

CANYON COUNTY FY 2025 REQUESTED BUDGET

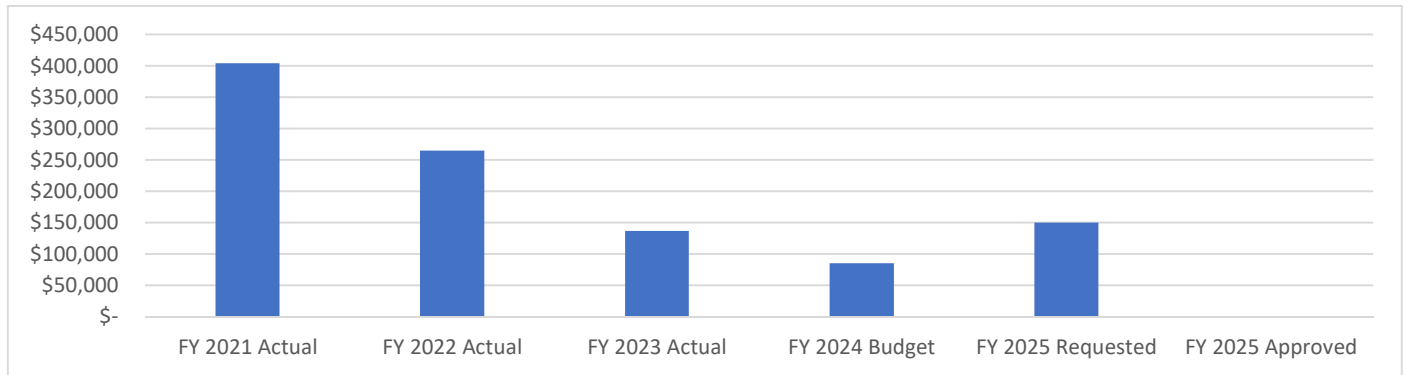
Department: Clerk - County Assistance

FY 2024 full-time positions: 3

The purpose of County Assistance is to provide financial assistance to qualifying Canyon County residents for cremation expenses according to Title 31, Chapter 34, Idaho Code and to collect and manage the medical reimbursement payments per Idaho Code §31-3503. In addition, County Assistance, alongside the Canyon County Board of Community Guardians, advocates on behalf of vulnerable adults who are no longer able to care for themselves. The Board consists of 11 Board Members and 3 County Staff working in compliance with Idaho Code 15-5-602.

Annual Office/Department Revenues

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested	FY 2025 Approved
Revenues	\$ 404,149	\$ 264,897	\$ 136,772	\$ 85,000	\$ 150,000	

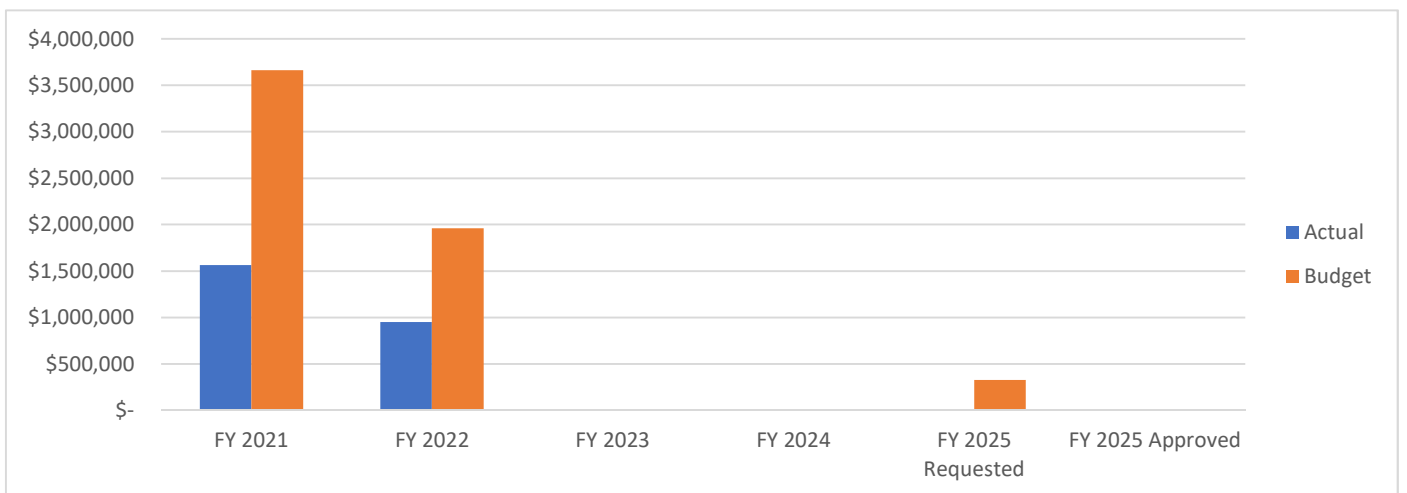


FY 2025 Requested Budget Highlights

County Assistance was combined with Auditor in FY 2023 & 2024.

Actual - Budget Annual Comparison

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025 Requested	FY 2025 Approved
Actual	\$ 1,562,875	\$ 953,864	*	*		
Budget	\$ 3,662,355	\$ 1,961,765	*	*	\$ 326,270	



*See budget for 001.01.201. This department was combined with division 201 in FY 2023 & 2024

Entity: 001-01-268-14 - County Assistance
Format: Annual Budget
Year: Fy2025
Scenario: Actual
Per. End: JUN
Units: 1
Currency: USD
Date Exported: 5-Jun-24

Level - Account Mode	2021	2021	2022	2022	2023	2023	2024	2025	2024-2025
DESCRIPTION	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Requested	Change
346703 County repayment	0	0	0	0	0	0	84,996	150,000	65,004
34XXXX Total 34 Revenues	0	0	0	0	0	0	84,996	150,000	
Revenue	0	0	0	0	0	0	84,996	150,000	
412030 Regular employees	0	0	0	0	0	0	0	185,548	
413080 New/reclassified positions	0	0	0	0	0	0	0	5,172	
41XXXX Salaries	0	0	0	0	0	0	0	190,720	
421000 Social security	0	0	0	0	0	0	0	14,194	
422000 Retirement	0	0	0	0	0	0	0	22,266	
423101 Health insurance	0	0	0	0	0	0	0	35,054	
423102 Dental	0	0	0	0	0	0	0	2,999	
423104 Disability	0	0	0	0	0	0	0	621	
423105 Life	0	0	0	0	0	0	0	596	
424000 Workers compensation	0	0	0	0	0	0	0	742	
42XXXX Benefits	0	0	0	0	0	0	0	76,473	
Salaries & Benefits	0	0	0	0	0	0	0	267,194	
533301 Service contracts	0	0	0	0	0	0	0	15,804	
53XXXX Total 53 Expenses	0	0	0	0	0	0	0	15,804	
542203 Cellular phone	0	0	0	0	0	0	0	1,788	
543305 Postage	0	0	0	0	0	0	0	6,600	
546635 Subscriptions	0	0	0	0	0	0	0	2,400	
547250 Burial fees	0	0	0	0	0	0	20,000	26,400	6,400
54XXXX Total 54 Expenses	0	0	0	0	0	0	0	37,188	
551010 Office supplies	0	0	0	0	0	0	0	600	
55XXXX Total 55 Expenses	0	0	0	0	0	0	0	600	
577100 Computer equipment	0	0	0	0	0	0	0	2,000	
577110 Software	0	0	0	0	0	0	0	1,000	
577120 Small office equipment	0	0	0	0	0	0	0	1,584	
577121 Office furniture	0	0	0	0	0	0	0	900	
57XXXX Total 57 Expenses	0	0	0	0	0	0	0	5,484	
Non Personnel	0	0	0	0	0	0	0	59,076	
Total Expenses	0	0	0	0	0	0	0	326,270	



FY2025 BUDGET NARRATIVE

Please fill this out and return by May 20th. If you already completed the items in the excel workbook, you can simply copy and paste into this document. You may insert graphs and/or pictures into this document. Please save the document by the name of your division, underscore, and FY2025 as follows: FAIR_FY2025

INTRODUCTORY INFO/HIGHLIGHTS/GOALS

1. Please list the name of your department/division and provide a statement of what your department is responsible for, your mission statement, and any highlights from the current and prior fiscal year for your department. Please add what your goals and objectives are for the next fiscal year:

County Assistance

The purpose of County Assistance is to provide financial assistance to qualifying Canyon County residents for cremation expenses according to Title 31, Chapter 34, Idaho Code and to collect and manage the medical reimbursement payments per Idaho Code §31-3503. In addition, County Assistance, alongside the Canyon County Board of Community Guardians, advocates on behalf of vulnerable adults who are no longer able to care for themselves. The Board consists of 11 Board Members and 3 County Staff working in compliance with Idaho Code 15-5-602.

Mission: To assist residents in the community when other resources and options are not available for non-medical expenses and to advocate for vulnerable adult residents who are no longer able to care for themselves

Accomplishments FY24

- Processed over 2200 medical reimbursement payments.
- Exceeded revenue budget by 23%
- Managed 700 active reimbursement accounts including settlement of cases, release of liens and resolution of bankruptcy issues.
- Recruited three (3) new Board Members.
- Acted in the capacity of Guardian for over 15 clients on behalf of the Board.

- Completed training to enhance guardianship and fiduciary responsibilities.
- Completed and filed into Odyssey 70 annual guardianship and conservatorship reports.

Top Priority Strategic Goals & Objectives FY24

- Evaluate and collect on 1277 inactive reimbursement accounts to increase revenue.
- Research digital statement process to replace paper statements in an effort to increase efficiency and decrease postage costs.
- Enhance website to provide a Community Resource Directory for residents of Canyon County.
- Retain services of a CPA to evaluate need for client and BOCG tax services.
- Implement Quick Books to track client income and expenses.
- Convert client savings account funds to pre-paid burial accounts.

2. Please provide any relevant data measures or key performance indicators or any metrics by which you measure production and performance in your department.

	FY22	FY23	FY24 Partial
Total Reimbursement Payments Collected*	\$648,893.02	\$480,030.38	\$457,171.52
Cremation Applications Processed	29	30	20
Referrals to Board of Community Guardians	--	19	10

*County & Catastrophic Fund combined

3. Please provide a brief SWOT analysis for your department. List STRENGTHS, WEAKNESSES, OPPORTUNITIES, and THREATS to your department. (See an example to the right of a SWOT analysis for NETFLIX.)

<p>Strengths:</p> <ul style="list-style-type: none"> -Providing a needed service to residents of the County when no other resources exist. -Trained Volunteers & County Staff 	<p>Weaknesses:</p> <ul style="list-style-type: none"> -The structure of the Board of Community Guardians primarily relies on volunteers who may resign or choose not to renew their term, which may result in the need for County staff to act as guardian. -The bureaucracy of accepting, placing and establishing a client has becomes more difficult over time. -Continuity of care for clients as the number of volunteer guardians grow.
<p>Opportunities:</p> <ul style="list-style-type: none"> -Training and education available in the community to enhance guardianship & conservatorship practices. -Availability of volunteers allows the Board to grow and take on additional clients. 	<p>Threats:</p> <ul style="list-style-type: none"> -The absence of a State entity to provide guardian standards of practice and offer guidance to guardianship Boards and County staff. -The length of time a person will commit to volunteering.

REVENUES

4. Please describe department generated revenues and how current events have impacted revenue receipts:

Indigent Services - The revenue generated is received from Applicants reimbursing the County and the Idaho Catastrophic Fund for payments made on their behalf for incurred medical expenses. Payments reimbursed to the County only involve costs paid for involuntary hold and burial services. A reimbursement statement is mailed monthly to each Applicant with an outstanding balance. Payments are submitted by check, money order or credit/debit card through the Indigent Services website or IVR system. Revenues began to decline with the repeal of Title 31, Chapter 35, the closure of our front office and the appearance Indigent Services had permanently gone away as several payments were made in person. Revenues can fluctuate as Applicants sell their homes and reimburse the County the full amount of the outstanding debt. When property values are high, Indigent Services may see an increase in revenue due to Applicants selling their homes and satisfying the medical lien. Should the County have a medical indigency lien on an Applicant's home, that will be offered at a Tax Deed auction, this may also result in repayment to the County, if the proceeds exceed the amount of the delinquent taxes.

	BUDGETED AMOUNT	ACTUAL	Difference
FY22 Reimbursement Payments	\$200,000.00	\$254,981.94	+27%
FY23 Reimbursement Payments	\$200,000.00	\$136,771.00	-32%
FY24 Reimbursement Payments	\$84,996.00	\$104,944.62	+23%

Board of Community Guardians - The revenue generated and maintained by the Board of Community Guardians is a \$25 fee assessed for each client granted a guardianship/conservatorship. The Judge awards a fee to be collected by the Board. This process began approximately 5 years ago so for any subsequent case does not have a mandated fee. The Board receives approximately \$450.00 a month in fees. County Staff acts as conservator for each client and is the custodian of these funds.

5. Please outline anticipated department revenues for fiscal year 2025 including projected impacts from present circumstances:

The anticipated revenue for Indigent Services for FY25 is approximately \$150,000.00. The average partial revenue received for FY23 and FY24 (as of March) is \$69,562.50. Revenue received by Indigent Services varies and can be impacted by the value of homes and the real estate market. If the market is good and property values are favorable, there can be a surge in Applicants selling their homes, resulting in repayment to the County. If interest rates are low, there can be an increase in requests for Subordination Agreements as it relates to the refinance of an existing mortgage. This process does not necessarily result in an increase in revenue, but rather time spent by county staff and the Board of County Commissioners to process the request. To date, uncollected revenues total approximately \$63,756,692.87.

6. Have you had any recent fee adjustments that you included in your projections? Do you anticipate requesting fee adjustments in the upcoming fiscal year?

No fee adjustments are included in the projections and there are no anticipated adjustments for FY25. Should the number of clients accepted increase for the Board of Community Guardians, the amount of revenue should also increase.

“A” BUDGET - PERSONNEL BUDGET

Please use the work/spreadsheet for requesting new positions or reclassified positions. You can copy/paste the graph into this document. Please note that we are working on a benefit calculator to apply to the cost of salaries. For the time being, please identify the salary grade. Please make sure to budget for all ancillary costs in onboarding a new employee. Please note such “B” budget costs associated with a new employee in your “B” budget itemization.

7. Please explain the need for all new position requests. Please highlight each request if more than one request:

There are no new positions being requested for FY25 for either Indigent Services or the Board of Community Guardians.

8. Please provide information for step-in-grade adjustments and promotions from one grade to a new grade:

Rick made adjustment for Yvonne Baker to be at an adjusted salary of \$84,156.80 from a baseline salary of \$79,859.78 to account for years of service in her current grade.
Her grade range is \$70,720 MIN, \$84,156.80 MID, \$97,593.60 MAX.

This request would place her at the midpoint based on her director status/grade since 10/19/2015. She has prior years experience as a specialist since 2012, but her time in current position will approach the 9-year anniversary this October. She will be beginning year 10 in FY2015.

9. Please provide helpful information about any current vacancies that have been vacant for 6 months or more and reasons contributing to the prolonged vacancy. Is this position still needed? Are there adjustments needed to help fill this position?

None.

“B” BUDGET – OPERATING EXPENDITURES

Please provide narrative for B budget requests. Please copy/paste “B” budget information into notes in Power Plan. Please create an itemized worksheet in the workbook/excel that you can copy/paste into this word document. You can also save the spreadsheet and send additionally for our reference.

10. How does your total B budget this year compare to last year? Please list the net difference. Please note any significant adjustments among various line items:

The budget for Indigent Services was combined with the Auditing budget for FY23 and FY24 and will be separated out for FY25. The FY25, newly titled County Assistance, budget will include expenses for both Indigent Services and the Board of Community Guardians. Some expenses are currently and will continue to be paid directly by the Board of Community Guardians including postage, mileage and the annual dues to the Idaho Guardian & Fiduciary Association. Due to a 33% increase in burial applications and approvals in FY24, there is a requested increase to the burial fees (547250) from \$20,000 to \$26,400. Indigent Services is requesting an upgrade to one (1) desktop scanner (2018), one (1) computer laptop (2019) and one (1) printer totaling \$3,584.00.

	ITEM	Estimated Cost	Occurrence
533301	Service Contracts: Computer Arts-\$14,000; BOE/printers \$1,800	\$ 15,804.00	One-time; Reoccurring
542203	Cellular Phone: \$83/mo for 2 County phones; \$40/mo for YB; replace 2 phones \$100	\$ 1,788.00	Reoccurring
543305	Postage: 700 stmts mailed per month; certified mail; regular mailings	\$ 6,600.00	Reoccurring
546635	Subscriptions: TLO @ \$185/mo + advanced search charges	\$ 2,400.00	Reoccurring
547250	Burial Fees: increase from \$20,000 to \$26,400; 33% increase in applications	\$ 26,400.00	Reoccurring
551010	Office Supplies: based on Amazon purchase history for FY24	\$ 600.00	Reoccurring
577100	Computer Equipment: laptop per IT recommendation	\$ 2,000.00	One-time
577110	Software: Quick Books \$60/month or \$720/yr + possible increase or upgrade	\$ 1,000.00	Reoccurring
577120	Small Office Equipment: printer per IT recommendation \$575; desktop scanner @ \$1,000	\$ 1,584.00	One-time
577121	Office furniture: 2 new chairs \$700; 2-drawer filing cabinet \$200	\$ 900.00	One-time
	TOTAL	\$ 59,076.00	

“C” BUDGET – CAPITAL BUDGET

Please describe any property, equipment, project or similar items with an estimated useful life in excess of one year and an initial cost greater than \$5,000.

- An individual item \$5,000-\$15,000 use 680 expense codes and are not depreciated.
- An individual item \$15,000 and over use 681, 682, 683, 684 codes and are depreciated.

Please copy/paste “C” budget information into notes in Power Plan using the code designations identified above. You can either copy/paste from excel or use the graph below:

Item or Project	Estimated Cost	Priority – see rating scale
None		

Priority Rating Scale

Priority I: Imperative (Must-do)

- Corrects a public health or safety condition, satisfies legal obligation, prevents severe damage to county property, essential to providing mandated services

Priority II: Essential (Should-do)

- Repairs or replaces an obsolete facility or item, reduces future operating or maintenance costs, leverages funding sources

Priority III: Important (Could-do)

- Provides new or expanded services, reduces energy consumption, enhances cultural or natural resources

Priority IV: Desirable (Would like to do)

- Would be beneficial to operations but not an urgent need

11. How does the asset support or further the core mission of the county?

12. What are the estimated ongoing operational costs and cost savings?