\$720,512			\$720,512
COUNTY COUNSEL	\$214,676		\$214,676			\$214,676
TRANSFERS	\$675,000		\$675,000			\$675,000
SPECIAL PROJECTS	\$853,545	(\$195,000)	\$658,545			\$658,545
TOTALS	\$10,824,500	(\$400,000)	\$10,424,500		\$0	\$10,424,500
INSURANCE FUND						
	\$1,350,000	\$0	\$1,350,000		\$0	\$1,350,000
HEALTH SERVICES FUNDS						
HEALTH SERVICES						
ADMINISTRATION	\$2,750,000		\$2,750,000			\$2,750,000
FAMILY & COMM. OUTREACH	\$6,445,000		\$6,445,000	i)	(\$150,000)	\$6,295,000
TOTALS	\$9,195,000	\$0	\$9,195,000		(\$150,000)	\$9,045,000
PUBLIC HEALTH FUND						
FAMILY PLANNING	\$158,762		\$158,762			\$158,762
GENERAL HEALTH	\$2,988,386		\$2,988,386	j)	(\$100,000)	\$2,888,386
WIC	\$412,852		\$412,852			\$412,852
TOTALS	\$3,560,000	\$0	\$3,560,000		(\$100,000)	\$3,460,000
BEHAVIORAL HEALTH						
M.H. ACCESS & ADMINISTRATION	\$6,621,797	\$3,577,500	\$10,199,297	k)	\$2,700,000	\$12,899,297
OUTPATIENT M. H. SERVICES	\$21,955,131		\$21,955,131	k)	\$300,000	\$22,255,131
DEVELOPMENTAL DISABILITY	\$5,552,572		\$5,552,572			\$5,552,572
TOTALS	\$34,129,500	\$3,577,500	\$37,707,000		\$3,000,000	\$40,707,000
TOTAL BUDGET						
	\$118,927,760	\$5,677,500	\$124,605,260		(\$2,177,500)	\$122,427,760

Actions recommended for tentatively approved budget.

- a) Changes to the Marine Patrol Fund resulting in increased payroll costs to the Sheriff's office and an change in the General Fund transfer to the Marine Patrol Fund.
- b) Changes to the Fair Fund resulting in a decrease in both resources and appropriations. Additionally, a change in the General Fund transfer to the Fair fund.
- c) Changes to the Community Corrections department (General Fund) resulting in a decrease in the General Fund Operating Contingency.
- d) Changes to the Building Inspection Fund's beginning fund balance resulting in a decrease in resources and appropriations.
- e) Changes to the Domestic Mediation Fund's beginning fund balance resulting in a decrease in resources and appropriations.
- f) Changes to the Public Works Fund's resources and appropriations.
- g) Changes to the American Rescue Plan Fund's beginning fund balance resulting in a decrease in appropriations.
- h) Changes to the Coordinated Housing Fund's beginning fund balance resulting in a decrease in appropriations.
- i) Changes to the Health Services Fund's beginning fund balance resulting in a decrease in appropriations
- j) Changes in the Public Health Fund's beginning fund balance resulting in a decrease in the Fund's contingency.
- k) Changes in the Behavioral Health Fund's beginning fund balance resulting in an increase in both appropriations and the Fund's contingency.
- l) Changes to the Public Works Construction Fund's beginning fund balance resulting in an increase in both resources and appropriations.

POLK COUNTY

SUMMARY OF RECOMMENDED CHANGES TO THE APPROVED BUDGET FY 2025-2026

DEPARTMENT	(FTE)	PERSONAL SERVICES	MATERIALS AND SERVICES	CAPITAL OUTLAY	OTHER	FY 2025-26 TOTAL BUDGET	FY 2024-25 TOTAL BUDGET	NET CHANGE	PERCENT CHANGE	FY 2024-25 FTE	NET CHANGE	FY 2025-26 REVENUES	NET COST OF PROGRAM
GENERAL FUND (100)													
ASSESSOR	12.00	1,542,291	652,494	0	0	2,194,785	1,990,404	204,381	10.27%	12.00	0.00	336,000	1,858,785
COUNTY CLERK													
RECORDING	1.30	168,189	102,122	0	0	270,311	244,344	25,967	10.63%	1.30	0.00	370,000	-99,689
ELECTIONS	1.70	246,148	264,355	0	0	510,503	460,427	50,076	10.88%	1.50	0.20	30,000	480,503
TREASURER	0.30	47,764	21,236	0	0	69,000	64,328	4,672	7.26%	0.30	0.00	0	69,000
TAX COLLECTOR	1.50	202,931	152,815	0	0	355,746	345,062	10,684	3.10%	1.50	0.00	21,100	334,646
COMMUNITY DEVELOPMENT													
PLANNING	4.55	659,379	259,448	0	0	918,827	860,467	58,360	6.78%	4.55	0.00	307,000	611,827
ENVIRONMENTAL HEALTH	2.20	285,576	168,660	0	0	454,236	410,899	43,337	10.55%	2.20	0.00	452,500	1,736
DISTRICT ATTORNEY													
PROSECUTION	14.30	1,933,288	455,916	0	0	2,389,204	2,218,043	171,161	7.72%	14.30	0.00	80,000	2,309,204
MEDICAL EXAMINER	0.00	60,134	15,960	0	0	76,094	77,057	-963	-1.25%	0.00	0.00	0	76,094
SUPPORT ENFORCEMENT	3.70	455,837	109,103	0	0	564,940	524,178	40,762	7.78%	3.70	0.00	390,000	174,940
VICTIM'S ASSISTANCE	3.75	350,364	110,172	0	0	460,536	450,954	9,582	2.12%	3.75	0.00	195,000	265,536
CASA/COURT APPOINTED SPECIAL ADVOCATE	0.00	0	15,000	0	0	15,000	20,000	-5,000	-25.00%	0.00	0.00	0	15,000
SHERIFF													
PATROL	33.05	5,550,846	1,693,399	0	0	7,244,245	7,368,383	-124,138	-1.68%	35.45	-2.40	346,000	6,898,245
JAIL	34.00	5,844,508	2,494,979	0	0	8,339,487	7,590,260	749,227	9.87%	34.00	0.00	877,000	7,462,487
EMERGENCY MANAGEMENT	1.00	221,543	406,605	0	0	628,148	623,847	4,301	0.69%	1.50	-0.50	550,000	78,148
COMMUNITY SERVICE	3.15	304,865	98,350	0	0	403,215	457,934	-54,719	-11.95%	4.00	-0.85	295,000	108,215
COMMUNITY CORRECTIONS	12.40	1,875,733	588,538	0	0	2,464,271	2,563,197	-98,926	-3.86%	12.55	-0.15	2,575,500	-111,229
PARKS MAINTENANCE	0.00	0	79,755	0	0	79,755	80,701	-946	-1.17%	0.00	0.00	80,500	-745
NON-DEPARTMENTAL													
OTHER	0.00	0	7,000	0	0	7,000	7,000	0	0.00%	0.00	0.00	25,265,900	-25,258,900
O & C TIMBER TITLE III	0.40	50,781	5,696	0	0	56,477	50,000	6,477	12.95%	0.50	-0.10	56,000	477
TRANSFERS		0	0	0	2,000,000	2,000,000	2,040,000	-40,000	-1.96%	0.00	0.00	0	2,000,000
FUND OPERATING CONTINGENCY		0	0	0	2,725,720	2,725,720	3,276,765	-551,045	-16.82%	0.00	0.00	0	2,725,720
UNAPPROPRIATED ENDING FUND BALANCE		0	0	0	0	0	0	0	0.00%	0.00	0.00	0	0
TOTALS	129.30	19,800,177	7,701,603	0	4,725,720	32,227,500	31,724,250	503,250	1.59%	133.10	-3.80	32,227,500	0
BUILDING INSPECTION FUND (110)	5.05	669,164	305,836	0	0	975,000	1,075,000	-100,000	-9.30%	5.05	0.00	975,000	0
C.A.M.I. FUND (140)	0.25	32,307	137,693	0	0	170,000	155,500	14,500	9.32%	0.25	0.00	170,000	0
DOMESTIC MEDIATION FUND (160)	0.00	0	225,000	0	0	225,000	73,000	152,000	208.22%	0.00	0.00	225,000	0
COURT SECURITY (180)	0.00	0	106,000	25,000	0	131,000	152,500	-21,500	-14.10%	0.00	0.00	131,000	0
PUBLIC WORKS FUND (210)													
ADMINISTRATION PROGRAM	3.00	497,349	903,247	0	4,633,144	6,033,740	5,420,880	612,860	11.31%	3.00	0.00	4,625,000	1,408,740
COUNTY SHOP	3.00	425,971	373,000	0	0	798,971	722,744	76,227	10.55%	3.00	0.00	160,000	638,971
ROAD MAINTENANCE PROGRAM	14.00	1,892,150	2,953,000	750,000	0	5,595,150	5,640,918	-45,768	-0.81%	14.00	0.00	9,275,000	-3,679,850
ROAD CONSTRUCTION PROGRAM	0.00	0	720,500	105,000	0	825,500	1,930,500	-1,105,000	-57.24%	0.00	0.00	345,000	480,500
SURVEY	3.00	431,955	45,000	0	0	476,955	449,769	27,186	6.04%	3.00	0.00	50,000	426,955
ENGINEERING	6.00	726,484	10,200	0	0	736,684	692,189	44,495	6.43%	4.00	2.00	12,000	724,684
TOTALS	29.00	3,973,909	5,004,947	855,000	4,633,144	14,467,000	14,857,000	-390,000	-2.63%	27.00	2.00	14,467,000	0
PUBLIC CORNER PRES. FUND (215)	0.00	0	105,000	0	0	105,000	110,000	-5,000	-4.55%	0.00	0.00	105,000	0
DOG CONTROL FUND (220)	1.50	198,550	56,910	0	0	255,460	237,500	17,960	7.56%	1.50	0.00	255,460	0
MARINE PATROL FUND (225)	0.00	0	0	0	0	0	82,500	-82,500	-100.00%	0.05	-0.05	0	0
LAW LIBRARY (230)	0.00	0	100,000	0	0	100,000	85,000	15,000	17.65%	0.00	0.00	100,000	0
HEALTH SERVICES FUND (232)													
HEALTH SERVICES ADMINISTRATION	15.50	2,222,141	527,859	0	0	2,750,000	2,687,651	62,349	2.32%	15.60	-0.10	2,600,000	150,000
FAMILY & COMMUNITY OUTREACH	28.50	3,054,096	3,240,904	0	0	6,295,000	4,347,349	1,947,651	44.80%	27.70	0.80	6,445,000	-150,000
TOTALS	44.00	5,276,237	3,768,763	0	0	9,045,000	7,035,000	2,010,000	28.57%	43.30	0.70	9,045,000	0

DEPARTMENT		PERSONAL SERVICES	MATERIALS AND SERVICES	CAPITAL OUTLAY	OTHER	FY 2025-26 TOTAL BUDGET	FY 2024-25 TOTAL BUDGET	NET CHANGE	PERCENT CHANGE	NET CHANGE	FY 2025-26 REVENUES	NET COST OF PROGRAM
PUBLIC HEALTH FUND (235)												
FAMILY PLANNING	0.25	60,012	98,750	0	0	158,762	143,643	15,119	10.53%	0.20	0.05	78,762
GENERAL HEALTH	14.15	1,781,009	1,005,369	0	102,008	2,888,386	2,984,364	-95,978	-3.22%	14.75	-0.60	-176,614
WIC	2.65	284,588	128,264	0	0	412,852	386,993	25,859	6.68%	2.65	0.00	97,852
TOTALS	17.05	2,125,609	1,232,383	0	102,008	3,460,000	3,515,000	-55,000	-1.56%	17.60	-0.55	0
BEHAVIORAL HEALTH FUND (240)												
BEHAVIORAL HEALTH SUPPORT SERVICES	23.05	2,327,019	734,921	0	9,837,357	12,899,297	16,548,706	-3,649,409	-22.05%	22.50	0.55	-4,232,703
ADDICTION PROGRAMS	0.00	0	0	0	0	0	0	0	#DIV/0!	0.00	0.00	0
OUTPATIENT MENTAL HEALTH SERVICES	97.30	12,382,743	9,872,388	0	0	22,255,131	22,205,409	49,722	0.22%	97.00	0.30	3,005,131
DEVELOPMENTAL DISABILITY	36.80	4,324,030	1,228,542	0	0	5,552,572	4,920,885	631,687	12.84%	37.00	-0.20	1,227,572
SUB-GRANT PROGRAMS	0.00	0	0	0	0	0	0	0	0.00%	0.00	0.00	0
TOTALS	157.15	19,033,792	11,835,851	0	9,837,357	40,707,000	43,675,000	-2,968,000	-6.80%	156.50	0.65	0
JUVENILE DEPT. FUND (245)												
JUVENILE PROBATIONS	5.45	789,127	206,342	0	0	995,469	986,567	8,902	0.90%	5.95	-0.50	30,469
JUVENILE SANCTIONS	0.00	0	305,531	0	0	305,531	290,433	15,098	5.20%	0.00	0.00	-30,469
COMMUNITY SERVICE - JUVENILE	0.00	0	0	0	0	0	0	0	0.00%	0.00	0.00	0
TOTALS	5.45	789,127	511,873	0	0	1,301,000	1,277,000	24,000	1.88%	5.95	-0.50	0
FAIR FUND (260)												
YEAR ROUND OPERATIONS	3.00	331,721	192,779	150,000	0	674,500	505,274	169,226	33.49%	3.00	0.00	83,700
ANNUAL COUNTY FAIR	1.00	167,343	112,957	0	0	280,300	285,726	-5,426	-1.90%	1.00	0.00	-83,700
TOTALS	4.00	499,064	305,736	150,000	0	954,800	791,000	163,800	20.71%	4.00	0.00	0
VETERANS SERVICES FUND (254)		3.00	315,308	59,692	0	375,000	360,000	15,000	4.17%	3.00	0.00	0
COUNTY SCHOOL FUND (270)		0.00	0	225,000	0	225,000	186,000	39,000	20.97%	0.00	0.00	0
ECONOMIC DEVELOPMENT FUND (280)		0.10	26,667	873,333	700,000	1,600,000	1,650,000	-50,000	-3.03%	0.10	0.00	0
AMERICAN RESCUE PLAN (290)		0.00	0	220,000	0	220,000	2,250,000	-2,030,000	-90.22%	1.00	-1.00	0
COORDINATED HOUSING FUND (295)		2.50	313,418	186,582	0	500,000	2,500,000	-2,000,000	-80.00%	2.50	0.00	0
HOUSEHOLD HAZARDOUS WASTE FUND (300)		0.20	34,626	100,374	0	135,000	120,000	15,000	12.50%	0.10	0.10	0
BUILDING IMPROVEMENT FUND (310)		0.00	0	675,000	200,000	875,000	875,000	0	0.00%	0.00	0.00	0
PUBLIC WORKS CONSTRUCTION FUND (219)		0.00	0	647,500	10,000	657,500	557,500	100,000	17.94%	0.00	0.00	0
PERS RESERVE FUND (615)		0.00	0	20,000	1,922,000	1,942,000	1,625,000	317,000	19.51%	0.00	0.00	0
MANAGEMENT SERVICES FUND (610)												
GENERAL SERVICES												
BOARD OF COMMISSIONERS	3.50	506,188	22,650	0	0	528,838	441,990	86,848	19.65%	3.00	0.50	528,838
CENTRAL SERVICES	2.05	284,494	364,000	40,000	0	688,494	617,477	71,017	11.50%	2.05	0.00	200,994
ACADEMY-BUILDING MAINTENANCE	5.35	592,112	163,250	0	0	755,362	646,810	108,552	16.78%	5.35	0.00	-604,638
COURTHOUSE-BUILDING MAINTENANCE	8.60	811,116	240,100	0	0	1,051,216	994,908	56,308	5.66%	7.70	0.90	-73,784
JAIL-BUILDING MAINTENANCE	2.75	283,157	244,800	20,000	0	547,957	521,527	26,430	5.07%	2.85	-0.10	-2,043
BUCHANAN BLDG. MAINTENANCE	1.10	105,774	367,500	0	0	473,274	459,698	13,576	2.95%	1.10	0.00	-11,726
RESOURCE CENTER	1.10	114,850	51,400	0	0	166,250	164,956	1,294	0.00%	1.10	0.00	-13,750
INFORMATION SERVICES	8.00	1,211,991	877,300	75,000	0	2,164,291	1,665,224	499,067	29.97%	7.00	1.00	-5,709
COMPUTER MAPPING (GIS)	2.00	300,700	148,050	0	0	448,750	417,061	31,689	7.60%	2.00	0.00	3,750
ACADEMY-ANNEX	1.10	104,386	61,400	0	0	165,786	0	165,786	0.00%	0.00	1.10	-9,214
FINANCE	6.10	907,599	257,950	0	0	1,165,549	1,103,977	61,572	5.58%	6.60	-0.50	1,165,549
HUMAN RESOURCES	3.50	578,662	141,850	0	0	720,512	597,018	123,494	20.69%	3.00	0.50	595,512
COUNTY COUNSEL	0.85	207,826	6,850	0	0	214,676	201,317	13,359	6.64%	0.85	0.00	202,676
TRANSFERS	0.00	0	0	0	675,000	675,000	700,000	-25,000	-3.57%	0.00	0.00	675,000
SPECIAL PROJECTS	0.00	0	658,545	0	0	658,545	778,037	-119,492	-15.36%	0.00	0.00	-2,651,455
TOTALS	46.00	6,008,855	3,605,645	135,000	675,000	10,424,500	9,310,000	1,114,500	11.97%	42.60	3.40	0
INSURANCE FUND (620)		0.35	98,032	1,207,500	0	1,350,000	1,202,000	148,000	12.31%	0.35	0.00	0
GRAND TOTAL ALL FUNDS	444.90	59,194,842	39,218,221	2,075,000	21,939,697	122,427,760	125,480,750	-3,052,990	-2.43%	443.95	0.95	0

**Polk County
Proposed Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Expenditures**

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

FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Adopted	Acct. FTE Num.	Description	FY 25-26 Proposed	FY 25-26 FTE Approved	Recommended for Adoption FTE
Expenditures							
2,461	0	0	8550	Contracts-Other Public Agency	0	0	0
0	320	500	8580	Special Projects	500	500	500
208	205	1,000	8590	Boards & Commissions Expense	1,000	1,000	1,000
0	0	0	8720	Finance Charges	0	0	0
3,000	3,000	3,000	8750	Community Mediation/VORP	3,000	3,000	3,000
767	565	2,500	8790	Misc. Department Expenses	2,500	2,500	2,500
6,436	4,090	7,000		Total Materials and Services	7,000	7,000	7,000
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							
20,760	285,711	150,000	9810	Transfer to Public Works Fund	150,000	150,000	150,000
140,000	155,000	140,000	9820	Transfer to Dog Control Fund	165,000	165,000	165,000
5,000	5,000	5,000	9830	Transfer to Marine Patrol Fund	5,000	5,000	0
28,000	25,000	25,000	9835	Transfer to Law Library Fund	20,000	20,000	20,000
0	5,000	5,000	9836	Transfer to Domestic Mediation	0	0	0
350,000	100,000	100,000	9838	Transfer to Health Services - FC	100,000	100,000	100,000
75,000	0	150,000	9840	Transfer to Public Health Fund	100,000	100,000	100,000
800,000	765,000	800,000	9850	Transfer to Juvenile Fund	900,000	900,000	900,000
125,000	135,000	200,000	9860	Transfer to Fair Fund	0	0	125,000
120,000	90,000	90,000	9865	Transfer to Veteran's Services F	90,000	90,000	90,000
350,000	100,000	125,000	9880	Transfer to Bldg. Improvement F	100,000	100,000	100,000
100,000	100,000	50,000	9883	Transfer to P. W. Const. Fund	50,000	50,000	50,000
100,000	300,000	200,000	9884	Transfer to Insurance Fund	200,000	200,000	200,000
2,213,760	2,065,711	2,040,000		Total Transfers	1,880,000	1,880,000	2,000,000
2,220,196	2,069,801	2,047,000		Total Departmental Expense	1,887,000	1,887,000	2,007,000
Fund Contingency and Unappropriated Ending Fund Balance							
0	0	3,276,765	9990	Fund Operating Contingency	3,032,622	3,003,503	2,725,720
0	0	0	9995	Unaprop. Ending Fund Balance	0	0	0
Revenues							
6,824,544	6,979,227	5,750,000	6000	Beginning Fund Balance	5,200,000	5,200,000	5,200,000
11,879,601	12,307,890	12,600,000	6010	Property Taxes	13,175,000	13,175,000	13,175,000
148,315	181,070	150,000	6020	Property Taxes Previous Years	165,000	165,000	165,000
3,029,111	3,670,431	3,850,000	6015	Property Taxes - Operating Levy	3,975,000	3,975,000	3,975,000
37,065	45,607	40,000	6017	Property Taxes- Levy Previous Y	50,000	50,000	50,000
390,534	407,408	400,000	6050	Franchise Tax	425,000	425,000	425,000
11,306	0	0	6110	Federal Awards	0	0	0
602,661	616,838	675,000	6120	Federal Pmts in Lieu of Tax (O 8	550,000	550,000	550,000
20,760	285,711	150,000	6140	State Shared Revenues	150,000	150,000	150,000
784,382	775,418	775,000	6142	State Shared Revenues - Excise	775,000	775,000	775,000
25,813	28,152	25,000	6170	Intergovernmental Local Gov't	25,000	25,000	25,000
0	2,288	2,500	6310	Charges for Services - Rentals	2,500	2,500	2,500
95,543	117,784	100,000	6600	Fines and Forfeitures	120,000	120,000	120,000
0	302,545	0	6750	Settlements	0	0	0
706,300	818,762	800,000	6800	Interest Income	650,000	650,000	650,000
0	0	2,750	6990	Miscellaneous	5,000	5,000	3,400
0	0	0	7100	Proceeds from Sale of Assets	0	0	0
25,000	0	0	7920	Transfer from Other Fund	0	0	0
24,580,935	26,539,131	25,320,250		Total Revenues	25,267,500	25,267,500	25,265,900

**Polk County
Proposed Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Expenditures**

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

FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Adopted	FTE	Acct. Num.	Description	FY 25-26 Proposed	FTE	FY 25-26 Approved	FTE	Recommended for Adoption	FTE
Expenditures											
369,512	402,377	393,723	5.45	8010	Clerical/Admin. Specialist	410,000	5.45	410,000	5.45	414,700	5.50
1,316,632	1,478,137	1,650,000	21.00	8030	Professional/Technical	1,500,000	18.60	1,500,000	18.60	1,500,000	18.60
904,552	969,796	1,008,044	8.50	8040	Management/Supervisory	1,045,000	8.50	1,045,000	8.50	1,045,000	8.50
65,277	73,614	73,000	0.50	8060	Elected Official	75,000	0.50	75,000	0.50	75,000	0.50
19,078	3,710	5,000		8080	Temporary/Part-Time	5,000		5,000		5,000	
286,376	336,019	275,000		8090	Overtime	350,000		350,000		350,000	
2,961,427	3,263,653	3,404,767	35.45		Total Salaries	3,385,000	33.05	3,385,000	33.05	3,389,700	33.10
858,001	1,040,761	1,004,406		8110	PERS-Retirement	1,049,350		1,049,350		1,050,807	
0	82,678	85,119		8115	PERS - Assessment	33,850		33,850		33,897	
227,836	257,613	260,465		8120	Social Security/Medicare	258,953		258,953		259,312	
607,796	658,235	726,725		8140	Insurance	694,050		694,050		695,100	
14,369	16,093	17,024		8150	Unemployment	16,925		16,925		16,949	
69,460	80,288	105,548		8160	Workers Compensation Insurance	104,935		104,935		105,081	
4,738,889	5,399,321	5,604,054	35.45		Total Personal Services	5,543,063	33.05	5,543,063	33.05	5,550,846	33.10
3,125	2,850	5,000		8210	Office Supplies	5,000		5,000		5,000	
88,280	51,511	70,000		8220	Operating Supplies	60,000		60,000		60,000	
135,032	118,712	120,000		8225	Fuels and Lubricants	110,000		110,000		110,000	
63,475	14,032	125,000		8240	Software & Maintenance	150,000		150,000		150,000	
70,386	18,599	60,000		8250	Small Tools & Minor Equip	57,000		57,000		57,000	
9,533	2,822	6,500		8310	Advertising and Printing	6,500		6,500		6,500	
6,574	6,965	8,000		8320	Photocopying	8,000		8,000		8,000	
5,815	4,046	6,000		8330	Postage	6,000		6,000		6,000	
39,673	37,852	45,000		8340	Telephone	40,000		40,000		40,000	
7,108	8,563	7,500		8350	Utilities	8,500		8,500		8,500	
810	1,759	2,500		8410	Dues, Memberships & Publicatns	3,500		3,500		3,500	
26,250	25,037	30,000		8420	Workshops and Conferences	27,500		27,500		27,500	
29,794	17,335	22,500		8510	Professional Services	20,000		20,000		20,000	
788	692	0		8540	Contract Services	0		0		0	
161,587	167,307	230,000		8550	Contracts-Other Public Agency	230,000		230,000		230,000	
261,683	63,353	0		8580	Special Projects	0		0		0	
54,527	62,269	70,000		8610	Repairs and Maintenance	65,000		65,000		65,000	
74,902	105,679	70,000		8612	Vehicle Maint.-Sheriff	70,000		70,000		70,000	
57,413	7,097	50,000		8616	Vehicle - Set Up	35,000		35,000		35,000	
0	0	2,000		8620	Sheriff's Reserve Expense	0		0		0	
1,877	1,820	2,000		8740	Bank Charges	2,000		2,000		2,000	
2	0	0		8790	Misc. Dept. Expense	0		0		0	
194,749	204,637	216,536		8810	Rent Interdepartmental	223,500		223,500		223,500	
87,500	130,000	145,000		8820	Insurance Interdepartmental	170,000		170,000		170,000	
148,208	168,971	177,161		8830	Management Services Interdept.	211,351		211,351		211,351	
128,675	132,039	143,632		8840	Information Services Interdept	184,548		184,548		184,548	
1,657,766	1,353,947	1,614,329			Total Materials and Services	1,693,399		1,693,399		1,693,399	
123,129	8,679	0		8920	Buildings	0		0		0	
172,441	0	150,000		8944	Vehicles	0		0		0	
111,383	0	0		8942	Machinery	0		0		0	
406,953	8,679	150,000			Total Capital Outlay	0		0		0	
6,803,608	6,761,947	7,368,383	35.45		Total Department Expenses	7,236,462	33.05	7,236,462	33.05	7,244,245	33.10
Revenues											
26,864	51,537	20,000		6110	Federal Awards	20,000		20,000		20,000	
1,348,520	0	0		6130	State Operating Grants	50,000		50,000		50,000	
112,800	0	0		6131	State Mental Health Grant	0		0		0	
0	9,013	5,000		6170	Intergovt. Local Govt.	0		0		0	
4,214	0	5,000		6180	Non-governmental Grants	0		0		0	
237,103	207,792	225,000		6300	Charges for Services	250,000		250,000		250,000	
8,978	13,401	10,000		6600	Fines & Forfeitures	15,000		15,000		15,000	
276	366	1,000		6980	Donations	1,000		1,000		1,000	
490	17,819	1,000		6990	Miscellaneous	0		0		10,000	
0	0	2,500		7100	Proceeds from Sale of Assets	10,000		10,000		0	
1,739,245	299,928	269,500			Total Revenues	346,000		346,000		346,000	
Net Cost of Program											
5,064,363	6,462,019	7,098,883			Expenditures less Revenue	6,890,462		6,890,462		6,898,245	

**Polk County
Adopted Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Revenues**

Fund	100 General
Revenues for all departments	

FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Adopted	Divn. Num.	Acct. Num.	Description	FY 25-26 Proposed	FY 25-26 Approved	Recommended for Adoption	Department
9,629	10,050	10,000	120	6200	Permits and Licenses	10,000	10,000	10,000	Recording
320,925	293,109	325,000	120	6300	Charges for Services	360,000	360,000	360,000	Recording
0	13	0	120	6990	Miscellaneous	0	0	0	Recording
29,219	0	7,500	130	6130	State Operating Grants	10,000	10,000	10,000	Elections
1,338	76,571	20,000	130	6300	Charges for Services	20,000	20,000	20,000	Elections
6,092,142	5,712,114	5,750,000	199	6000	Beginning Fund Balance	5,200,000	5,200,000	5,200,000	Non-Departmental
11,879,601	12,307,890	12,600,000	199	6010	Property Taxes	13,175,000	13,175,000	13,175,000	Non-Departmental
148,315	181,070	150,000	199	6020	Property Taxes Previous Years	165,000	165,000	165,000	Non-Departmental
3,029,111	3,670,431	3,850,000	199	6015	Property Taxes - Operating Levy	3,975,000	3,975,000	3,975,000	Operating Levy
37,065	45,607	40,000	199	6017	Property Taxes Levy Previous Year	50,000	50,000	50,000	Operating Levy
390,534	407,408	400,000	199	6050	Franchise Tax	425,000	425,000	425,000	Non-Departmental
11,306	0	0	199	6110	Federal Awards	0	0	0	Non-Departmental
602,661	616,838	675,000	199	6120	Federal Pmt. in Lieu of Tax (O&C)	550,000	550,000	550,000	Non-Departmental
49,472	50,906	50,000	200	6221	Federal Pmt. in Lieu of Tax (Title III)	56,000	56,000	56,000	Non-Departmental
20,760	285,711	150,000	199	6140	State Shared Revenues	150,000	150,000	150,000	Non-Departmental
784,382	775,418	775,000	199	6142	State Shared Revenues-Excise Tax	775,000	775,000	775,000	Non-Departmental
25,813	28,152	25,000	199	6170	Intergovernmental Local Govt.	25,000	25,000	25,000	Non-Departmental
0	2,288	2,500	199	6310	Charges for Services-Rentals	2,500	2,500	2,500	Non-Departmental
95,543	117,784	100,000	199	6600	Fines and Forfeitures	120,000	120,000	120,000	Non-Departmental
0	302,545	0	199	6750	Settlements	0	0	0	Non-Departmental
706,300	818,762	800,000	199	6800	Interest Income	650,000	650,000	650,000	Non-Departmental
115,318	7,755	2,750	**	6990	Miscellaneous	5,000	5,000	5,000	Various Departments
273,563	309,133	310,000	210	6130	State Operating Grants-CAFA	325,000	325,000	325,000	Assessment
685	2,306	1,000	210	6300	Charges for Services	1,000	1,000	1,000	Assessment
8,390	7,955	10,000	210	6305	MS Fees	10,000	10,000	10,000	Assessment
11,597	8,211	5,000	220	6300	Charges for Services	7,500	7,500	7,500	Tax Collector
3,173	6,345	10,000	220	6600	Fines and Forfeitures	12,500	12,500	12,500	Tax Collector
0	-112	0	220	6800	Interest Income	0	0	0	Tax Collector
120,000	120,000	130,000	310	6170	Intergovernmental Local Govt.	130,000	130,000	130,000	Planning
4,890	2,564	2,000	310	6200	Permits and Licenses	3,000	3,000	3,000	Planning
139,697	140,368	134,000	310	6300	Charges for Services	174,000	174,000	174,000	Planning
30,000	0	35,000	410	6130	State Operating Grants	0	0	0	Prosecution
73,015	79,307	70,000	410	6300	Charges for Services	80,000	80,000	80,000	Prosecution
254,948	388,684	350,000	415	6110	Federal Awards	350,000	350,000	350,000	Support Enforcement
21,969	42,277	35,000	415	6130	State Operating Grants	35,000	35,000	35,000	Support Enforcement
6,474	6,453	5,000	415	6300	Charges for Services	5,000	5,000	5,000	Support Enforcement
173,894	126,259	158,000	418	6110	Federal Awards	138,000	138,000	138,000	Victim's Assistance
71,571	85,875	57,000	418	6140	State Shared Revenues	57,000	57,000	57,000	Victim's Assistance
26,864	51,537	20,000	430	6110	Federal Awards	20,000	20,000	20,000	Patrol
1,348,520	0	0	430	6130	State Operating Grants	50,000	50,000	50,000	Patrol
112,800	0	0	430	6131	State Mental Health Grant	0	0	0	Patrol
0	9,013	5,000	430	6170	Intergovernmental Local Govt.	0	0	0	Patrol
4,214	0	5,000	430	6180	Non-Governmental Grants	0	0	0	Patrol
237,103	207,792	225,000	430	6300	Charges for Services	250,000	250,000	250,000	Patrol
8,978	13,401	10,000	430	6600	Fines and Forfeitures	15,000	15,000	15,000	Patrol
274	366	1,000	430	6980	Donations	1,000	1,000	1,000	Patrol
490	17,819	1,000	430	6990	Miscellaneous	10,000	10,000	10,000	Patrol
0	114,518	25,000	435	6110	Federal Awards	25,000	25,000	25,000	Jail
350,000	200,000	200,000	435	6140	State Shared Revenue (Impact)	300,000	300,000	300,000	Jail
591,144	536,468	525,000	435	6300	Charges for Services	550,000	550,000	550,000	Jail
2,679	3,592	2,000	435	6600	Fines and Forfeitures	2,000	2,000	2,000	Jail
0	0	15,000	435	6820	Commissions	0	0	0	Jail
925,756	339,781	300,000	440	6110	Federal Awards	300,000	300,000	300,000	Emergency Management
10,000	0	0	440	6130	State Operating Grants	0	0	0	Emergency Management
239,822	238,351	250,000	440	6310	Charges for Services-Rentals	250,000	250,000	250,000	Emergency Management
8,879	1,150	0	457	6110	Federal Awards	0	0	0	Community Corrections
2,502,875	2,063,885	2,300,000	457	6130	State Operating Grants	2,675,000	2,675,000	2,525,000	Community Corrections
48,262	37,270	50,000	457	6300	Charges for Services	50,000	50,000	50,000	Community Corrections
3,546	0	0	470	6310	Charges for Services-Rentals	0	0	0	Community Corrections
12,405	29,276	25,000	470	6110	Federal Awards	25,000	25,000	25,000	Comm. Serv.-Diversion
3,450	50,000	50,000	470	6130	State Operating Grants	50,000	50,000	50,000	Comm. Serv.-Diversion
203,481	222,541	200,000	470	6300	Charges for Services	220,000	220,000	220,000	Comm. Serv.-Diversion
84,126	97,512	100,000	590	6050	Franchise Tax	115,000	115,000	115,000	Environmental Health
2,924	0	7,500	590	6110	Federal Awards	7,500	7,500	7,500	Environmental Health
8,771	12,678	5,000	590	6130	State Operating Grants	10,000	10,000	10,000	Environmental Health
247,437	263,836	245,000	590	6200	Permits and Licenses	300,000	300,000	300,000	Environmental Health
18,375	18,016	20,000	590	6300	Charges for Services	20,000	20,000	20,000	Environmental Health
0	1,294,743	0	750	6130	State Operating Grants	0	0	0	Parks Maintenance
81,597	81,130	90,000	750	6140	State Shared Revenues	80,000	80,000	80,000	Parks Maintenance
0	0	500	750	6300	Charges for Services	500	500	500	Parks Maintenance
421,923	0	0	750	6750	Settlements	0	0	0	Parks Maintenance
33,049,995	32,940,722	31,721,750			Fund Total	32,377,500	32,377,500	32,227,500	

**Polk County
Proposed Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Expenditures**

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

FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Adopted	FTE	Acct. Num.	Description	FY 25-26 Proposed	FTE	FY 25-26 Approved	FTE	Recommended for Adoption	FTE
Expenditures											
4,191	4,234	4,500	0.05	8010	Clerical/Admin. Specialist	4,700	0.05	4,700	0.05	0	0.00
16,234	12,069	30,000		8030	Professional/Technical	20,000		20,000		0	
0	0	0	0.00	8040	Management/Supervisory	0	0.00	0	0.00	0	0.00
3,251	9,916	5,000		8080	Temporary/Part-time	15,000		15,000		0	
68	0	0		8090	Overtime	0		0		0	
23,744	26,219	39,500	0.05		Total Salaries	39,700	0.05	39,700	0.05	0	0.00
2,260	2,489	7,900		8110	PERS-Retirement	3,970		3,970		0	
0	925	988		8115	PERS - Assessment	397		397		0	
1,720	1,974	3,022		8120	Social Security/Medicare	3,037		3,037		0	
1,488	1,841	975		8140	Insurance	975		975		0	
111	124	198		8150	Unemployment	199		199		0	
793	763	1,185		8160	Workers Compensation Insurance	1,191		1,191		0	
30,116	34,335	53,767	0.05		Total Personal Services	49,469	0.05	49,469	0.05	0	0.00
0	0	0		8210	Office Supplies	0		0		0	
505	236	1,000		8220	Operating Supplies	1,000		1,000		0	
9,069	6,314	10,000		8225	Fuels and Lubricants	10,000		10,000		0	
0	1,930	170		8250	Small Tools & Minor Equipment	200		200		0	
0	0	0		8310	Advertising & Printing	0		0		0	
497	722	500		8340	Telephone	500		500		0	
2,555	1,786	2,200		8350	Utilities	2,200		2,200		0	
1,025	700	800		8410	Dues, Memberships & Publicatns	800		800		0	
0	0	908		8420	Workshops and Conferences	0		0		0	
0	0	0		8550	Contracts - Other Public Agencies	0		0		0	
0	0	0		8580	Special Projects	7,069		7,069		0	
0	17	2,575		8610	Repairs and Maintenance	2,500		2,500		0	
3,716	2,732	5,000		8612	Vehicle Maint.-Sheriff	5,000		5,000		0	
0	0	0		8616	Vehicle Set-up	0		0		0	
1,000	1,100	1,200		8820	Insurance Interdepartmental	1,400		1,400		0	
3,728	4,021	4,380		8830	Management Services Interdept.	4,862		4,862		0	
22,095	19,558	28,733			Total Materials and Services	35,531		35,531		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	
52,211	53,893	82,500	0.05		Total Department Expenses	85,000	0.05	85,000	0.05	0	0.00
Revenues											
(19,303)	10,165	2,500		6000	Beginning Fund Balance	5,000		5,000		0	
0	0	0		6110	Federal Awards	0		0		0	
76,679	44,106	75,000		6130	State Operating Grants	75,000		75,000		0	
0	0	0		6990	Miscellaneous	0		0		0	
0	0	0		7100	Proceeds from Sale of Assets	0		0		0	
5,000	5,000	5,000		7900	Operating Transfers In	5,000		5,000		0	
62,376	59,271	82,500			Total Revenues	85,000		85,000		0	
Net Cost of Program											
10,165	5,378	(0)			Expenditures less Revenue	(0)		(0)		(1)	

**Polk County
Proposed Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Expenditures**

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

FY 22-23	FY 23-24	FY 24-25		Acct.		FY 25-26		FY 25-26		Recommended for	
Actual	Actual	Adopted	FTE	Num.	Description	Proposed	FTE	Approved	FTE	Adoption	FTE
Expenditures											
125,047	149,377	104,078	2.00	8010	Clerical/Admin. Specialist	113,000	2.00	113,000	2.00	113,000	2.00
0	0	0	0.00	8020	Laborer	0	0.00	0	0.00	0	0.00
784,977	646,491	733,010	8.00	8030	Professional/Technical	757,000	8.00	757,000	8.00	757,000	8.00
120,039	110,151	180,000	2.00	8040	Management/Supervisory	177,500	1.85	177,500	1.85	177,500	1.85
71,412	74,758	78,395	0.55	8050	Department Head	81,000	0.55	81,000	0.55	81,000	0.55
0	0	0	0.00	8080	Temporary/Part-time	0	0.00	0	0.00	0	0.00
14,189	27,089	15,000		8090	Overtime	25,000		25,000		25,000	
1,115,664	1,007,866	1,110,483	12.55		Total Salaries	1,153,500	12.40	1,153,500	12.40	1,153,500	12.40
313,875	324,250	327,592		8110	PERS-Retirement	340,283		340,283		340,283	
0	26,988	27,762		8115	PERS - Assessment	11,535		11,535		11,535	
85,725	79,714	84,952		8120	Social Security/Medicare	88,243		88,243		88,243	
262,108	224,570	244,725		8140	Insurance	241,800		241,800		241,800	
5,588	5,066	5,552		8150	Unemployment	5,768		5,768		5,768	
16,426	23,619	33,313		8160	Workers Comp. Insurance	34,604		34,604		34,604	
1,799,386	1,692,073	1,834,381	12.55		Total Personal Services	1,875,733	12.40	1,875,733	12.40	1,875,733	12.40
4,621	2,737	5,000		8210	Office Supplies	5,000		5,000		5,000	
4,783	7,833	6,000		8220	Operating Supplies	6,000		6,000		6,000	
5,879	9,723	8,500		8240	Software and Maintenance	8,500		10,000		10,000	
5,534	5,489	7,500		8250	Small Tools & Minor Equip.	9,500		9,500		9,500	
984	782	1,000		8310	Advertising & Printing	1,000		1,000		1,000	
6,265	5,665	6,000		8320	Photocopying	6,000		6,000		6,000	
2,208	2,140	2,500		8330	Postage	2,500		2,500		2,500	
11,562	12,782	12,000		8340	Telephone	13,000		13,000		13,000	
2,631	2,337	9,000		8410	Dues, Memberships & Publ	6,000		6,000		6,000	
23,441	19,901	20,000		8420	Workshops and Conferences	20,000		20,000		20,000	
10,042	11,820	12,000		8430	Transportation	12,000		12,000		12,000	
182,326	112,011	200,000		8510	Professional Services	25,000		25,000		25,000	
0	0	0		8520	Medical Care	0		0		0	
34,561	28,428	25,000		8540	Contract Services	38,000		38,000		38,000	
20,572	7,500	15,000		8550	Contract - Other Public Agencies	0		0		0	
6,936	4,298	5,000		8580	Special Projects	5,000		5,000		5,000	
1,379	1,434	2,500		8610	Repairs and Maintenance	2,500		2,500		2,500	
134	142	1,500		8614	Vehicle Maintenance	1,500		1,500		1,500	
47,725	33,498	35,000		8670	Boarding Expense	30,000		35,000		35,000	
212,000	215,000	220,000		8810	Rental-interdepartmental	230,000		230,000		230,000	
4,000	5,000	5,500		8820	Insurance Interdepartmental	6,700		6,700		6,700	
63,701	64,439	66,763		8830	Management Services Interdept.	73,195		73,195		73,195	
50,893	54,178	63,053		8840	Information Services Interdept.	80,643		80,643		80,643	
702,177	607,137	728,816			Total Materials and Services	582,038		588,538		588,538	
34,912	43,998	0		8944	Vehicles	0		0		0	
0	0	0		8948	Computers and Attachments	0		0		0	
34,912	43,998	0			Total Capital Outlay	0		0		0	
2,536,475	2,343,208	2,563,197	12.55		Total Department Expenses	2,457,771	12.40	2,464,271	12.40	2,464,271	12.40
Revenues											
8,879	1,150	0		6110	Federal Awards	0		0		0	
2,502,875	2,063,886	2,300,000		6130	State Operating Grants	2,450,000		2,450,000		2,300,000	
0	0	0		6130	State Operating Grant-Drug Court	225,000		225,000		225,000	
0	0	0		6170	Intergovernmental Local Govt.	0		0		0	
48,262	37,270	50,000		6300	Charges for Services	50,000		50,000		50,000	
3,546	0	0		6310	Charges for Services - Rentals	0		0		0	
0	0	0		6600	Fines & Forfeitures	0		0		0	
0	0	0		6980	Donations	0		0		0	
87,123	0	500		6990	Miscellaneous	500		500		500	
0	0	0		7100	Proceeds from Sale of Assets	0		0		0	
2,650,685	2,102,306	2,350,500			Total Revenues	2,725,500		2,725,500		2,575,500	
Net Cost of Program											
114,210	(240,902)	(212,697)			Expenditures less Revenue	267,729		261,229		111,229	

Polk County
Proposed Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Expenditures

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

FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Adopted	FTE	Acct. Num.	Description	FY 25-26 Proposed	FTE	FY 25-26 Approved	FTE	Recommended for Adoption	FTE
Expenditures											
35,000	30,510	33,000	0.75	8010	Clerical/Admin. Specialist	33,000	0.75	33,000	0.75	33,000	0.75
73,546	38,490	65,000	1.50	8020	Laborer	28,000	0.50	28,000	0.50	28,000	0.50
0	0	0	0.00	8030	Professional Technical	41,000	1.00	41,000	1.00	41,000	1.00
73,116	68,157	70,000	0.75	8040	Management/Supervisory	74,000	0.75	74,000	0.75	74,000	0.75
13,310	16,469	10,000		8080	Temporary/Part-Time	10,000		10,000		10,000	
5,229	5,243	5,000		8090	Overtime	7,500		7,500		7,500	
200,201	158,869	183,000	3.00		Total Salaries	193,500	3.00	193,500	3.00	193,500	3.00
55,053	48,935	52,155		8110	PERS-Retirement	55,148		55,148		55,148	
0	4,125	4,575		8115	PERS - Assessment	1,935		1,935		1,935	
15,099	12,515	14,000		8120	Social Security/Medicare	14,803		14,803		14,803	
68,984	48,047	61,500		8140	Insurance	61,500		61,500		61,500	
995	797	915		8150	Unemployment	968		968		968	
3,435	2,870	3,659		8160	Workers Comp. Insurance	3,868		3,868		3,868	
343,767	276,158	319,803	3.00		Total Personal Services	331,721	3.00	331,721	3.00	331,721	3.00
1,249	531	500		8210	Office Supplies	500		500		500	
9,996	17,079	12,000		8220	Operating Supplies	8,000		8,000		8,000	
2,761	3,250	1,200		8225	Fuels & Lubricants	1,000		1,000		1,000	
519	653	800		8230	Food Services and Supplies	500		500		500	
3,228	2,123	1,200		8240	Software & Maintenance	500		500		500	
4,508	14,900	2,000		8250	Small Tools & Equipment	0		0		0	
3,315	2,448	3,000		8310	Advertising and Printing	2,500		2,500		2,500	
1,209	1,599	600		8320	Photocopying	600		600		600	
315	732	300		8330	Postage	600		600		600	
5,190	2,231	5,000		8340	Telephone	100		100		100	
40,269	41,935	40,000		8350	Utilities	40,000		40,000		40,000	
3,674	3,637	4,000		8410	Dues, Memberships & Publications	3,000		3,000		3,000	
945	2,890	1,500		8420	Workshops and Conferences	1,500		1,500		1,500	
2,400	1,004	500		8510	Professional Services	500		500		500	
0	674	0		8540	Contract Services	0		0		0	
274,087	105,772	28,437		8580	Special Projects	168,050		168,050		43,050	
39,972	61,588	40,000		8610	Repairs and Maintenance	40,000		40,000		40,000	
0	0	200		8614	Vehicle Maint. - General Services	0		0		0	
3,577	460	100		8790	Misc. Departmental Expenses	100		100		100	
10,000	11,000	12,000		8820	Insurance Interdepartmental	15,000		15,000		15,000	
20,548	21,664	23,637		8830	Management Services Interdept.	22,866		22,866		22,866	
7,760	7,587	8,497		8840	Information Services Interdept.	12,463		12,463		12,463	
435,522	303,757	185,471			Total Materials and Services	317,779		317,779		192,779	
100	0	0		8920	Buildings	550,000		550,000		75,000	
0	0	0		8930	Improvements Other than Bldgs.	500,000		500,000		75,000	
100	0	0			Total Capital Outlay	1,050,000		1,050,000		150,000	
779,389	579,915	505,274	3.00		Total Department Expense	1,699,500	3.00	1,699,500	3.00	674,500	3.00
Revenues											
178,875	25,026	25,000		6000	Beginning Fund Balance	25,000		25,000		25,000	
0	0	0		6015	Property Taxes - Operating Levy	1,150,000		1,150,000		0	
0	2,066	0		6130	State Operating Grants	150,000		150,000		150,000	
6,096	0	0		6110	Federal Awards	0		0		0	
266,248	176,913	70,000		6170	Intergovernmental Local Govt.	42,500		42,500		42,500	
44,802	46,124	50,000		6300	Charges for Services	55,000		55,000		55,000	
170,992	168,270	180,000		6310	Charges for Services-Rentals	180,000		180,000		180,000	
2,193	3,137	2,000		6320	Charges for Services-Concessions	3,300		3,300		3,300	
1,175	2,700	8,000		6980	Donations	5,000		5,000		5,000	
3,815	9,034	2,500		6990	Miscellaneous	5,000		5,000		5,000	
125,000	135,000	200,000		7910	Transfer from General Fund	0		0		125,000	
0	100,000	0		7920	Transfer from Other Fund	0		0		0	
799,196	668,270	537,500			Total Revenues	1,615,800		1,615,800		590,800	
Net Cost of Program											
19,807	88,355	(32,226)			Expenditures less Revenue	83,700		83,700		83,700	
990,354	847,319	791,000	4.00		Total Fund Requirements	1,979,800	4.00	1,979,800	4.00	954,800	4.00
1,015,380	873,341	791,000			Total Fund Resources	1,979,800		1,979,800		954,800	
25,026	26,022	(0)	4.00		Net Fund Balance	(0)	4.00	(0)	4.00	(0)	4.00

**Polk County
Proposed Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Expenditures**

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

FY 22-23 Actual	FY 23-24 Actual	FY 25-26 Approved	FTE	Acct. Num.	Description	FY 25-26 Proposed	FTE	FY 25-26 Approved	FTE	Recommended for Adoption	FTE
Expenditures											
0	0	0	0.00	8010	Clerical/Admin. Specialist	0	0.00	0	0.00	0	0.00
38,645	97,249	105,000	2.00	8030	Professional/Technical	120,000	2.00	120,000	2.00	120,000	2.00
7,667	21,242	22,500	0.25	8040	Management/Supervisory	24,000	0.25	24,000	0.25	24,000	0.25
0	0	32,500	0.25	8050	Department Head	37,500	0.25	37,500	0.25	37,500	0.25
0	0	1,500		8080	Temporary/Part-time	1,500		1,500		1,500	
489	1,240	2,500		8090	Overtime	5,000		5,000		5,000	
46,801	119,731	164,000	2.50		Total Salaries	188,000	2.50	188,000	2.50	188,000	2.50
7,502	28,204	48,380		8110	PERS-Retirement	55,460		55,460		55,460	
0	3,500	4,100		8115	PERS - Assessment	1,880		1,880		1,880	
3,447	9,694	12,546		8120	Social Security/Medicare	14,382		14,382		14,382	
18,980	31,424	51,250		8140	Insurance	51,250		51,250		51,250	
233	615	820		8150	Unemployment	940		940		940	
178	447	1,314		8160	Workers Comp. Insurance	1,506		1,506		1,506	
77,141	193,614	282,410	2.50		Total Personal Services	313,418	2.50	313,418	2.50	313,418	2.50
0	0	260		8210	Office Supplies	260		260		260	
0	0	2,000		8220	Operating Supplies	2,000		2,000		2,000	
0	812	0		8225	Fuels and Lubricants	0		0		0	
0	0	1,000		8240	Software & Maintenance	1,000		1,000		1,000	
1,432	0	1,500		8250	Small Tools & Minor Equip.	1,500		1,500		1,500	
50	428	1,000		8310	Advertising & Printing	1,000		1,000		1,000	
0	0	250		8320	Photocopying	250		250		250	
0	0	100		8330	Postage	100		100		100	
80	1,101	1,000		8340	Telephone	1,000		1,000		1,000	
0	8,190	0		8410	Dues, Memberships & Publications	0		0		0	
0	294	3,500		8420	Workshops and Conferences	3,500		3,500		3,500	
265	21	1,900		8430	Transportation	1,900		1,900		1,900	
0	0	50,000		8510	Professional Services	50,000		50,000		50,000	
47,729	71,075	10,000		8540	Contract Services	10,000		10,000		10,000	
0	194	0		8565	Client Assistance	0		0		0	
1,889	4,782	700,000		8560	Special Projects	700,000		700,000		49,592	
0	0	0		8740	Bank Charges	0		0		0	
0	0	1,000		8790	Misc. Department Expenses	1,000		1,000		1,000	
0	10,000	10,000		8810	Rent Interdepartmental	15,000		15,000		15,000	
0	0	0		8820	Insurance Interdepartmental	250		250		250	
0	10,000	14,600		8830	Management Services Interdept.	43,230		43,230		43,230	
0	2,250	5,000		8840	Information Services Interdept.	5,000		5,000		5,000	
51,445	109,146	803,110			Total Materials and Services	836,990		836,990		186,582	
0	496,568	500,000		8920	Buildings	0		0		0	
0	0	0		8948	Computers and Attachments	0		0		0	
0	496,568	500,000			Total Capital Outlay	0		0		0	
0	0	914,480		9990	Contingency	1,049,592		1,049,592		0	
0	0	914,480			Total Contingency	1,049,592		1,049,592		0	
128,586	799,328	2,500,000	2.50		Total Department Expenses	2,200,000	2.50	2,200,000	2.50	500,000	2.50
Revenues											
1,000,000	3,327,786	2,500,000		6000	Beginning Balance	2,200,000		2,200,000		500,000	
0	0	0		6110	Federal Awards	0		0		0	
0	0	0		6130	State Operating Grants	0		0		0	
2,456,372	0	0		6131	State Operating Grants - BH	0		0		0	
0	0	0		6170	Intergovernmental Local Govt.	0		0		0	
0	0	0		6800	Interest Income	0		0		0	
0	0	0		6990	Miscellaneous	0		0		0	
3,456,372	3,327,786	2,500,000			Total Revenues	2,200,000		2,200,000		500,000	
Net Cost of Program											
(3,327,786)	(2,528,458)	(0)			Expenditures less Revenue	(0)		(0)		(0)	

**Polk County
Proposed Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Expenditures**

210 Public Works	(Fund)
610 Public Works Administration	(Divn)
610 Public Works	(Dept)

FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Adopted	FTE	Acct. Num.	Description	FY 25-26 Proposed	FTE	FY 25-26 Approved	FTE	Recommended for Adoption	FTE
Expenditures											
42,604	51,393	54,574	1.00	8010	Clerical/Admin. Specialist	60,000	1.00	60,000	1.00	60,000	1.00
72,676	73,410	74,532	1.00	8040	Management/Supervisory	75,000	1.00	75,000	1.00	75,000	1.00
147,150	151,488	155,928	1.00	8050	Department Head	158,000	1.00	158,000	1.00	158,000	1.00
0	0	1,000		8080	Temporary/Part-Time	1,000		1,000		1,000	
15,700	9,205	7,500		8090	Overtime	20,000		20,000		20,000	
278,130	286,496	293,534	3.00		Total Salaries	314,000	3.00	314,000	3.00	314,000	3.00
63,794	78,303	83,657		8110	PERS-Retirement	89,490		89,490		89,490	
0	6,869	7,338		8115	PERS - Assessment	3,140		3,140		3,140	
20,955	22,388	22,455		8120	Social Security/Medicare	24,021		24,021		24,021	
57,455	65,544	64,500		8140	Insurance	64,500		64,500		64,500	
1,371	1,410	1,468		8150	Unemployment	1,570		1,570		1,570	
1,030	1,892	587		8160	Workers Comp. Insurance	628		628		628	
422,735	461,902	473,540	3.00		Total Personal Services	497,349	3.00	497,349	3.00	497,349	3.00
2,494	3,865	3,000		8210	Office Supplies	3,000		3,000		3,000	
1,728	1,284	0		8220	Operating Supplies	0		0		0	
4,435	20,499	4,000		8240	Software & Maintenance	4,000		4,000		4,000	
4,691	382	3,000		8250	Small Tools & Minor Equipment	3,000		3,000		3,000	
1,738	2,423	1,000		8310	Advertising and Printing	1,000		1,000		1,000	
3,634	3,914	5,000		8320	Photocopying	5,000		5,000		5,000	
1,338	980	1,500		8330	Postage	1,500		1,500		1,500	
8,605	9,405	10,000		8340	Telephone	12,500		12,500		12,500	
4,086	3,610	7,500		8350	Utilities	7,500		7,500		7,500	
5,895	0	0		8370	Settlements	0		0		0	
7,192	8,708	4,000		8410	Dues, Memberships & Publicatns	7,500		7,500		7,500	
161	1,440	1,500		8420	Workshops and Conferences	1,500		1,500		1,500	
0	0	250		8430	Transportation	250		250		250	
13,010	31,599	40,000		8510	Professional Services	40,000		40,000		40,000	
751	692	0		8540	Contract Services	0		0		0	
53,437	65,150	50,000		8610	Repairs and Maintenance	75,000		75,000		75,000	
89	0	0		8790	Misc. Department Expense	0		0		0	
97,500	145,000	160,000		8820	Insurance Interdepartmental	192,000		192,000		192,000	
219,216	238,333	290,650		8830	Management Services Interdept.	319,182		319,182		319,182	
128,504	145,159	161,086		8840	Information Services Interdept	230,315		230,315		230,315	
558,604	682,443	742,486			Total Materials and Services	903,247		903,247		903,247	
7,447	0	0		8920	Buildings	0		0		0	
932	0	0		8948	Computers & Attachments	0		0		0	
8,379	0	0			Total Capital Outlay	0		0		0	
500,000	500,000	500,000		9883	Transfer to P.W. Construction Fund	522,500		522,500		600,000	
500,000	500,000	500,000			Total Transfer	522,500		522,500		600,000	
0	0	3,704,854		9990	Contingency	3,560,644		6,060,644		4,033,144	
0	0	3,704,854			Total Contingency	3,560,644		6,060,644		4,033,144	
1,489,618	1,644,345	5,420,880	3.00		Total Department Expenses	5,483,740	3.00	7,983,740	3.00	6,033,740	3.00
Revenues											
4,103,313	4,784,343	4,700,000		6000	Beginning Fund Balance	4,700,000		4,700,000		4,500,000	
0	0	0		6130	State Operating Grants	0		0		0	
143,079	40,242	40,000		6300	Charges for Services	50,000		50,000		50,000	
85,027	104,102	75,000		6800	Interest Income	75,000		75,000		75,000	
2,085	0	0		6990	Miscellaneous	0		0		0	
0	0	0		7920	Transfer from another Fund	0		0		0	
4,333,504	4,928,687	4,815,000			Total Revenues	4,825,000		4,825,000		4,625,000	
Net Cost of Program											
(2,843,886)	(3,284,342)	605,880			Expenditures less Revenue	658,740		3,158,740		1,408,740	

**Polk County
Proposed Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Expenditures**

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

FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Adopted	FTE	Acct. Num.	Description	FY 25-26 Proposed	FTE	FY 25-26 Approved	FTE	Recommended for Adoption	FTE
Expenditures											
711,041	720,207	820,000	13.00	8020	Laborer	850,000	13.00	850,000	13.00	850,000	13.00
0	0	0	0.00	8030	Professional/Technical	0	0.00	0	0.00	0	0.00
93,663	98,580	104,840	1.00	8040	Management/Supervisory	110,000	1.00	110,000	1.00	110,000	1.00
21,899	45,899	30,000		8080	Temporary/Part-Time	40,000		40,000		40,000	
99,156	107,377	75,000		8090	Overtime	100,000		100,000		100,000	
925,759	972,063	1,029,840	14.00		Salaries	1,100,000	14.00	1,100,000	14.00	1,100,000	14.00
227,650	242,759	257,460		8110	PERS-Retirement	319,000		319,000		319,000	
0	23,025	25,746		8115	PERS - Assessment	11,000		11,000		11,000	
70,907	76,754	78,783		8120	Social Security/Medicare	84,150		84,150		84,150	
245,451	265,328	294,000		8140	Insurance	301,000		301,000		301,000	
4,648	4,880	5,149		8150	Unemployment	5,500		5,500		5,500	
39,684	44,839	66,940		8160	Workers Comp. Insurance	71,500		71,500		71,500	
1,514,099	1,629,648	1,757,918	14.00		Total Personal Services	1,892,150	14.00	1,892,150	14.00	1,892,150	14.00
128	0	500		8210	Office Supplies	500		500		500	
267,412	679,065	550,000		8220	Operating Supplies	550,000		550,000		550,000	
306,038	328,861	350,000		8225	Fuels & Lubricants	350,000		350,000		350,000	
0	0	1,500		8240	Software & Maintenance	1,500		1,500		1,500	
13,186	1,475	10,000		8250	Small Tools & Minor Equip	10,000		10,000		10,000	
0	0	500		8310	Advertising & Printing	500		500		500	
915	970	2,000		8340	Telephone	2,000		2,000		2,000	
19,896	22,280	20,000		8350	Utilities	25,000		25,000		25,000	
6,433	6,838	3,500		8420	Workshops and Conferences	3,500		3,500		3,500	
2,887	2,505	5,000		8510	Professional Services	5,000		5,000		5,000	
350,487	421,704	550,000		8540	Contract Services	550,000		550,000		550,000	
64,552	0	200,000		8580	Special Projects	200,000		200,000		200,000	
24,388	16,448	5,000		8610	Repairs & Maintenance	5,000		5,000		5,000	
(55)	141	0		8616	Vehicle Set-up	0		0		0	
33,362	36,929	150,000		8630	Road Maintenance	150,000		150,000		150,000	
5,633	16,053	25,000		8631	Bridge Maintenance	25,000		25,000		25,000	
859,331	821,901	150,000		8632	Chip Seals	150,000		150,000		150,000	
0	0	50,000		8633	Slide Repair	50,000		50,000		50,000	
291,606	0	600,000		8634	Asphalt	250,000		250,000		250,000	
466,410	516,963	450,000		8636	Crushed Rock	600,000		600,000		600,000	
21,643	25,019	10,000		8660	Rentals	25,000		25,000		25,000	
0	0	0		8730	Misc. Fees and Premiums	0		0		0	
2,734,262	2,897,152	3,133,000			Total Materials and Services	2,953,000		2,953,000		2,953,000	
148,151	247,348	700,000		8942	Machinery	700,000		700,000		700,000	
123,612	158,626	50,000		8944	Vehicles	50,000		50,000		50,000	
271,763	405,974	750,000			Total Capital Outlay	750,000		750,000		750,000	
4,520,114	4,932,774	5,640,918	14.00		Total Department Expense	5,595,150	14.00	5,595,150	14.00	5,595,150	14.00
Revenues											
0	0	0		6110	Federal Awards	0		0		0	
131,703	140,337	125,000		6120	Federal Payment in Lieu of Tax	150,000		150,000		150,000	
0	0	0		6130	State Operating Grants	0		0		0	
896,624	517,914	300,000		6140	State Shared Revenues	400,000		400,000		400,000	
7,023,849	7,056,537	7,400,000		6142	State Shared Revenues-Excise Tax	7,600,000		10,100,000		8,350,000	
193,516	311,212	200,000		6300	Charges for Services	200,000		200,000		200,000	
250	0	0		6750	Settlements	0		0		0	
456	0	0		6990	Miscellaneous	0		0		0	
397	126,399	15,000		7100	Proceeds from Sale of Assets	25,000		25,000		25,000	
20,760	285,711	150,000		7910	Transfer from General Fund	150,000		150,000		150,000	
0	0	0		7920	Transfer from another Fund	0		0		0	
8,267,555	8,438,110	8,190,000			Total Revenues	8,525,000		11,025,000		9,275,000	
Net Cost of Program											
(3,747,441)	(3,505,336)	(2,549,082)			Expenditures less Revenue	(2,929,850)		(5,429,850)		(3,679,850)	

**Polk County
Proposed Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Expenditures**

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

FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Adopted	FTE	Acct. Num.	Description	FY 25-26 Proposed	FTE	FY 25-26 Approved	FTE	Recommended for Adoption	FTE
Expenditures											
78,173	88,542	94,839	2.00	8010	Clerical/Admin. Specialist	98,000	2.00	98,000	2.00	98,000	2.00
73,880	67,321	73,056	1.00	8030	Professional/Technical	79,000	1.00	79,000	1.00	79,000	1.00
197,228	158,718	165,528	1.80	8040	Management/Supervisory	170,000	1.80	170,000	1.80	170,000	1.80
41,475	44,059	44,000	0.25	8050	Department Head	45,000	0.25	45,000	0.25	45,000	0.25
11,200	3,646	1,500		8080	Temporary/Part-time	2,500		2,500		2,500	
8,438	5,021	10,000		8090	Overtime/Buy-Out	7,500		7,500		7,500	
410,394	367,308	388,923	5.05		Total Salaries	402,000	5.05	402,000	5.05	402,000	5.05
95,758	103,099	114,732		8110	PERS-Retirement	118,590		118,590		118,590	
0	10,988	9,723		8115	PERS - Assessment	4,020		4,020		4,020	
30,921	28,379	29,753		8120	Social Security/Medicare	30,753		30,753		30,753	
98,489	107,434	103,525		8140	Insurance	108,575		108,575		108,575	
2,052	1,827	1,945		8150	Unemployment	2,010		2,010		2,010	
2,471	2,326	3,110		8160	Workers Comp. Insurance	3,216		3,216		3,216	
640,085	621,361	651,713	5.05		Total Personal Services	669,164	5.05	669,164	5.05	669,164	5.05
1,030	842	750		8210	Office Supplies	775		775		775	
869	442	1,000		8220	Operating Supplies	1,200		1,200		1,200	
0	0	300		8240	Software & Maintenance	300		300		300	
2,986	49	1,200		8250	Small Tools & Minor Equip.	1,000		1,000		1,000	
85	308	500		8310	Advertising & Printing	500		500		500	
602	570	700		8320	Photocopying	725		725		725	
142	83	500		8330	Postage	500		500		500	
2,830	3,308	3,500		8340	Telephone	3,600		3,600		3,600	
2,172	2,196	2,500		8410	Dues, Memberships & Publications	2,500		2,500		2,500	
640	2,665	2,500		8420	Workshops and Conferences	2,800		2,800		2,800	
16,518	16,105	19,000		8430	Transportation	19,350		19,350		19,350	
0	0	500		8510	Professional Services	500		500		500	
6,545	53,802	28,000		8540	Contract Services	32,200		32,200		32,200	
0	41,821	80,000		8550	Contracts- Other Public Agency	75,000		75,000		61,709	
0	3	10,000		8560	Special Projects	5,000		5,000		5,000	
14,879	19,904	20,000		8740	Bank Charges	20,500		20,500		20,500	
0	(2)	0		8790	Misc. Department Expenses	0		0		0	
39,492	41,497	45,938		8810	Rent Interdepartmental	47,740		47,740		47,740	
6,500	6,800	7,000		8820	Insurance Interdepartmental	7,500		7,500		7,500	
23,230	24,705	30,722		8830	Management Services Interdept.	30,810		30,810		30,810	
44,988	48,569	53,245		8840	Information Services Interdept.	66,627		66,627		66,627	
163,508	263,667	307,855			Total Materials and Services	319,127		319,127		305,836	
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	
0	0	0			Transfer to General Fund	0		0		0	
0	0	0			Total Transfer	0		0		0	
0	0	115,432		9990	Contingency	56,709		56,709		0	
0	0	115,432			Total Contingency	56,709		56,709		0	
803,593	885,027	1,075,000	5.05		Total Department Expenses	1,045,000	5.05	1,045,000	5.05	975,000	5.05
Revenues											
275,670	244,050	265,000		6000	Beginning Balance	220,000		220,000		140,000	
771,969	914,124	810,000		6200	Permits & Licenses	825,000		825,000		525,000	
0	2,433	0		6300	Charges for Services	0		0		0	
4	0	0		6990	Miscellaneous	0		0		0	
1,047,643	1,160,607	1,075,000			Total Revenues	1,045,000		1,045,000		975,000	
Net Cost of Program											
(244,050)	(275,580)	(0)			Expenditures less Revenue	0		0		0	

**Polk County
Proposed Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Expenditures**

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

FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Adopted	FTE	Acct. Num.	Description	FY 25-26 Proposed	FTE	FY 25-26 Approved	FTE	Recommended for Adoption	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		0	
0	0	0		8250	Small Tools & Minor Equipment	0		0		0	
0	0	0		8410	Dues, Memberships & Publication:	0		0		0	
0	0	5,000		8510	Professional Services	0		0		0	
0	0	0		8540	Contract Services	0		0		0	
10,000	0	12,500		8830	Management Services Interdept.	12,000		12,000		15,500	
345,630	378,000	360,000		9520	COP Principal Payment	393,000		393,000		393,000	
149,155	151,345	150,000		9530	COP Interest	185,000		185,000		239,000	
504,785	529,345	527,500			Total Materials and Services	590,000		590,000		647,500	
0	0	0		8910	Land	0		0		0	
213,098	54,550	30,000		8920	Buildings	10,000		10,000		10,000	
0	0	0		8930	Improvements Other than Bldg.	0		0		0	
0	0	0		8946	Furniture & Fixtures	0		0		0	
213,098	54,550	30,000			Total Capital Outlay	10,000		10,000		10,000	
0	0	0		9990	Contingency	0		0		0	
0	0	0			Total Contingency	0		0		0	
717,883	583,895	557,500	0.00		Total Department Expenses	600,000	0.00	600,000	0.00	657,500	0.00
Revenues											
(52,691)	(17,668)	5,000		6000	Beginning Balance	25,000		25,000		5,000	
0	0	0		7200	COP Proceeds	0		0		0	
2,906	3,500	2,500		6800	Interest Income	2,500		2,500		2,500	
100,000	100,000	50,000		7910	Transfer from General Fund	50,000		50,000		50,000	
650,000	500,000	500,000		7920	Transfer from Other Funds	522,500		522,500		600,000	
700,215	585,832	557,500			Total Revenues	600,000		600,000		657,500	
Net Cost of Program											
(17,668)	1,937	0			Expenditures less Revenue	0		0		0	
Total Fund Requirements											
717,883	583,895	557,500	0		Total Fund Requirements	600,000	0	600,000	0	657,500	0
700,215	585,832	557,500			Total Fund Resources	600,000	0	600,000	0	657,500	0
(17,668)	1,937	0	0.00		Net Fund Balance	0	0.00	0	0.00	0	0.00

**Polk County
Proposed Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Expenditures**

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

FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Adopted	FTE	Acct. Num.	Description	FY 25-26 Proposed	FTE	FY 25-26 Approved	FTE	Recommended for Adoption	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
47	100	150		8210	Office Supplies	150		150		150	
0	0	0		8220	Operating Supplies	0		0		0	
0	0	0		8420	Workshops and Conferences	0		0		0	
0	0	0		8430	Transportation	0		0		0	
29,752	49,760	162,759		8510	Professional Services	245,000		245,000		220,000	
0	0	0		8540	Contract Services	0		0		0	
0	38	500		8580	Special Projects	2,138		2,138		2,138	
0	0	0		8610	Repairs and Maintenance	0		0		0	
0	0	0		8820	Insurance Interdepartmental	0		0		0	
1,853	1,980	1,591		8830	Management Services Interdept.	2,712		2,712		2,712	
0	0	0		8840	Information Services Interdept.	0		0		0	
31,652	51,879	165,000			Total Materials and Services	250,000		250,000		225,000	
0	0	0		8948	Computers and Attachments	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
31,652	51,879	165,000	0.00		Total Department Expenses	250,000	0.00	250,000	0.00	225,000	0.00
Revenues											
15,755	21,570	30,000		6000	Beginning Balance	110,000		110,000		100,000	
37,467	50,087	130,000		6130	State Operating Grants	140,000		140,000		125,000	
0	0	0		6600	Fines & Forfeitures	0		0		0	
0	5,000	5,000		7910	Transfer from General Fund	0		0		0	
53,222	76,657	165,000			Total Revenues	250,000		250,000		225,000	
Net Cost of Program											
21,570	24,778	0			Expenditures less Revenue	0		0		0	

**Polk County
Proposed Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Expenditures**

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

FY 22-23	FY 23-24	FY 24-25	Acct.	FY 25-26	FY 25-26	Recommended for					
Actual	Actual	Adopted	FTE	Num.	Description	Proposed	FTE	Approved	FTE	Adoption	FTE
Expenditures											
0	0	0	0.00	8010	Clerical/Admin. Specialist	0	0.00	0	0.00	0	0.00
294,654	103,891	80,000	1.00	8030	Professional/Technical	0	1.00	0	1.00	0	1.00
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
5,253	0	0		8080	Temporary/Part-time	0		0		0	
0	0	0		8090	Overtime	0		0		0	
299,907	103,891	80,000	1.00		Total Salaries	0	1.00	0	1.00	0	1.00
81,879	33,661	22,800		8110	PERS-Retirement	0		0		0	
0	5,750	2,000		8115	PERS - Assessment	0		0		0	
23,283	8,738	6,120		8120	Social Security/Medicare	0		0		0	
74,535	33,206	20,000		8140	Insurance	0		0		0	
1,525	559	400		8150	Unemployment	0		0		0	
1,902	1,498	640		8160	Workers Comp. Insurance	0		0		0	
483,031	187,303	131,960	1.00		Total Personal Services	0	1.00	0	1.00	0	1.00
0	0	0		8210	Office Supplies	0		0		0	
300	5,435	0		8220	Operating Supplies	0		0		0	
31,597	183,683	500,000		8240	Software & Maintenance	0		0		0	
250	27,514	0		8250	Small Tools & Minor Equip.	0		0		0	
0	34,295	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	
886	895	0		8430	Transportation	0		0		0	
2,331,015	76,946	0		8510	Professional Services	0		0		0	
387	0	0		8540	Contract Services	0		0		0	
2,521	0	0		8560	Foster Care Contracts	0		0		0	
1,526,327	1,172,630	987,492		8580	Special Projects	200,000		200,000		220,000	
0	9,516	0		8610	Repairs & Maintenance	0		0		0	
0	50,607	0		8616	Vehicle Set-up	0		0		0	
0	0	0		8810	Rent Interdepartmental	0		0		0	
0	0	0		8820	Insurance Interdepartmental	0		0		0	
325,000	288,759	330,548		8830	Management Services Interdept.	0		0		0	
0	0	0		8840	Information Services Interdept.	0		0		0	
4,218,283	1,850,280	1,818,040			Total Materials and Services	200,000		200,000		220,000	
172,214	1,428,772	0		8920	Buildings	0		0		0	
0	93,975	0			Machinery						
0	88,892	0			Vehicles						
0	86,663	0			Furniture & Fixtures						
0	0	300,000		8948	Computers and Attachments	0		0		0	
172,214	1,698,302	300,000			Total Capital Outlay	0		0		0	
0	0	0		9810	Transfer to Public Works Fund	0		0		0	
150,000	0	0		9883	Transfer to Public Works Const. Fund	0		0		0	
0	0	0		9860	Transfer to Fairgrounds Fund	0		0		0	
0	0	0		9880	Transfer to Bldg. Improvement Fund	0		0		0	
150,000	0	0			Total Transfers	0		0		0	
0	0	0		9990	Contingency	0		0		0	
0	0	0			Total Contingency	0		0		0	
5,023,528	3,735,885	2,250,000	1.00		Total Department Expenses	200,000	1.00	200,000	1.00	220,000	1.00
Revenues											
10,612,486	5,670,298	1,500,000		6000	Beginning Balance	200,000		200,000		220,000	
71,103	71,103	0		6110	Federal Awards	0		0		0	
0	0	0		6170	Intergovernmental Local Govt.	0		0		0	
0	0	0		6800	Interest Income	0		0		0	
10,237	551	750,000		6990	Miscellaneous	0		0		0	
10,693,826	5,741,952	2,250,000			Total Revenues	200,000		200,000		220,000	
Net Cost of Program											
5,670,298	2,006,067	0			Expenditures less Revenue	0		0		0	

**Polk County
Proposed Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Expenditures**

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

FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Adopted	FTE	Acct. Num.	Description	FY 25-26 Proposed	FTE	FY 25-26 Approved	FTE	Recommended for Adoption	FTE
Expenditures											
352,379	496,355	610,000	9.60	8010	Clerical/Admin. Specialist	630,500	9.50	630,500	9.50	630,500	9.50
124,337	122,020	0	0.00	8030	Professional/Technical	0	0.00	0	0.00	0	0.00
555,739	522,450	475,000	5.00	8040	Management/Supervisory	520,000	5.00	520,000	5.00	520,000	5.00
160,800	167,400	175,000	1.00	8050	Department Head	185,000	1.00	185,000	1.00	185,000	1.00
0	0	0		8080	Temporary/Part-Time	0		0		0	
14,017	14,111	15,000		8090	Overtime/Buy-Out	20,000		20,000		20,000	
1,207,272	1,322,336	1,275,000	15.60		Total Salaries	1,355,500	15.50	1,355,500	15.50	1,355,500	15.50
316,841	357,568	357,000		8110	PERS-Retirement	406,650		406,650		406,650	
0	31,250	31,875		8115	PERS - Assessment	13,555		13,555		13,555	
91,845	104,548	97,538		8120	Social Security/Medicare	103,696		103,696		103,696	
263,912	307,581	288,600		8140	Insurance	333,250		333,250		333,250	
6,065	6,660	6,375		8150	Unemployment	6,778		6,778		6,778	
1,688	2,028	2,551		8160	Workers Comp. Insurance	2,712		2,712		2,712	
1,887,623	2,131,971	2,058,939	15.60		Total Personal Services	2,222,141	15.50	2,222,141	15.50	2,222,141	15.50
2,459	2,526	1,000		8210	Office Supplies	3,000		3,000		3,000	
616	1,087	1,000		8220	Operating Supplies	1,000		1,000		1,000	
8,113	916	2,500		8240	Software & Maintenance	5,000		5,000		5,000	
3,367	29,686	5,000		8250	Small Tools & Minor Equipment	10,000		10,000		10,000	
260	65	0		8310	Advertising and Printing	500		500		500	
1,877	2,003	2,000		8320	Photocopying	2,500		2,500		2,500	
111	86	250		8330	Postage	50		50		50	
7,715	9,457	8,500		8340	Telephone	10,000		10,000		10,000	
0	0	0		8410	Dues, Memberships & Publicatns.	0		0		0	
4,651	2,253	2,500		8420	Workshops and Conferences	2,500		2,500		2,500	
2,488	5,628	2,500		8430	Transportation	2,500		2,500		2,500	
0	0	0		8510	Professional Services	0		0		0	
0	0	0		8540	Contract Services	0		0		0	
18,014	2,425	361,750		8580	Special Projects	213,812		213,812		213,812	
0	117	0		8610	Repairs and Maintenance	0		0		0	
104,155	110,778	121,615		8810	Rent Interdepartmental	131,850		131,850		131,850	
3,000	3,500	4,000		8820	Insurance interdepartmental	5,000		5,000		5,000	
59,599	58,219	68,036		8830	Management Services Interdept.	80,157		80,157		80,157	
38,269	43,687	48,061		8840	Information Services Interdept.	59,990		59,990		59,990	
254,694	272,433	628,712			Total Materials and Services	527,859		527,859		527,859	
0	0	0		8948	Computers and Attachments	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
2,142,317	2,404,404	2,687,651	15.60		Total Department Expenses	2,750,000	15.50	2,750,000	15.50	2,750,000	15.50
Revenues											
2,144,937	2,102,995	200,000		6000	Beginning Balance	150,000		150,000		0	
0	0	0		6110	Federal Awards	0		0		0	
0	0	0		6170	Intergovernmental Local Govt.	0		0		0	
2,100,007	2,402,337	2,450,000		6300	Charges for Services	2,600,000		2,600,000		2,600,000	
0	0	0		6310	Charges for Services - Rentals	0		0		0	
0	0	0		6980	Donations	0		0		0	
368	2,067	0		6990	Miscellaneous	0		0		0	
4,245,312	4,507,399	2,650,000			Total Revenues	2,750,000		2,750,000		2,600,000	
Net Cost of Program											
2,102,995	2,102,995	37,651			Expenditures less Revenue	(0)		(0)		150,000	

**Polk County
Proposed Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Expenditures**

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

FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Adopted	FTE	Acct. Num.	Description	FY 25-26 Proposed	FTE	FY 25-26 Approved	FTE	Recommended for Adoption	FTE
Expenditures											
59,940	10,204	0	0.00	8010	Clerical/Admin. Specialist	0	0.00	0	0.00	0	0.00
1,112,477	1,049,415	1,250,000	23.00	8030	Professional/Technical	1,400,000	24.00	1,400,000	24.00	1,400,000	24.00
302,490	360,372	432,982	4.70	8040	Management/Supervisory	430,000	4.50	430,000	4.50	430,000	4.50
48,374	13,070	25,000		8080	Temporary/Part-time	5,000		5,000		5,000	
33,687	22,956	20,000		8090	Overtime/Buy-Out	20,000		20,000		20,000	
1,556,968	1,456,017	1,727,982	27.70		Total Salaries	1,855,000	28.50	1,855,000	28.50	1,855,000	28.50
362,513	399,302	423,356		8110	PERS-Retirement	482,300		482,300		482,300	
0	45,500	43,200		8115	PERS - Assessment	18,550		18,550		18,550	
120,456	115,575	132,191		8120	Social Security/Medicare	141,908		141,908		141,908	
384,781	398,594	429,350		8140	Insurance	541,500		541,500		541,500	
7,938	7,432	8,640		8150	Unemployment	9,275		9,275		9,275	
4,799	5,029	5,180		8160	Workers Comp. Insurance	5,565		5,561		5,561	
2,437,455	2,427,449	2,769,900	27.70		Total Personal Services	3,054,098	28.50	3,054,096	28.50	3,054,096	28.50
4,502	4,763	4,000		8210	Office Supplies	7,500		7,500		7,500	
1,884	2,741	2,000		8220	Operating Supplies	2,500		2,500		2,500	
3,970	985	2,000		8225	Fuels & Lubricants	1,000		1,000		1,000	
0	0	5,000		8240	Software & Maintenance	0		0		0	
10,709	10,314	5,000		8250	Small Tools & Minor Equipment	15,000		15,000		15,000	
17,781	767	10,000		8310	Advertising and Printing	5,000		5,000		5,000	
12,677	10,778	11,000		8320	Photocopying	15,000		15,000		15,000	
3,417	1,072	1,500		8330	Postage	1,500		1,500		1,500	
28,313	28,088	30,000		8340	Telephone	30,000		30,000		30,000	
8,849	4,254	7,500		8410	Dues, Memberships & Publicatns.	5,000		5,000		5,000	
8,606	20,171	10,000		8420	Workshops and Conferences	15,000		15,000		15,000	
10,873	12,218	10,000		8430	Transportation	10,000		10,000		10,000	
20,310	18,555	0		8510	Professional Services	0		0		0	
210,843	218,276	0		8540	Contract Services	0		0		0	
0	833,199	785,000		8565	Client Assistance	2,548,161		2,548,161		2,398,161	
1,413,122	511,074	110,167		8580	Special Projects	120,000		120,000		120,000	
0	1,365	0		8610	Repairs & Manintenance	0		0		0	
4,064	49,732	0		8614	Vehicle & Equip. Maintenance	2,500		2,500		2,500	
0	0	178,000		8710	Loan Repayment	178,000		178,000		178,000	
208	321	0		8740	Bank Charges	250		250		250	
21,256	25,000	177,500		8810	Rent Interdepartmental	180,000		180,000		180,000	
2,500	2,500	3,500		8820	Insurance Interdepartmental	5,000		5,000		5,000	
115,496	133,502	177,352		8830	Management Services Interdept.	181,382		181,382		181,382	
35,308	42,822	47,930		8840	Information Services Interdept.	68,111		68,111		68,111	
1,934,688	1,932,497	1,577,449			Total Materials and Services	3,390,904		3,390,904		3,240,904	
0	1,514,808	0		8920	Buildings	0		0		0	
0	1,514,808	0			Total Capital Outlay	0		0		0	
4,372,143	6,874,754	4,347,349	27.70		Total Department Expenses	6,445,002	28.50	6,445,000	28.50	6,295,000	28.50
Revenues											
(1,350,406)	(1,763,413)	0		6000	Beginning Balance	0		0		0	
232,635	77,217	0		6110	Federal Grants	0		0		0	
0	0	100,000		6124	Medicaid Fee for Services	2,000,000		2,000,000		2,000,000	
370,255	370,255	370,000		6130	State Operating Grants-Cont	705,000		705,000		705,000	
94,689	94,689	120,000		6131	M.H. State Operating Grants	215,000		215,000		215,000	
1,412,383	1,446,669	1,400,000		6170	Intergovernmental Local Govt.	1,400,000		1,400,000		1,400,000	
1,341,847	1,896,793	2,075,000		6180	Non Govt. Grant	1,875,000		1,875,000		1,875,000	
14	374	50,000		6300	Charges for Services	0		0		0	
8,280	33,632	120,000		6310	Rentals	120,000		120,000		120,000	
149,033	131,945	50,000		6980	Donations	30,000		30,000		30,000	
350,000	100,000	100,000		7910	Transfer from General Fund	100,000		100,000		100,000	
0	1,500,000	0		7120	Interfund Loan Proceeds	0		0		0	
2,608,730	3,888,161	4,385,000			Total Revenues	6,445,000		6,445,000		6,445,000	
Net Cost of Program											
(1,763,413)	(1,986,593)	(37,651)			Expenditures less Revenue	2		(1)		(150,001)	
6,514,460	8,279,158	7,034,999	43.30		Total Fund Requirements	9,195,000	44.00	9,195,000	44.00	9,045,000	44.00
6,854,042	8,395,560	7,035,000			Total Fund Resources	9,195,000		9,195,000		9,045,000	
339,582	116,402	1	43.30		Net Fund Balance	(0)	44.00	(0)	44.00	(0)	44.00

**Polk County
Proposed Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Expenditures**

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

FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Adopted	FTE	Acct. Num.	Description	FY 25-26 Proposed	FTE	FY 25-26 Approved	FTE	Recommended for Adoption	FTE
Expenditures											
104,977	142,966	77,000	1.50	8010	Clerical/Admin. Specialist	265,000	4.40	265,000	4.40	265,000	4.40
617,330	506,989	620,000	10.10	8030	Professional/Technical	540,000	6.80	540,000	6.80	540,000	6.80
289,166	248,534	310,000	3.15	8040	Management/Supervisory	196,000	2.95	196,000	2.95	196,000	2.95
6,167	7,846	12,000		8080	Temporary/Part-Time	0		0		0	
35,157	35,594	20,000		8090	Overtime/Buy-Out	54,000		54,000		54,000	
1,052,797	941,929	1,039,000	14.75		Total Salaries	1,055,000	14.15	1,055,000	14.15	1,055,000	14.15
240,346	242,270	270,140		8110	PERS - Retirement	305,950		305,950		305,950	
0	27,575	25,975		8115	PERS - Assessment	10,550		10,550		10,550	
81,663	76,038	79,484		8120	Social Security/Medicare	80,708		80,708		80,708	
247,024	223,715	272,875		8140	Insurance	297,150		297,150		297,150	
5,339	4,793	5,195		8150	Unemployment	5,275		5,275		5,275	
11,418	11,332	25,976		8160	Workers Comp. Insurance	26,376		26,376		26,376	
1,638,587	1,527,652	1,718,645	14.75		Total Personal Services	1,781,009	14.15	1,781,009	14.15	1,781,009	14.15
1,430	2,065	2,500		8210	Office Supplies	2,500		2,500		2,500	
4,310	4,497	5,000		8220	Operating Supplies	5,000		5,000		5,000	
0	0	0		8225	Fuels & Lubricants	0		0		0	
15,675	(331)	10,000		8240	Software & Maintenance	10,000		10,000		10,000	
1,674	9,942	5,000		8250	Small Tools & Minor Equipmen	5,000		5,000		5,000	
1,444	415	1,000		8310	Advertising and Printing	1,000		1,000		1,000	
2,231	2,186	1,500		8320	Photocopying	1,500		1,500		1,500	
998	893	1,500		8330	Postage	1,500		1,500		1,500	
11,585	13,005	15,000		8340	Telephone	15,000		15,000		15,000	
229	232	250		8350	Utilities	250		250		250	
7,330	8,429	8,000		8410	Dues, Memberships & Publicat	8,000		8,000		8,000	
12,923	17,406	10,000		8420	Workshops and Conferences	10,000		10,000		10,000	
2,745	1,678	3,000		8430	Transportation	3,000		3,000		3,000	
9,038	1,174	10,000		8510	Professional Services	10,000		10,000		10,000	
14,982	12,836	15,000		8520	Medical Care	15,000		15,000		15,000	
55,298	158,546	165,000		8540	Contract Services	165,000		165,000		165,000	
210,723	282,098	270,000		8550	Contracts - Other Public-Agenc	238,000		238,000		238,000	
34,807	8,711	110,745		8580	Special Projects	100,000		100,000		100,000	
9	22	0		8610	Repairs and Maintenance	25,000		25,000		25,000	
106,281	113,029	121,097		8810	Rent Interdepartmental	134,541		134,541		134,541	
2,000	2,500	2,700		8820	Insurance Interdepartmental	3,000		3,000		3,000	
75,355	90,132	81,129		8830	Management Services Interdepar	88,629		88,629		88,629	
33,882	36,191	42,298		8840	Information Services Interdept	53,449		53,449		53,449	
250,000	130,000	135,000		8850	Health Serv. Admin. Interdept.	110,000		110,000		110,000	
854,949	895,656	1,015,719			Total Materials & Services	1,005,369		1,005,369		1,005,369	
0	71,802	0		8944	Vehicles	0		0		0	
0	71,802	0			Total Capital Outlay	0		0		0	
0	0	250,000		9990	Fund Operating Contingency	250,000		202,008		102,008	
0	0	250,000			Total Contingency	250,000		202,008		102,008	
2,493,536	2,495,110	2,984,364	14.75		Total Dept Expenses	3,036,378	14.15	2,988,386	14.15	2,888,386	14.15
Revenues											
2,202,783	909,030	450,000		6000	Beginning Fund Balance	450,000		450,000		350,000	
318,077	522,547	155,000		6110	Federal Awards	375,000		375,000		375,000	
10,965	0	25,000		6122	OHP Capitation	0		0		0	
13,198	24,812	200,000		6124	Medicaid Fee for Services	215,000		215,000		215,000	
1,000,350	1,221,053	1,315,000		6130	State Operating Grants	1,300,000		1,300,000		1,300,000	
469,763	489,076	700,000		6170	Intergovernmental Local Govt.	825,000		700,000		700,000	
19,688	0	0		6180	Non-Governmental Grants	30,000		30,000		30,000	
260,708	102,929	250,000		6300	Charges for Services	95,000		95,000		95,000	
0	153	0		6990	Miscellaneous	0		0		0	
4,295,532	3,269,600	3,095,000			Total Revenues	3,290,000		3,165,000		3,065,000	
Net Cost of Program											
1,801,996	774,490	(110,636)			Expenditures less Revenue	(253,622)		(176,614)		(176,614)	

**Polk County
Proposed Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Expenditures**

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

FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Adopted	FTE	Acct. Num.	Description	FY 25-26 Proposed	FTE	FY 25-26 Approved	FTE	Recommended for Adoption	FTE
Expenditures											
817,420	776,010	937,894	19.50	8010	Clerical/Admin. Specialist	1,115,016	20.40	1,115,016	20.40	1,115,016	20.40
9,383	113,552	0	0.00	8030	Professional/Technical	0	0.00	0	0.00	0	0.00
12,438	80,063	241,125	3.00	8040	Management/Supervisory	239,430	2.65	239,430	2.65	239,430	2.65
17,350	(609)	20,000		8080	Temporary/Part-time	0		0		0	
2,772	8,293	10,000		8090	Overtime	10,000		10,000		10,000	
859,363	977,309	1,209,019	22.50		Total Salaries	1,364,446	23.05	1,364,446	23.05	1,364,446	23.05
189,605	261,792	344,570		8110	PERS-Retirement	395,689		395,689		395,689	
0	36,801	30,225		8115	PERS - Assessment	13,644		13,644		13,644	
65,078	77,524	92,490		8120	Social Security/Medicare	104,380		104,380		104,380	
315,723	399,304	472,500		8140	Insurance	437,950		437,950		437,950	
4,171	5,041	6,039		8150	Unemployment	6,815		6,815		6,815	
967	1,346	3,627		8160	Workers Comp. Insurance	4,093		4,093		4,093	
1,434,907	1,759,117	2,158,471	22.50		Total Personal Services	2,327,019	23.05	2,327,019	23.05	2,327,019	23.05
3,298	7,128	2,000		8210	Office Supplies	5,000		5,000		5,000	
196	3,303	500		8220	Operating Supplies	5,000		5,000		5,000	
16,524	2,539	15,000		8240	Software & Maintenance	15,000		15,000		15,000	
15,655	36,849	5,000		8250	Small Tools & Minor Equipment	5,000		5,000		5,000	
998	1,713	2,000		8310	Advertising and Printing	2,000		2,000		2,000	
7,951	4,765	5,000		8320	Photocopying	5,000		5,000		5,000	
4	187	0		8330	Postage	0		0		0	
11,041	13,385	15,000		8340	Telephone	15,000		15,000		15,000	
1,527	1,544	1,000		8350	Utilities	0		0		0	
16,256	16,281	14,000		8410	Dues, Memberships & Publicatns	0		0		0	
0	9,276	5,000		8420	Workshops and Conferences	10,000		10,000		10,000	
825	703	5,000		8430	Transportation	500		500		500	
4,956	326,553	20,000		8510	Professional Services	20,000		20,000		20,000	
0	235	0		8520	Medical Care	0		0		0	
0	28,710	0		8540	Contract Services	0		0		0	
61,429	111,617	5,000		8580	Special Projects	10,000		10,000		10,000	
59	149	500		8610	Repairs and Maintenance	0		0		0	
0	1,500,000	0		8710	Loan Repayment	0		0		0	
46,176	37,270	57,493		8810	Rent Interdepartmental	65,000		65,000		65,000	
17,000	7,250	8,000		8820	Insurance Interdepartmental	10,000		10,000		10,000	
244,237	83,967	333,762		8830	Management Services Interdept.	428,523		428,523		428,523	
108,288	109,730	120,531		8840	Information Services Interdept.	138,898		138,898		138,898	
0	0	0		8850	Human Serv. Admin. Interdept.	0		0		0	
556,420	2,303,154	614,786			Total Materials & Services	734,921		734,921		734,921	
107,144	127,294	6,000,000		8920	Buildings	0		0		0	
0	0	0		8930	Improvements Other than Bldg.	0		0		0	
0	65,362	0		8948	Computers and Attachments	0		0		0	
107,144	192,656	6,000,000			Total Capital Outlay	0		0		0	
0	0	7,775,449		9990	Contingency	3,559,857		7,137,357		9,837,357	
0	0	7,775,449			Total Contingency & Trans	3,559,857		7,137,357		9,837,357	
2,098,471	4,254,927	16,548,706	22.50		Total Department Expenses	6,621,797	23.05	10,199,297	23.05	12,899,297	23.05
Revenues											
10,293,677	14,402,738	17,000,000		6000	Beginning Fund Balance	10,500,000		10,500,000		13,500,000	
0	0	0		6110	Federal Grants	0		0		0	
30,376	255,366	0		6122	OHP Capitation	0		0		0	
	2,000,000			6130	State Operating Grants	0		0		0	
12,698	258,713	0		6131	MH State Operating Grants	0		0		0	
0	0	0		6180	Non-governmental Grants	0		0		0	
2,111,707	2,841,895	2,650,000		6300	Charges for Services - Interdept.	3,107,000		3,107,000		3,107,000	
0	0	0		6310	Charges for Service-Rentals	0		0		0	
300,823	606,589	450,000		6800	Interest Income	350,000		350,000		350,000	
0	115,547	0		6990	Miscellaneous	0		0		0	
0	0	0		7150	Loan Proceeds	175,000		175,000		175,000	
12,749,281	20,480,848	20,100,000			Total Revenues	14,132,000		14,132,000		17,132,000	
Net Cost of Program											
(10,650,810)	(16,225,921)	(3,551,294)			Expenditures less Revenue	(7,510,203)		(3,932,703)		(4,232,703)	

**Polk County
Proposed Budget
Fiscal Year 2025-26
Beginning July 1, 2025
Expenditures**

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

FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Adopted	FTE	Acct. Num.	Description	FY 25-26 Proposed	FTE	FY 25-26 Approved	FTE	Recommended for Adoption	FTE
Expenditures											
45,720	94,736	127,000	2.50	8010	Clerical/Admin. Specialist	65,145	1.00	65,145	1.00	65,145	1.00
3,778,591	3,984,376	5,760,000	83.50	8030	Professional/Technical	6,325,000	86.30	6,325,000	86.30	6,325,000	86.30
658,482	564,566	1,070,000	11.00	8040	Management/Supervisory	1,060,000	10.00	1,060,000	10.00	1,060,000	10.00
16,507	0	20,000		8080	Temporary/Part-Time	0		0		0	
64,008	83,180	80,000		8090	Overtime/Buy-Out	80,000		80,000		80,000	
4,563,308	4,726,858	7,057,000	97.00		Total Salaries	7,530,145	97.30	7,530,145	97.30	7,530,145	97.30
1,179,021	1,257,013	1,693,680		8110	PERS-Retirement	2,183,742		2,183,742		2,183,742	
0	124,120	176,425		8115	PERS - Assessment	75,301		75,301		75,301	
358,506	374,864	539,861		8120	Social Security/Medicare	576,056		576,056		576,056	
1,146,624	1,255,447	1,600,500		8140	Insurance	1,946,000		1,946,000		1,946,000	
22,954	23,791	35,250		8150	Unemployment	37,613		37,613		37,613	
11,881	12,791	31,757		8160	Workers Comp. Insurance	33,886		33,886		33,886	
7,282,294	7,774,884	11,134,472	97.00		Total Personal Services	12,382,743	97.30	12,382,743	97.30	12,382,743	97.30
7,283	6,620	10,000		8210	Office Supplies	10,000		10,000		10,000	
25,405	33,252	15,000		8220	Operating Supplies	15,000		15,000		15,000	
1,648	1,848	2,000		8225	Fuels & Lubricants	2,000		2,000		2,000	
137,539	155,420	200,000		8240	Software & Maintenance	200,000		200,000		200,000	
18,930	61,568	25,000		8250	Small Tools & Minor Equipment	25,000		25,000		25,000	
4,017	5,923	5,000		8310	Advertising and Printing	5,000		5,000		5,000	
11,213	9,404	25,000		8320	Photocopying	25,000		25,000		25,000	
4,419	4,338	5,000		8330	Postage	5,000		5,000		5,000	
72,889	77,328	75,000		8340	Telephone	75,000		75,000		75,000	
8,251	8,436	8,000		8350	Utilities	8,000		8,000		8,000	
0	132	200		8410	Dues, Memberships & Publicatns	200		200		200	
11,834	14,987	50,000		8420	Workshops and Conferences	100,000		40,000		40,000	
74,680	83,664	30,000		8430	Transportation	30,000		30,000		30,000	
1,102	5,316	25,000		8510	Professional Services	25,000		25,000		25,000	
520	882	0		8520	Medical Care	0		0		0	
1,820,570	1,847,702	1,600,000		8540	Contract Services	1,700,000		1,700,000		2,000,000	
40,444	50,414	220,000		8550	Contract Services-other agency	60,000		60,000		60,000	
1,159,263	202,991	2,450,000		8580	Special Projects	150,000		150,000		150,000	
56,534	61,019	0		8610	Repairs and Maintenance	0		0		0	
3,117	1,178	0		8616	Vehicle Set-up	0		0		0	
171,950	176,602	155,000		8660	Rentals	0		0		0	
472,421	521,784	685,000		8810	Rent Interdepartmental	995,668		995,668		995,668	
73,000	108,750	129,000		8820	Insurance Interdepartmental	150,000		150,000		150,000	
332,389	587,770	502,095		8830	Management Services Interdept.	622,524		622,524		622,524	
282,814	298,118	354,642		8840	Information Services Interdept	498,496		498,496		498,496	
700,000	1,587,533	1,850,000		8850	Health Serv. Admin. Interdept.	1,823,500		1,823,500		1,823,500	
1,875,000	2,415,400	2,650,000		8855	BH Admin. Interdepartmental	3,107,000		3,107,000		3,107,000	
7,367,232	8,328,379	11,070,937			Total Materials & Services	9,632,388		9,572,388		9,872,388	
93,137	0	0		8920	Buildings	0		0		0	
81,812	0	0		8944	Vehicles	0		0		0	
0	0	0		8948	Computers & Attachments	0		0		0	
174,949	0	0			Total Capital Outlay	0		0		0	
14,824,475	16,103,263	22,205,409	97.00		Total Department Expenses	22,015,131	97.30	21,955,131	97.30	22,255,131	97.30
Revenues											
62,381	62,381	140,000		6110	Federal Grants	140,000		140,000		140,000	
6,692,777	5,395,345	5,500,000		6122	OHP Capitation	5,550,000		5,550,000		5,550,000	
5,408,811	6,402,049	7,800,000		6124	Medicaid Fee for Services	7,800,000		7,800,000		7,800,000	
64,167	68,833	635,000		6130	State Operating Grants	975,000		975,000		975,000	
3,843,975	3,850,991	3,905,000		6131	MH State Operating Grants	397,500		397,500		3,975,000	
0	25,705	0		6132	State Shared Rev. - Excise	65,000		65,000		65,000	
309,406	446,097	485,000		6170	Intergovernmental Local Govt	475,000		475,000		475,000	
0	0	0		6180	Non-governmental Grants	0		0		0	
270,093	324,550	260,000		6300	Charges for Services	270,000		270,000		270,000	
145,539	0	150,000		6950	Settlements	0		0		0	
234	67,289	200,000		6990	Miscellaneous	0		0		0	
0	5,407	0		7100	Proceeds from Sale of Assets	0		0		0	
16,797,383	16,648,647	19,075,000			Total Revenues	15,672,500		15,672,500		19,250,000	
Net Cost of Program											
(1,972,908)	(545,384)	3,130,409			Expenditures less Revenue	6,342,631		6,282,631		3,005,131	



HUMAN RESOURCES

POLK COUNTY COURTHOUSE ★ DALLAS, OREGON 97338-3174
(503) 623-1888 ★ FAX (503) 623-1889

MEMORANDUM

TO: Board of Commissioners
FROM: Matt Hawkins, Administrative Services Director
DATE: June 17, 2025
SUBJECT: New Job Specification and Wage, and Reclassifications

Wednesday – June 25, 2025 (5 minutes)

RECOMMENDATION:

The Board of Commissioners approve the new job specification and wage, and reclassifications.

ISSUE:

Shall the Board approve this new job specification and wage, and reclassifications?

DISCUSSION:

It is recommended that the Board of Commissioners adopt a new job specification for a Human Resources Generalist, and that Alicia Fogerson and Wendi Hamilton be reclassified into this new job specification. The Human Resources Department is undergoing more change, due to the needs of the departments we support. With this change Alicia will take on more responsibilities within the Health Services Department due to their growing number of employees, and a reorganization to allow HR to play a more integral part in their day-to-day supervisory needs. With this change, Wendi will be taking on these additional duties for all other County departments. The HR Generalist job specification captures these additional duties.

The salary range for the Human Resources Generalist will be (45E**) \$6,553 - \$8,292.

If the reclassifications are approved, they will take effect on July 1, 2025. Wendi Hamilton is currently an HR Analyst II, step L20-7, which is \$8,244 and Alicia is an HR Analyst I, step 5, which is \$6,394. Wendi will move to step L20-7 of the HR Generalist position, which is \$8,790. Alicia will move to step 2 of the HR Generalist position, which is \$6,815.

FISCAL IMPACT:

The fiscal impact for FY 25-26 will be end up being a savings for the Human Resource Department. Health Services has requested this change and will thus be paying 100% of the cost for Alicia's position, of which they have the funds to cover. Wendi's position will be funded within the Human Resources budget.



POLK COUNTY CLASS SPECIFICATION HUMAN RESOURCES GENERALIST

Class Spec. Number: 258

Representation: Non-Represented

FLSA Status: Exempt

Salary Range: 45E**

GENERAL STATEMENT OF DUTIES: The Human Resources Generalist is the advanced journey level classification in the Human Resources Department. Under the direction of the Administrative Services Director, supports the operation of the Human Resources Department, to include plan, lead, and oversee human resources activities in assigned departments, including employee recruitment and selection, employee relations and employee engagement. Analyzes documents, summarizes details and intent; effectively and efficiently carries out County policies. Administers County safety program and develops safety policies and protocol.

SUPERVISION RECEIVED: Work is performed with considerable independent judgment while under the supervision of the Administrative Services Director.

SUPERVISION EXERCISED: Supervision is not a normal part of this position. May act as a lead worker over assigned staff; assigns, monitors, and coordinates work for program effectiveness. May be asked to supervise staff assisting with employee engagement in assigned departments.

PRINCIPAL DUTIES: An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Serves as an advisor to management and staff on matters such as performance management, skill development, general morale, organization health and other employee relation matters.
2. Conducts studies, assembles data, and prepares reports in relation to personnel administration and safety compliance. Offers recommended practices and/or interpretation of regulations, laws, ordinances, and policies.
3. Evaluates human relations and work-related problems recommending the most effective solution.
4. Oversees County's recruitment, testing and selection process. Originates necessary forms to open recruitment for available positions; creates recruiting announcements, sources new avenues of recruitment, tracks recruitment. Participates in reviews of the applications, candidate interviews and selection, background checks and references.
5. Advises department heads, managers and supervisors on all aspects of employment laws and practices to ensure policy and legal compliance, including equal employment opportunity, wage and hour, leave and disability management, FMLA/OFLA/Paid Leave Oregon, pay equity and any other employment related compliance requirements.
6. Performs classification and compensation studies. Prepares and/or modifies class specifications in preparation for Board meetings and approval. Assists Administrative Services Director with maintaining Personnel Rules, Employee Wage Schedule, Job Descriptions, and Personnel

Database in the County computer network.

7. Confers with supervisors and employees to resolve difficult questions or to clarify policies, procedures, or protocols. Refers them to Administrative Services Director when necessary.
8. Conduct new employee onboarding, preparing employment related paperwork, developing orientation materials, providing training opportunities and all other activities related to the onboarding process for new employees. May provide additional training to employees in assigned departments.
9. Monitors employee performance evaluations and provides feedback and direction to supervisors, and ensures that evaluations are completed correctly and in a timely manner.
10. Acts as the County Safety Officer or as a member of the safety committee. Researches and prepares information in coordination with Safety Committee.
11. Manages and processes all mandatory and federal reporting (i.e. non-discrimination testing, EEO reporting, OSHA 300 reporting).
12. Leads in organizing required training for employees and elected officials as needed and documents training.
13. Maintains confidentiality at all times.
14. Assists in the maintenance of the County's job classification system.
15. Serves as wellness advocate. Assists with planning, organizing and directing wellness initiatives to improve the health and well-being of employees and family members including development of wellness curriculum, events, training and education. Serves on the wellness committee. Manages the wellness program budget.
16. Organizes special programs and training of County employees (i.e., New Employee Orientation, Bloodborne Pathogens Training, Sexual Harassment Training, Open Enrollment.)
17. Inputs new appointments, promotions, disciplinary action, and other employee status changes into the County's Human Resources database system.
18. Performs related duties as required.

EMPLOYMENT QUALIFICATIONS:

Knowledge of: principles and practices of personnel administration; principles and methods of recruitment, classification compensation and training; employment law and labor relations; public administration and general County government operation.

Ability to: make independent decisions in accordance with established policies and procedures; communicate effectively both orally and in writing; perform duties with initiative and sound judgment; establish and maintain helpful, pleasant, and courteous relationships while working

with elected and appointed County officials, employees, and the public; be proficient in computer and software use; analyze documents, summarize details and intent; effectively and efficiently carry out policies of the department.

EDUCATION, EXPERIENCE AND TRAINING: Bachelor's degree with major coursework in human resource management, business or public administration or a related field and five years of experience involving the administration of human resources or management experience, preferably in a government setting; or any equivalent combination of education, experience and training.

Human Resources Generalist - 258
Adopted 6/25



MEMORANDUM

TO: Board of Commissioners
FROM: Matt Hawkins, Admin. Services Director
DATE: June 20, 2025
SUBJECT: Reclassification of an Appraiser II

Wednesday – June 25, 2025 (5 minutes)

RECOMMENDATION:

The Board of Commissioners approve the reclassification of an Appraiser II.

ISSUE:

Shall the Board approve the reclassifications?

DISCUSSION:

It is recommended that Becki Zwemke, in the Assessor's Office, be reclassified from an Appraiser II to an Appraiser III. Assessor Valerie Patoine has made this request due to the recent loss of our only Appraiser III, and the specialized duties that will still need to be performed. Becki is being asked to take on the data analyst and commercial appraisal duties that are part of the Appraiser III job specification. Becki has moved up quicker than normal through the Appraiser classifications due to her years of experience with the Assessors office in the Assessment Specialist classification and the skills it has provided her to take on this new role.

Becki is currently at step 6 of the Appraiser II position which is \$6,054 monthly. If the reclassification is approved, she would move to step 5 of the Appraiser III position which is \$6,395.

Should the reclassification be approved, it would be effective July 1, 2025.

FISCAL IMPACT:

This reclassification will have an impact on the budget for FY 25-26 of approximately \$5,500 including PERS contribution should it be for 12 months.



CONTRACT REVIEW SHEET

Staff Contact: Rosana Warren Rivera Phone Number (Ext): 2550
Department: Health Services: Behavioral Health Consent Calendar Date: June 25, 2025
Contractor Name: Oregon Health Authority
Address: 635 Capitol St NE Suite 350
City, State, Zip: Salem, OR 97301
Effective Dates - From: July 01, 2024 Through: June 30, 2025
Contract Amount: \$47,600.00

Background:

Oregon Health Authority provides funds to finance Community Mental Health, Addiction Treatment, Recovery & Prevention and Problem Gambling services. This is the sixth amendment to the initial award from the state as IGA 026022. This award may be modified from time-to-time throughout the calendar year to reflect changes to funds and/or programs that are made a part of the grant.

Discussion:

This sixth Amendment awards one time funding to Service Element 25 for Crisis services for the completion of Optimal Performance services, an incentive to promote Crisis Education. This Amendment also awards additional funding to Service Element 17 pass through funding for invoiced services due to increased costs for guardianship services.

Fiscal Impact:

The total amount awarded for this Amendment is \$47,600.00 for FY25, which is expected to be paid in one lump sum. These funds were not expected at the time of the budget process and will be used to offset current services.

Recommendation:

It is recommended that Polk County sign the sixth Amendment to IGA 026022 with the Oregon Health Authority.

Copies of signed contract should be sent to the following:

Name: Rosana Warren Rivera E-mail: hs.contracts@co.polk.or.us
Name: _____ E-mail: _____

In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audio recordings, Web-based communications, and other electronic formats. To request an alternate format, please send an e-mail to dhs-oha.publicationrequest@odhsoha.oregon.gov or call 503-378-3486 (voice) or 503-378-3523 (TTY) to arrange for the alternative format.

AGREEMENT # PO-44300-00026022

**SIXTH AMENDMENT TO
OREGON HEALTH AUTHORITY
2024-2025 INTERGOVERNMENTAL AGREEMENT
FOR THE FINANCING OF COMMUNITY MENTAL HEALTH, ADDICTION TREATMENT,
RECOVERY, & PREVENTION, AND PROBLEM GAMBLING SERVICES**

This **Sixth** Amendment to Oregon Health Authority 2024-2025 Intergovernmental Agreement for the Financing of Community Mental Health, Addiction Treatment, Recovery, & Prevention, and Problem Gambling Services effective as of January 1, 2024 (as amended, the “Agreement”), is entered into, as of the date of the last signature hereto, by and between the State of Oregon acting by and through its Oregon Health Authority (“OHA”) and **Polk County** (“County”).

RECITALS

WHEREAS, OHA and County wish to modify the Financial Assistance Award set forth in Exhibit C of the Agreement.

NOW, THEREFORE, in consideration of the premises, covenants and agreements contained herein and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

AGREEMENT

- 1.** The financial and service information in the Financial Assistance Award is hereby amended as described in Attachment 1 attached hereto and incorporated herein by this reference. Attachment 1 must be read in conjunction with the portion of Exhibit C of the Agreement that describes the effect of an amendment of the financial and service information.
- 2.** Capitalized words and phrases used but not defined herein shall have the meanings ascribed thereto in the Agreement.
- 3.** County represents and warrants to OHA that the representations and warranties of County set forth in section 4 of Exhibit F of the Agreement are true and correct on the date hereof with the same effect as if made on the date hereof.
- 4.** Except as amended hereby, all terms and conditions of the Agreement remain in full force and effect.
- 5.** This Amendment may be executed in any number of counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have executed this amendment as of the dates set forth below their respective signatures.

6. Signatures.

Polk County

By:

Authorized Signature

Printed Name

Title

Date

State of Oregon, acting by and through its Oregon Health Authority

By:

Authorized Signature

Printed Name

Title

Date

Approved by: Director, OHA Health Systems Division

By:

Authorized Signature

Printed Name

Title

Date

Approved for Legal Sufficiency:

Exempt per OAR 137-045-0050(2)

Oregon Department of Justice

Date

ATTACHMENT 1
EXHIBIT C
Financial Pages

MODIFICATION INPUT REVIEW REPORT													
MOD#: M1114													
CONTRACT#: 026022													
CONTRACTOR: POLK COUNTY													
INPUT CHECKED BY: _____ DATE CHECKED: _____													
SE#	FUND	PROJ	CPMS	PROVIDER	EFFECTIVE	SLOT		OPERATING	STARTUP PART	PART	PAAF	CLIENT	
	CODE				DATES	CHANGE/TYPE	RATE	DOLLARS	DOLLARS ABC	IV	CD	BASE	CODE
													SE#
FISCAL YEAR: 2024-2025													
BASE INVOICE SERVICES													
17	804	INVOIC			7/1/2024 - 6/30/2025	0 /NA	\$0.00	\$37,600.00	\$0.00	C	1	Y	1
TOTAL FOR SE# 17								\$37,600.00	\$0.00				
BASE CRISIS AND ACUTE TRA													
25	804	CATS			7/1/2024 - 6/30/2025	0 /NA	\$0.00	\$10,000.00	\$0.00	C 25A	1	N	2
TOTAL FOR SE# 25								\$10,000.00	\$0.00				
TOTAL FOR 2024-2025								\$47,600.00	\$0.00				
TOTAL FOR M1114 026022								\$47,600.00	\$0.00				

OREGON HEALTH AUTHORITY
Financial Assistance Award Amendment (FAAA)

CONTRACTOR: POLK COUNTY
DATE: 06/04/2025

Contract#: 026022
REF#: 008

REASON FOR FAAA (for information only):

Non-OHP Community and Residential Assistance (MHS 17) funds have been awarded and Stabilization Services for Children and Their Families (MHS 25A) funds have been awarded for successfully meeting Performance Requirements outlined in Service Element 25A under section (2) (a) Optional Performance Requirements.

The following special condition(s) apply to funds as indicated by the special condition number in column 9. Each special condition set forth below may be qualified by a full description in the Financial Assistance Award.

M1114 1A) These funds are for MHS 17, which encompasses Invoice Services found in service elements 26 ,27, 28, 30, 34 and 36 from 01/01/2024 to 6/30/2025 with Part C. B) For Services delivered to individuals, financial assistance awarded to County shall be disbursed to County and expended by County in accordance with and subject to the residential rate on the date of service delivery based upon the rate schedule found at www.oregon.gov/OHA/HSD/OHP/Pages/Fee-Schedule.aspx and incorporated into this Agreement by reference that is effective as of the effective date of this Agreement unless a new rate schedule is subsequently incorporated by amendment. Any expenditure by County in excess of the authorized rates as set forth www.oregon.gov/OHA/HSD/OHP/Pages/Fee-Schedule.aspx may be deemed unallowable and subject to recovery by OHA in accordance with the terms of this Agreement.

M1114 2The financial assistance subject to this special condition will be disbursed to County in one lump sum within 30 calendar days after the date this Agreement becomes executed.

MEMORANDUM

TO: Board of Commissioners

FROM: Aaron Felton

DATE: June 25, 2025

SUBJECT: Contract Agreement with Dr. Steven Fletcher to be the Polk County Medical Examiner.

Wednesday Consent
June 25, 2025

RECOMMENDATION:

Approve and sign the contract agreement.

ISSUE:

The current Medical Examiner contract for Dr. Steven Fletcher expires June 30, 2025.

BACKGROUND:

We have three Medicolegal Death Investigators who perform the bulk of the tasks performed by the Medical Examiner. They are the ones responding in person when required and are releasing bodies on behalf of the medical examiner from the scene. The Medicolegal Death Investigators do not have the legal authority to sign death certificates and therefore it is necessary to contract with a licensed physician. This contract runs from July 1, 2025 through June 30, 2026.

DISCUSSION/ALTERNATIVES:

- A. Approve and sign the attached contract.
- B. Do not approve and sign the attached contract.

SUMMARY:

N/A

FISCAL IMPACT:

The Medical Examiner receives \$350 per month to perform the duties in this contract.

AGREEMENT

This Agreement made and entered into by and between POLK COUNTY, a political subdivision of the State of Oregon, hereinafter referred to as "County" and Steven Fletcher, M. D., hereinafter referred to as "Contractor."

WHEREAS, County is authorized to obtain, by contract, the services necessary to conduct its operation; and

WHEREAS, Contractor has available, or can cause to be provided, the facilities and staff required for the performance of said services;

NOW THEREFORE, IT IS HEREBY AGREED by and between the parties above-mentioned, for and in consideration of the mutual promises hereinafter stated as follows:

SECTION I – SERVICES

- A. Effective Date. This Agreement is effective July 1, 2025 and shall terminate on June 30, 2026. It is understood by both parties that no commitments have been or are made by either party beyond the termination of the Agreement.
- B. The County is desirous of securing the services for the Contractor to provide Medical Examiner services to Polk County.
- C. The Contractor is located at 2636 Westminster Way, Albany, OR 97321; telephone – (541)619-2574; however, most services provided herein shall be provided by telephone, written contact with deputy medical examiners or within Polk County.
- D. Services shall be provided in accordance with the document entitled Exhibit I and, which is attached and is made a part of this Agreement.

SECTION II – CONSIDERATION

- A. As consideration for the services provided by the Contractor during the period beginning July 1, 2025, and ending June 30, 2026, the County will pay the Contractor, by check(s), at the rate of \$350.00 per month.
- B. Payment for services provided during any period of less than one (1) month shall be prorated on a daily basis.
- C. It is agreed that any payment or reimbursement received by the Contractor from persons served under this Contract shall be promptly submitted by the Contractor to the County.
- D. Contractor is engaged hereby as an independent Contractor, and will be so deemed for purposes of the following:
 - 1. Contractor will be solely responsible for the payment of any Federal or State taxes required as a result of this Agreement.
 - 2. This Agreement is not intended to entitle Contractor to any benefits generally granted to County employees. Without limitation, but by way of illustration, the benefits which are not intended to be extended by this Contract to the Contractor are vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability

insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits (except insofar as benefits are otherwise required by law if the Contractor is presently a member of the Public Employees Retirement System.)

3. The Contractor is an Independent Contractor for purposes of the Oregon Workers' Compensation Law (ORS Chapter 656) and is solely liable for any Workers' Compensation coverage under this Contract. If the Contractor has the assistance of other persons in performance of this Contract, the Contractor shall qualify and remain qualified for the term of this Contract as a direct responsibility employer under ORS 656.407 or as a contributing employer under ORS 656.411.

E. The General Provisions and Appendix "A" attached hereto and by this reference incorporated herein.

SECTION III – BILLINGS

Billings shall be submitted monthly to the District Attorney, 850 Main Street, Dallas OR 97338.

Approved by Polk County Board of Commissioners at their regular meeting on _____, 2025.

CONTRACTOR



DR. STEVEN FLETCHER

6-12-25
DATED

POLK COUNTY BOARD OF COMMISSIONERS

CHAIRMAN

DATED

Approved as to form:

MORGAN SMITH
County Counsel

GENERAL PROVISIONS

1. Extent of Agreement

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral, or other wise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

2. Captions

The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provision of this Agreement.

3. Payment as Sole Monetary Obligation of the County

The Contractor is engaged as an independence contractor. Payment as provided herein shall be the sole monetary obligation of the County. Unless, otherwise specified, the responsibility for payment of all operating cost, Federal, State, County or city taxes/assessments and any other charges imposed by law upon employers shall be the sole responsibility of the Contractor.

4. Licensing and Program Standards

The Contractor agrees to comply with all applicable State, County and municipal standards for licensing, and any other standards or criteria described in this Agreement and its attachments.

5. Safeguarding of Client Information

The use or disclosure by any party of any information concerning a recipient of services purchased under this Agreement, for any purpose not directly connected with the administration of the County's or the Contractor's responsibilities with respect to such purchased services, is prohibited, except on written consent of the County, or if the County is not the recipient, on written consent of the recipient or attorney.

6. Civil Rights Act of 1964 and Rehabilitation Act of 1973

The Contractor agrees to comply with the requirements of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973, and their implementing Federal regulations, including Executive Order 11246 as amended.

7. Retention of Records

The Contractor agrees to retain all books, records and other documents relevant to this Agreement for three (3) years after final payment is made under this Agreement or all pending matters are closed, whichever is later. If litigation or other action involving the Agreement is started before the end of the three (3) year period, the records shall be retained until all issues arising out of the action are resolved or until the end of the three (3) year period, whichever is later.

8. Insurance

Contractor agrees that it is an independent contractor and not an agent of the County. The Contractor and the County shall not be responsible for any legal liability, loss, damages, costs and expenses arising in favor of any person on account of personal injuries, death or property loss of damage occurring, growing out of, incident to or resulting directly or indirectly from the acts or omissions of the other party under this Agreement.

Both the County and the Contractor shall obtain, and at all times keep in effect, comprehensive liability insurance and property damage insurance covering each respective party's own acts and omissions under this Agreement. Contractor may satisfy these requirements in any manner allowed by ORS 30.282. Such liability insurance, whatever the form, shall be in an amount not less than the limits of public body tort liability specified in ORS 30.270. In the event of unilateral cancellation or restriction by the insurance company of the Contractor's insurance policy referred to in this paragraph, the Contractor shall immediately notify the County verbally or in writing.

As evidence of the insurance coverage required by this Agreement, and prior to the execution of this Agreement, the Contractor shall furnish a Certificate of Insurance to Polk County, Risk Manager, 850 Main Street, Dallas, Oregon 97338. The Certificate form, to be completed by the Contractor's insurer, will be maintained in the County's file of this Agreement.

There shall not be any cancellation, material changes, or failure to renew such insurance policy (policies) without thirty (30) days prior notice to the County.

9. Subcontracting

Unless subcontracting is authorized elsewhere in the agreement, the Contractor shall not enter into any subcontracts for any of the work contemplated under this Agreement without obtaining prior written approval from the County, which approval shall be attached to the original Agreement. Prior written approval shall be required for the purchase by the Contractor of articles, supplies and services which are incidental but necessary for the performance of the work required under this Agreement (e.g., facilities maintenance.)

Approval by the County of a subcontract shall not result in any obligations of the County in addition to the agreed rates of payment and total consideration. Any subcontracts, which the County may authorize, shall contain all requirements of this Agreement, and the Contractor shall be responsible for the performance of the subcontractor. Contractor may subcontract medical investigator's duties so long as the subcontractor possesses medical qualifications equivalent to those of the Contractor.

10. Renegotiation of Modification

Any alterations, variations, modifications to or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing, duly signed, and approved by the Contractor and the County and attached to the original of this Agreement.

11. Excuses for Nonperformance

Neither party to this Agreement shall be held responsible for delay or failure in performance of the activities required herein when such delay or failure is due to causes beyond the control and without the fault or negligence of the party. Such causes may include, but are not restricted to, fire, flood, epidemic, strikes, acts of God or the public enemy, unusually severe weather, legal acts of public authorities, or delays or defaults caused by public carriers, which cannot reasonably be forecast or provided against. Either party may terminate the Agreement after reasonably determining that such delay or failure will prevent continued performance of the Agreement, and after giving written notice to the other party of the cause, its effect on Agreement performance and effective date of termination. If the Agreement is so terminated, the obligation of the County shall be limited to payment for services provided in accordance with the Agreement prior to the date of termination.

12. Remedies

If the Contractor fails to provide the services or perform any of the other requirements under the Contract, and such failure is not excused under the paragraph titled "Excuses for Nonperformance", the County, after giving the Contractor written notice of such failure, may withhold part or all of the Contractor's payment for the services until such failure is corrected. If the Contractor does not correct such failure within a reasonable time allowed by the County, the County may terminate the Agreement in accordance with the clause title "Termination." However, this paragraph, and any actions taken or not taken under it, shall not affect the County's rights under the "Termination" clause.

13. Termination

- A. This Agreement may be terminated by mutual consent of both parties or unilaterally by either party at any time upon thirty days notice to the other party in writing and delivered personally or by

Certified Mail. The County may also unilaterally terminate this Agreement effective upon delivery of written notice to the Contractor, or at such later date as may be established by the County, under any of the following conditions:

- 1) If Federal or State laws, regulations or guidelines are modified or changed in such a way that the services are no longer allowable or appropriate for purchase under this Agreement or no longer qualify for the funding proposed for payments authorized by this Agreement.
- 2) If any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this Agreement is for any reason denied, revoked, not renewed, or changed in such a way that the Contractor no longer meets requirements for such license or certificate. Termination under this clause shall be without prejudice to any obligations or liabilities of either party already reasonably incurred prior to such termination, except that the Contractor shall be solely responsible for its obligations or liabilities after the termination date, which obligations or liabilities result from the Contractor's failure to provide for termination of, or exercises the right to terminate, its commitments. No right of action or damages shall accrue to the benefit of the Contractor if the Agreement terminated under this clause.

B. The County, by written notice of default (including breach of contract) to the Contractor, may terminate this Agreement:

- 1) If the Contractor fails to provide the services called for by this Agreement within the time specified herein or any extension thereof granted by the County; or
- 2) If the Contractor fails to perform any of the other requirements of this Agreement; or
- 3) If the Contractor so fails to perform the work required in the Agreement that performance of this Agreement in accordance with its terms is endangered, and after receipt of written notice from the County specifying such failure, the Contractor fails to correct such failure within ten (10) days or such longer period as the County may authorize.

If the Agreement is terminated under this clause, the County's obligations shall be limited to payment for services provided in accordance with the Agreement prior to the date of termination, less any damages suffered by the County. The rights and remedies of the County in this clause related to defaults (including breach of contract) by the Contractor shall not be exclusive and are in addition to any other rights and remedies provided to the County by law or under this Agreement.

14. Waiver of Default

Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such in writing, signed by an authorized representative of the County, and attached to the original Agreement in accordance with the paragraph entitled "Renegotiation or Modification."

15. Severability

The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

16. Non-Discrimination

The Contractor acknowledges that they are an equal opportunity employer and no person shall be denied services or discriminated against on the basis of race, color, creed, national origin or duration of residence, and there shall be no discrimination in the selection, compensation or the employment practices with respect to personnel coming under the auspices of the Contractor.

17. Assignment of Agreement

The Contractor shall not assign or transfer its interest in this Agreement without prior written approval of the County, which shall be attached to the original Agreement. Any such assignment, if approved, is subject to such conditions and provisions, as the County may deem necessary. No approval by the County of any assignment or transfer of interest shall be deemed to create any obligation of the County in addition to the Agreed rates of payment and total Agreement consideration.

18. Funds Authorized and Available

The County certifies that at the time of signing of this Agreement, sufficient funds are authorized and available, or are anticipated to be available, for expenditure to finance costs of this Agreement within the County's current appropriation or limitation.

EXHIBIT I

POLK COUNTY MEDICAL EXAMINER

Contractor shall serve as Polk County Medical Examiner for Polk County, Oregon, and shall provide the following services:

1. Provide telephonic advice to deputy medical examiners, attend death scenes or conduct death investigations at the medical examiner's option and certify the cause of death.
2. Perform any other services that are required by the State Medical Examiner and by the Oregon Revised Statutes.

CORRECTIONAL FACILITY INSPECTION REPORT: POLK COUNTY JAIL

(ORS 169.040)

DATE OF INSPECTION

June 18, 2025

INSPECTION PARTY

**Morgan Smith Moriah Harris
Hannah Brickner
Kayla Moehlmann
Brenda Dornbusch**

1. Average Daily Population 130

2. Staffing Level(s)

Inadequate ☐

Adequate ☒

2 Control Tech

5 Deputies

1 Lieutenant

1 Sergeant

1 Inmate Programs Specialist

3. Hourly Inmate Inspections: Yes ☒ No ☐
Monitoring Equipment
Manual

4. Written Jail Policy/Rules: Yes ☒ No ☐
Legal Confinement Authority
Denial of Admission
Telephone calls
Medical/dental procedures
Medication/Prescriptions
Personal Property/ORS 133.455
Vermin/Communicable disease
Release Process
Correspondence/Visitation

5. Written policy re: facility emergencies Yes ☒ No ☐

6. Policy prohibiting administration of physical punishment Yes ☒ No ☐

7. Access to licensed physician Yes ☒ No ☐

8. Secure storage of medication Yes ☒ No ☐

9. Maintenance of inmate medical/dental record system Yes ☒ No ☐

10. First aid supplies/staff training Yes ☒ No ☐

11. Firearms policy prohibiting firearms in secure area of jail except in times of emergency Yes ☒ No ☐
12. Inmates fed at least three meals daily Yes ☒ No ☐
13. Meals are nutritionally adequate Yes ☒ No ☐
14. Special diets/meals available Yes ☒ No ☐
15. Food storage appears sanitary Yes ☒ No ☐
16. Food served under sanitary conditions Yes ☒ No ☐
17. Jail facility appears clean: Comments: "Extremely" Yes ☒ No ☐
18. Inmates provided personal hygiene materials Yes ☒ No ☐
Confirmed with Inmate – Name: Kelly Nemtusk__
19. Inmates required to shower at least twice weekly Yes ☒ No ☐
Confirmed with Inmate – Name: __Kelly Nemtusk_____
20. Inmates provided clean clothes twice weekly Yes ☒ No ☐
Confirmed with Inmate – Name: __Kelly Nemtusk_____
21. Mattresses/blankets clean and fire-retardant Yes ☒ No ☐
22. Outgoing correspondence to attorney, judge, etc., not examined or censored Yes ☒ No ☐
Confirmed with Inmate – Name: _____
23. Compliance with building, fire codes Yes ☒ No ☐
24. Provide inmates with rules for inmate conduct and facility disciplinary procedures Yes ☒ No ☐
Confirmed with Inmate – Name: _____
25. Maintain religious freedoms policy Yes ☒ No ☐
26. Provide access to legal material Yes ☒ No ☐

27. Additional Observations/Comments: _____

DATED: _____

Board of Commissioners



CONTRACT REVIEW SHEET

Staff Contact: Rosana Warren Rivera Phone Number (Ext): 2428
Department: Health Services: Public Health Consent Calendar Date: June 25, 2025
Contractor Name: Oregon Health Authority
Address: 635 Capitol Street NE, Room 350
City, State, Zip: Salem, OR 97301
Effective Dates - From: July 01, 2025 Through: June 30, 2027
Contract Amount: \$1,580,911.17

Background:

The County receives funds from the Oregon Health Authority to provide Public Health Services to residents of the County by way of a grant. This contract is the initial award from the State. The grant award may be modified from time-to-time throughout the fiscal year to reflect changes to funds and/or programs that are made as part of the grant.

Discussion:

This agreement is for the continuation of Public Health programs services for the next biennium. The significant changes include the reduction in immunization bridge funding awarded during the PH emergency enacted in 2020, though not awarded in this contract, we do expect funding to be awarded in a future amendment at approximately \$25,000. The other primary change is the shift from STI Intervention to HIV/STI Statewide Services through program element PE81.

Fiscal Impact:

The total for this agreement is \$1,580,911.17. The Public Health budget was prepared in anticipation of this funding. Services and funding will continue the status quo.

Recommendation:

It is recommended that Polk County sign IGA 185827-0 with the Oregon Health Authority.

Copies of signed contract should be sent to the following:

Name: Rosana Warren Rivera E-mail: hs.contracts@co.polk.or.us
Name: _____ E-mail: _____
Name: _____ E-mail: _____

DOCUMENT RETURN STATEMENT

Please complete the following statement and return with the completed signature page and the Contractor Data and Certification page and/or Contractor Tax Identification Information (CTII) form, if applicable.

If you have any questions or find errors in the above referenced Document, please contact the contract specialist.

Document number: 25-109, hereinafter referred to as "Document."

Name	Title
Craig Pope	BOC Chair

received a copy of the above referenced Document, between the State of Oregon, acting by and through the Department of Human Services, the Oregon Health Authority, and

by email.

Contractor's name

On 6/25/2025
Date

I signed the electronically transmitted Document without change. I am returning the completed signature page, Contractor Data and Certification page and/or Contractor Tax Identification Information (CTII) form, if applicable, with this Document Return Statement.

	6/25/2025
Authorizing signature	Date

Please attach this completed form with your signed document(s) and return to the contract specialist via email.

Confidential
CONTRACTOR TAX IDENTIFICATION INFORMATION
For Accounting Purposes Only

The State of Oregon requires contractors to provide their Federal Employer Identification Number (FEIN) or Social Security Number (SSN). This information is requested pursuant to ORS 305.385 and OAR 125-246-0330(2). Social Security numbers provided pursuant to this section will be used for the administration of state, federal and local tax laws. The State of Oregon may report this information to the Internal Revenue Service (IRS). Contractors must keep this information current at all times. Contractors are required to notify the State of Oregon contract administrator within 10 business days if this information changes. The State of Oregon reserves the right to ask contractors to update this information at any time during the document term.

Document number: 25-109 _____

Legal name *(tax filing)*: Polk County _____

DBA name *(if applicable)*: _____

Billing address: 850 Main St _____

City: Dallas _____ **State:** Or _____ **Zip:** 97338 _____

Phone: 503-623-8173 _____

FEIN: 93-6002310 _____

- OR -

SSN: _____

OHA - 2025-2027 INTERGOVERNMENTAL AGREEMENT - FOR THE FINANCING OF PUBLIC HEALTH SERVICES

In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audio recordings, Web-based communications and other electronic formats. To request an alternate format, please send an e-mail to dhs-oha.publicationrequest@state.or.us or call 503-378-3486 (voice), or 503-378-3523 (TTY) to arrange for the alternative format.

AGREEMENT #185827-0**2025-2027 INTERGOVERNMENTAL AGREEMENT
FOR THE FINANCING OF PUBLIC HEALTH SERVICES**

This 2025-2027 Intergovernmental Agreement for the Financing of Public Health Services (the “Agreement”) is between the State of Oregon acting by and through its Oregon Health Authority (“OHA”) and Polk County, the Local Public Health Authority for Polk County (“LPHA”).

RECITALS

WHEREAS, ORS 431.110, 431.115 and 431.413 authorize OHA and LPHA to collaborate and cooperate in providing for basic public health services in the state, and in maintaining and improving public health services through county or district administered public health programs;

WHEREAS, ORS 431.250 and 431.380 authorize OHA to receive and disburse funds made available for public health purposes;

WHEREAS, LPHA has established and proposes, during the term of this Agreement, to operate or contract for the operation of public health programs in accordance with the policies, procedures, and administrative rules of OHA;

WHEREAS, LPHA has requested financial assistance from OHA to operate or contract for the operation of LPHA’s public health programs;

WHEREAS, if OHA is acquiring services for the purpose of responding to a state of emergency or pursuant to a Major Disaster Declaration from FEMA. OHA intends to request reimbursement from FEMA for all allowable costs.

WHEREAS, OHA is willing, upon the terms and conditions of this Agreement, to provide financial assistance to LPHA to operate or contract for the operation of LPHA’s public health programs;

WHEREAS, nothing in this Agreement shall limit the authority of OHA to enforce public health laws and rules in accordance with ORS 431.170 whenever LPHA administrator fails to administer or enforce ORS 431.001 to 431.550 and 431.990 and any other public health law or rule of this state.

NOW, THEREFORE, in consideration of the foregoing premises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

AGREEMENT

1. **Effective Date and Duration.** This Agreement shall become effective on July 1, 2025, regardless of the date of signature. Unless terminated earlier in accordance with its terms, this Agreement shall expire on June 30, 2027.

2. **Agreement Documents, Order of Precedence.** This Agreement consists of the following documents:

This Agreement without Exhibits

<u>Exhibit A</u>	<u>Definitions</u>
<u>Exhibit B</u>	<u>Program Element Descriptions</u>
<u>Exhibit C</u>	<u>Financial Assistance Award and Revenue and Expenditure Report</u>
<u>Exhibit D</u>	<u>Special Terms and Conditions</u>
<u>Exhibit E</u>	<u>General Terms and Conditions</u>
<u>Exhibit F</u>	<u>Standard Terms and Conditions</u>
<u>Exhibit G</u>	<u>Required Federal Terms and Conditions</u>
<u>Exhibit H</u>	<u>Required Subcontract Provisions</u>
<u>Exhibit I</u>	<u>Subcontractor Insurance Requirements</u>
<u>Exhibit J</u>	<u>Information Required by 2 CFR Subtitle B with guidance at 2 CFR Part 200</u>

All of the above exhibits are incorporated by reference into this Agreement. LPHA agrees to conduct the services listed in the Financial Assistance Award of Exhibit C as more specifically described in the Program Elements of Exhibit B, according to the terms of Exhibits D-I. In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: this Agreement without Exhibits, Exhibit G, Exhibit A, Exhibit C, Exhibit D, Exhibit B, Exhibit F, Exhibit E, Exhibit H, Exhibit I, and Exhibit J.

EACH PARTY, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

3. SIGNATURES.

STATE OF OREGON, ACTING BY AND THROUGH ITS OREGON HEALTH AUTHORITY

Signature: _____

Name: /for/ Nadia A. Davidson

Title: Director of Finance

Date: _____

POLK COUNTY LOCAL PUBLIC HEALTH AUTHORITY

By: _____

Name: _____

Title: _____

Date: _____

DEPARTMENT OF JUSTICE – APPROVED FOR LEGAL SUFFICIENCY

Agreement form group-approved by Devon Thorson, Senior Assistant Attorney General, Tax and Finance Section, General Counsel Division, Oregon Department of Justice by email on May 29, 2025, copy of email approval in Agreement file.

REVIEWED BY:

OHA PUBLIC HEALTH ADMINISTRATION

By: _____

Name: Rolonda Widenmeyer (or designee)

Title: Program Support Manager

Date: _____

EXHIBIT A DEFINITIONS

As used in this Agreement, the following words and phrases shall have the indicated meanings. Certain additional words and phrases are defined in the Program Element Descriptions. When a word or phrase is defined in a particular Program Element Description, the word or phrase shall not have the ascribed meaning in any part of this Agreement other than the particular Program Element Description in which it is defined.

1. **“Agreement”** means this 2025-2027 Intergovernmental Agreement for the Financing of Public Health Services.
2. **“Agreement Settlement”** means OHA’s reconciliation, after termination or expiration of this Agreement, of amounts OHA disbursed to LPHA with amounts that OHA is obligated to pay to LPHA under this Agreement from the Financial Assistance Award, based on allowable expenditures as properly reported to OHA in accordance with this Agreement. OHA reconciles disbursements and payments on an individual Program Element basis.
3. **“Allowable Costs”** means the costs described in 2 CFR Part 200 or 45 CFR Part 75, as applicable, except to the extent such costs are limited or excluded by other provisions of this Agreement, whether in the applicable Program Element Descriptions, the Special Terms and Conditions, the Financial Assistance Award, or otherwise.
4. **“Assistance Listing #”** means the unique number assigned to identify a Federal Assistance Listing, formerly known as the Catalog of Federal Domestic Assistance (CFDA) number.
5. **“Claim”** has the meaning set forth in Section 1 of Exhibit F.
6. **“Conference of Local Health Officials” or “CLHO”** means the Conference of Local Health Officials created by ORS 431.330.
7. **“Contractor” or “Sub-Recipient”** are terms which pertain to the accounting and administration of federal funds awarded under this Agreement. In accordance with the State Controller’s Oregon Accounting Manual, policy 30.40.00.102, OHA has determined that LPHA is a Sub-Recipient of federal funds and a Contractor of federal funds as further identified in Section 18 “Program Element” below.
8. **“Federal Funds”** means all funds paid to LPHA under this Agreement that OHA receives from an agency, instrumentality or program of the federal government of the United States.
9. **“Financial Assistance Award” or “FAA”** means the description of financial assistance set forth in Exhibit C, “Financial Assistance Award,” attached hereto and incorporated herein by this reference; as such Financial Assistance Award may be amended from time to time.
10. **“Grant Appeals Board”** has the meaning set forth in Exhibit E. Section 1.c.(3) (b) ii.A.
11. **“HIPAA Related”** means the requirements in Exhibit D, Section 2 “HIPAA/HITECH Compliance” applied to a specific Program Element.
12. **“LPHA”** has the meaning set forth in ORS 431.003.
13. **“LPHA Client”** means, with respect to a particular Program Element service, any individual who is receiving that Program Element service from or through LPHA.
14. **“Medicaid”** means federal funds received by OHA under Title XIX of the Social Security Act and Children’s Health Insurance Program (CHIP) funds administered jointly with Title XIX funds as part of the state medical assistance program by OHA.

15. **“Misexpenditure”** means funds, other than an Overexpenditure, disbursed to LPHA by OHA under this Agreement and expended by LPHA that is:
- Identified by the federal government as expended contrary to applicable statutes, rules, OMB Circulars, 2 CFR Subtitle B with guidance at 2 CFR Part 200, or 45 CFR Part 75, as applicable, or any other authority that governs the permissible expenditure of such funds for which the federal government has requested reimbursement by the State of Oregon, whether in the form of a federal determination of improper use of federal funds, a federal notice of disallowance, or otherwise; or
 - Identified by the State of Oregon or OHA as expended in a manner other than that permitted by this Agreement, including without limitation any funds expended by LPHA, contrary to applicable statutes, rules, OMB Circulars, 2 CFR Subtitle B with guidance at 2 CFR Part 200, or 45 CFR Part 75, as applicable, or any other authority that governs the permissible expenditure of such funds; or
 - Identified by the State of Oregon or OHA as expended on the delivery of a Program Element service that did not meet the standards and requirements of this Agreement with respect to that service.
16. **“Oregon Health Authority” or “OHA”** means the Oregon Health Authority of the State of Oregon.
17. **“Overexpenditure”** means funds disbursed to LPHA by OHA under this Agreement and expended by LPHA under this Agreement that is identified by the State of Oregon or OHA, through Agreement Settlement, as being in excess of the funds LPHA is entitled to as determined in accordance with the financial assistance calculation methodologies set forth in the applicable Program Elements or in Exhibit D, “Special Terms and Conditions.”
18. **“Program Element”** means any one of the following services or group of related services as described in Exhibit B “Program Element Descriptions”, in which costs are covered in whole or in part with financial assistance pursuant to Exhibit C, “Financial Assistance Award,” of this Agreement.

2025-2027 PROGRAM ELEMENTS (PE)

<u>PE NUMBER/SUB-ELEMENTS AND TITLE</u>	<u>FUND TYPE</u>	<u>FEDERAL AGENCY/ GRANT TITLE</u>	<u>ASSIST- ANCE LISTING #</u>	<u>HIPAA RELATED (Y/N)</u>	<u>SUB- RECIPIENT (Y/N)</u>
<u>PE 01 – State Support for Public Health</u>					
<u>PE 01-01</u> State Support for Public Health (SSPH)	GF	N/A	N/A	N	N
<u>PE 03 – Tuberculosis Case Management</u>					
<u>PE 03</u> Tuberculosis Case Management	N/A	N/A	N/A	N	N
<u>PE 03-02</u> Tuberculosis Case Management	FF	Tuberculosis Control & Elimination	93.116	N	Y
<u>PE 12 – Public Health Emergency Preparedness and Response (PHEP)</u>					
<u>PE 12-01</u> Public Health Emergency Preparedness Program (PHEP)	FF	CDC/Public Health Emergency Preparedness	93.069	N	Y
<u>PE 12-02</u> COVID-19 Response	FF	CDC/Public Health Emergency Response: Cooperative Agreement for Emergency Response:	93.354	N	Y

PE NUMBER/SUB-ELEMENTS AND TITLE	FUND TYPE	FEDERAL AGENCY/ GRANT TITLE	ASSIST- ANCE LISTING #	HIPAA RELATED (Y/N)	SUB- RECIPIENT (Y/N)
		Public Health Crisis Response			

PE 13 – Tobacco Prevention and Education Program (TPEP)

PE 13 Tobacco Prevention and Education Program (TPEP)	GF	N/A	N/A	N	N
PE 13-01 Tobacco Prevention and Education Program (TPEP)	OF	N/A	N/A	N	N

PE 36 – Alcohol Drug Prevention Education Program

PE 36 Alcohol and Drug Prevention Education Program	FF	SAMHSA/ Substance Abuse Prevention & Treatment Block Grant	93.959	N	Y
	OF	N/A	N/A	N	N
	GF	N/A	N/A	N	N
PE36-01 OSTPR Board Primary Prevention Funding	OF	N/A	N/A	N	N

PE 40 – Special Supplemental Nutrition Program for Women, Infants & Children

PE 40-01 WIC NSA: July-September	FF	USDA/Special Supplemental Nutrition Program for Women, Infants & Children	10.557	N	Y
PE 40-02 WIC NSA: October-June	FF	USDA/Special Supplemental Nutrition Program for Women, Infants & Children	10.557	N	Y
PE 40-03 BFPC: July-September	FF	WIC Breastfeeding Peer Counseling Grant	10.557	N	Y
PE 40-04 BFPC: October-June	FF	WIC Breastfeeding Peer Counseling Grant	10.557	N	Y
PE40-05 Farmer's Market	GF	N/A	N/A	N	N

PE 42 Maternal, Child and Adolescent Health (MCAH) Services

PE 42-03 Perinatal General Funds & Title XIX	FF/GF	Title XIX Medicaid Admin/Medical Assistance Program	93.778	N	N
PE 42-04 Babies First! General Funds	GF	N/A	N/A	N	N
PE 42-06 General Funds & Title XIX	FF/GF	Title XIX Medicaid Admin/Medical Assistance Program	93.778	N	N

OHA - 2025-2027 INTERGOVERNMENTAL AGREEMENT - FOR THE FINANCING OF PUBLIC HEALTH SERVICES

PE NUMBER/SUB-ELEMENTS AND TITLE	FUND TYPE	FEDERAL AGENCY/ GRANT TITLE	ASSIST- ANCE LISTING #	HIPAA RELATED (Y/N)	SUB- RECIPIENT (Y/N)
PE 42-11 Title V	FF	HRSA/Maternal & Child Health Block Grants	93.994	N	Y
PE 42-12 Oregon Mothers Care Title V	FF	HRSA/Maternal & Child Health Block Grants	93.994	Y	Y
PE 42-13 Family Connects Oregon	GF	N/A	N/A	N	N
PE 42-14 Home Visiting	GF	N/A	N/A	N	N

PE 44 – School-Based Health Centers (SBHC)

PE 44-01 SBHC Base	GF	N/A	N/A	N	N
PE 44-02 SBHC Mental Health Expansion	OF	N/A	N/A	N	N
PE 44-03 COVID COAG Funds	FF	CDC/Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response	93.354	N	Y
PE 44-04 SBHC Telehealth Program	GF	N/A	N/A	N	N

PE 46 – Reproductive Health

PE 46-05 RH Community Access	FF	DHHS/Family Planning Services	93.217	N	Y
-------------------------------------	----	-------------------------------	--------	---	---

PE 50 Safe Drinking Water Program

PE 50 Safe Drinking Water (SDW) Program	FF	EPA/State Public Water System Supervision	66.432	N	N
	FF	EPA/ Capitalization Grants for Drinking Water State Revolving Funds	66.468	N	N
	GF	N/A	N/A	N/A	N/A

PE 51 – Public Health Modernization: Leadership, Governance and Program Implementation

PE 51-01 Leadership, Governance & Program Implementation	GF	N/A	N/A	N	N
PE 51-02 Regional Partnership Implementation	GF	N/A	N/A	N	N
PE 51-03 ARPA WF Funding	FF	CDC/Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response	93.354	N	Y
PE 51-04 Modernization Special Projects	FF	CDC/Preventive Health and Health Services Block Grant	93.991	N	Y

<u>PE NUMBER/SUB-ELEMENTS AND TITLE</u>	<u>FUND TYPE</u>	<u>FEDERAL AGENCY/ GRANT TITLE</u>	<u>ASSIST- ANCE LISTING #</u>	<u>HIPAA RELATED (Y/N)</u>	<u>SUB- RECIPIENT (Y/N)</u>
<u>PE 51-05</u> CDC PH Infrastructure Funding	FF	CDC's Collaboration with Academia to Strengthen Public Health	93.967	N	Y

PE 63 – MCAH LPHA Community Leads Organizations

<u>PE 63</u> Maternal and Child Health LPHA Family Connects Oregon Community Lead	GF	N/A	N/A	Y	N
--	----	-----	-----	---	---

PE81 – HIV/STI Statewide Services (HSSS)

<u>PE81-01</u> - HIV/STI Statewide Services (HSSS) Federal Funds	FF	HIV Prevention Activities Health Department Based	93.94	N	Y
<u>PE81-02</u> - HIV/STI Statewide Services (HSSS) Program Income	GF	N/A	N/A	N	N

Fund Types:

GF means State General Fund dollars.

OF means Other Fund dollars.

FF means Federal Funds.

19. **“Program Element Description”** means a description of the services required under this Agreement, as set forth in Exhibit B.
20. **“Subcontract”** has the meaning set forth in Exhibit E “General Terms and Conditions,” Section 3.
21. **“Subcontractor”** has the meaning set forth in Exhibit E “General Terms and Conditions,” Section 3. As used in a Program Element Description and elsewhere in this Agreement where the context requires, Subcontractor also includes LPHA if LPHA provides services described in the Program Element directly.
22. **“Sub-Element”** means one of a related group of services within a Program Element. Each Sub-Element has a separate funding stream and has expenditures that must be reported separate from other Sub-Elements on the Financial Assistance Report.
23. **“Underexpenditure”** means money disbursed to LPHA by OHA under this Agreement that remains unexpended by LPHA at Agreement termination.

EXHIBIT B PROGRAM ELEMENT DESCRIPTIONS

Program Element #01: State Support for Public Health (SSPH)

OHA Program Responsible for Program Element:

Public Health Division/Office of the State Public Health Director

1. Description.

Funds provided under this Agreement for this Program Element may only be used in accordance with, and subject to, the requirements and limitations set forth below, to operate a Communicable Disease control program in LPHA's service area that includes the following components: (a) epidemiological investigations that report, monitor and control Communicable Disease, (b) diagnostic and consultative Communicable Disease services, (c) early detection, education, and prevention activities to reduce the morbidity and mortality of reportable Communicable Diseases, (d) appropriate immunizations for human and animal target populations to control and reduce the incidence of Communicable Diseases, and (e) collection and analysis of Communicable Disease and other health hazard data for program planning and management.

Communicable Diseases affect the health of individuals and communities throughout Oregon. Inequities exist for populations that are at greatest risk, while emerging Communicable Diseases pose new threats to everyone. The vision of the foundational Communicable Disease Control program is to ensure that everyone in Oregon is protected from Communicable Disease threats through Communicable Disease and Outbreak reporting, investigation, and application of public health control measures such as isolation, post-exposure prophylaxis, education, or other measures as warranted by investigative findings. The work in this Program Element is also in furtherance of the Oregon Health Authority's strategic goal of eliminating health inequities by 2030.

This Program Element, and all changes to this Program Element are effective the first day of the month noted in the Issue Date section of Exhibit C Financial Assistance Award unless otherwise noted in Comments and Footnotes of Exhibit C of the Financial Assistance Award.

2. Definitions Specific to State Support for Public Health

- a. **Case:** A person who has been diagnosed by a health care provider, as defined in OAR 333-017-0000, as having a particular disease, infection, or condition as described in OAR 333-018-0015 and 333-018-0900, or whose illness meets defining criteria published in the OHA's Investigative Guidelines.
- b. **Communicable Disease:** A disease or condition, the infectious agent of which may be transmitted to and cause illness in a human being.
- c. **Outbreak:** A significant or notable increase in the number of Cases of a disease or other condition of public health importance (ORS 431A.005).
- d. **Reportable Disease:** Any of the diseases or conditions specified in OAR 333-018-0015 and OAR 333-018-0900.

3. Alignment with Modernization Foundational Programs and Foundational Capabilities.

The activities and services that the LPHA has agreed to deliver under this Program Element align with Foundational Programs and Foundational Capabilities and the public health accountability metrics (if applicable), as follows (see Public Health Modernization Manual at https://www.oregon.gov/oha/PH/ABOUT/TASKFORCE/Documents/public_health_modernization_manual.pdf):

a. **Foundational Programs and Capabilities** (As specified in Public Health Modernization Manual)

Program Components	Foundational Program					Foundational Capabilities								
Asterisk (*) = Primary foundational program that aligns with each component X = Other applicable foundational programs	CD Control		Prevention and health promotion			Environmental health		Population Health		Access to clinical preventive services		Leadership and organizational competencies		
								Direct services				Health equity and cultural responsiveness		
												Community Partnership Development		
												Assessment and Epidemiology		
												Policy & Planning		
												Communications		
												Emergency Preparedness and Response		
Epidemiological investigations that report, monitor and control Communicable Disease (CD).	*												X	
Diagnostic and consultative CD services.	*									X				
Early detection, education, and prevention activities.	*									X	X	X		
Appropriate immunizations for human and animal target populations to reduce the incidence of CD.	*				X						X			
Collection and analysis of CD and other health hazard data for program planning and management.	*									X	X			X

b. **The work in this Program Element helps Oregon's governmental public health system achieve the following Public Health Accountability Metrics, Health Outcome Indicators:**

- Rate of congenital syphilis
- Rate of any stage syphilis among people who can become pregnant
- Rate of primary and secondary syphilis
- Two-year old vaccination rates

- Adult influenza vaccination rates for ages 65+
- c. **The work in this Program Element helps Oregon's governmental public health system achieve the following Public Health Accountability Metrics, LPHA Process Measures:**
 - Priority Area: Reduce the spread of syphilis and prevent congenital syphilis
 - Percent of congenital cases of syphilis averted
 - Percent of cases interviewed
 - Percent completion of Centers for Disease Control and Prevention Core variables
 - Percent of cases treated with appropriate regimen within 14 days
 - Priority Area: Protect people from preventable diseases by increasing vaccination rates
 - Demonstrated use of data to identify population(s) of focus
 - Demonstrated actions to improve access to influenza vaccination for residents of long-term care facilities
 - Demonstrated actions with health care providers or pharmacists to improve access to vaccination
 - Increase in the percent of health care providers participating in the Immunization Quality Improvement Program (IQIP)
 - Demonstrated outreach and educational activities conducted with community partners

4. **Procedural and Operational Requirements.**

By accepting and using the Financial Assistance awarded under this Agreement and for this Program Element, LPHA agrees to conduct the following activities in accordance with the indicated procedural and operational requirements:

- a. LPHA must operate its Communicable Disease program in accordance with the Requirements and Standards for the Control of Communicable Disease set forth in ORS Chapters 431, 432, 433 and 437 and OAR Chapter 333, Divisions 12, 17, 18, 19 and 24, as such statutes and rules may be amended from time to time.
- b. LPHA must use all reasonable means to investigate in a timely manner all reports of Reportable Diseases, infections, or conditions. To identify possible sources of infection and to carry out appropriate control measures, the LPHA Administrator shall investigate each report following procedures outlined in OHA's Guidelines or other procedures approved by OHA. OHA may provide assistance in these investigations, in accordance with OAR 333-019-0000. Investigative guidelines are available at:
<https://www.oregon.gov/oha/PH/DiseasesConditions/CommunicableDisease/ReportingCommunicableDisease/ReportingGuidelines/Pages/index.aspx>
- c. As part of its Communicable Disease control program, LPHA must, within its service area, investigate the Outbreaks of Communicable Diseases, institute appropriate Communicable Disease control measures, and submit required information in a timely manner regarding the Outbreak to OHA in Orpheus as prescribed in OHA CD Investigative Guidelines available at:
<https://www.oregon.gov/oha/PH/DiseasesConditions/CommunicableDisease/ReportingCommunicableDisease/ReportingGuidelines/Pages/index.aspx>
- d. LPHA must establish and maintain a single telephone number whereby physicians, hospitals, other health care providers, OHA and the public can report Communicable Diseases and

Outbreaks to LPHA 24 hours a day, 365 days a year. LPHA may employ an answering service or 911 system, but the ten-digit number must be available to callers from outside the local emergency dispatch area, and LPHA must respond to and investigate reported Communicable Diseases and Outbreaks.

- e. LPHA must attend Communicable Disease 101 and Communicable Disease 303 training.
- f. LPHA must attend monthly Orpheus user group meetings or monthly Orpheus training webinars.

g. COVID-19 Specific Work

In cooperation with OHA, the LPHA must collaborate with local and regional partners, including CBOs and tribal partners where available in the jurisdiction, to assure adequate culturally and linguistically responsive COVID-19 -related services are available to the extent resources are available. In addition, to the extent resources are available, the LPHA must assure individuals requiring isolation have basic resources to support a successful isolation period. LPHA must conduct the following activities in accordance with the guidance to be provided by OHA:

(1) Cultural and linguistic competency and responsiveness.

LPHA must:

- (a) Partner with CBOs, including culturally-specific organizations where available in the jurisdiction.
- (b) Work with local CBOs including culturally-specific organizations to develop and implement culturally and linguistically responsive approaches to COVID-19 prevention and mitigation of COVID-19 health inequities among populations most impacted by COVID-19, including but not limited to communities of color, tribal communities and people with physical, intellectual and developmental disabilities.
- (c) Work with disproportionately affected communities to ensure COVID-19 related services, including case investigation, social services and wraparound supports are available to eligible individuals, and provided in a culturally and linguistically responsive manner with an emphasis on serving disproportionately impacted communities.
- (d) Ensure the cultural and linguistic needs and accessibility needs for people with disabilities or people facing other institutionalized barriers are addressed in the LPHA's delivery of social services and wraparound supports.
- (e) Have and follow policies and procedures for meeting community members' language needs relating to both written translation and spoken or American Sign Language (ASL) interpretation.
- (f) Employ or contract with individuals who can provide in-person, phone, and electronic community member access to services in languages and cultures of the primary populations being served based on identified language (including ASL) needs in the County demographic data.
- (g) Ensure language access through telephonic interpretation service for community members whose primary language is other than English, but not a language broadly available, including ASL.
- (h) Provide written information provided by OHA that is culturally and linguistically appropriate for identified consumer populations. All information shall read at the sixth-grade reading level.

- (i) Provide public health communications (e.g. advertising, social media) that are culturally and linguistically appropriate for identified consumer populations. All information shall read at the sixth-grade reading level.
- (j) Provide opportunities to participate in OHA trainings to LPHA staff and LPHA contractors that provide social services and wraparound supports; trainings should be focused on long-standing trauma in Tribes, racism and oppression.

(2) Testing

LPHA must:

- (a) Work with local and regional partners including health care, communities disproportionately affected by COVID-19 and other partners to assure COVID-19 testing is available to individuals within the LPHA's jurisdiction.
- (b) Work with health care and other partners to ensure testing is provided in a culturally and linguistically responsive manner with an emphasis on making testing available to disproportionately impacted communities

(3) Case Investigation

LPHA must:

- (a) Conduct high-risk Case investigations and monitor Outbreaks in accordance with Investigative Guidelines and any OHA-issued surge guidance.
- (b) Enter all high-risk COVID-19 case investigation and outbreaks in Orpheus and Outbreaks database as directed by OHA.
- (c) Collect and enter all components of Race, Ethnicity, Language, and Disability (REALD) data for high-risk cases being interviewed if data are not already entered in Orpheus.
- (d) Ensure all LPHA staff designated to utilize Orpheus are trained in this system. Include in the data whether new high-risk positive Cases are tied to a known existing positive Case or to community spread.

(4) Isolation.

As resources allow and within the context of current COVID-19 Investigative Guidelines, LPHA must facilitate efforts, including partnering with community resources to link individuals needing isolation supports such as housing and food. The LPHA will utilize existing resources when possible such as covered Case management benefits, WIC benefits, etc.

(5) Social services and wraparound supports.

LPHA must ensure social services referral and tracking processes are developed and maintained and, to the extent the LPHA has sufficient resources, make available direct services as needed. LPHA must cooperate with CBOs and other community resources to provide referral and follow-up for social services and wraparound supports for affected individuals and communities.

(6) Tribal Nation support.

LPHA must ensure alignment of supports for patients and families by coordinating with Federally-recognized tribes if a patient identifies as American Indian/Alaska Native and/or a member of an Oregon Tribe, if the patient gives permission to notify the Tribe.

(7) Support infection prevention and control for high-risk populations.

LPHA must:

- (a) Migrant and seasonal farmworker support.** Partner with farmers, agriculture sector and farmworker service organizations to develop and execute plans for COVID-19 testing, isolation, and social service needs for migrant and seasonal farmworkers.
 - (b) Congregate care facilities.** In collaboration with State licensing agency, support infection prevention assessments, COVID-19 testing, infection control, and transmission-based precautions in congregate care facilities.
 - (c) Vulnerable populations.** Support COVID-19 testing, infection control, isolation, and social services and wraparound supports for houseless individuals, individuals residing in houseless camps, individuals involved in the carceral system and other vulnerable populations at high risk for COVID-19.
- (8) Community education.** LPHA must work with CBOs and other partners to provide culturally and linguistically responsive community outreach and education related to COVID-19.

5. General Revenue and Expense Reporting.

LPHA must complete an “Oregon Health Authority Public Health Division Expenditure and Revenue Report” located in Exhibit C of the Agreement. A separate report must be filed for each applicable Program Element and any sub-elements. These reports must be submitted to OHA each quarter on the following schedule:

Fiscal Quarter	Due Date
First: July 1 – September 30	October 30
Second: October 1 – December 31	January 30
Third: January 1 – March 31	April 30
Fourth: April 1 – June 30	August 20

6. Reporting Requirements.

Not applicable.

7. Performance Measures.

Not applicable.

Program Element #03: Tuberculosis Services

OHA Program Responsible for Program Element:

Public Health Division/Center for Public Health Practice/HIV, STD and TB Section

1. Description.

Funds provided under this Agreement for this Program Element may only be used in accordance with, and subject to, the requirements and limitations set forth below, to deliver Tuberculosis Services.

ORS 433.006 and OAR 333-019-0000 assign responsibility to LPHA for Tuberculosis (“TB”) investigations and implementation of TB control measures within LPHA’s service area. The funds provided for TB Case Management Services (including contact investigation) and B-waiver Follow-Up under the Agreement for this Program Element may only be used as supplemental funds to support LPHA’s TB investigation and control efforts and are not intended to be the sole funding for LPHA’s TB investigation and control program.

Pulmonary tuberculosis is an infectious disease that is airborne. Treatment for TB disease must be provided by Directly Observed Therapy to ensure the patient is cured and prevent drug resistant TB. Screening and treating Contacts stops disease transmission. Tuberculosis prevention and control is a priority in order to protect the population from communicable disease and is included in the State Health Improvement Plan (SHIP). The priority outcome measure is to reduce the incidence of TB disease among U.S. born persons in Oregon to 0.4 Cases per 100,000 by 2025.

This Program Element, and all changes to this Program Element are effective the first day of the month noted in the Issue Date section of Exhibit C Financial Assistance Award unless otherwise noted in Comments and Footnotes of Exhibit C of the Financial Assistance Award.

2. Definitions Specific to TB Services

- a. **Active TB Disease:** TB disease in an individual whose immune system has failed to control his or her TB infection and who has become ill with Active TB Disease, as determined in accordance with the Centers for Disease Control and Prevention’s (CDC) laboratory or clinical criteria for Active TB Disease and based on a diagnostic evaluation of the individual.
- b. **Appropriate Therapy:** Current TB treatment regimens recommended by the CDC, the American Thoracic Society, the Academy of Pediatrics, and the Infectious Diseases Society of America.
- c. **Associated Cases:** Additional Cases of TB disease discovered while performing a Contact investigation.
- d. **B-waiver Immigrants:** Immigrants or refugees screened for TB prior to entry to the U.S. and found to have TB disease Latent TB Infection, or an abnormal chest x-ray finding suggestive of TB with negative sputum smears and culture results.
- e. **B-waiver Follow-Up:** B-waiver Follow-Up includes initial attempts by the LPHA to locate the B- waiver immigrant. If located, LPHA proceeds to coordinate or provide TB medical evaluation and treatment as needed. Updates on status are submitted regularly by LPHA using Electronic Disease Network (EDN) or the follow-up worksheet.
- f. **Case:** A Case is an individual, as defined in OAR 333-017-000 who has been diagnosed by a health care provider, as having a reportable disease, infection, or condition, as described in OAR 333-018-0015, or whose illness meets defining criteria published in OHA’s Investigative Guidelines.
- g. **Cohort Review:** A systematic review of the management of patients with TB disease and their Contacts. The “cohort” is a group of TB Cases counted (confirmed as Cases) over 3 months.

The Cases are reviewed 6-9 months after being counted to ensure they have completed treatment or are nearing the end. Details of the management and outcomes of TB Cases are reviewed in a group with the information presented by the case manager.

- h. **Contact:** An individual who was significantly exposed to an infectious Case of Active TB Disease.
- i. **Directly Observed Therapy (DOT):** LPHA staff (or other person appropriately designated by the LPHA) observes an individual with TB disease swallowing each dose of TB medication to assure adequate treatment and prevent the development of drug resistant TB. May be completed in person or by video (VDOT, eDOT) or other technology deemed appropriate by OHA.
- j. **Evaluated (in context of Contact investigation):** A Contact received a complete TB symptom review and tests as described in the definition of Medical Evaluation, below, or in the OHA Tuberculosis Investigative Guidelines.
- k. **Interjurisdictional Transfer:** A Suspected Case, TB Case or Contact transferred for follow-up evaluation and care from another jurisdiction either within or outside of Oregon.
- l. **Investigative Guidelines:** OHA guidelines, which are incorporated herein by this reference are available for review at:
<http://public.health.oregon.gov/DiseasesConditions/CommunicableDisease/Tuberculosis/Documents/investigativeguide.pdf>.
- m. **Latent TB Infection (LTBI):** TB infection in a person whose immune system is keeping the TB infection under control. LTBI is also referred to as TB in a dormant stage.
- n. **Medical Evaluation:** A complete medical examination of an individual for TB including a medical history, physical examination, TB skin test or interferon gamma release assay, chest x-ray, and any appropriate molecular, bacteriologic, histologic examinations.
- o. **Suspected Case:** A Suspected Case, as defined in OAR 333-017-0000, is an individual whose illness is thought by a health care provider, to be likely due to a reportable disease, infection, or condition, as described in OAR 333-018-0015, or whose illness meets defining criteria published in OHA's Investigative Guidelines. This suspicion may be based on signs, symptoms, or laboratory findings.
- p. **TB Case Management Services:** Dynamic and systematic management of a Case of TB where a person, known as a TB Case manager, is assigned responsibility for the management of an individual TB Case to ensure completion of treatment. TB Case Management Services requires a collaborative approach to providing and coordinating health care services for the individual. The Case manager is responsible for ensuring adequate TB treatment, coordinating care as needed, providing patient education and counseling, performing Contact investigations and following infected Contacts through completion of treatment, identifying barriers to care and implementing strategies to remove those barriers.

3. Alignment with Modernization Foundational Programs and Foundational Capabilities.

The activities and services that the LPHA has agreed to deliver under this Program Element align with Foundational Programs and Foundational Capabilities and the public health accountability metrics (if applicable), as follows (see Public Health Modernization Manual at http://www.oregon.gov/oha/PH/ABOUT/TASKFORCE/Documents/public_health_modernization_manual.pdf):

a. **Foundational Programs and Capabilities** (As specified in Public Health Modernization Manual)

Program Components	Foundational Program				Foundational Capabilities							
<i>Asterisk (*) = Primary foundational program that aligns with each component</i> <i>X = Other applicable foundational programs</i>	CD Control		Prevention and health promotion		Environmental health		Population Health Direct services		Access to clinical preventive services		Leadership and organizational competencies	
											Health equity and cultural responsiveness	
											Community Partnership Development	
											Assessment and Epidemiology	
											Policy & Planning	
											Communications	
											Emergency Preparedness and Response	
TB Case Management Services	*										X	X
TB Contact Investigation and Evaluation	*										X	X
Participation in TB Cohort Review	*										X	
Evaluation of B-waiver Immigrants	*										X	

- b. The work in this Program Element helps Oregon's governmental public health system achieve the following Public Health Accountability Metrics, Health Outcome Indicators:
Not applicable

- c. The work in this Program Element helps Oregon's governmental public health system achieve the following Public Health Accountability Metrics, LPHA Process Measure:
Not applicable

4. **Procedural and Operational Requirements.**

By accepting fee-for-service (FFS) funds to provide TB Case Management Services or B-waiver Follow-Up, LPHA agrees to conduct activities in accordance with the following requirements:

- a. LPHA must include the following minimum TB services in its TB investigation and control program if that program is supported in whole or in part with funds provided under this Agreement: TB Case Management Services, as defined above and further described below and in OHA's Investigative Guidelines.
- b. LPHA will receive \$3500 for each new case of Active TB disease counted in Oregon and documented in Orpheus for which the LPHA provides TB Case Management Services. LPHA will receive \$300 for each new B-waiver Follow-Up.
- c. **TB Case Management Services.** LPHA's TB Case Management Services must include the following minimum components:

- (1) LPHA must investigate and monitor treatment for each Case and Suspected Case of Active TB Disease identified by or reported to LPHA whose residence is in LPHA's jurisdiction, to confirm the diagnosis of TB and ensure completion of adequate therapy.
 - (2) LPHA must require individuals who reside in LPHA's jurisdiction and who LPHA suspects of having Active TB Disease, to receive appropriate Medical Evaluations and laboratory testing to confirm the diagnosis of TB and response to therapy, through the completion of treatment. LPHA must assist in arranging the laboratory testing and Medical Evaluation, as necessary.
 - (3) LPHA must provide medication for the treatment of TB disease to all individuals who reside in LPHA's jurisdiction and who have TB disease but who do not have the means to purchase TB medications or for whom obtaining or using identified means is a barrier to TB treatment compliance. LPHA must monitor, at least monthly and in person, individuals receiving medication(s) for adherence to treatment guidelines, medication side effects, and clinical response to treatment.
 - (4) DOT (including VDOT or eDOT) is the standard of care for the treatment of TB disease. Cases of TB disease should be treated via DOT. If DOT is not utilized, OHA's TB Program must be consulted.
 - (5) OHA's TB Program must be consulted prior to initiation of any TB treatment regimen which is not recommended by the most current CDC, American Thoracic Society and Infectious Diseases Society of America TB treatment guideline.
 - (6) LPHA may assist the patient in completion of treatment for TB disease by utilizing the below methods. Methods to ensure adherence should be documented.
 - (a) Proposed interventions for assisting the individual to overcome obstacles to treatment adherence (e.g. assistance with transportation).
 - (b) Proposed use of incentives and enablers to encourage the individual's compliance with the treatment plan.
 - (7) With respect to each Case of TB disease within LPHA's jurisdiction that is identified by or reported to LPHA, LPHA must perform a Contact investigation to identify Contacts, Associated Cases and source of infection. The LPHA must evaluate all located Contacts or confirm that all located Contacts were advised of their risk for TB infection and disease.
 - (8) LPHA must offer or advise each located Contact identified with TB infection or disease, or confirm that all located Contacts were offered or advised, to take Appropriate Therapy and must monitor each Contact who starts treatment through the completion of treatment (or discontinuation of treatment).
- d. If LPHA receives in-kind resources under this Agreement in the form of medications for treating TB, LPHA must use those medications to treat individuals for TB. In the event of a non-TB related emergency (i.e. meningococcal contacts), with notification to TB Program, the LPHA may use these medications to address the emergent situation.
- e. LPHA must present TB Cases through participation in the quarterly Cohort Review. If the LPHA is unable to present the Case at the designated time, other arrangements must be made in collaboration with OHA.
- f. LPHA must accept B-waiver Immigrants and Interjurisdictional Transfers for Medical Evaluation and follow-up, as appropriate for LPHA capabilities.
- g. If LPHA contracts with another person to provide the services required under this Program Element, the in-kind resources in the form of medications received by LPHA from OHA must be provided, free of charge, to the contractor for the purposes set out in this Program Element

and the contractor must comply with all requirements related to such medications unless OHA informs LPHA in writing that the medications cannot be provided to the contractor. The LPHA must document the medications provided to a contractor under this Program Element.

5. General Revenue and Expense Reporting.

In lieu of the LPHA completing an “Oregon Health Authority Public Health Division Expenditure and Revenue Report” located in Exhibit C of this Agreement, OHA-PHD will send a pre-populated invoice to the LPHA for review and signature on or before the 5th business day of the month following the end of the first, second, third and fourth fiscal year quarters. The LPHA must submit the signed invoice no later than 30 calendar days after receipt of the invoice from OHA-PHD. The invoice will document the number of new Active TB cases and/or B-waiver Follow-Ups for which the LPHA provided services in the previous quarter. Pending approval of the invoice, OHA- PHD will remit FFS funds to LPHA. Funds under this program element will not be paid in advance or on a 1/12th schedule.

6. Program Reporting Requirements.

LPHA must prepare and submit the following reports to OHA:

- a. LPHA must notify OHA’s TB Program of each Case or Suspected Case of Active TB Disease identified by or reported to LPHA no later than 5 business days within receipt of the report (OR – within 5 business days of the initial case report), in accordance with the standards established pursuant to OAR 333-018-0020. In addition, LPHA must, within 5 business days of a status change of a Suspected Case of TB disease previously reported to OHA, notify OHA of the change. A change in status occurs when a Suspected Case is either confirmed to have TB disease or determined not to have TB disease. LPHA must utilize OHA’s ORPHEUS TB case module for this purpose using the case reporting instructions located at https://www.oregon.gov/oha/PH/DISEASES/CONDITIONS/COMMUNICABLEDISEASE/TUBER_CULOSIS/Pages/tools.aspx . After a Case of TB disease has concluded treatment, case completion information must be entered into the ORPHEUS TB case module within 5 business days of conclusion of treatment.
- b. LPHA must submit data regarding Contact investigations via ORPHEUS or other mechanism deemed acceptable by OHA. Contact investigations are not required for strictly extrapulmonary cases.

7. Performance Measures.

If LPHA uses funds provided under this Agreement to support its TB investigation and control program, LPHA must operate its program in a manner designed to achieve the following national TB performance goals:

- a. For patients with newly diagnosed TB disease for whom 12 months or less of treatment is indicated, **95.0% will complete treatment within 12 months.**
- b. For TB patients with positive acid-fast bacillus (AFB) sputum-smear results, **100.0% (of patients) will be interviewed to elicit Contacts.**
- c. For Contacts of sputum AFB smear-positive TB Cases, **94.0% will be evaluated for infection and disease.**
- d. For Contacts of sputum AFB smear-positive TB Cases with newly diagnosed LTBI, **92.0% will start treatment.**
- e. For Contacts of sputum AFB smear-positive TB Cases that have started treatment for newly diagnosed LTBI, **93.0% will complete treatment.**
- f. For TB Cases in patients ages 12 years or older with a pleural or respiratory site of disease, **99% will have a sputum culture result reported.**

Program Element #12: Public Health Emergency Preparedness and Response (PHEPR) Program

OHA Program Responsible for Program Element:

Public Health Division/Center for Public Health Practice/Health Security, Preparedness & Response Section

1. **Description.** Funds provided under this Agreement for this Program Element may only be used in accordance with, and subject to, the requirements and limitations set forth below to deliver the Oregon Health Authority (OHA) Public Health Emergency Preparedness and Response (PHEPR) Program.

The PHEPR Program shall address prevention, protection, mitigation, response, and recovery phases for threats and emergencies that impact the health of people in its jurisdiction through plan development and revision, exercise and response activities based on the 15 Centers for Disease Control and Prevention (CDC) Public Health Emergency Preparedness and Response Capabilities¹ and the 10 Priority Areas as defined by the CDCs Public Health Response Readiness Framework.¹³

Emergency Preparedness and Response is one of the seven foundational capabilities described in the Oregon Public Health Modernization Manual.² The foundational capabilities are needed for governmental public health to meet its charge to improve the health of everyone in Oregon. The vision for this foundational capability as stated in the Public Health Modernization Manual is as follows: “A healthy community is a resilient community that is prepared and able to respond to and recover from public health threats and emergencies.”

This Program Element and all changes to this Program Element are effective the first day of the month noted in the Issue Date section of Exhibit C of the Financial Assistance Award unless otherwise noted in the Comments and Footnotes of Exhibit C of the Financial Assistance Award.

2. **Definitions Specific to Public Health Emergency Preparedness and Response.**

- a. **Access and Functional Needs:** Population defined as those whose members may have additional response assistance needs that interfere with their ability to access or receive medical care before, during, or after a disaster or public health emergency,³ including but not limited to communication, maintaining health, independence, support and safety, and transportation. Individuals in need of additional response assistance may include children, people who live in congregate settings, older adults, pregnant and postpartum people, people with disabilities,⁴ people with chronic conditions, people with pharmacological dependency, people with limited access to transportation, people with limited English proficiency or non-English speakers, people with social and economic limitations, and people experiencing homelessness.⁵
- b. **Base Plan:** A plan that is maintained by the LPHA describing fundamental roles, responsibilities, and activities performed during prevention, preparedness, mitigation, response, and recovery phases of FEMA’s disaster management cycle. This plan may be titled as the Emergency Support Function #8, an annex to the County Emergency Operations Plan, All-Hazards Public Health Emergency Preparedness and Response Plan, Public Health All-Hazards Plan, or other title that fits into the standardized county emergency preparedness nomenclature. The County Emergency Operations Plan (EOP) ESF8 Annex may specify **which health and medical agencies are responsible for what activities** (including the LPHA); the Public Health All-Hazards Base Plan specifies **how the LPHA will conduct its operations** during a response. The County EOP ESF8 Annex and the Public Health All-Hazards Base Plan may be the same document but maintained by PHEPR funded staff.
- c. **Budget Period:** The intervals of time (usually 12 months) into which a multi-year project period is divided for budgetary/ funding use. For purposes of this Program Element, the Budget Period is July 1 through June 30.