OKLAHOMA COUNTY DETENTION, DIVERSION, AND MENTAL HEALTH SALES TAX

IMPLEMENTATION, FINANCIAL MANAGEMENT, AND EXPENDITURE PLAN*

***Effective Upon Approval by the Voters**

I. PURPOSE: The purpose of this Plan is to establish the policies, procedures, financial controls, and accountability standards governing the expenditure of revenues generated by the Oklahoma County four-tenths of one percent (0.40%) County Sales Tax approved by the voters.

This Plan is intended to:

- ensure compliance with Oklahoma law;
- preserve the restricted nature of the tax proceeds;
- establish uniform accounting procedures;
- provide transparency to the public;
- promote fiscal responsibility; and
- ensure that all expenditures directly support the purposes approved by the voters.

II. VOTER-APPROVED PURPOSE; Sales tax revenues shall be used exclusively for the following purposes:

Adult and Juvenile County Detention

Including, but not limited to:

- operation of county detention facilities
- inmate housing
- staffing
- detention programming
- inmate healthcare
- food services
- detention security systems
- detention technology
- transportation
- maintenance
- utilities
- equipment
- furnishings
- capital improvements
- renovations

- replacement of existing facilities
- construction of new facilities
- acquisition of land
- architectural services
- engineering
- construction management
- debt service
- financing costs

Diversion Programs

Including:

- pretrial diversion
- specialty courts
- mental health diversion
- veterans diversion
- substance abuse diversion
- electronic monitoring
- community supervision
- transitional services
- reentry services
- employment assistance
- education
- behavioral health treatment
- case management
- evidence-based intervention programs

Mental Health Facilities and Programs

Including:

- crisis stabilization centers
- competency restoration
- behavioral health facilities
- crisis intervention
- outpatient treatment
- residential treatment
- supportive housing
- partnerships with public agencies
- nonprofit providers
- hospital systems
- licensed behavioral health providers

III. AUTHORIZED EXPENDITURES; Sales tax revenues may be expended for:

Capital

- land acquisition
- construction
- renovation
- remodeling
- expansion
- demolition
- utilities infrastructure
- site improvements
- parking
- security systems

Equipment

Including:

- vehicles
- computers
- detention equipment
- medical equipment
- furnishings
- communications systems
- technology infrastructure
- software
- public safety systems

Operating Expenses

Including:

- salaries
- benefits
- contractual services
- utilities
- maintenance
- insurance
- supplies
- inmate medical care
- pharmaceuticals
- food services
- janitorial services
- transportation
- professional services

Financing

Including:

- bond payments
- lease purchase obligations
- certificates of participation
- financing costs
- issuance expenses
- reserve requirements

IV. PROHIBITED EXPENDITURES: Sales tax proceeds shall **not** be used for:

- purposes unrelated to detention, diversion, or mental health
- political advocacy
- lobbying
- campaign activities
- gifts
- bonuses
- expenditures prohibited by Oklahoma law
- transfers to other County funds except as authorized for reimbursement of eligible expenditures

V. SALES TAX FUND; The County Clerk shall establish:

County Detention, Diversion and Mental Health Sales Tax Fund

This shall be a restricted fund.

No monies shall be commingled with the General Fund or any other special revenue fund.

Separate accounting shall be maintained.

Interest earned shall remain within the Fund.

VI. PROJECT NUMBERING; Every project shall receive a unique project number. Each expenditure shall identify:

- Project Number
- Program Category
- Purchase Order (s)

This provides complete audit traceability.

VII. PROJECT APPROVAL; Prior to expenditure, every capital project shall include:

- written project description
- estimated budget

- funding source
- anticipated completion schedule
- operating cost analysis
- Board approval

VIII. PROCUREMENT; All purchases shall comply with:

- Oklahoma County Purchasing Procedures
- Oklahoma Competitive Bidding Act
- State purchasing laws
- Federal requirements when applicable

No procurement shortcuts are permitted merely because sales tax funds are available.

IX. INTERNAL CONTROLS; The County shall maintain internal controls including:

- segregation of duties
- purchase order approval
- invoice verification
- independent payment approval
- reconciliation by the Treasurer
- annual inventory verification
- capital asset tracking
- fraud reporting procedures

X. PROGRAM PERFORMANCE MEASURES; Each funded program shall establish measurable performance indicators. Examples include:

Detention

- inmate population
- operational capacity
- maintenance backlog
- facility uptime
- staffing levels
- inmate medical response times

Diversion

- participants served
- completion rates
- reduced jail admissions
- reduced recidivism
- successful employment placement

Mental Health

- crisis response time
- competency restoration completion
- treatment capacity
- emergency room diversion
- housing placements
- treatment completion

Performance metrics shall be reported annually to the Board.

XI. FINANCIAL REPORTING; Quarterly reports shall include:

- beginning balance
- revenue received
- interest earned
- expenditures by category
- project status
- remaining project balances
- encumbrances
- fund balance

Annual reports shall additionally include:

- independent audit findings
- completed projects
- project photographs when appropriate
- performance outcomes
- five-year financial forecast
- remaining obligations

All reports shall be posted on the County website.

XII. PUBLIC TRANSPARENCY; The County shall maintain a publicly accessible Sales Tax Dashboard containing:

- revenues received
- expenditures
- completed projects
- projects underway
- project photographs
- contracts
- annual reports
- audit reports
- Board actions

Information should be updated at least quarterly.

XIII. FINANCIAL RESERVES; The Board may establish operating reserves to:

- stabilize revenue fluctuations
- fund emergency detention repairs
- respond to public safety emergencies
- address unforeseen capital needs

Reserve levels shall be reviewed annually.

XIV. OVERSIGHT

The Board of County Commissioners shall retain ultimate responsibility for administration of the Sales Tax Fund.

The Board may appoint a **Citizens Sales Tax Oversight Advisory Subcommittee** to the Citizens Bond Oversight Committee composed of individuals with experience in finance, accounting, construction, behavioral health, criminal justice, and public administration. The committee shall serve in an advisory capacity only and shall review quarterly financial reports, monitor progress of funded projects, and make recommendations to the Board regarding transparency and long-term planning. The committee shall have no independent spending authority.

XV. AMENDMENTS

This Plan may be amended by resolution of the Board of County Commissioners, provided that no amendment authorizes the expenditure of sales tax revenues for any purpose not approved by the voters or otherwise permitted by law.

XVI. GUIDING FUNDING PRIORITIES

Priority Tier	Purpose
Tier 1	Construction, renovation, and expansion of detention and mental health facilities
Tier 2	Existing detention operations, life-safety, and constitutional obligations
Tier 3	Diversion and behavioral health programs that reduce incarceration and improve public safety
Tier 4	Technology, equipment, fleet, and other supporting infrastructure