



**Board of Commissioners**  
 Office: (541) 766-6800  
 Fax: (541) 766-6893  
 4500 SW Research Way  
 Corvallis, OR 97333  
 co.benton.or.us

## AGENDA

*(Chair May Alter the Agenda)*

**BENTON COUNTY BOARD OF COMMISSIONERS  
 INFORMATION SHARING MEETING  
 Tuesday, October 24, 2023, 9 AM**

| How to Participate in the Board of Commissioners Meeting |                                     |                      |  |
|--|-------------------------------------|----------------------|--|
| In-Person  | Zoom Video                          | Zoom Phone Audio     | Facebook LiveStream                                |
| Kalapuya Building<br>4500 Research Way<br>Corvallis, OR  | <a href="#">Click for Zoom link</a> | Dial 1(253) 215-8782 | <a href="#">Click for Facebook LiveStream link</a> |
|  | Zoom Meeting ID: 860 6029 6104      |                      |  |
|  | Zoom Passcode: 618508               |                      |  |

### 1. Opening

- 1.1 Call to Order
- 1.2 Introductions
- 1.3 Announcements

### 2. Review and Approve Agenda

### 3. Comments from the Public

*Time restrictions may be imposed on public comment, dependent on the business before the Board of Commissioners. Individual comment may be limited to three minutes.*

### 4. Work Session

- 4.1 20 minutes – Corvallis for Refugees Presentation – *Chris McQueen, Luke Glaze; Salem for Refugees*
- 4.2 30 minutes – Update from Oregon Cascades West Council of Governments – *Ryan Vogt; Meg Walker, Oregon Cascades West Council of Governments*
- 4.3 20 minutes – Small Farm Program Updates – *Carolyn Ashton, Lorelle Sherman, Teagan Moran; OSU Extension Service*

**The Board may take a brief recess after the Work Session**

*The Board of Commissioners may call an executive session when necessary pursuant to ORS 192.660. The Board is not required to provide advance notice of an executive session. However, every effort will be made to give notice of an executive session. If an executive session is the only item on the agenda for the Board meeting, notice shall be given as for all public meetings (ORS 192.640(2)) and the notice shall state the specific reason for the executive session as required by ORS 192.660.*

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the Board of Commissioners Office, (541) 766-6800.

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**BUSINESS MEETING**

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**5. Consent Calendar**

- 5.1 Approval of the 2024 Fee Schedule for Environmental Health, Order #D2023-076

**Public Hearings**

(Hearings are heard at 11:00 a.m., time certain or as soon thereafter as the matter may be heard)

Those wishing to speak should sign the "Public Comment" sign-in sheet – Thank you.

PH 20 minutes – In the Matter of a Public Hearing Regarding Amending Benton County Code, Chapter 9, Ordinance #2023-0322 – *Tomi Douglas, Natural Areas, Parks, and Events*

**7. Old Business**

- 7.1 5 minutes – Discussion on Media Policy – *Vance Cronney, Rachel McEneny; Board of Commissioners*

**8. Departmental Reports and Requests**

- 8.1 5 minutes – Order #D2023-077, Authorizing the Payment of Property Taxes to Certain Municipalities or Other Taxing Districts in Advance for the Tax Year 2023-24 as Authorized by ORS 311.392 – *Debbie Bauer, Financial Services*
- 8.2 30 minutes – Budget Note: Report on External Fleet – *Gary Stockhoff, Keith Nicholson, Public Works; Marilee Hoppner, Financial Services*
- 8.3 30 minutes – Budget Note: Community Health Centers Financial Viability – *Lacey Mollel, Chris Campbell, Ahmed Zibare; Health Services*
- 8.4 40 minutes – Coordinated Homeless Response: HOPE Bylaws, MOU, IGA Proposed Amendments – *April Holland, Rebecca Taylor; Health Services*

**9. Information Sharing: (If time permits the following section will be heard)**

- 9.1 Pat Malone, Chair
- 9.2 Xanthippe Augerot, Vice Chair
- 9.3 Nancy Wyse, Commissioner
- 9.4 Rachel McEneny, County Administrator

**10. Other**

ORS 192.640(1)" . . . notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects."

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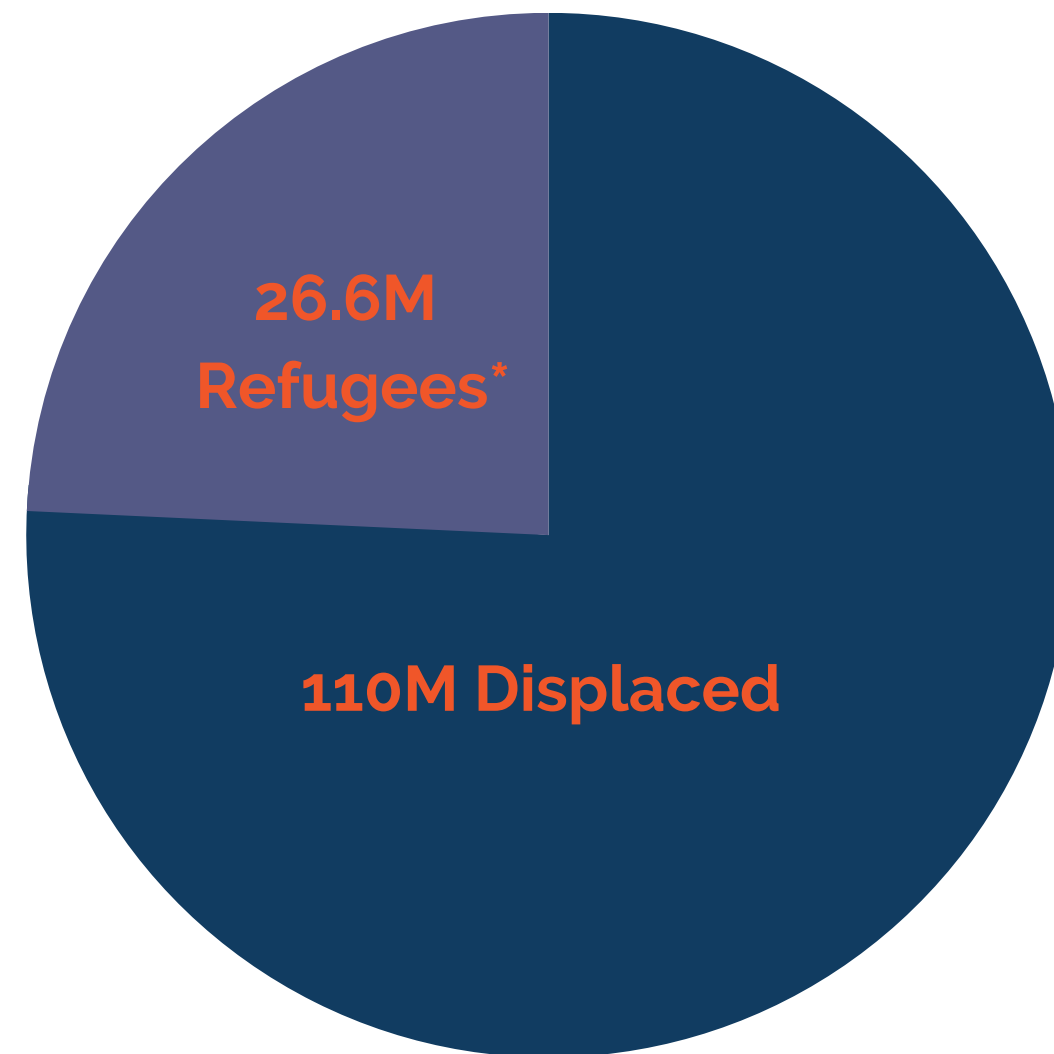
The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the Board of Commissioners Office, (541) 766-6800.

# WORK SESSIONS



# Global Refugee Crisis

A refugee is someone who has been forced to flee his or her country because of persecution, war or violence. A refugee has a well-founded fear of persecution for reasons of race, religion, nationality, political opinion or membership in a particular social group.



**\*50% Under the Age of 18**



# Durable Solutions

## Voluntary Repatriation

Return home voluntarily when conditions permit.



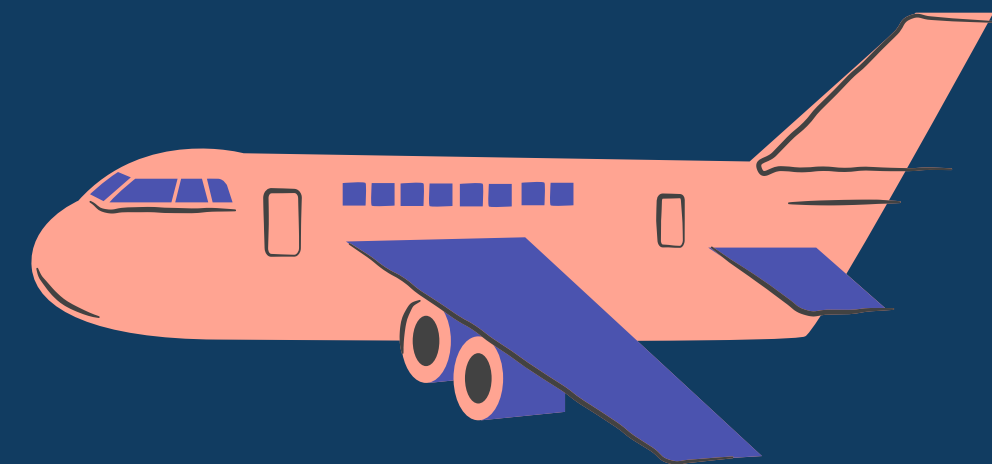
## Local Integration

Remain permanently in the host country if the country allows.



## Resettlement

Resettle in a third country.



# Resettlement in the U.S.

## Historic National Average

65,000-70,000

## Admission Ceiling

2020: 18,000

2021: 62,500

2022: 125,000

2023: 125,000



# Resettlement in Oregon



## Oregon Resettlement Agencies

Salem For Refugees, Catholic Charities, Ecumenical Ministries of Oregon, Lutheran Community Services NW, IRCO and Catholic Community Services of Lane Country

## Oregon Average

1,200



# Who is Corvallis For Refugees (CFR)?

## Mission:

To bring people & resources together to empower refugees to thrive.

## Vision:

To see all refugees in Corvallis as valued, thriving, contributing members of our community.

## Distinctives:

- Mutually Transformative Relationships
- Empowerment
- People of Faith & People of Goodwill



world relief™





# Corvallis, Oregon Strategic Resources



STUDENTS FROM MORE THAN  
**130** COUNTRIES



- Corvallis Population: 59,000
- OSU Student Population: 29,000
  - 9% of students are Internationals
- 55 Languages Spoken in Public Schools
- Free Public Transportation

# Our Services

**RESETTLEMENT SERVICES**

**EXTENDED CASE MANAGEMENT**

**WELCOME CENTER**

**CULTURAL ORIENTATION**

**DONATION CENTER**

**FINANCIAL ASSISTANCE**

## Volunteer Support

### **RESOURCE TEAMS**

Volunteers who provide specialized services for refugees in key resource areas, i.e. legal, housing, employment, English, etc.

### **GOOD NEIGHBOR TEAMS**

A team of people who walk alongside one refugee family for their first year in Salem to offer friendship, hospitality, and community connection.

### **HOST HOMES**

Volunteers who open up their homes to host new neighbor families for their first several weeks in Corvallis.

- English
- Wellness
- Legal
- Healthcare
- Housing
- Welcome Home
- Employment
- Education
- Transportation



## Resource Teams

- Housing
- Employment

# Greatest Challenges

- Form a team of 5-10 people
- Appoint a team leader
- Welcome a family
- Offer friendship and hospitality for one year



## Good Neighbor Team

# How to Get Involved

## Advocate

- Spread the word to your contacts in Corvallis

## Donate

- \$50 Fred Meyer Gift Card
- Restart Kits

## Volunteer

- Join a Resource Team
- Form a Good Neighbor Team







Chris McQueen  
Chris@corvallisforrefugees.org  
(503) 664-4476



Q&A





**OUR VISION IS TO  
SEE ALL REFUGEES  
IN CORVALLIS AS  
VALUED, THRIVING,  
CONTRIBUTING  
MEMBERS OF OUR  
COMMUNITY.**



**CONTACT US**

3460 NW Walnut Blvd  
Corvallis OR 97330  
[info@corvallisforrefugees.org](mailto:info@corvallisforrefugees.org)

[www.corvallisforrefugees.org](http://www.corvallisforrefugees.org)



**Welcoming Our  
New Neighbors**

**SEND US AN EMAIL  
TO RECEIVE OUR  
NEWSLETTER AND FIND  
OUT HOW YOU CAN GET  
INVOLVED.**

[info@corvallisforrefugees.org](mailto:info@corvallisforrefugees.org)



# TAKE ACTION

## GOOD NEIGHBOR TEAMS

Good Neighbor Teams are designed to provide a warm welcome and hospitality to our New Neighbors. Teams range from 5-10 people who are assigned to a newly arriving family.

## RESOURCE TEAMS

Resource Teams are teams of volunteers who work around a specific resource area and provide services for refugee families in the areas of employment, housing, education, English, legal, etc.

## RESTART KITS

Put together a bin of new household items provided to a family to set up their new home. Download the printable brochure from our website for a complete shopping list & instructions.

## FURNITURE DROP OFF

Corvallis For Refugees coordinates donations of furniture and home goods to outfit the homes of incoming refugees.

[www.corvallisforrefugees.org](http://www.corvallisforrefugees.org)

## WHO WE ARE

Corvallis For Refugees is a satellite office of Salem For Refugees, welcoming refugees to the Corvallis area.

Corvallis For Refugees relies on its network of volunteers, faith communities, businesses, non-profits, government organizations, resettlement agencies, and civic groups to bring people and resources together to empower refugees to thrive.

## SUPPORT OUR MISSION

**YOUR GENEROUS SUPPORT MAKES IT POSSIBLE FOR REFUGEES TO REBUILD THEIR LIVES AND THRIVE IN CORVALLIS, OREGON!**

[www.corvallisforrefugees.org](http://www.corvallisforrefugees.org)



# Restart Kits for Refugees

## Thank you!

Thank you for your interest in donating items to help set up homes for refugees! Most refugees arrive in the US with next to nothing; you can help them rebuild their lives by putting together a Restart Kit.

Putting together Restart Kits is also a great way to involve your friends, work teams or small groups!

- **Please purchase new items** so these kits will bring honor to refugees coming to Corvallis and reflect their dignity.
- **Place the items in a clear plastic tub** that can close, and label the top of the container with the Restart Kit name.
- **Include a hand written, unsealed note welcoming the family.**
- **Kit must be complete.** We are not able to accept individual items from kits.
- **Tape larger items to top of kit if they don't fit inside.**
- **Drop off a CFR office.** If we our out please drop in the carport.

## Corvallis For Refugees

3460 NW Walnut Blvd. Corvallis, OR 97330

[info@corvallisforrefugees.org](mailto:info@corvallisforrefugees.org)

[www.corvallisforrefugees.org](http://www.corvallisforrefugees.org)



## Welcome Kit



## Kitchen Kit 1



## Kitchen Kit 2

- Electric tea kettle and black tea
- Monthly calendar
- Map of Salem area
- Scented jar candle with lighter
- Blanket
- "Welcome" doormat
- Notebook and pens/pencils
- Umbrella
- Scissors
- Small sewing kit
- Flashlight and batteries
- Wall clock with numbers(with batteries)
- Alarm clock
- Light bulbs (4, CFL or LED)

- Dishes (plates and bowls for 8)
- Cups/glasses and mugs (for 8)
- Silverware (forks, knives, spoons for 12)
- Silverware tray
- Dish towels (2)
- Potholders (2)
- Hand soap
- Garbage bags
- Measuring Cups
- Measuring Spoons

- Mixing Bowl
- Serving bowl
- Tupperware or storage containers
- Large frying pan
- Small frying pan
- Large pot with lid
- Small pot with lid
- Baking dish (glass or ceramic)
- Cutting board
- Large carving knife, smaller paring knife
- Spatula
- Can opener
- Wooden spoon
- Serving utensils
- Serving tray



## Personal Care Kit



## Infant & Toddler Kit



## Cleaning Kit

- Toothbrushes (4-6)
- Toothpaste (2)
- Shampoo (2)
- Conditioner (2)
- Deodorant (2 men, 2 women)
- Bar soap (3)
- Razors (4)
- Shaving cream (2)
- Feminine hygiene pads
- Toilet paper rolls (4)

*\* Diapers and wipes should be donated with, but outside of kit. Please contact Donations Coordinator about needed diaper sizes*

- Pacifier
- Baby Shampoo
- Small Blanket
- Simple Toys(plush, bath, etc.)
- Kids toothbrushes (2)
- Kids toothpaste
- Plastic plates & utensils (for little hands)
- Sip cups with lids
- Bandaids
- Coloring Book(with Crayons)

- Sponges
- Cleaner spray bottles (1 bathroom, 1 kitchen, 1 all purpose)
- Toilet bowl cleaner & brush
- Dish soap
- Laundry detergent
- Dishwasher Detergent
- Paper towels (2 rolls)
- Paper Towel Holder
- Tissues (2 boxes)
- Dish drying rack



## Bedding Kit

*\* Choose twin or queen. Include on kit label.*

- Comforter
- Blanket
- Sheets and pillow cases
- Waterproof mattress cover
- Pillow (1 for twin, 2 for queen)



## Bathroom Kit

- Bath towels and hand towels (4 of each)
- Washcloths (6-8)
- Shower curtain with rings
- Liquid Hand soap (2)
- Rolls of toilet paper
- Small waste basket w/ liners
- Bathmat
- Toilet Plunger



## Resource Teams

**HOUSING:** Develops resources for affordable housing for new neighbors.

**WELCOME HOME:** Sets up homes and apartments with donated items for incoming families.

**EMPLOYMENT:** Connects new neighbors with employment opportunities to help them find sustainable jobs.

**HEALTHCARE:** Helps new neighbors navigate the medical system and access quality healthcare - includes a focus on mental health and wellness.

**EDUCATION:** Partners with Corvallis Public Schools to help new neighbors navigate the education system with their kids. Provides in-home tutors for children during after-school hours.

**ENGLISH:** Networks English Language Learning programs and volunteers throughout the city to help new neighbors learn English.

**WELLNESS:** Helps new Neighbors have access to culturally appropriate and language accessible Mental Health and Wellness services and are able to navigate these services as needed.

**TRANSPORTATION:** Connects new neighbors with public transport, bikes, driving lessons, and on-call transportation.

**LEGAL:** Helps new neighbors navigate legal process including green card adjustments and family reunification.

To join a team, email Corvallis For Refugees at [Info@corvallisforrefugees.org](mailto:Info@corvallisforrefugees.org)



## Good Neighbor Teams

### What is a Good Neighbor Team?

A team of 5 – 10 people who walk alongside one refugee family (New Neighbors) to offer friendship, hospitality and community connection over the course of one year.

### Good Neighbor Team Vision:

For every New Neighbor to be met with friendship and community from the moment they arrive, which will empower them to thrive in the Corvallis community.

### What activities will my Good Neighbor Team be a part of?

#### *In the first week:*

- Provide [Restart Kits](#) (i.e., kitchen, bathroom, bedroom, etc.) that provide household items to set up the home for the New Neighbor family.
- Purchase grocery items to stock the fridge for the first few days after arrival (a culturally specific list will be provided.)
- Meet the New Neighbor family at the airport as they arrive.
- Help with the initial set up of their new home by moving furniture and making the space welcoming.

#### *In the first month:*

- Take the family grocery shopping.
- Take the New Neighbor family to access key community services, such as: the food bank; Vina Moses (clothing); The Bicycle Collective (free bike for each family member); etc.

#### *Ongoing for up to a year:*

- Train the New Neighbor family how to ride the bus to appointments and outings and ride the bus with them as they are learning.
- Meet with the New Neighbor family once a week for a meal, coffee, tea, or dessert (invite them to your home or visit them in their home).
- Introduce the New Neighbor family to American holidays.
- Give them a tour of Corvallis and take them to experience recreational resources near them (parks, library, restaurants, and other events in the city).
- Continually learn about the New Neighbor's culture and language.
- Introduce the New Neighbor family to others in the community.
- Share your experience as a Good Neighbor Team with the community, so others might be interested in joining a Good Neighbor Team!

Interested? Contact Chris McQueen: [info@CorvallisForRefugees.org](mailto:info@CorvallisForRefugees.org)





1400 Queen Ave SE • Suite 201 • Albany, OR 97322  
(541) 967-8551 • FAX (541) 967-4651

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## MEMORANDUM

**DATE:** October 24, 2023  
**TO:** Benton County Board of Commissioners  
**FROM:** Ryan Vogt, Executive Director  
**RE:** OCWCOG Benton County Updates

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### Community and Economic Development Updates

#### Transportation

##### Corvallis Area Metropolitan Planning Organization (CAMPO)

- The CAMPO office is now housed in the new Oregon Cascades West Council of Governments (OCWCOG) building at 1121 NW Ninth Street in Corvallis.
- CAMPO applied for \$1.5 million in transportation improvement grants from the state's Carbon Reduction Program on behalf of its members - something that members did not have the capacity to do. \$1.2 million will pay for a holistic planning study for the Corvallis to Albany Multiuse path, unlocking further funding by bringing the project to "shovel-ready" status. Additionally, CAMPO has applied for a specialized electric street sweeper for the remainder of the funding, which fills a key gap in the infrastructure maintenance plan of its members. Staff estimate that there is a high probability of success for these grants.
- CAMPO has performed its duties as a Metropolitan Planning Organization by publishing its triannual Transportation Improvement Program (TIP). The plan coordinates transportation spending between members, state transportation managers, and federal funders.
- Staff volunteered at Corvallis Open Streets, which included deploying bicycle count equipment to understand event attendance.
- The 2024-2027 Metropolitan Transportation Improvement Plan was approved by the governor and began October 1, 2023.

##### OCWCOG Receives \$2.4 Million Grant for Mobility Hubs

- The Oregon Transportation Commission approved the recommendation of the Public Transportation Advisory Committee to fund the construction of the Linn Benton Community College (LBCC) and Oregon State University (OSU) Mobility Hubs.
- The OSU Mobility Hub will be located on SW Jefferson Way near McNary Hall and will offer well-lit waiting areas, secure bike parking, and will serve multiple transit agencies across the region.
- Construction is on track to begin in the summer of 2024.

### Cascades West Ride Line

- Between May and August 2023, Cascades West Ride Line provided 30,358 trips to residents of Benton County and 9,584 reimbursements for mileage, meals, and lodging.

### Cascades West Transportation Options

- Staff held the Get There Challenge on October 1<sup>st</sup> through 15<sup>th</sup>, where workplace teams competed for great local and state prizes by telecommuting or traveling to work via foot, bicycle, or bus!

## **Planning**

### Cascades West Economic Development District (CWEDD)

- OCWCOG continues to serve our rural communities. We actively participate in the Regional Solutions Team meetings and visit our rural communities to hear about their pressing infrastructure needs.
- The Childcare Working Group is helping market the Growing Care program to our region. This program provides training for in-home childcare and offers up to \$15,000 grants.
- OCWCOG has been called into the discussion around Innovation Hubs. Venn Collaborative was hired to complete Phase 1 of Business Oregon's Innovation Hub program. CWEDD will most likely be selected as the governing model for our four-county Economic Development District (EDD) to apply for Phase 2 of the Innovation Hub. This would position the EDD to add traded sector business and entrepreneurship as a focus to our next Comprehensive Economic Development Strategy (CEDs).
- The Broadband Feasibility Study has been completed by Solarity. Benton County has a total of 1,736 identified Broadband Serviceable Locations (BSL) according to the FCC Fabric map, which will be used in identifying the areas eligible for BEAD funding, along with other grants. There are 641 unserved (no service or lacking up to 25/3mbps) and 1,095 underserved locations (speed ranges from 25/3mbps to 100/20mbs, which is the new minimum speed designation).

### Linn and Benton Brownfields Grants

- The U.S. Environmental Protection Agency (EPA) selected 7 Oregon projects to receive brownfields funding to expedite the assessment and cleanup of multiple brownfield sites in the state. Oregon Cascades West Council of Governments is the recipient of \$1 million in brownfield funds to support various projects in Linn and Benton Counties. We expect to sign the cooperative in the month of October.
- One site has been identified in Benton County to date and is located in South Corvallis along Highway 99, bounded by Marys River and Willamette River.

## **Lending**

### Cascade West Business Lending

- We were recently awarded \$1,000,000 from the Business Oregon Community Lender Loan Loss Reserve Program. This program will assist us in getting much needed capital into the hands of small businesses that may not qualify for conventional lending. This includes accessibility of capital for SEDIs and SEDI-owned businesses in our region.
- A loan was approved for KL JAMCO LLC, a locksmith company in Corvallis, to purchase an additional locksmith company in Albany. Citizens Bank declined the loan based only

on the cash flow of the existing business. Lending staff was able to get the loan approved based on the new companies' debt service coverage, which was very good. This is a great opportunity for them to expand their footprint and hire additional staff.

## Senior, Disability, and Community Services Updates

### Senior and Disability Services

#### Adult Protective Services

- Adult Protective Services (APS) data continues to show higher numbers of referrals/complaints that remain consistent with numbers experienced in 2022, which are 29% increase in overall complaints received at the beginning of the pandemic in 2019.

#### Benton County Data

| Month     | Complaints | Community Investigations | Facility Investigations | Community Non-Abuse | Facility Non-Abuse |
|-----------|------------|--------------------------|-------------------------|---------------------|--------------------|
| January   | 82         | 8                        | 21                      | 27                  | 26                 |
| February  | 83         | 9                        | 14                      | 32                  | 28                 |
| March     | 100        | 17                       | 14                      | 35                  | 34                 |
| April     | 74         | 8                        | 15                      | 25                  | 26                 |
| May       | 128        | 17                       | 27                      | 31                  | 53                 |
| June      | 87         | 14                       | 22                      | 25                  | 26                 |
| July      | 88         | 12                       | 12                      | 30                  | 34                 |
| August    | 86         | 18                       | 13                      | 38                  | 17                 |
| September | 84         | 15                       | 22                      | 35                  | 12                 |

### Community Services Programs

#### OCWCOG offers Behavioral Activation intervention to Local Seniors

- OCWCOG, together with the Older Adult Behavioral Health Initiative (OAHBI), is currently piloting a virtual six-week course with local seniors from Linn and Benton Counties.
- As an evidence-based depression treatment approach, Behavioral Activation has been found effective for the alleviation of overt depressive symptoms. In a clinical setting, Behavioral Activation is considered a 3rd wave treatment, utilized after medication and

Cognitive Behavioral Therapy (CBT) have been attempted and failed to provide adequate support.

- The Tele-BA for homebound older adults is delivered via videoconferencing by both OCWCOG staff and OAHBI specialists in a virtual group setting to ensure professional, real-time sessions with group camaraderie, as well as individualized follow-up coaching. At the end of the final session, an estimated 80% of participants will report successful goal completion and improved mood.

## Benton County Veteran Service Office

### Claims Filed and Appointments Filled

From July – September 2023, a total of 46 claims were filed with the Benton County Veteran Service Office. These claims included new claims issued, reopening of previously denied issues, applying for VA healthcare, and appealing claims to the Board of Veterans Appeals. A total of 39 intent to file claims were filed. While these are not considered claims, they are an important placeholder for the veteran's potential claim.

### Outreach and Presentations

- 2<sup>nd</sup> Wednesday of each month at Monroe Community Center
- Monthly visits to Oregon State University/Linn Benton Community College
- Created connections in Alpine, Kings Valley, Blodgett, Alsea, and Bellfountain
- 8/19/2023 – Corvallis Farmer's Market
- 9/11/2023 – National Day of Service at Jackson Frazier Wetland
- 9/14/2023 – Linn Benton Veteran's Stand Down
- 8/26/2023 – Oregon State University's Bridge to Success



### Training and Networking

- Oregon Department of Veterans Affairs (ODVA) training was attended by Alicia Lucke on August 7<sup>th</sup> and 8<sup>th</sup> Veteran Service Officer Ian Briggs September 11<sup>th</sup> through 15<sup>th</sup>.
- ODVA Quarterly training was attended by all VSOs virtually on August 16<sup>th</sup>.

## **Corvallis Office Location Change**

- The Benton County Veteran Service Office is open by appointment only in the new Corvallis OCWCOG office building located at 1121 NW Ninth Street.
- This location will soon house Senior and Disability Services, giving veterans streamlined access to more services available to them.

# CONSENT CALENDAR

# BOC Agenda Checklist Master

## Agenda Placement and Contacts

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**Suggested Agenda Date** 10/24/23

View [Agenda Tracker](#)

**Suggested Placement \*** Work Session and Meeting

**Department \*** Health Services

**Contact Name \*** April Holland

**Phone Extension \*** 6840

**Meeting Attendee Name \*** April Holland and Scott Kruger

## Agenda Item Details



**Item Title \*** 2024 Fee Schedule for Environmental Health, Order # D2023-076

- Item Involves \*** Check all that apply
- Appointments
  - Budget
  - Contract/Agreement
  - Discussion and Action
  - Discussion Only
  - Document Recording
  - Employment
  - Notice of Intent
  - Order/Resolution
  - Ordinance/Public Hearing 1st Reading
  - Ordinance/Public Hearing 2nd Reading
  - Proclamation
  - Project/Committee Update
  - Public Comment
  - Special Report
  - Other

**Estimated Time \*** 5

**Board/Committee Involvement \***  Yes  No

**Advertisement\***

Yes

No



Item Issues and Description

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**Identified Salient Issues \***

Year - Adjustment - Note  
2023 - 3%  
2022 - 0%  
2021 - 3% - 50% credit on 2020 license fees  
2020 - 0%  
2019 - 3%  
2018 - 3%  
2017 - 3%  
2016 - 5%  
2015 - 4%  
2014 - 5% - On-site fees flat  
2013 - 5% - Restaurant fees flat  
2012 - 5%  
2011 - 5%  
2010 - 3%

See Attachment B – Justification for Environmental Health Fees 2024 for more detailed information

At the 10/17 work session, The Board agreed that the best course of action was to approve an overall average increase of 7% on the 2024 fee schedule.

**Options \***

1. Approve an order to implement a fee adjustment for 2024 at an average of 7% (decided on 10/17)

OR

2. Provide Alternative Direction to Staff

**Fiscal Impact \***

- Yes
- No

**Fiscal Impact Description \***

See Attachment D - Indirect Cost Calculations 2024 for breakdown of projected fiscal impact scenarios.

## 2040 Thriving Communities Initiative

**Mandated Service? \***  Yes  
 No

### 2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

**Mandated Service Description \*** If this agenda checklist describes a mandated service or other function, please describe here.

Oregon Health Authority delegated public drinking water systems, certified family and day care centers, restaurants, school food programs, tourist accommodation, public pools and spas, organizational camps, and recreational parks. Oregon Department of Environmental Quality delegated Onsite wastewater (septic) systems program.

### Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

#### Core Values \*

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

**Explain Core Values Selections \*** Environmental Health addresses all of the core values in the course of their work.

#### Focus Areas and Vision \*

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

**Explain Focus Areas  
and Vision  
Selection\***

Community Safety: ensure sanitation and safety in public drinking water systems, certified family and day care centers, food service operations, school food programs, tourist accommodation, public pools and spas.

Outdoor Recreation: ensure sanitation and safety at organizational camps and recreational parks.

Environmental and Natural Resources: Onsite wastewater (septic) systems are permanent approaches to treating wastewater for release and reuse in the environment. Onsite systems are recognized as potentially viable, low-cost, long-term, decentralized approaches to wastewater treatment if they are planned, designed, installed, operated, and maintained properly.

## Recommendations and Motions

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### Item Recommendations and Motions

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|                                |  |
|--------------------------------|--|
| <b>Staff Recommendations *</b> | Staff recommends approving the order to implement the proposed 2024 Fee Schedule for Environmental Health at a fee adjustment of 7% on average, effective Jan 1, 2024. |
| <b>Work Session Motions *</b>  | I move to ...<br>NA  |
| <b>Meeting Motions *</b>       | I move to ...<br>...approve Order # D2023-076, implementing the proposed 2024 Fee Schedule for Environmental Health, effective Jan 1, 2024.                            |

## Recommendations and Motions

### Staff Recommendation

Staff recommends approving the order to implement the proposed 2024 Fee Schedule for Environmental Health at a fee adjustment of 7% on average, effective Jan 1, 2024.

### Meeting Motion

**I move to ...**

**... approve Order # D2023-076, implementing the proposed 2024 Fee Schedule for Environmental Health, effective Jan 1, 2024.**

# Attachments, Comments, and Submission

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## Item Comments and Attachments

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**Attachments**

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

|   |         |
|---|---------|
| EH_2024 Fee Schedule ORDER.doc                                  | 25.5KB  |
| Attachment D - Indirect Cost Calculations 2024 ah 20230906.xlsx | 15.68KB |
| Attachment A -2024 Fee Schedule AH 20230906.xls                 | 175.5KB |






**Comments (optional)**

We are submitting for a work session discussion on 10/17, but may need to push back to 10/24 due to technical failures. Depending on the outcome of that meeting and The Board's guidance, we will modify these the attachments to show ONLY the board-approved proposed rates and fiscal impacts.

If you have any questions, please call ext.6800

**Department Approver**

APRIL HOLLAND

|  |   |
|--|---|
| <p>1. Dept Approval</p> <hr/> <p><b>Department Approval</b></p> <hr/> <p>Comments</p> <p>Signature </p> | <p>5.</p> <hr/> <p><b>BOC Final Approval</b></p> <hr/> <p>Comments</p> <p>Signature </p> |
| <p>2.</p> <hr/> <p><b>Counsel Approval</b></p> <hr/> <p>Comments</p> <p>Signature </p>                 |   |
| <p>3.</p> <hr/> <p><b>Finance Approval</b></p> <hr/> <p>Comments</p> <p>Signature </p>                |   |
| <p>4.</p> <hr/> <p><b>County Administrator Approval</b></p> <hr/> <p>Comments</p> <p>Signature </p>   |   |

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Adopting the Revised            )  
2024 Environmental Health Fee Schedule    )    **ORDER #D2023-076**  
for the Benton County Health Department    )**

WHEREAS, the Benton County Health Department has submitted a request that its Environmental Health services fee schedule to reflect the cost of providing the services; and

WHEREAS, the Environmental Health services fees are established based upon the guidelines set forth in the statutes of the State of Oregon; and

WHEREAS, these fees are in keeping with county guidelines for such fees;

THEREFORE, IT IS HEREBY ORDERED that Benton County Health Department proposed fees (Attachment A) are adopted effective January 1, 2024.

Adopted this 24th day of October 2023.

Signed this 24th day of October 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

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Pat Malone, Chair

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Xanthippe Augerot, Vice Chair

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Nancy Wyse, Commissioner

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2024 FEE SCHEDULE  
 EH Fees are effective January 1, 2024

|   | 2023    | 2024     | % Change | Assumptions  | Est Workload | Estimated Fee Support | Estimated General Fund Support | Estimated Total Revenue | 2023 Partial Cost Hourly Rate   | Proposed Partial Cost Hourly Rate |
|---|---------|----------|----------|--|--------------|-----------------------|--------------------------------|-------------------------|---------------------------------|-----------------------------------|
|   |         |          |          |  |              |                       |                                |                         | \$213.00                        | \$228.00                          |
|   | Current | Proposed |          |  |              |                       |                                |                         | Last Year Full Cost Hourly Rate | Proposed Full Cost Hourly Rate    |
|   |         |          |          |  |              |                       |                                |                         | \$242.00                        | \$259.00                          |
| <b>New Site Evaluation</b>  |         |          |          |  |              |                       |                                |                         |                                 |                                   |
| <b>Single Family Dwelling</b>   |         |          |          |  |              |                       |                                |                         |                                 |                                   |
| First lot   | \$910   | \$974    | 7%       | 4.2 hours based on 2008 BCEH Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.   | 26           | \$ 25,320.86          | \$ 3,442.75                    | \$28,764                |                                 |                                   |
| Each additional lot (evaluated during initial visit)  | \$910   | \$974    | 7%       | 4.2 hours based on 2008 BCEH Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.   |              | \$ -                  | \$ -                           | \$0                     |                                 |                                   |
| <b>Commercial Facility System</b>   |         |          |          |  |              |                       |                                |                         |                                 |                                   |
| For first 1000 gallons projected daily sewage flow  | \$910   | \$974    | 7%       | 4.2 hours based on 2008 BCEH Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.   | 0            | \$ -                  | \$ -                           | \$0                     |                                 |                                   |
| PLUS for each additional 500 gallons, or part thereof, above 1,000 gallons  | \$234   | \$251    | 7%       | Estimated 1.1 hours  |              |                       |                                |                         |                                 |                                   |
| <b>Construction-Installation Permit</b>   |         |          |          |  |              |                       |                                |                         |                                 |                                   |
| <i>For first 1000 gallons projected daily sewage flow:</i>  |         |          |          |  |              |                       |                                |                         |                                 |                                   |
| Standard On-site System   | \$1,308 | \$1,401  | 7%       | 5.3 hours based on 2008 BCEH Time Study for Standard On-Site System. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.   | 14           | \$ 19,607.50          | \$ 2,665.93                    | \$22,273                |                                 |                                   |
| <b>Alternative System</b>   |         |          |          |  |              |                       |                                |                         |                                 |                                   |
| Alternative Treatment Technology  | \$1,955 | \$2,092  | 7%       | New work delegated in 2006. 6.8 hours based on similar work with cap and fill, pressure distribution, sand filter, and tile dewatering. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.  | 7            | \$ 14,645.85          | \$ 1,990.84                    | \$16,637                |                                 |                                   |
| Capping Fill  | \$1,955 | \$2,092  | 7%       | Cap and Fill System 6.8 hours. Based on 1993 Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.   | 2            | \$ 4,184.53           | \$ 568.95                      | \$4,753                 |                                 |                                   |
| Disposal Trenches in Saprillite   | \$1,308 | \$1,401  | 7%       | 5.3 hours based on 2008 BCEH Time Study for Standard On-Site System. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.   | 0            | \$ -                  | \$ -                           | \$0                     |                                 |                                   |
| Gray Water Waste Disposal Sump  | \$696   | \$638    | 7%       | Estimated 2.8 hrs  | 0            | \$ -                  | \$ -                           | \$0                     |                                 |                                   |
| Holding tanks   | \$1,022 | \$1,094  | 7%       | Assumption based on estimate of 4.8 hour was lowered in 2018. New work delegated by state in 2006.   | 1            | \$ 1,094.40           | \$ 148.80                      | \$1,243                 |                                 |                                   |
| Pressure Distribution   | \$1,955 | \$2,092  | 7%       | Pressure distribution system 6.8 hours. Based on 1993 Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.  | 0            | \$ -                  | \$ -                           | \$0                     |                                 |                                   |
| Redundant   | \$1,308 | \$1,401  | 7%       | 5.3 hours based on 2008 BCEH Time Study for Standard On-Site System. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.   | 0            | \$ -                  | \$ -                           | \$0                     |                                 |                                   |
| Sand Filter   | \$1,955 | \$2,092  | 7%       | Sand filter system 6.8 hours. Based on 1993 Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.  | 0            | \$ -                  | \$ -                           | \$0                     |                                 |                                   |
| Seepage Trench  | \$1,308 | \$1,401  | 7%       | 5.3 hours based on 2008 BCEH Time Study for Standard On-Site System. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.   | 0            | \$ -                  | \$ -                           | \$0                     |                                 |                                   |
| Steep Slope   | \$1,308 | \$1,401  | 7%       | 5.3 hours based on 2008 BCEH Time Study for Standard On-Site System. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.   | 0            | \$ -                  | \$ -                           | \$0                     |                                 |                                   |
| Tile Dewatering   | \$1,955 | \$2,092  | 7%       | 6.8 hrs. Based on 1993 Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.   | 0            | \$ -                  | \$ -                           | \$0                     |                                 |                                   |
| PLUS for each additional 500 gallons, or part thereof   | \$128   | \$137    | 7%       | Estimated 0.6 hrs to review and consult with DEQ on larger system designs.   |              |                       |                                |                         |                                 |                                   |
| <b>Reinspection Fee</b> - In accordance with OAR 340-071-0170(4), an agent may require an owner to pay the reinspection fee when a pre-cover inspection correction notice requires correction of improper construction and, at a subsequent inspection, the agent finds system construction deficiencies have not been corrected. | \$362   | \$388    | 7%       | Estimated 1.7 hrs to reinspect, prepare report or correction notice and consult with DEQ   |              |                       |                                |                         |                                 |                                   |
| <b>Permit Transfer, Reinstatement, or Renewal</b>   |         |          |          |  |              |                       |                                |                         |                                 |                                   |
| If field visit required   | \$704   | \$754    | 7%       | Permit renewal with field visit 2.3 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%. | 0            | \$ -                  | \$ -                           | \$0                     |                                 |                                   |
| If no field visit required  | \$198   | \$212    | 7%       | Permit renewal without field visit 0.7 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes time to review files plus time to prepare report. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.                              | 3            | \$ 635.37             | \$ 86.39                       | \$722                   |                                 |                                   |
| <b>Alteration Permit</b>  |         |          |          |  |              |                       |                                |                         |                                 |                                   |
| Major Alteration  | \$1,280 | \$1,371  | 7%       | Alteration with field visit 4.3 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.     | 13           | \$ 17,817.79          | \$ 2,422.59                    | \$20,240                |                                 |                                   |
| Minor Alteration  | \$707   | \$756    | 7%       | Alteration without field visit 2.2 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.  | 3            | \$ 2,269.24           | \$ 308.54                      | \$2,578                 |                                 |                                   |
| <b>Repair Permit</b>  |         |          |          |  |              |                       |                                |                         |                                 |                                   |
| <b>Single Family Dwelling</b>   |         |          |          |  |              |                       |                                |                         |                                 |                                   |



|  |       |       |    |  |     |              |             |          |
|--|-------|-------|----|--|-----|--------------|-------------|----------|
| Major Repair   | \$564 | \$604 | 7% | Major repair with field visit 5.3 hrs based on based on 2008 BCEH Time Study. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.   | 19  | \$ 11,479.80 | \$ 1,560.85 | \$13,041 |
| Minor Repair   | \$320 | \$342 | 7% | Minor repair with field visit 3.0 hrs based on 2008 BCEH Time Study. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.  | 6   | \$ 2,052.00  | \$ 279.00   | \$2,331  |
| <b>Commercial Facility</b>   |       |       |    |  |     |              |             |          |
| Major Repairs  | \$564 | \$604 | 7% | Major repair with field visit 5.3 hrs based on based on 2008 BCEH Time Study. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.   |     | \$ -         | \$ -        | \$0      |
| Minor Repairs  | \$320 | \$342 | 7% | Minor repair with field visit 3.0 hrs based on 2008 BCEH Time Study. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.  |     | \$ -         | \$ -        | \$0      |
| <b>Authorization Notice</b>  |       |       |    |  |     |              |             |          |
| If field visit is required   | \$707 | \$756 | 7% | Authorization Notice with field visit 3.1 hrs based on 2008 BCEH Time Study. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.  | 25  | \$ 18,906.90 | \$ 2,570.68 | \$21,478 |
| If field visit is not required   | \$213 | \$228 | 7% | Authorization Notice without field visit 1.0 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes time to review application, prepare report or DEQ correction notice.   | 7   | \$ 1,596.00  | \$ 217.00   | \$1,813  |
| <b>Existing System Evaluation</b>  |       |       |    |  |     |              |             |          |
| Existing System Evaluation:  |       |       |    |  |     |              |             |          |
| If Field Visit is Required   | \$706 | \$756 | 7% | Same as Authorization Notice with field visit 3.0 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.   | 0   | \$ -         | \$ -        | \$0      |
| If Field Visit is Not Required   | \$213 | \$228 | 7% | Same as Authorization Notice without field visit 1.0 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes time to review application, prepare report or DEQ correction notice. <b>Note: Primarily but not limited to land partitions.</b>  | 1   | \$ 228.00    | \$ 31.00    | \$259    |
| Mobile Home Personal/Medical Hardships Renewal every 5 years with field visit  | \$320 | \$342 | 7% | Based on Authorization Notice with field visit 3.0 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.  | 4   | \$ 1,368.00  | \$ 186.00   | \$1,554  |
| Mobile Home Personal/Medical Hardships Renewal every 5 years without field visit   | \$107 | \$114 | 7% | Estimate of time to perform an Authorization Notice without field visit at 0.5 hrs. Includes time to prepare report or DEQ correction notice.  | 3   | \$ 342.00    | \$ 46.50    | \$389    |
| Alternative System Inspections (where required)  | \$469 | \$502 | 7% | Annual inspection as may be required under DEQ rules OAR340-071-0260(2) for alternative systems. Estimated time based on Annual Inspections with field visit 2.2 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice.  | 1   | \$ 501.60    | \$ 68.20    | \$570    |
| Alternative System Inspections - Holding Tanks   | \$533 | \$570 |    | New work delegated in 2006. Estimated inspection time is 2.5 hrs with and includes travel and inspection time, plus time to prepare report or DEQ correction notice. <b>Note: Fee we could charge if we do not receive a timely annual inspection report or if the annual inspection report is deficient, or if we have reason to suspect the holding tank is not being properly maintained.</b> |     | \$ -         | \$ -        | \$0      |
| Annual Report Evaluation Fee Holding Tank  | \$53  | \$57  | 7% | New work delegated in 2006. Estimated 15 minutes of work.  | 28  | \$ 1,596.00  | \$ 217.00   | \$1,813  |
| Annual Report Evaluation Fee for commercial sandfilter, recirculating gravel filters and alternative treatment technologies  |       |       |    | New work delegated in 2006. Reports required under OAR 340-071-0345(14)(b)(E). Estimated 20 minutes of work. A coefficient was added to the time study formula to adjust the fee to match DEQ's fee.   | 210 |              |             |          |
| <b>Sewage Disposal Service</b>   |       |       |    |  |     |              |             |          |
| Pumper Truck Inspection, each vehicle  | \$168 | \$180 | 7% | Pumper Truck Inspection based on Annual Inspections with field visit 0.5 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes inspection time, plus time to prepare report or DEQ correction notice. Additional 15 minutes added for travel time.  | 0   | \$ -         | \$ -        | \$0      |
| pumper Truck Inspection, each additional vehicle   | \$116 | \$124 | 7% | Pumper Truck Inspection based on Annual Inspections with field visit 0.5 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice.  | 0   | \$ -         | \$ -        | \$0      |
| <b>Plan Review</b>   |       |       |    |  |     |              |             |          |
| Other Onsite Wastewater System Plan/Construction Permit Reviews: including but not limited to vaulted privies, or other construction not otherwise covered by a fee. Hourly rate |       |       |    |  |     |              |             |          |
| Plan Review, each additional 15 minutes.   | \$213 | \$228 | 7% |  | 0   | \$ -         | \$ -        | \$0      |
| Plan Review Commercial Facility System   | \$53  | \$57  | 7% |  | 0   | \$ -         | \$ -        | \$0      |
| For a system with a projected daily sewage flow of less than 600 gallons, the cost of plan review is included in the permit application fee.                                     |       |       |    |  |     |              |             |          |
| For a system with a projected daily sewage flow of 600 gallons, but not more than 1000 gallons   | \$490 | \$524 | 7% | Commercial Plan review fee for systems from 600 to 1000 gpd. Estimated additional 2.3 hours above work performed as part of Construction-installation Permit per OAR 340-071-0140(3)(d)  | 0   | \$ -         | \$ -        | \$0      |
| PLUS for each additional 500 gallons, or part thereof, above 1000 gallons, to a maximum of 2500  | \$85  | \$91  | 7% | Commercial Plan review fee for systems from 1000 to 2500 gpd. For each 500 gallons or part thereof above 1000 gpd. Estimated additional 0.4 hours above work performed as part of Construction-installation Permit per OAR 340-071-0140(3)(d)(C)   | 0   | \$ -         | \$ -        | \$0      |

|  |   |   |   |   |       |               |              |           |
|--|---|---|---|---|-------|---------------|--------------|-----------|
| Building Signoff   | \$85  | \$91  | 7%  | Building signoff estimated at 0.4 hrs   | 270   | \$ 24,624.00  | \$ 3,348.00  | \$27,972  |
| Pump evaluation fee for sandfilters, alternative treatment technology, recirculation gravel filter, and pressurized distribution systems   | \$85  | \$91  | 7%  | Systems utilizing pumps other than sandfilters and pressure systems estimated at 0.4 hrs.   | 0     | \$ -          | \$ -         | \$0       |
| <b>Record Search</b>   |   |   |   |   |       |               |              |           |
| Record Search if part of an onsite application   | No Charge   | No Charge   |   |   |       |               |              |           |
| Record Search if not part of an onsite application. Rate assessed at 10 minute increments  | \$17  | \$18  | 7%  | New fee in 2015: Based on 10 minutes of work. Fee discounted by 50% if support staff are able to complete.. Usually involves record searches for onsite program or compiling information on inspection histories for food establishments. <b>Note: potential revenue source if we begin charging for all record searchers.</b>  | 419   | \$ 7,642.56   | \$ 1,039.12  | \$8,682   |
| <b>DEQ Remittance</b> - Remittance to DEQ is a fee established under state statute designed to support the State's Onsite Waste Water Treatment Program. The state fee is an additional charge established by state rule and assessed on site evaluations, construction installation permits, permit renewals, alterations, repairs, and authorizations listed above.<br><br>In accordance with Oregon Administrative Rule (OAR) 340-071-0140(9) Department surcharge.<br>(a) To offset a portion of the administrative and program oversight costs of the statewide onsite wastewater management program, the department and contract counties must levy a surcharge for each site evaluation, report permit, and other activity for which an application is required in this division. This surcharge does not apply to sewage disposal service license applications, pumper truck inspections, annual report evaluation fees, or certification of installers or maintenance providers.<br>(b) Proceeds from surcharges collected by the department and contract counties must be accounted for separately. Each contract county must forward the proceeds to the department in accordance with its agreement with the department. | Current DEQ Surcharge/ Remittance of \$100 is collected as an add on fee to permits. Should DEQ increase the remittance this cost will be passed on in the permit | Current DEQ Surcharge/ Remittance of \$100 is collected as an add on fee to permits. Should DEQ increase the remittance this cost will be passed on in the permit | Should DEQ increase their remittance to us, this cost will be passed on in the permit |   | 0     | \$ -          | \$ -         | \$0       |
| <b>WATER SYSTEM FEES</b>   |   |   |   |   | Total | \$ 155,912.40 | \$ 21,198.14 | \$177,111 |
| System Evaluation/Sanitary Survey on Domestic Water Supply (samples not included)  | \$266   | \$285   | 7%  | Estimated 1.25 hrs.   | 0     | \$ -          | \$ -         | \$0       |
| <b>Water Supply System Plan Review</b>   |   |   |   |   |       |               |              |           |
| Private Water System (one to three residential units)  |   |   |   |   |       |               |              |           |
| Spring Development (includes one site visit)   | \$554   | \$593   | 7%  | Estimated 2.6 hours Includes travel and inspection time, plus time to prepare report.   | 0     | \$ -          | \$ -         | \$0       |
| Auxiliary Storage for Low Yield Wells (other than standard design)   | \$266   | \$285   | 7%  | Estimated 1.25 hours Includes travel and inspection time, plus time to prepare report.  | 0     | \$ -          | \$ -         | \$0       |
| Other Plan Review and Consultation per hour  | \$213   | \$228   | 7%  | Hourly rate that includes salary, benefit, supervision, cost allocation for vehicle, office, computer, legal and support services.  | 0     | \$ -          | \$0.00       | \$0       |
|  |   |   |   |   | Total | \$ -          | \$ -         | \$0       |
| <b>LICENSED FACILITIES<sup>2</sup> (See footnote 2 below.)</b>   |   |   |   |   |       |               |              |           |
| <b>Food Service Operations</b>   |   |   |   |   |       |               |              |           |
| Restaurant License (annual license fee due December 31)  |   |   |   |   |       |               |              |           |
| Limited Service  | \$639   | \$684   | 7%  | License fee based on 2 inspections at 1.5 hour/inspection. Calculated based on OAR 333-012-0050(2)(b)(B)(i)(I). Hr rate x 2 inspections x 1.5 hr/inspection = fee   | 3     | \$ 2,052.00   | \$ 279.00    | \$2,331   |
| 0 - 15 Seating   | \$767   | \$821   | 7%  | License fee based on 2 inspections at 1.5 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(I) and (ii). (Hr rate x 2 inspections x 1.5 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.4 follow-up rate) = fee  | 54    | \$ 44,323.20  | \$ 6,026.40  | \$50,350  |
| 16 - 50 Seating  | \$873   | \$935   | 7%  | License fee based on 2 inspections at 1.75 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(I) and (ii). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(II) and (ii). (Hr rate x 2 inspections x 1.75 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.4 follow-up rate) = fee | 82    | \$ 76,653.60  | \$ 9,151.20  | \$85,805  |
| 51 - 150 Seating   | \$980   | \$1,049   | 7%  | License fee based on 2 inspections at 2.0 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(I) and (ii). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(III) and (ii). (Hr rate x 2 inspections x 2.0 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.4 follow-up rate) = fee  | 105   | \$ 110,124.00 | \$ 11,718.00 | \$121,842 |
| 151 + Seating  | \$1,193   | \$1,277   | 7%  | License fee based on 2 inspections at 2.5 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(I) and (ii). (Hr rate x 2 inspections x 2.5 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.4 follow-up rate) = fee  | 22    | \$ 28,089.60  | \$ 2,455.20  | \$30,545  |
| <b>Benevolent Restaurants</b>  | \$414   | \$443   | 7%  | Reduced fee for benevolent restaurants per ORS 624.490(3). 54% Fee/ 46% CURF for 0-15 seating, 47% Fee/53% CURF for 16-50 seating, 42% Fee/58% CURF for seating 51-150, and 35% Fee/65% CURF for 151+ seating   | 7     | \$ 3,102.62   | \$2,642.98   | \$5,746   |
| <b>Required Follow-up Inspections Subsequent to Routine Inspections</b>  |   |   |   |   |       |               |              |           |
| First two follow-up inspection after a routine food restaurant inspection no additional charge   |   |   |   |   | 89    |               |              |           |
| Each Additional Follow-up Inspection   | \$160   | \$171   | 7%  | First two follow-up inspections annually are covered under the license fee, each additional follow-up inspection is calculated at .75 hour/inspection based on OAR 333-012-0050(2)(b)(B)(ii).   | 0     | \$ -          | \$ -         | \$0       |
| <b>Temporary Restaurant</b>  |   |   |   |   |       |               |              |           |

|   |       |       |    |   |     |              |             |          |
|---|-------|-------|----|---|-----|--------------|-------------|----------|
| Benevolent Single-event, per event (Administrative Fee) <sup>3</sup> (See footnote 3 below) Administrative Fee is waived after first three events.                  | \$43  | \$46  | 7% | Administrative fee covers the cost of processing paper work at 15 minutes. As per ORS 625.028(c) no inspection fee is charged. County General Revenue pays for the cost of performing the inspection. ORS 624.086 (3) All single-event temporary restaurant licenses shall terminate 30 days after issuance unless within the 30 days the single-event temporary restaurant is discontinued or is moved from the specific location for which the license was issued. If within 30 days after issuance the single-event temporary restaurant is discontinued or moved from the specific location for which the license was issued, the license shall terminate upon the discontinuance or the removal. | 127 | \$ 5,791.20  | \$ 20,523   | \$26,314 |
| Single-event, per event (License Fee) <sup>3&amp;4</sup> (Discounted if received 10 or more days before the event)  | \$192 | \$205 | 7% | License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included). (Hr rate x 1 inspection x 0.9 hrs/inspection) = fee   | 184 | \$ 37,756.80 | \$ 5,133.60 | \$42,890 |
| Single-event, per event (License Fee) <sup>3&amp;4</sup> (No Discount if received less than 10 days before the event)   | \$222 | \$235 | 6% | License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included). (Hr rate x 1 inspection x 0.9 hrs/inspection + fee for less than 10 days notice) = fee  |     |              |             |          |
| Single-event, per event (License Fee) (Operating without a License on the day of the event)   | \$292 | \$305 | 5% | License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included). (Hr rate x 1 inspection x 0.9 hrs/inspection + Penalty for operating without a license) = fee   |     |              |             |          |
| Single-event 2 or more days, 30-day intermittent, and 90-day seasonal (License Fee) <sup>3&amp;4</sup> (Discounted if received 10 or more days before the event)    | \$230 | \$246 | 7% | HB 2868 established two new categories of temporary restaurant license, that included 90-day seasonal and 30-day intermittent temporary restaurant license. These new license categories will become effective on January 1st 2012. License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included) and a 20% follow-up inspection rate throughout the course of the multi-day event (travel time for each inspection included). (Hr rate x 1 inspection x 0.9 hrs/inspection) + (Hr rate x 1 inspections x 0.9 hrs/follow-up inspection x 0.2 follow-up rate) = fee   | 0   | \$ -         | \$ -        | \$0      |
| Single-event 2 or more days, 30-day intermittent, and 90-day seasonal (License Fee) <sup>3&amp;4</sup> (No Discount if received less than 10 days before the event) | \$260 | \$276 | 6% | HB 2868 established two new categories of temporary restaurant license, that included 90-day seasonal and 30-day intermittent temporary restaurant license. These new license categories will become effective on January 1st 2012. License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included) and a 20% follow-up inspection rate throughout the course of the multi-day event (travel time for each inspection included). (Hr rate x 1 inspection x 0.9 hrs/inspection) + (Hr rate x 1 inspections x 0.9 hrs/follow-up inspection x 0.2 follow-up rate) = fee   |     |              |             |          |
| Single event 2 or more days, 30-day intermittent, and 90-day seasonal (License Fee) <sup>3&amp;4</sup> (Operating without a License on the day of the event)        | \$330 | \$346 | 5% | HB 2868 established two new categories of temporary restaurant license, that included 90-day seasonal and 30-day intermittent temporary restaurant license. These new license categories will become effective on January 1st 2012. License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included) and a 20% follow-up inspection rate throughout the course of the multi-day event (travel time for each inspection included). (Hr rate x 1 inspection x 0.9 hrs/inspection) + (Hr rate x 1 inspections x 0.9 hrs/follow-up inspection x 0.2 follow-up rate) = fee   |     |              |             |          |
| Operation Review for 30-day Intermittent or 90 day Seasonal or Temporary Restaurant License   | \$107 | \$114 | 7% | HB 2868 established two new categories of temporary restaurant license, that included 90-day seasonal and 30-day intermittent temporary restaurant license. These new license categories become effective on January 1st 2012. HB 2868 also mandated an operational review for these new license types. Operation review is based on an Oregon Health Authority Work Group estimate of 1.0 hour. Estimate could be adjusted based on future time studies.   | 0   | \$ -         | \$ -        | \$0      |
| Reinspection Fee: for 30-day intermittent or 90-day seasonal Temporary Restaurant to verify correction of critical violation  | \$160 | \$171 | 7% | HB 2868: OHA work group recommendation that a separate reinspection fee be charged to verify that critical violations are corrected. Each additional follow-up inspection is estimated at .75 hour/inspection.  | 0   | \$ -         | \$ -        | \$0      |
| * License fees in this section include an amount for reimbursement to the Oregon Health Division pursuant to ORS  |       |       |    |   |     |              |             |          |
| **ORS 624 does not allow a license fee or inspection fee for benevolent. The administrative fee covers cost of clerical   |       |       |    |   |     |              |             |          |
| <b>Commissary License, per year</b>   |       |       |    |   |     |              |             |          |
| Separate Facility   | \$469 | \$502 | 7% | License fee based on 2 inspections annually, at 0.8 hour/inspection and a 40% follow-up rate with 0.75 hour/inspection (travel time for each inspection included). (Hr rate x 2 inspection x 0.8 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.4 follow-up rate) = fee   | 7   | \$ 3,511.20  | \$ 477.40   | \$3,989  |
| In a Licensed Food Service Facility   | \$341 | \$365 | 7% | Commissary fee discounted when a food establishment is also being used by a second party as a commissary. License fee based on 2 inspections annually, at 0.8 hour/inspection (travel time for each inspection included). (Hr rate x 2 inspection x 0.8 hrs/inspection) = fee   | 0   | \$ -         | \$ -        | \$0      |
| Food Warehouse, per year  | \$320 | \$342 | 7% | License fee based on 2 inspections annually, at 0.75 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 2 inspection x 0.75 hrs/inspection) = fee  | 2   | \$ 684.00    | \$ 93.00    | \$777    |
| Mobile Unit, per year   |       |       |    |   |     |              |             |          |
| Class I, II and III   | \$320 | \$342 | 7% | License fee based on 2 inspections annually, at 0.75 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 2 inspection x 0.75 hrs/inspection) = fee  | 13  | \$ 4,446.00  | \$ 604.50   | \$5,051  |
| Class IV  | \$351 | \$376 | 7% | License fee based on 2 inspections annually, at 0.75 hour/inspection and 10% follow-up inspections (travel time for each inspection included). (Hr rate x 2 inspection x 0.75 hrs/inspection) +(Hr rate x 2 inspection x 0.75 hrs/inspection x 0.10 follow-up rate) = fee   | 16  | \$ 6,019.20  | \$ 818.40   | \$6,838  |



|   |           |           |    |  |    |              |             |          |
|---|-----------|-----------|----|--|----|--------------|-------------|----------|
| With Food Service   | \$533     | \$570     | 7% | Plan review fee assessed on an organizational camp with food service and is based on 2.5 hour/plan review and no follow-up inspections (travel time for each inspection included). (Hr rate x 1 plan review x 2.5 hrs/plan review) = fee. Assumption is based on completed plans with all support materials submitted. Incomplete plans or plans that are changed by the developer may require a higher fee. | 0  | \$ -         | \$ -        | \$0      |
| Without Food Service  | \$213     | \$228     | 7% | Plan review fee based on 1 plan review, at 1 hour/plan review and no follow-up inspections (travel time included). (Hr rate x 1 Plan review x 1 hrs/plan review) = fee. Assumption is based on completed plans with all support materials submitted. Incomplete plans or plans that are changed by the developer may require a higher fee.   | 0  | \$ -         | \$ -        | \$0      |
| <b>Total</b>  |           |           |    |  |    | \$ 912.00    | \$ 124.00   | \$1,036  |
| <b>Picnic Park</b>  |           |           |    |  |    |              |             |          |
| License Fee   | \$213     | \$228     | 7% | License fee based on 1 inspections annually, at 1 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 1 inspection x 1 hrs/inspection) = fee   | 2  | \$ 456.00    | \$ 62.00    | \$518    |
| Plan Review Fee   | \$213     | \$228     | 7% | Plan review fee based on 1 plan review, at 1 hour/plan review and no follow-up inspections (travel time included). (Hr rate x 1 Plan review x 1 hrs/plan review) = fee. Assumption is based on completed plans with all support materials submitted. Incomplete plans or plans that are changed by the developer may require a higher fee.   |    | \$ -         |             |          |
| <b>Total</b>  |           |           |    |  |    | \$ 456.00    | \$ 62.00    | \$518    |
| <b>Swimming Pools/Spa/Bathhouse</b>   |           |           |    |  |    |              |             |          |
| License Fee   |           |           |    |  |    |              |             |          |
| Year Around Operation   |           |           |    |  |    |              |             |          |
| First Pool or Spa at Site   | \$746     | \$798     | 7% | License fee based on 2 inspections at 1.45 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). (Hr rate x 2 inspections x 1.45 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.40% follow-up rate) = fee   | 29 | \$ 23,142.00 | \$ 3,146.50 | \$26,289 |
| Additional Pools or Spas at Site (each)   | \$567     | \$606     | 7% | License fee based on 2 inspections at 1.03 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). (Hr rate x 2 inspections x 1.03 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.40% follow-up rate) = fee   | 0  | \$ -         | \$ -        | \$0      |
| Seasonal Operation  |           |           |    |  |    |              |             |          |
| First Pool at Site  | \$501     | \$536     | 7% | License fee based on 1 inspection at 2.05 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). (Hr rate x 1 inspection x 2.05 hrs/inspection) + (Hr rate x 1 inspection x 0.75 hrs/follow-up inspection x 0.40% follow-up rate) = fee  | 41 | \$ 21,967.80 | \$ 2,986.85 | \$24,955 |
| Additional Pools at Site (each)   | \$383     | \$410     | 7% | License fee based on 1 inspection at 1.50 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). (Hr rate x 1 inspection x 1.50 hrs/inspection) + (Hr rate x 1 inspections x 0.75 hrs/follow-up inspection x 0.40% follow-up rate) = fee   | 0  | \$ -         | \$ -        | \$0      |
| <b>Follow-up Inspections</b>  |           |           |    |  |    |              |             |          |
| First Follow-up Inspection after a routine inspection no additional charge  |           |           |    |  |    |              |             |          |
| Each Additional Follow-up Inspection  | \$107     | \$114     | 7% | Estimated 30 minutes inspection and travel time included.  | 14 |              |             |          |
| <b>Plan Review Fee</b>  |           |           |    |  |    |              |             |          |
| Plan Review, Minimum (up to two hours)  | \$426     | \$456     | 7% | Plan review fee based on 1 plan review, at 2 hour/plan review and no follow-up inspections (travel time included). (Hr rate x 1 Plan review x 2 hrs/plan review) = fee. Assumption is based on completed plans with all support materials submitted. Incomplete plans or plans that are changed by the developer may require a higher fee.   |    |              |             |          |
| Plan Review, Each additional 15 minutes   | \$53      | \$57      | 7% | Additional charge typically assessed when plan review take longer because of incomplete plans or when two or more changes are made by the developer that result in the total time exceeding 2 hrs. Based on each increment of 0.25 hrs.  |    |              |             |          |
| <b>Construction Permit</b>  |           |           |    |  |    |              |             |          |
| (includes two 1-hr construction inspections)  | \$426     | \$456     | 7% | Construction Permit fee based on 2 construction site inspections at 1 hour/construction site visit and no follow-up inspections (travel time included). (Hr rate x 2 construction site inspections x 1 hrs/construction site visit) = fee.   |    |              |             |          |
| Additional Construction Inspections   |           |           |    |  |    |              |             |          |
| 3rd and 4th and subsequent, including final (each)  | \$213     | \$228     | 7% | Construction Permit fee based on 1 construction site inspections at 1 hour/construction site visit and no follow-up inspections (travel time included). (Hr rate x 1 construction site inspections x 1 hrs/construction site visit) = fee.   |    |              |             |          |
| <b>Total</b>  |           |           |    |  |    | \$ 45,109.80 | \$ 6,133.35 | \$51,243 |
| <b>Reinstatement Fee and Penalties for Later Renewal</b>  |           |           |    |  |    |              |             |          |
| Reinstatement Fee if not received by December 31  | \$100     | \$100     | 0% | Reinstatement Fee set under ORS 624.490(2)   |    |              |             |          |
| Penalty for Late Payment (Percentage of Annual Fee)   |           |           |    |  |    |              |             |          |
| If not received by January 31 - If the operator has not paid both the reinstatement fee and license fee by January 31st (post mark accepted), the reinstatement fee plus an additional penalty fee of 50% of the annual license fee will be assessed on the first day of each succeeding month until the license is reinstated or the facility is closed. |           |           |    |  |    |              |             |          |
|   |           |           |    | Late fee permitted under OAR 333-012-053(8)  |    |              |             |          |
| <b>Adjustments to License Fees</b>  |           |           |    |  |    |              |             |          |
| Food establishments opened from   |           |           |    |  |    |              |             |          |
| January 1 - September 30 - 100% of fee  |           |           |    |  |    |              |             |          |
| October 1 - December 31 - 50% of fee  |           |           |    |  |    |              |             |          |
| Adding or Dropping a Partner  | \$53      | \$57      | 7% | Based on an estimate of 0.25 hrs of work.  |    |              |             |          |
| Change of Business Name, same owners  | \$53      | \$57      | 7% | Based on an estimate of 0.25 hrs of work.  |    |              |             |          |
| Quarterly Inspection Fees - 50% of annual license fee   |           |           |    |  |    |              |             |          |
| <b>SCHOOL FOOD SERVICE INSPECTIONS</b>  |           |           |    |  |    |              |             |          |
| High School and/or Central Kitchen  | \$426     | \$456     | 7% | Fee based on 1 inspection at 2.0 hour/inspection (travel time for each inspection included).   | 0  | \$ -         | \$ -        | \$0      |
| Elementary and Middle School with On-Site Preparation   | \$341     | \$365     | 7% | Fee based on 1 inspection at 1.6 hour/inspection (travel time for each inspection included).   | 0  | \$ -         | \$ -        | \$0      |
| Satellite Kitchen (with little or no preparation)   | \$160     | \$171     | 7% | Fee based on 1 inspection at 0.75 hour/inspection (travel time for each inspection included).  | 0  | \$ -         | \$ -        | \$0      |
| <b>Recheck Inspections</b>  |           |           |    |  |    |              |             |          |
| First Follow-up Inspection no additional charge   | No Charge | No Charge |    |  |    |              |             |          |
| Additional Follow-up Inspections  | \$107     | \$114     | 7% | Fee based on 0.5 hrs of inspection with travel time included.  |    |              |             |          |

|  |       |       |     | Total       | \$ | -          | \$ | -         | \$0       | \$0          |
|--|-------|-------|-----|-------------|----|------------|----|-----------|-----------|--------------|
| <b>CARE FACILITY INSPECTIONS</b>   |       |       |     |             |    |            |    |           |           |              |
| Each inspection by Authorized Capacity   |       |       |     |             |    |            |    |           |           |              |
| 0 - 12 and After School Care Program   | \$160 | \$171 | 7%  | 8           | \$ | 1,368.00   | \$ | 186.00    | \$1,554   |              |
| 13 - 30  | \$213 | \$228 | 7%  | 39          | \$ | 8,892.00   | \$ | 1,209.00  | \$10,101  |              |
| 31 +   | \$266 | \$285 | 7%  | 0           | \$ | -          | \$ | -         | \$0       |              |
| <b>Plan Review</b>   |       |       |     |             |    |            |    |           |           |              |
| Plan Review required under OAR 414-300-0010(8). Plan review fee based on 1 plan review, at 2 hour/plan review and no follow-up inspections (travel time included). (Hr rate x 1 Plan review x 2 hrs/plan review) = fee. Assumption is based on completed plans with all support materials submitted. Incomplete plans or plans that are changed by the developer may require a higher fee. |       |       |     |             |    |            |    |           |           |              |
| Plan Review, Minimum (up to two hours)   | \$426 | \$456 | 7%  | 0           | \$ | -          | \$ | -         | \$0       |              |
| Additional charge typically assessed when plan review take longer because of incomplete plans or when two or more changes are made by the developer that result in the total time exceeding 2 hrs. Based on each increment of 0.25 hrs.  |       |       |     |             |    |            |    |           |           |              |
| Plan Review, Each additional 15 minutes  | \$53  | \$57  | 7%  |             |    |            |    |           |           |              |
|  |       |       |     | Total       | \$ | 10,260.00  | \$ | 1,395.00  | \$11,655  | \$11,655     |
| <b>SPECIAL CONSULTATION FEE</b>  |       |       |     |             |    |            |    |           |           |              |
| First 15 minutes Free  |       |       |     |             |    |            |    |           |           |              |
| No Charge No Charge  |       |       |     |             |    |            |    |           |           |              |
| Based on 15 minutes of work. Fee discounted by 20% if support staff are able to complete. Usually involves record searches for onsite program or compiling information on inspection histories for food establishments.  |       |       |     |             |    |            |    |           |           |              |
| Each Additional 15 minutes (Support Staff)   | \$43  | \$46  | 7%  |             |    |            |    |           |           |              |
| Each Additional 15 minutes (Environmental Health Specialist)   | \$53  | \$65  | 22% |             |    |            |    |           |           |              |
| Based on an estimate of 0.25 hrs of work.  |       |       |     |             |    |            |    |           |           |              |
| Partial Cost Recovery Rate Per hour (Environmental Health Specialist)  | \$213 | \$228 | 7%  |             |    |            |    |           |           |              |
| Based on 1 hour of work.   |       |       |     |             |    |            |    |           |           |              |
| Full Cost Recovery Rate Per hour (Environmental Health Specialist)   | \$242 | \$259 | 7%  |             |    |            |    |           |           |              |
| <b>SUPPLIES</b>  |       |       |     |             |    |            |    |           |           |              |
| Food Handler Booklets  | \$3   | \$3   | 0%  |             |    |            |    |           |           |              |
| Test Strips - Chlorine (Bailey) 1 vial (100 count)   | \$4   | \$4   | 0%  |             |    |            |    |           |           |              |
| Test Strips - Quats QT-10 (Bailey) 1 vial (100 count)  | \$7   | \$7   | 0%  |             |    |            |    |           |           |              |
| Thermometer - Pocket Bi-Metal  | \$4   | \$4   | 0%  |             |    |            |    |           |           |              |
| Thermometer - Spirit Stem  | \$3   | \$3   | 0%  |             |    |            |    |           |           |              |
| Supplies sold to consumer  |       |       |     |             |    |            |    |           |           |              |
| Cost + 15% of cost for handling rounded up to the next whole dollar+ shipping  |       |       |     |             |    |            |    |           |           |              |
| Cost + 15% of cost for handling rounded up to the next whole dollar+ shipping  |       |       |     |             |    |            |    |           |           |              |
| Fees for tourist accommodations and seasonal facilities normally inspected once per year are not prorated.   |       |       |     |             |    |            |    |           |           |              |
| Fees may be changed if supply costs change or if state regulations change the allowable charge(s).   |       |       |     |             |    |            |    |           |           |              |
|  |       |       |     | Grand Total | \$ | 559,607.37 | \$ | 92,150.81 | \$651,739 | \$651,739.03 |

**FY2023-2024 Indirect Cost Calculations based on OAR 333-012-0053**

A number of protections exist in state rule to cap what costs may be passed on by the health department in setting fees:

OAR 33-012-0053(5) (b) *Administrative costs must be limited to 15 percent of direct costs.*

OAR 333-012-0050(2) also defines (a) "Administrative Costs" means those costs that are over the direct costs of providing delegated program services. These include actual departmental, agency or central government charges such as, but not limited to, accounting, purchasing, human resources, data management, legal counsel and central mail functions[1];

OAR 333-012-0050(2) (f) provides clear guidance on what can be charged as direct costs, "Direct Costs" mean those costs for salaries and benefits of field and support staff and their associated costs including, but not limited to, rent, vehicles and travel, equipment, data management, training, phone, office supplies and the pro-rated portion of direct costs relating to supervision;

**Full Cost Recovery Model:** Using full cost recovery model the total percent of administrative cost exceeds the 15% allowable under OAR 333-012-0053.

|                                       | 001-33-25-530<br>Environmental Health |   |
|---------------------------------------|---------------------------------------|---|
|                                       |                                       | Percent of<br>Administrative/<br>Direct Costs |
| <b>Total Expenses</b>                 | \$ 1,298,458                          |   |
| <b>Direct Costs</b>                   |                                       |   |
| Salary/Benefits                       | \$ 861,316                            |   |
| Materials and Supplies                | \$ 181,398                            |   |
| <b>Total Direct Costs</b>             | \$ 1,042,714                          |   |
| <b>Administrative Costs</b>           |                                       |   |
| Central Cost Allocation               | \$ 141,893                            | 14%   |
| Health Department Cost Allocation     | \$ 113,851                            | 11%   |
| <b>Sub-Total</b>                      | \$ 255,744                            | 25%   |
| <b>Total Expenses</b>                 | \$ 1,298,458                          |   |
| <b>Total Hours Available REHS</b>     | \$ 5,004                              |   |
| <b>Hourly Rate Full Cost Recovery</b> | \$ 259                                |   |

\*This is sum of material and services MINUS central and department cost allocation

This must be 15% or lower.

updated 9.6.23

**Partial Cost Recovery Model:** Using partial cost recovery the total percent of administrative cost could be lowered to the 15% allowable under OAR 333-012-0053. The following scenario shows the minimum general fund support needed.

|  | 001-33-25-530<br>Environmental Health |   |
|--|---------------------------------------|---|
|  |                                       | Percent of<br>Administrative/<br>Direct Costs |
| <b>Total Expenses</b>  | \$ 1,298,458                          |   |
| <b>Direct Costs</b>  |                                       |   |
| Salary/Benefits  | \$ 861,316                            |   |
| Materials and Supplies   | \$ 181,398                            |   |
| <b>Total Direct Costs</b>  | \$ 1,042,714                          |   |
| <b>Administrative Costs</b>  |                                       |   |
| Central Cost Allocation  | \$ 141,893                            | 14%   |
| Health Department Cost Allocation                                      | \$ 113,851                            | 11%   |
| <b>Total Administrative Costs</b>                                      | \$ 255,744                            | 25%   |
| <b>Total Expenses</b>  | \$ 1,298,458                          |   |
| <b>Minimum General Fund Contribution to Offset Administrative Cost</b> | \$ 99,337                             | 10%   |
| <b>Revised Administrative Cost @ 15%</b>                               | \$ 156,407                            | 15%   |
| <b>Total Expenses - General Fund Contribution</b>                      | \$ 1,199,121                          |   |
| <b>Total Hours Available REHS</b>                                      | \$ 5,004                              | % cost recovery                               |
| <b>Hourly Rate / Cost Recovery</b>                                     | \$239.63                              | 92%   |

**To proceed as above (BOC covers admin costs in excess of 15% of direct costs) -- raises fees 13%**

|                                |           |                     |                     |                           |
|--------------------------------|-----------|---------------------|---------------------|---------------------------|
| Hourly rate                    | \$ 240    |                     |                     |                           |
| Percent recovery of full costs | 92%       | \$148,000 (2023 GF) | \$140,708 (2022 GF) | \$156,407 (2024 proposed) |
| GF contribution                | \$ 99,337 |                     |                     |                           |
| GF change from 2023            | -33%      |                     |                     |                           |

**To adjust fees 7%**

|                                |                          |                     |                     |                           |
|--------------------------------|--------------------------|---------------------|---------------------|---------------------------|
| Hourly rate                    | \$ 228                   |                     |                     |                           |
| Percent recovery of full costs | 88% (same cost recovery) | \$148,000 (2023 GF) | \$140,708 (2022 GF) | \$156,407 (2024 proposed) |
| GF contribution                | \$ 156,407               |                     |                     |                           |
| GF change from 2023            | 6%                       |                     |                     |                           |

**To adjust fees 5%**

|                     |            |  |
|---------------------|------------|--|
| Hourly rate         | \$ 224     |  |
| Percent recovery    | 86%        |  |
| GF contribution     | \$ 176,000 |  |
| GF change from 2023 | 19%        |  |

**To adjust fees 3%**

|                  |        |  |
|------------------|--------|--|
| Hourly rate      | \$ 220 |  |
| Percent recovery | 85%    |  |

GF contribution \$ 200,000  
 GF change from 2023 35%

**To keep fees same**

Hourly rate \$ 213  
 Percent recovery 79%  
 GF contribution \$ 235,000  
 GF change from 2023 59%

| shown w/ 3% increase                                    | 001-33-25-530<br>Environmental Health |   |
|---|---------------------------------------|---|
|   |                                       | Percent of<br>Administrative/<br>Direct Costs |
| <b>Total Expenses</b>                                   | \$ 1,298,458                          |   |
| <b>Direct Costs</b>                                     |                                       |   |
| Salary/Benefits   | \$ 861,316                            |   |
| Materials and Supplies                                  | \$ 181,398                            |   |
| <b>Total Direct Costs</b>                               | \$ 1,042,714                          |   |
| <b>Administrative Costs</b>                             |                                       |   |
| Central Cost Allocation                                 | \$ 141,893                            | 14%   |
| Health Department Cost Allocation                       | \$ 113,851                            | 11%   |
| <b>Total Administrative Costs</b>                       | \$ 255,744                            | 25%   |
| Total Expenses  | \$ 1,298,458                          |   |
| General Fund Contribution to Offset Administrative Cost | \$ 200,000                            |   |
| <b>Revised Administrative Cost</b>                      | \$ 156,407                            | 15%   |
| <b>Total Expenses - General Fund Contribution</b>       | \$ 1,098,458                          |   |
| Total Hours Available REHS                              | \$ 5,004                              |   |
| <b>Hourly Rate Full Cost Recovery</b>                   | \$ 220                                |   |

| shown w/ 10% increase                                   | 001-33-25-530<br>Environmental Health |   |
|---|---------------------------------------|---|
|   |                                       | Percent of<br>Administrative/<br>Direct Costs |
| <b>Total Expenses</b>                                   | \$ 1,298,458                          |   |
| <b>Direct Costs</b>                                     |                                       |   |
| Salary/Benefits   | \$ 861,316                            |   |
| Materials and Supplies                                  | \$ 181,398                            |   |
| <b>Total Direct Costs</b>                               | \$ 1,042,714                          |   |
| <b>Administrative Costs</b>                             |                                       |   |
| Central Cost Allocation                                 | \$ 141,893                            | 14%   |
| Health Department Cost Allocation                       | \$ 113,851                            | 11%   |
| <b>Total Administrative Costs</b>                       | \$ 255,744                            | 25%   |
| Total Expenses  | \$ 1,298,458                          |   |
| General Fund Contribution to Offset Administrative Cost | \$ 125,000                            |   |
| <b>Revised Administrative Cost</b>                      | \$ 156,407                            | 15%   |
| <b>Total Expenses - General Fund Contribution</b>       | \$ 1,173,458                          |   |
| Total Hours Available REHS                              | \$ 5,004                              |   |
| <b>Hourly Rate Full Cost Recovery</b>                   | \$ 235                                |   |

**To adjust fees 10%**

Hourly rate \$ 235  
 Percent recovery 91%  
 GF contribution \$ 125,000  
 GF change from 2023 -16%



# **PUBLIC HEARINGS**

# BOC Agenda Checklist Master

## Agenda Placement and Contacts

---

**Suggested Agenda Date** 10/24/23

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Natural Areas, Parks and Events

**Contact Name \*** Tomi Douglas

**Phone Extension \*** 6090

**Meeting Attendee Name \*** Tomi Douglas

## Agenda Item Details



**Item Title \*** Chapter 9 Amendment : Ordinance 2023-0322

- Item Involves \*** Check all that apply
- Appointments
  - Budget
  - Contract/Agreement
  - Discussion and Action
  - Discussion Only
  - Document Recording
  - Employment
  - Notice of Intent
  - Order/Resolution
  - Ordinance/Public Hearing 1st Reading
  - Ordinance/Public Hearing 2nd Reading
  - Proclamation
  - Project/Committee Update
  - Public Comment
  - Special Report
  - Other

**Estimated Time \*** 20

**Board/Committee Involvement \***  Yes  No

**Advertisement\***

Yes

No

Page 51 of 173

## Issues and Fiscal Impact

---

### Item Issues and Description

---

**Identified Salient Issues\***

Public hearing regarding the amendment of Chapter 9 regarding exotic and wild animal displays and subsequent adoption of a clarifying amendment.

**Options\***

Move to enact Ordinance No. 2023-0321 and conduct a first reading of the ordinance

**Fiscal Impact\***

- Yes  
 No

# 2040 Thriving Communities Initiative

**Mandated Service?\***  Yes  No

## 2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

### Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

**Core Values\***

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

**Explain Core Values Selections\***

Clarifying Benton County's exotic and wild animal display ordinance will ensure we support our diverse ranching and agricultural community while ensuring animal welfare.

**Focus Areas and Vision\***

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

**Explain Focus Areas and Vision Selection\***

This issue/ordinance impacts our local growers, ranchers, and makers as well as the arts and entertainment community as it applies to both fairs and rodeos but also private ticketed events at the Fairgrounds and throughout the County.

## Recommendations and Motions

---

### Item Recommendations and Motions

---

**Staff Recommendations \*** Hear public testimony, then enact Ordinance 2023-0322 and ask for a first reading. We will then schedule a second reading, most likely Nov 7.

**Meeting Motions \*** I move to ...  
...enact Ordinance No. 2023-0321 and conduct a first reading of the ordinance.

## Recommendations and Motions

### Staff Recommendations

Hear public testimony, then enact Ordinance 2023-0322 and ask for a first reading. We will then schedule a second reading, most likely Nov 7.

### Meeting Motions

**I move to ...**

**...enact Ordinance No. 2023-0321 and conduct a first reading of the ordinance.**

# Attachments, Comments, and Submission

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## Item Comments and Attachments

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### Attachments

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

|   |        |
|---|--------|
| Ordin Chap 9 10-10-2023.doc                   | 30KB   |
| Chap 9 Animal Control redline 10-11-2023.docx | 28.6KB |

### Comments (optional)

If you have any questions, please call ext.6800

### Department Approver

AMANDA MAKEPEACE

1.

## Department Approval

---

Comments

Signature

*Amanda Makepeace*

2.

## Counsel Approval

---

Comments

Signature

*Vance H. Choney*

3.

## County Administrator Approval

---

Comments

Signature

*Rachel L McEneny*

4

## BOC Final Approval

---

Comments

Signature

*Amanda Makepeace*



**BEFORE THE BOARD OF COMMISSIONERS  
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Amending** )  
**Benton County Code Ch. 9** ) **Ordinance No. 2023-0321**  
 )

THE BENTON COUNTY BOARD OF COMMISSIONERS HEREBY ORDAIN AS FOLLOWS:

WHEREAS, wild or exotic animals used in traveling animal displays suffer severe and extended confinement, are deprived of natural movements, free exercise, and natural behaviors, and are prone to chronic stress, behavioral, health, and psychological problems; and

WHEREAS, constant travel, temporary and collapsible facilities, and prolonged confinement and physical coercion are inherently part of traveling animal displays, and these conditions subject wild or exotic animals to chronic stress that compromises their welfare while also creating risks for the public and workers;

WHEREAS, the itinerant nature of traveling animal displays using wild or exotic animals complicates oversight such that agencies and authorities cannot properly monitor, evaluate, or follow through regarding the condition of animals or facilities, or their history of injuries, incidents, illnesses, violations, or other issues, and so cannot properly protect animals, workers, or the public;

WHEREAS, the use of wild or exotic animals for entertainment contributes to the trade of these animals by perpetuating their breeding and sale; and

WHEREAS, Benton County deems it is in the public interest to prevent animal cruelty by prohibiting traveling animal displays that include wild or exotic animals for public entertainment or amusement within the County.

NOW, THEREFORE, the Board of Commissioners of Benton County ordain as follows:

**I. Short Title.**

1. This ordinance shall be known as “Amendment to Benton County Code Chapter 9”

**II. Text Amendment.**

2. Benton County Code Chapter 9 is hereby amended as described in the attached Exhibit A.

This Ordinance shall become effective on the 19th day of January, 2023.

1<sup>st</sup> Reading: October 24 2023  
2<sup>nd</sup> Reading: November 7, 2023  
Effective Date: December 8, 2023

BOARD OF COMMISSIONERS

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Pat Malone, Chair

Approved as to Form:

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Xanthippe Augerot, Vice Chair

---

Vance M. Croney, County Counsel

---

Nancy Wyse, Commissioner

**Exhibit "A"**

Benton County Code Chapter 9.805 shall be amended as follows:

**9.805 DEFINITIONS.** As used in BCC Chapter 9, Section 8:

(1) **Animal Display** means any exhibition, fair, act, circus, ride, trade show, carnival, race, parade, or similar undertaking in which a wild or exotic animal is required to perform tricks, give rides, fight or participate as accompaniments for the purpose of entertainment, amusement, or benefit of a live audience, whether or not a fee is charged.

(2) **Mobile or Traveling Housing Facility** means any transporting vehicle such as a truck, trailer or railway car, used to transport or house wild or exotic animals while traveling for an animal display.

(3) **Traveling Animal Display** means any animal display in which wild or exotic animals are transported to, from or in between locations in a mobile or traveling housing facility, for the purpose of such animal display. This shall not include the transportation of a wild or exotic animal between United States Department of Agriculture licensed sanctuaries and zoos for the purpose of providing lifetime care.

(4) **Wild or Exotic Animal** means any live animals ~~listed below from any of the following scientific classifications~~, including any hybrid of such animal. The animals listed ~~in parentheses~~ are intended as examples and not to be construed as an exhaustive list, or limit the generality of each group of animals, unless otherwise specified:

(a) Hippopotamuses, giraffes, camels, deer, antelope, and chevrotains;

(b) Alligators, crocodiles and camans;

(c) Sharks, skates, rays and lemon sharks;

(d) Elephants;

(e) Tigers, lions, jaguars, leopards, panthers, cheetahs, cougars, lynx, bobcat, ocelot, margay, Fisher cats, and European wild cats but excluding domestic cats;

(f) Hyenas;

(g) Kangaroos, koalas, wombats, wallabies, opossums and gliders;

(h) Apes, monkeys, lemurs, gorillas, chimpanzees, orangutans, bonobos;

(i) Rhinoceroses, tapirs and zebras;

(j) Seals, sea lions, and walruses;

(k) Ostriches and emus;

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- (l) Bears;
- (m) Wolves, coyotes, foxes, African wild dogs and jackals except domestic dogs and their hybrids;
- (n) Whales, dolphins, and porpoises;
- (o) Anteaters, sloths, and armadillos;
- (p) Skunks, weasels, martens, mink, badgers, river otters, and sea otter;
- (q) Raccoons, coatis, kinkajous, ringtails, cacomistles and olingos;
- (r) Tortoises;
- (s) Civets, mongooses, bearcats and genets; and
- (t) Monitor lizards, Komodo dragons. [Ord. 2023- ; 2018-0290]
- (a) Artiodactyla (including hippopotamuses, giraffes, camels, but excepting alpaca, cattle, llama, swine, sheep, and goats);
- (b) Crocodylia (including alligators and crocodiles);
- (c) Elasmobranchii (including nurse sharks and lemon sharks);
- (d) Elephantidae (elephants);
- (e) Felidae (including tigers, lions, jaguars, leopards, cheetahs, and cougars, but excluding domestic cats);
- (f) Hyaenidae (hyenas);
- (g) Marsupialia (including kangaroos);
- (h) Non-human primates (including apes, monkeys, and lemurs);
- (i) Perissodactyla (including rhinoceroses and tapirs, but excluding Equidae);
- (j) Pinnipedia (including seals, sea lions, and walruses);
- (k) Struthio (ostriches); and
- (l) Ursidae (bears).
- (m) Canidae (including wolves, coyotes, foxes, except domestic dogs)
- (n) Cetacea (including whales, dolphins, porpoises)
- (o) Edentata (including anteaters, sloths, armadillo)

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- (p) ~~Mustelidae (including skunks, weasels, mink, badgers, river otters, sea otters)~~
- (q) ~~Procyonidae (including raccoons, coatis, kinkajous, ringtails)~~
- (r) ~~Testudinidae (tortoise)~~
- (s) ~~Viverridae (including civets, mongooses, beareat)~~
- (t) ~~Varanidae (monitor lizards, Komodo dragons) [Ord. 2018-0290]~~

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Benton County Code Ch. 9.810 shall be amended as follows:

**9.810 Prohibitions.**

~~(1) It shall be unlawful for any person to allow for the participation of an wild or exotic animal listed in Section 9.805(4) in a traveling animal display.~~

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~~(2) The following facilities, institutions, persons, entities, associations and government agencies are exempt from compliance with BCC 9.810(1):~~

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~~(a) Any facility accredited by the Association of Zoos and Aquariums (AZA), or the World Association of Zoos and Aquariums (WAZA), Oregon Wildlife Rehabilitation Association (OWRA), the National Wildlife Rehabilitation Association (NWRA), International Association of Avian Trainers and Educators (IAATE) or the International Wildlife Rehabilitation Council (IWRC);~~

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~~(b) Any licensed or accredited academic, research, education or medical institution, the USDA Cooperative Extension Service, OSU Extension Service 4-H and its sanctioned events, community rodeos conforming to NPRA (Northwest Professional Rodeo Association) animal welfare rules and FFA-sponsored events and including any such institution dedicated to the training of service or assistance animals, but excluding wild animal training programs for the purpose of traveling animal displays;~~

~~(c) Veterinary clinics or wildlife rescue and rehabilitation facilities, which are licensed or permitted by the state of Oregon;~~

~~(d) Persons temporarily transporting wild or exotic animals listed in Section 9.805(4) through the county, provided that the transit time shall not be more than three days, and that such animals shall not be presented for animal displays while in the county;~~

~~(e) Persons owning or keeping a trained exotic primate as a service animal pursuant to ORS 609.345.~~

~~(a) The employee or contractor of a filmmaker (as defined in ORS 284.368) for the purposes of producing a film (as defined in ORS 284.368).~~

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~~(b) Animals not listed in Section 9.805(4) may be prohibited or restricted by state law or regulation. [Ord. 2023-\_\_\_\_; 2018-0290]~~

# **OLD BUSINESS**

## BOC Agenda Checklist Master

### Agenda Placement and Contacts

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**Suggested Agenda Date** 10/24/23

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Board of Commissioners

**Contact Name \*** Rachel McEneny

**Phone Extension \*** 6370

**Meeting Attendee Name \*** Rachel McEneny, Vance Croney

### Agenda Item Details



**Item Title \*** Discussion of Media Policy Revisions

- Item Involves \*** Check all that apply
- Appointments
  - Budget
  - Contract/Agreement
  - Discussion and Action
  - Discussion Only
  - Document Recording
  - Employment
  - Notice of Intent
  - Order/Resolution
  - Ordinance/Public Hearing 1st Reading
  - Ordinance/Public Hearing 2nd Reading
  - Proclamation
  - Project/Committee Update
  - Public Comment
  - Special Report
  - Other

**Estimated Time \*** 5

**Board/Committee Involvement \***  Yes  No

**Advertisement\***

Yes

No



## Item Issues and Description

---

**Identified Salient Issues\***

The Board has asked that the Media Policy, adopted in September, be brought back for discussion and possible revision to address community and media feedback.

**Options\***

1. Do nothing; retain Media Policy as originally approved.
2. Accept changes presented in redline version and approve the revised version.
3. Direct staff to make additional changes and return with a revised version of the Media Policy.

**Fiscal Impact\***

- Yes  
 No

# 2040 Thriving Communities Initiative

**Mandated Service? \***  Yes  No

## 2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

### Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

- Core Values \*** Select all that apply.
- Vibrant, Livable Communities
  - Supportive People Resources
  - High Quality Environment and Access
  - Diverse Economy that Fits
  - Community Resilience
  - Equity for Everyone
  - Health in All Actions
  - N/A

**Explain Core Values Selections \*** Proposed revisions to Media Policy are aimed at improving and increasing county interaction with the media to the benefit of the public and the organization.

- Focus Areas and Vision \*** Select all that apply.
- Community Safety
  - Emergency Preparedness
  - Outdoor Recreation
  - Prosperous Economy
  - Environment and Natural Resources
  - Mobility and Transportation
  - Housing and Growth
  - Arts, Entertainment, Culture, and History
  - Food and Agriculture
  - Lifelong Learning and Education
  - N/A

**Explain Focus Areas and Vision Selection \*** Media Policy revision designed for public communications with media to create accessible and timely dissemination of information.

## Recommendations and Motions

---

### Item Recommendations and Motions

---

**Staff**                      Accept revisions to the media policy.  
**Recommendations\***

**Meeting Motions\***      I move to ...  
                                  ... adopt the revisions to the Media Policy as presented.

## Recommendations and Motions

### Staff Recommendations

Accept revisions to the media policy.

### Meeting Motions

**I move to ...**

**... adopt the revisions to the Media Policy as presented.**

# Attachments, Comments, and Submission

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## Item Comments and Attachments

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**Attachments**

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

Attachment A - Media Relations Policy track changes 10-19-2023.docx 109.84KB

Attachment B - media\_relations\_and\_strategic\_communication\_po... 327.58KB  
\_copy ORIGINAL from 230919.pdf

**Comments (optional)** If you have any questions, please call ext.6800

**Department Approver** AMANDA MAKEPEACE

1.

## Department Approval

---

Comments

Signature

*Amanda Makepeace*

2.

## County Administrator Approval

---

Comments

Signature

*Rachel L McEneny*

3.

## BOC Final Approval

---

Comments

Signature

*Amanda Makepeace*



## Policy

|                       |   |                 |     |                        |            |
|-----------------------|---|-----------------|-----|------------------------|------------|
| <b>Policy Title:</b>  | Media Relations and Strategic Communication |                 |     |                        |            |
| <b>Policy Number:</b> | A116  | <b>Version:</b> | 2.0 | <b>Effective Date:</b> | 05/15/2018 |

Board of Commissioners

05/15/2018

Approved By

Date Adopted

### Overview

#### **Purpose/Rationale:**

Timely and accurate communications with honesty, openness, and empathy are critical for serving Benton County residents. County messages to community, staff, media, and partners should be consistent, accurate, relevant, culturally and linguistically appropriate, and provided with courtesy and professionalism.

#### **Scope:**

This policy and corresponding procedures apply to all Benton County employees, regardless of their department. Elected officials are not bound by this policy, although they are encouraged to use this policy as a guideline. Individual departments may have additional guidelines specific to their program areas, but departmental guidelines must be at least as stringent as this countywide policy.

**Failure to Comply:**

Failure to comply with this policy and associated policies, standards, guidelines, and procedures may result in disciplinary action up to and including dismissal from County service for employees or termination of contracts for contractors, partners, consultants, and other entities. Legal action also may be taken for violations of applicable regulations and laws.

**Policy Owner:**

Public Information Officer

**Policy**

**1. Media Relations and Strategic Communication Policy Guidelines**

- a. Scope of Communications Responsibilities  
The Public Information Officer (PIO) conveys the official County position on issues of general countywide impact or significance.
- b. The PIO develops internal and external communications plans.
- c. The PIO is responsible for managing media relations, major campaigns and crisis communications; and develops print collateral and web materials on behalf of Benton County.
- d. The PIO may assist in department communications projects, initiatives and proofing and development of County publications to ensure consistent and coordinated messages.
- e. The PIO will conduct media outreach for increased transparency to inform the public and highlight County programs and achievements.

**2. Representation of County Positions and Personal Opinions**

- a. Benton County must maintain consistent and coherent messaging regarding operations, decisions and other issues that impact Benton County.
- b. County employees, when acting in their official capacity as a County

employee, may only submit a letter to the editor or opinion piece to a print or electronic media forum that has been approved in advance by the Department Director and Public Information Officer.

- c. The PIO will notify the Board of Commissioners and other Department Directors and employees as necessary when an employee's content will be featured in the media.
- d. When commenting on County issues as private community members, employees should not use County-issued electronic devices (including email accounts), appear in a County uniforms or vehicles, or comment during the employee's work hours. Further, employees should state that they are "offering a personal view and not speaking on behalf of Benton County." Employees should notify their supervisor and the PIO if there are concerns and portions of the comment will be portrayed as speaking on behalf of the County.
- e. Failure to adhere to these provisions may be grounds for disciplinary action.

### **3. Disclosure Exemptions**

- a. Unless approved by Benton County Legal Counsel, employees shall not disclose or provide to any person, records or information contained in records that are exempt from disclosure under ORS 192.501, ORS 192.502 or any other state or federal public records statute.
- b. Employees shall not disclose or provide to any person records, materials or information contained in such materials that are distributed in executive session (ORS 192.660) unless the information is not exempt from disclosure.
- c. Employees shall not disclose to any person the substance of discussions held in executive session.
- d. Benton County employees should refer all inquiries regarding legal issues, personnel matters and County emergencies or crises to the Department Director or County Counsel for further action, unless authorized to speak



on a particular issue.

#### **4. Emergency and Crisis Notification**

- a. Communications regarding all crisis and emergency situations are to be coordinated by the PIO in consultation with the County Administrator and appropriate Department Director(s), where reasonable.
- b. Employees should immediately call 911 in an emergency and seek personal safety for themselves and others.
- c. All crisis and emergency matters should be reported immediately to the Department Director who then will inform the County Administrator and PIO.
- d. The County Administrator or PIO will notify the Board of Commissioners and other officials as necessary.
- e. Notifications to vulnerable populations will follow the guidance of the County's Emergency Operations Plan Public Information 4.6 Access and Functional Needs Populations, and the Vulnerable Populations Annex to the County's Emergency Operations Plan.

#### **5. Media Inquiries/ Requests for Interviews**

- a. Departments are to identify spokespersons who are authorized to speak on behalf of their departments. This may be the Department Director, or any other person designated by the director or PIO. Designated spokespersons should have attended a media training seminar, offered by the Public Information Officer or through an outside, approved, media training agency, prior to being designated a spokesperson.
- b. County employees authorized as spokespersons are the subject-matter experts regarding services and may respond directly to requests from the media regarding their specific projects or professional expertise.
- c. Employees are to notify their Department Director and the PIO either before responding or immediately after contact.

- i. Elected officials may designate a spokesperson to speak on their behalf, particularly if immediate response for a criminal case is necessary. While not bound by this policy, elected officials and their designees are encouraged to use this policy as a guideline for media inquiries and requests for interviews.
- d. Employees are to coordinate with the PIO in advance of speaking with the media when:
  - i. The employee has not completed media training.
  - ii. The topic is controversial or sensitive in nature.
  - iii. The employee is not the appropriate source for the reporter's request.
  - iv. The employee is uncomfortable handling the request for information.
- e. Employees and Department Directors are encouraged to work with the PIO to coordinate media inquiries.

## 6. Media Contacts

- a. All contact with the media should be handled professionally and in a coordinated manner with respect to deadline considerations, confidentiality requirements, and organizational needs.
- b. All contact from media should be returned as soon as possible, with effort to meet reporters' deadlines when reasonably possible.
- ~~e. Benton County will respond to media inquiries using the following schedule when the County PIO, or other designated communication staff, are aware of the inquiry (designated staff include Health Department communications staff, BOC Communications Coordinator, and BCSO communications staff):~~
  - ~~i. Requests on a Friday after 1 p.m.: Response will be no later than the following Monday at 12 p.m.~~

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d.c. Benton County employees will be honest, fair, and helpful to all media.

- i. Benton County employees are encouraged to share important information and success with media.
- ii. Benton County employees must coordinate with their Department Director and PIO before reaching out to media.
- iii. Benton County employees are encouraged to coordinate with PIO to have PIO reach out to media.

e.d. All Benton County Employees including Department Directors should send media inquiries to PIO for coordination when there is no specific or simple response – in queries that require additional coordination, with the following exceptions:

- i. County Commissioners, County Counsel and County Administrator are encouraged to work with the PIO to coordinate complex inquiries that may require support from multiple subject matter experts.
- ii. The Benton County Health Department is required to inform the Benton County PIO of all media inquiries but is not required to coordinate with the PIO.

- iii. The Benton County Sheriff's Office is not required to inform the PIO of all inquiries.
  - Benton County Sheriff's Office Employees must inform County Administrator and PIO when inquiries have an impact on the County beyond law enforcement.
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  - Benton County Commissioners must inform County Administrator and PIO when inquiries impact County business.
  - When commenting on County business from an individual commissioner's perspective, and not approved by the entire Board, individual commissioners should be clear they are offering a personal view and not speaking on behalf of Benton County.
- b. e. The PIO will provide talking points, interview prep, scheduling assistance, and coordinate with other departments, organizations, etc. upon request.
- e.f. Media partners are expected to give Benton County leaders and subject matter experts reasonable time to prepare for interviews.
- i. All Benton County Employees and Elected Officials should report misinformation, disinformation, and errors in fact in media reports to PIO.

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- ii. County Department Directors, County Counsel, County Administrator, Elected Officials, BoC Communications Coordinator, Health Department Communications Coordinator, and BCSO Sheriff's Office may notify media when misinformation, disinformation, or errors in fact, are identified and ask for a correction, or for the information to be removed.

- All other County employees must coordinate with PIO, and PIO will respond to the media.

d. ~~g.~~ ~~The Benton County PIO, County Administrator and County Commissioners, County Counsel, Sheriff, District Attorney, and all other employees (e~~Employees must should collaborate coordinate with the PIO and County Administrator on interview requests and try to accommodate those inquiries in a timely manner when possible.~~first) reserve the right to refuse interviews for a variety of reasons including:~~

- i. ~~Media refuses to give a general framework about the interview.~~
- ii. ~~The County does not have the right person to comment on the topic that the reporter has requested.~~
- iii. ~~The interview topic would violate any legal matters, employee privacy, or litigation.~~
- iv. ~~Media or journalists are coming at a story with an angle without a willingness to be objective.~~
- v. ~~Media requestor has consistently shared inaccurate information, misinformation, or disinformation.~~
- vi. ~~If the decision is made to refuse an interview request, the County will do so politely, and truthfully and provide an opportunity to change this~~

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~~e.~~ ~~h.~~ ~~\_\_\_\_\_~~ position in the future.  
Media inquiries that require substantial time to gather detailed information may be forwarded to County Counsel or PIO.

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~~f.~~ ~~i.~~ ~~\_\_\_\_\_~~ Responses will be truthful; employees should make sure they understand each question from the journalist before answering and make sure the journalist understands the response, and confirm the journalist understands the response.

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b. County employees should coordinate news releases with the PIO 2-4 weeks in advance of media distribution when possible.

c. Should breaking news, emergency notifications or other immediate needs arise, County employees should contact the appropriate departmental supervisor and PIO immediately for assistance.

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- d. An approved news release format can be obtained through the Public Information intranet ("The B.E.E.") web section.
- e. All news releases will include contact information for a County contact who is immediately available to media on the release date.
- f. Departments are responsible for notifying community partners or agencies mentioned in news releases, when reasonable.
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- e. The PIO will assist departments with news conference planning, speech writing, talking points, developing an agenda/program, preparing news releases/media kits and other event details.

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#### **10. County Branding**

- a. Benton County should establish and maintain a positive and consistent brand across its diverse operations.
- b. It is every Department's responsibility to follow established brand and style guidelines for print and web marketing and promotional materials, made available to employees via the Public Information intranet ("The B.E.E.") web section.
- c. The official Benton County logo shall be used on all internal and external materials for distribution. Department logos are official County logos.

#### **11. Awareness and Outreach Campaigns**



- a. Awareness and Outreach campaigns must maintain a consistent County brand and be cognizant of overall organizational goals and sensibilities.
- b. Departments will inform the PIO prior to launching any major marketing campaign or outreach initiative.
- c. Awareness and Outreach campaigns and outreach initiatives must be coordinated professionally and thoughtfully.
- d. Continual education efforts that are ongoing as part of Department or program responsibilities are to be overseen by the Department Director, in consultation or partnership with the PIO.
- e. Consent and Usage Agreements
  - i. Benton County must secure the consent of those whose image, voice, likeness or name will be used in photos, videos, collateral materials and other images that represent or promote Benton County. Benton County must require usage agreements or licenses on all materials used in County marketing, communications or advertising materials. Materials requiring usage agreements or licenses include but are not limited to: Creative Commons-licensed files; images obtained on social media platforms; and, commercially licensed images, audio files, videos, graphics.

## **12. Advertising**

- a. All paid advertising should convey a consistent and positive image of Benton County government and its services.
- b. Official Benton County logos can be obtained on the Public Information intranet ("The B.E.E.") web section. 111.2.12.2 All advertising for County programs and services will identify the County program or service with the words "Benton County" and an official Benton County logo.

## **13. Collateral Materials**

- a. All awareness and outreach materials should convey a consistent and positive image of Benton County government and its services.
- b. Departments will develop materials (brochures, annual reports, newsletters, banners, flyers, signs, etc.) as needed to support their communication goals and outreach efforts, in consultation with the PIO and use Benton County brand guidelines.
- c. All print or electronic promotional materials will include an official Benton County logo and the name "Benton County," unless otherwise specified by the PIO.
- d. The PIO is available to assist departments in managing material development as needed, and will have final approval over materials before they are distributed.

#### 14. Consent

- a. Benton County must secure the consent of those under the age of 18 whose image or name will be used in photos, videos, collateral materials and other images that represent or promote Benton County.
- b. Photos taken in public of those over the age of 18 -- which is considered any place where people have no reasonable expectation of privacy -- can be used for outreach without getting permission first.
  - i. Patients at Benton County Health Clinics have a reasonable expectation of privacy and cannot be filmed or photographed without consent.
- c. Benton County uses photos, videos, collateral material, and other images that represent Benton County for awareness and outreach only, not for profit.

**Definition(s):**

| <b>Word:</b>                     | <b>Definition:</b>  |
|----------------------------------|---|
| Media                            | Any newspaper, magazine, radio, television, newsletter or electronic outlet with intent to provide information to the masses. Representatives should carry credentials identifying their organization.      |
| Journalist                       | Any employee working on behalf of a media or communications entity to create informational content that will be consumed by the masses and who has been issued identifying media credentials by the entity. |
| Interview                        | Any conversation with a journalist or other media representative where information is shared for public consumption electronically, in print, or by other methods of distribution.                          |
| Crisis                           | A crisis is considered a significant event that disrupts or prevents business as usual.   |
| Emergency                        | An emergency is considered any situation that poses an immediate threat to human life or Benton County property.  |
| News Release                     | Any document created and submitted to the media to either be used as an article or spur news coverage.  |
| Public Information Officer (PIO) | The position reporting directly to the County Administrator, and charged with leading communications efforts for Benton County.   |
| Collateral                       | The collection of media materials used to support promotion of a product or service. The brand of an organization usually presents itself by the way of its collateral to enhance its brand.                |

**Keywords:**

Media, public, information, press, release, article, pio, emergency, crisis, inquiry, contact, interview, radio, tv, television, reporter

**Category:**

Administrative

**Contact(s):**

**Name:** Board of Commissioners **Phone:** (541)766-6800

**Policy History:**

- **Version 2.0:**
  - 05/22/2019- Reformatted policy in new policy template, added contact information
- **Version 1.5:**
  - 01/08/2018- General edits, definitions, keywords
- **Version 1.0:**
  - 05/02/13- Original Format

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## Procedure

|                          |  |                 |     |                        |            |
|--------------------------|--|-----------------|-----|------------------------|------------|
| <b>Procedure Title:</b>  | Media Relations and Strategic Communications |                 |     |                        |            |
| <b>Procedure Number:</b> | A116   | <b>Version:</b> | 2.0 | <b>Effective Date:</b> | 05/15/2018 |

### Procedure

#### 1. Drafting and Submitting a Pre-Prepared News Release

- a. News release or intended content is created and reviewed by the appropriate Department Director or Supervisor for accuracy of information, verbiage and message.
- b. Once initial review is completed, the release or information is submitted to the PIO for editing and formatting revisions.
- c. Document is submitted to originator for final departmental review.
- d. PIO submits document to all appropriate media, posts on County website and shares on relevant communication platforms.

#### 2. News Release or Article Drafted by PIO

- a. Department employee contacts PIO at least two weeks in advance of anticipated news release distribution, when possible.

- b. PIO gathers information via research, interviews and other methods and drafts release.
- c. Department employee, appropriate Department Director, supervisors and/or stakeholders review document for accuracy, message and other considerations.
- d. PIO implements applicable revisions to the text and distributes the final document to applicable media, as well as posting on the County website and relevant communication platforms.

### **3. Media Contact or Inquiry**

- a. Collect the journalist's name, publication or station, telephone number and/or email address and inquire as to the information they seek as well as deadline considerations.
- b. If employee answering the request is not a designated spokesperson, refer journalist to designated departmental spokesperson and inform the PIO, Department Director and Supervisor, as appropriate and reasonable.
- c. Media requests must be returned in a brief and reasonable period of time. Inform the PIO as soon as possible to report a media request.

### **4. Issuing a Countywide Email**

- a. Designated personnel have authority to send all-County emails and this communications channel should be used for official County business only.
- b. Formulate message and submit to appropriate individual with access to Countywide email capabilities.
- c. Final approved message is distributed through the Countywide email listserv by the appropriate individual.

## **5. News Conferences**

- a. Clear topic and reasoning for proposed news conference with PIO, Department Director and Supervisor relative to appropriateness, timing and other factors.
- b. Work with PIO for news conference planning.
- c. Work with PIO, Department Director and other applicable employees and stakeholders to plan the message, materials to be distributed, formatting and agenda, etc., providing adequate time to complete the necessary tasks for a successful and highly effective news conference.
- d. PIO announces the news conference to the local media at least 48 hours in advance of the event, when possible.
- e. Carry out news conference in partnership with all stakeholders with the PIO serving as a key point of contact with local media.

## **6. Coordinating Large Scale Marketing Campaigns**

- a. Department Director or Supervisor approves concept of large-scale marketing campaign.
- b. PIO is consulted to discuss best practices, branding issues, budgeting and other considerations relative to planning and executing a campaign.
- c. Collateral and messages are developed in consultation with the PIO and Department Director.
- d. PIO and Department Director approve plan of action, approach and all related materials to be used in the campaign.
- e. Campaign launches with appropriate news releases and other communications and marketing collateral.

## **7. Marketing Collateral and Advertising**

- a. Departmental staff, in consultation with the Department Director and PIO, determine feasibility and applicability of advertising or marketing materials.
- b. PIO develops cost estimate and funding approval is determined by the PIO or appropriate Department Director.
- c. Material and design is developed and coordinated by the PIO or designated departmental employee.
- d. Material is reviewed and edited by PIO to ensure consistency of County brand and messaging.
- e. Department Director and PIO reviews and approves final content.
- f. Advertising is placed or marketing print materials are produced.

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## Policy

|                       |   |                 |     |                        |            |
|-----------------------|---|-----------------|-----|------------------------|------------|
| <b>Policy Title:</b>  | Media Relations and Strategic Communication |                 |     |                        |            |
| <b>Policy Number:</b> | A116  | <b>Version:</b> | 3.0 | <b>Effective Date:</b> | 05/15/2018 |

Board of Commissioners

05/15/2018

Approved By \_\_\_\_\_

Date Adopted \_\_\_\_\_

### Overview

#### **Purpose/Rationale:**

Timely and accurate communications with honesty, openness, and empathy are critical for serving Benton County residents. County messages to community, staff, media, and partners should be consistent, accurate, relevant, culturally and linguistically appropriate, and provided with courtesy and professionalism.

#### **Scope:**

This policy and corresponding procedures apply to all Benton County employees, regardless of their department. Elected officials are not bound by this policy, although they are encouraged to use this policy as a guideline. Individual departments may have additional guidelines specific to their program areas, but departmental guidelines must be at least as stringent as this countywide policy.

**Failure to Comply:**

Failure to comply with this policy and associated policies, standards, guidelines, and procedures may result in disciplinary action up to and including dismissal from County service for employees or termination of contracts for contractors, partners, consultants, and other entities. Legal action also may be taken for violations of applicable regulations and laws.

**Policy Owner:**

Public Information Officer

**Policy**

**1. Media Relations and Strategic Communication Policy Guidelines**

- a. Scope of Communications Responsibilities  
The Public Information Officer (PIO) conveys the official County position on issues of general countywide impact or significance.
- b. The PIO develops internal and external communications plans.
- c. The PIO is responsible for managing media relations, major campaigns and crisis communications; and develops print collateral and web materials on behalf of Benton County.
- d. The PIO may assist in department communications projects, initiatives and proofing and development of County publications to ensure consistent and coordinated messages.
- e. The PIO will conduct media outreach for increased transparency to inform the public and highlight County programs and achievements.

**2. Representation of County Positions and Personal Opinions**

- a. Benton County must maintain consistent and coherent messaging regarding operations, decisions and other issues that impact Benton County.
- b. County employees, when acting in their official capacity as a County

employee, may only submit a letter to the editor or opinion piece to a print or electronic media forum that has been approved in advance by the Department Director and Public Information Officer.

- c. The PIO will notify the Board of Commissioners and other Department Directors and employees as necessary when an employee's content will be featured in the media.
- d. When commenting on County issues as private community members, employees should not use County-issued electronic devices (including email accounts), appear in a County uniforms or vehicles, or comment during the employee's work hours. Further, employees should state that they are "offering a personal view and not speaking on behalf of Benton County." Employees should notify their supervisor and the PIO if there are concerns and portions of the comment will be portrayed as speaking on behalf of the County.
- e. Failure to adhere to these provisions may be grounds for disciplinary action.

### **3. Disclosure Exemptions**

- a. Unless approved by Benton County Legal Counsel, employees shall not disclose or provide to any person, records or information contained in records that are exempt from disclosure under ORS 192.501, ORS 192.502 or any other state or federal public records statute.
- b. Employees shall not disclose or provide to any person records, materials or information contained in such materials that are distributed in executive session (ORS 192.660) unless the information is not exempt from disclosure.
- c. Employees shall not disclose to any person the substance of discussions held in executive session.
- d. Benton County employees should refer all inquiries regarding legal issues, personnel matters and County emergencies or crises to the Department Director or County Counsel for further action, unless authorized to speak

on a particular issue.

#### **4. Emergency and Crisis Notification**

- a. Communications regarding all crisis and emergency situations are to be coordinated by the PIO in consultation with the County Administrator and appropriate Department Director(s), where reasonable.
- b. Employees should immediately call 911 in an emergency and seek personal safety for themselves and others.
- c. All crisis and emergency matters should be reported immediately to the Department Director who then will inform the County Administrator and PIO.
- d. The County Administrator or PIO will notify the Board of Commissioners and other officials as necessary.
- e. Notifications to vulnerable populations will follow the guidance of the County's Emergency Operations Plan Public Information 4.6 Access and Functional Needs Populations, and the Vulnerable Populations Annex to the County's Emergency Operations Plan.

#### **5. Media Inquiries/ Requests for Interviews**

- a. Departments are to identify spokespeople who are authorized to speak on behalf of their departments. This may be the Department Director, or any other person designated by the director or PIO. Designated spokespeople should have attended a media training seminar, offered by the Public Information Officer or through an outside, approved, media training agency, prior to being designated a spokesperson.
- b. County employees authorized as spokespeople are the subject-matter experts regarding services and may respond directly to requests from the media regarding their specific projects or professional expertise.
- c. Employees are to notify their Department Director and the PIO either before responding or immediately after contact.

- i. Elected officials may designate a spokesperson to speak on their behalf, particularly if immediate response for a criminal case is necessary. While not bound by this policy, elected officials and their designees are encouraged to use this policy as a guideline for media inquiries and requests for interviews.
  - d. Employees are to coordinate with the PIO in advance of speaking with the media when:
    - i. The employee has not completed media training.
    - ii. The topic is controversial or sensitive in nature.
    - iii. The employee is not the appropriate source for the reporter's request.
    - iv. The employee is uncomfortable handling the request for information.
  - e. Employees and Department Directors are encouraged to work with the PIO to coordinate media inquiries.

## **6. Media Contacts**

- a. All contact with the media should be handled professionally and in a coordinated manner with respect to deadline considerations, confidentiality requirements, and organizational needs.
- b. All contact from media should be returned as soon as possible, with effort to meet reporters' deadlines when reasonably possible.
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## **10. County Branding**

- a. Benton County should establish and maintain a positive and consistent brand across its diverse operations.
- b. It is every Department's responsibility to follow established brand and style guidelines for print and web marketing and promotional materials, made available to employees via the Public Information intranet ("The B.E.E.") web section.
- c. The official Benton County logo shall be used on all internal and external materials for distribution. Department logos are official

County logos.

## **11. Awareness and Outreach Campaigns**

- a. Awareness and Outreach campaigns must maintain a consistent County brand and be cognizant of overall organizational goals and sensibilities.
- b. Departments will inform the PIO prior to launching any major marketing campaign or outreach initiative.
- c. Awareness and Outreach campaigns and outreach initiatives must be coordinated professionally and thoughtfully.
- d. Continual education efforts that are ongoing as part of Department or program responsibilities are to be overseen by the Department Director, in consultation or partnership with the PIO.
- e. Consent and Usage Agreements
  - i. Benton County must secure the consent of those whose image, voice, likeness or name will be used in photos, videos, collateral materials and other images that represent or promote Benton County. Benton County must require usage agreements or licenses on all materials used in County marketing, communications or advertising materials. Materials requiring usage agreements or licenses include but are not limited to: Creative Commons-licensed files; images obtained on social media platforms; and, commercially licensed images, audio files, videos, graphics.

## **12. Advertising**

- a. All paid advertising should convey a consistent and positive image of Benton County government and its services.
- b. Official Benton County logos can be obtained on the Public Information intranet ("The B.E.E.") web section. 111.2.12.2 All advertising for County programs and services will identify the

County program or service with the words “Benton County” and an official Benton County logo.

### **13. Collateral Materials**

- a. All awareness and outreach materials should convey a consistent and positive image of Benton County government and its services.
- b. Departments will develop materials (brochures, annual reports, newsletters, banners, flyers, signs, etc.) as needed to support their communication goals and outreach efforts, in consultation with the PIO and use Benton County brand guidelines.
- c. All print or electronic promotional materials will include an official Benton County logo and the name “Benton County,” unless otherwise specified by the PIO.
- d. The PIO is available to assist departments in managing material development as needed, and will have final approval over materials before they are distributed.

### **14. Consent**

- a. Benton County must secure the consent of those under the age of 18 whose image or name will be used in photos, videos, collateral materials and other images that represent or promote Benton County.
- b. Photos taken in public of those over the age of 18 -- which is considered any place where people have no reasonable expectation of privacy -- can be used for outreach without getting permission first.
  - i. Patients at Benton County Health Clinics have a reasonable expectation of privacy and cannot be filmed or photographed without consent.

- c. Benton County uses photos, videos, collateral material, and other images that represent Benton County for awareness and outreach only, not for profit.

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**Definition(s):**

| <b>Word:</b>                     | <b>Definition:</b>  |
|----------------------------------|---|
| Media                            | Any newspaper, magazine, radio, television, newsletter or electronic outlet with intent to provide information to the masses. Representatives should carry credentials identifying their organization.      |
| Journalist                       | Any employee working on behalf of a media or communications entity to create informational content that will be consumed by the masses and who has been issued identifying media credentials by the entity. |
| Interview                        | Any conversation with a journalist or other media representative where information is shared for public consumption electronically, in print, or by other methods of distribution.                          |
| Crisis                           | A crisis is considered a significant event that disrupts or prevents business as usual.   |
| Emergency                        | An emergency is considered any situation that poses an immediate threat to human life or Benton County property.  |
| News Release                     | Any document created and submitted to the media to either be used as an article or spur news coverage.  |
| Public Information Officer (PIO) | The position reporting directly to the County Administrator, and charged with leading communications efforts for Benton County.   |
| Collateral                       | The collection of media materials used to support promotion of a product or service. The brand of an organization usually presents itself by the way of its collateral to enhance its brand.                |

**Keywords:**

Media, public, information, press, release, article, pio, emergency, crisis, inquiry, contact, interview, radio, tv, television, reporter

**Category:**

Administrative

**Contact(s):**

**Name:** Board of Commissioners **Phone:** (541)766-6800

**Policy History:**

- **Version 2.0:**
  - 05/22/2019- Reformatted policy in new policy template, added contact information
- **Version 1.5:**
  - 01/08/2018- General edits, definitions, keywords
- **Version 1.0:**
  - 05/02/13- Original Format

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# **DEPARTMENTAL REPORTS AND REQUESTS**

## BOC Agenda Checklist Master

### Agenda Placement and Contacts

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**Suggested Agenda Date** 10/24/23

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Finance

**Contact Name \*** Debbie Bauer

**Phone Extension \*** 5417666281

**Meeting Attendee Name \*** Debbie Bauer

### Agenda Item Details

**Item Title \*** Order #D2023-077 Authorizing the Payment of Property Taxes to Certain Municipalities or Other Taxing Districts in Advance for the Tax Year 2023-24 as Authorized by ORS 311.392

- Item Involves \*** Check all that apply
- Appointments
  - Budget
  - Contract/Agreement
  - Discussion and Action
  - Discussion Only
  - Document Recording
  - Employment
  - Notice of Intent
  - Order/Resolution
  - Ordinance/Public Hearing 1st Reading
  - Ordinance/Public Hearing 2nd Reading
  - Proclamation
  - Project/Committee Update
  - Public Comment
  - Special Report
  - Other

**Estimated Time \*** 5 minutes

**Board/Committee Involvement \***  Yes  No

**Advertisement\***

Yes

No

## Issues and Fiscal Impact

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### Item Issues and Description

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**Identified Salient Issues \***

ORS 311.392 allows the county, at the discretion of the governing body, to advance to certain municipalities the total amount of taxes, assessments, or other charges levied against property in the county. This advance comes from the general fund of the county.

This year, we are advancing taxes to all districts with net levies of less than \$16,000. Last year we advanced taxes to all districts with net levies of less than \$15,000.

The amount advanced to the municipalities is added to Benton County's levy and is subsequently collected and distributed to Benton County along with its own levy. This is a normal procedure that occurs every year. Generally, the same districts are involved year after year.

**Options \***

- 1) Adopt Order
- 2) Do Not Adopt Order

**Fiscal Impact \***

- Yes
- No

**Fiscal Impact Description \***

The County will advance the levy amounts (\$128,330.24) to the districts. The amount will be collected by the County in subsequent months.

# 2040 Thriving Communities Initiative

**Mandated Service?\***  Yes  No

## 2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

### Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

**Core Values\***

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

**Explain Core Values Selections\*** provides small districts their funds at one time.

**Focus Areas and Vision\***

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

**Explain Focus Areas and Vision Selection\*** helps small districts complete their projects as the have planned

## Recommendations and Motions

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### Item Recommendations and Motions

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**Staff** Approve the Order

**Recommendations \***

**Meeting Motions \*** I move to ...

... approve authorizing the payment of property taxes to certain municipalities and other taxing districts as detailed in the attachment to Order #2023-077.

## Recommendations and Motions

### Staff Recommendations

Approve the Order

### Meeting Motions

**I move to ...**

**... approve authorizing the payment of property taxes to certain municipalities and other taxing districts as detailed in the attachment to Order #2023-077.**

# Attachments, Comments, and Submission

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## Item Comments and Attachments

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**Attachments**

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

BUYOUT 2023-2024.pdf

79.21KB

2023-24 Order.docx






19.56KB

**Comments (optional)**

If you have any questions, please call ext.6800

**Department  
Approver**

DEBBIE SESSIONS

|  |   |
|--|---|
| <p>1.</p> <p><b>Department Approval</b></p> <hr/> <p>Comments</p> <p>Signature </p>             | <p>5.</p> <p><b>BOC Final Approval</b></p> <hr/> <p>Comments</p> <p>Signature </p> |
| <p>2.</p> <p><b>Counsel Approval</b></p> <hr/> <p>Comments</p> <p>Signature </p>                |   |
| <p>3.</p> <p><b>Finance Approval</b></p> <hr/> <p>Comments</p> <p>Signature </p>              |   |
| <p>4.</p> <p><b>County Administrator Approval</b></p> <hr/> <p>Comments</p> <p>Signature </p> |   |



**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

An Order Authorizing the Payment of )  
Property Taxes to Certain Municipalities )  
or Other Taxing Districts in Advance ) **ORDER #D2023-077**  
For Tax Year 2023-24 as Authorized by )  
ORS 311.392 )

WHEREAS, ORS 311.392(1) states that "If, in the discretion of the county court, it is more economical to advance to those municipalities from the general fund of the county the total amount of taxes, assessments or other charges levied against property in the county, the county court may advance from the general fund of the county the full amount of the taxes, assessments and charges levied by those subdivisions and the county court may order the county tax collector to revise the tax distribution schedule provided by ORS 311.390 so that all taxes, assessments and charges advanced by the county will be allocated to the county..."; and

WHEREAS, ORS 311.392(2) authorizes the county, provided the county makes payment to the municipality by December 1, 2022 to deduct from the levy the three percent discount which would have been given by the district had all the taxes been paid by November 15, 2023; and

WHEREAS, the Tax Collector for Benton County (the County) has recommended that, in the interest of economy, the County advance to the districts listed in the Attachment to this Order, whose individual levy does not exceed \$16,000, the amount of their levy less the three percent discount as identified in Schedule I, "Net Levy".

THEREFORE IT IS HEREBY ORDERED THAT the Tax Collector shall:

1. Advance to those districts listed in Schedule I of Attachment the amount of their tax levy less the three percent discount, the net amount identified in Schedule I, "Net Levy."
2. Revise the county's tax distribution schedule as provided by ORS 311.390 so that all taxes, assessments and charges advanced by the county to these Taxing Districts will be allocated to the county.

Adopted this 24<sup>th</sup> day of October, 2023.

Signed this 24<sup>th</sup> day of October, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Pat Malone, Chair

\_\_\_\_\_  
Xanthippe Augerot, Vice Chair

\_\_\_\_\_  
Nancy Wyse, Commissioner

**BENTON COUNTY**  
**DEPT. OF FINANCE** Page 014 of 173 **COLLECTION**  
**TAXING DISTRICT PURCHASES FOR**  
**FISCAL YEAR 2023-24**

| DISTRICT NAME               | PURCHASE THRESHOLD-----> |                | 16,000.00                |                         | BUY-OUT LEVIES           |                         | NET PURCH. COST                             |            |                  |
|-----------------------------|--------------------------|----------------|--------------------------|-------------------------|--------------------------|-------------------------|---|------------|------------------|
|                             | NET LEVY                 | DISTRIB. RATIO | DIST. TO PURCHASE AMOUNT | DIST. TO PURCHASE RATIO | ADJUSTED NET LEVY AMOUNT | ADJUSTED NET LEVY RATIO |   | TOTAL LEVY | LESS 3% DISCOUNT |
| ALSEA SD #7                 | 516,597.45               | 0.0026657245   |                          |                         | 516,597.45               | 0.0026657245            |   |            |                  |
| ALSEA SD #7 - BOND          | 95,909.91                | 0.0004949103   |                          |                         | 95,909.91                | 0.0004949103            |   |            |                  |
| G.A.P. SD #8                | 6,077,713.69             | 0.0313619636   |                          |                         | 6,077,713.69             | 0.0313619636            |   |            |                  |
| GAPS 2017 DEBT              | 2,889,368.20             | 0.0149095968   |                          |                         | 2,889,368.20             | 0.0149095968            |   |            |                  |
| CORVALLIS SD #509J          | 34,922,495.28            | 0.1802055973   |                          |                         | 34,922,495.28            | 0.1802055973            |   |            |                  |
| CORV. 509J DEBT CAPITAL     | 15,492,543.16            | 0.0799439723   |                          |                         | 15,492,543.16            | 0.0799439723            |   |            |                  |
| CORV. 509J Local Option     | 10,353,678.03            | 0.0534266157   |                          |                         | 10,353,678.03            | 0.0534266157            |   |            |                  |
| CENTRAL SD#13J              | 43,428.45                | 0.0002240977   |                          |                         | 43,428.45                | 0.0002240977            |   |            |                  |
| PHILOMATH SD #17            | 4,795,776.27             | 0.0247469638   |                          |                         | 4,795,776.27             | 0.0247469638            |   |            |                  |
| PHILOMATH SD #17-DEBT       | 2,382,104.87             | 0.0122920378   |                          |                         | 2,382,104.87             | 0.0122920378            |   |            |                  |
| PHILOMATH SD LOCAL OPTION   | 1,426,381.12             | 0.0073603521   |                          |                         | 1,426,381.12             | 0.0073603521            |   |            |                  |
| HARRISBURG ELEMENTARY       | 19,812.75                | 0.0001022369   |                          |                         | 19,812.75                | 0.0001022369            |   |            |                  |
| HARRISBURG SD - Bond        | 2,798.64                 | 0.0000144414   | 2,798.64                 | 0.0000144414            |                          |                         | 2,798.64                                    | 83.96      | 2,714.68         |
| HARRISBURG UNION HIGH #5    | 3,435.83                 | 0.0000177294   | 3,435.83                 | 0.0000177294            |                          |                         | 3,435.83                                    | 103.07     | 3,332.76         |
| UH #1-MONROE                | 2,017,015.52             | 0.0104081190   |                          |                         | 2,017,015.52             | 0.0104081190            |   |            |                  |
| LINN BENTON ESD             | 3,229,150.80             | 0.0166629287   |                          |                         | 3,229,150.80             | 0.0166629287            |   |            |                  |
| WILLAMETTE REGION ESD       | 1,500.87                 | 0.0000077447   | 1,500.87                 | 0.0000077447            |                          |                         | 1,500.87                                    | 45.03      | 1,455.84         |
| LANE CC                     | 175,517.77               | 0.0009056994   |                          |                         | 175,517.77               | 0.0009056994            |   |            |                  |
| Lbcc                        | 7,530,689.98             | 0.0388595510   |                          |                         | 7,530,689.98             | 0.0388595510            |   |            |                  |
| CENTRAL LINN SD             | 1,091.71                 | 0.0000056334   | 1,091.71                 | 0.0000056334            |                          |                         | 1,091.71                                    | 32.75      | 1,058.96         |
|                             |                          |                |                          |                         |                          |                         |   |            |                  |
| TOTAL SCHOOLS               | 91,977,010.30            | 0.4746159158   | 8,827.05                 | 0.0000455489            | 91,968,183.25            | 0.4745703669            | 8,827.05                                    | 264.81     | 8,562.24         |
| BENTON COUNTY (SEE PAGE 2)  | 23,788,703.89            | 0.1227534738   |                          |                         | 23,788,703.89            | 0.1234361583            | USE AMT. AND RATIO AT BOTTOM FOR BENTON CO. |            |                  |
|                             |                          |                |                          |                         |                          |                         |   |            |                  |
| ADAIR                       | 281,407.99               | 0.0014521097   |                          |                         | 281,407.99               | 0.0014521097            |   |            |                  |
| ALBANY                      | 8,937,333.69             | 0.0461180549   |                          |                         | 8,937,333.69             | 0.0461180549            |   |            |                  |
| CORVALLIS                   | 38,713,549.18            | 0.1997680349   |                          |                         | 38,713,549.18            | 0.1997680349            |   |            |                  |
| MONROE                      | 346,289.33               | 0.0017869077   |                          |                         | 346,289.33               | 0.0017869077            |   |            |                  |
| PHILOMATH                   | 3,195,453.37             | 0.0164890446   |                          |                         | 3,195,453.37             | 0.0164890446            |   |            |                  |
|                             |                          |                |                          |                         |                          |                         |   |            |                  |
| TOTAL CITIES                | 51,474,033.56            | 0.2656141518   |                          |                         | 51,474,033.56            | 0.2656141518            |   |            |                  |
|                             |                          |                |                          |                         |                          |                         |   |            |                  |
| RFD #1-CORVALLIS            | 2,287,922.57             | 0.0118060422   |                          |                         | 2,287,922.57             | 0.0118060422            |   |            |                  |
| RFD #2-NORTH ALBANY         | 501,639.52               | 0.0025885392   |                          |                         | 501,639.52               | 0.0025885392            |   |            |                  |
| RFD #3-ADAIR                | 447,708.74               | 0.0023102479   |                          |                         | 447,708.74               | 0.0023102479            |   |            |                  |
| RFD #4-PHILOMATH            | 1,534,544.69             | 0.0079184932   |                          |                         | 1,534,544.69             | 0.0079184932            |   |            |                  |
| RFD #4-PHILOMATH BOND       | 439,108.44               | 0.0022658690   |                          |                         | 439,108.44               | 0.0022658690            |   |            |                  |
| RFD #5-MONROE               | 557,047.19               | 0.0028744516   |                          |                         | 557,047.19               | 0.0028744516            |   |            |                  |
| RFD #6-PALESTINE            | 251,240.21               | 0.0012964392   |                          |                         | 251,240.21               | 0.0012964392            |   |            |                  |
| RFD #7-ALSEA                | 85,504.89                | 0.0004412188   |                          |                         | 85,504.89                | 0.0004412188            |   |            |                  |
| RFD #8-HOSKINS/KINGS VALLEY | 70,750.62                | 0.0003650844   |                          |                         | 70,750.62                | 0.0003650844            |   |            |                  |
| RFD #9-BLODGETT/SUMMIT      | 44,475.59                | 0.0002295011   |                          |                         | 44,475.59                | 0.0002295011            |   |            |                  |
| RFD HALSEY-SHEDD            | 234.08                   | 0.0000012079   | 234.08                   | 0.0000012079            |                          |                         | 234.08                                      | 7.02       | 227.06           |
| RFD HARRISBURG FIRE RESCUE  | 709.67                   | 0.0000036620   | 709.67                   | 0.0000036620            |                          |                         | 709.67                                      | 21.29      | 688.38           |
|                             |                          |                |                          |                         |                          |                         |   |            |                  |
| TOTAL FIRE DISTRICTS        | 6,220,886.21             | 0.0321007565   | 943.75                   | 0.0000048699            | 6,219,942.46             | 0.0320958866            | 943.75                                      | 28.31      | 915.44           |
|                             |                          |                |                          |                         |                          |                         |   |            |                  |
| ASBAHR-PILKINGTON           | 56,591.43                | 0.0002920207   |                          |                         | 56,591.43                | 0.0002920207            |   |            |                  |
| HIDDEN VALLEY               | 10,062.95                | 0.0000519264   | 10,062.95                | 0.0000519264            |                          |                         | 10,062.95                                   | 301.89     | 9,761.06         |
| BROWNLEY MARSHALL           | 13,370.74                | 0.0000689951   | 13,370.74                | 0.0000689951            |                          |                         | 13,370.74                                   | 401.12     | 12,969.62        |
| CHINOOK DR. RD              | 59,644.43                | 0.0003077747   |                          |                         | 59,644.43                | 0.0003077747            |   |            |                  |
| COUNTRY ESTATES RD          | 38,058.28                | 0.0001963867   |                          |                         | 38,058.28                | 0.0001963867            |   |            |                  |
| MARYS RIVER ESTATES RD      | 133,628.65               | 0.0006895450   |                          |                         | 133,628.65               | 0.0006895450            |   |            |                  |
| MC DONALD FOREST EST. RD    | 11,075.47                | 0.0000571512   | 11,075.47                | 0.0000571512            |                          |                         | 11,075.47                                   | 332.26     | 10,743.21        |
| NORTH "F" ST. RD            | 26,250.50                | 0.0001354567   |                          |                         | 26,250.50                | 0.0001354567            |   |            |                  |

**BENTON COUNTY**  
**DEPT. OF FINANCE** Page 115 of 173 **COLLECTION**  
**TAXING DISTRICT PURCHASES FOR**  
**FISCAL YEAR 2023-24**

| DISTRICT NAME   | PURCHASE THRESHOLD-----> |                     | 16,000.00                |                     | ADJUSTED NET LEVY     |                     | BUY-OUT LEVIES                          |                  | NET PURCH. COST   |
|---|--------------------------|---------------------|--------------------------|---------------------|-----------------------|---------------------|---|------------------|-------------------|
|   | NET LEVY                 | DISTRIB. RATIO      | DIST. TO PURCHASE AMOUNT | RATIO               | AMOUNT                | RATIO               | TOTAL LEVY                              | LESS 3% DISCOUNT |                   |
| OAKWOOD HEIGHTS RD  | 7,650.40                 | 0.0000394773        | 7,650.40                 | 0.0000394773        |                       |                     | 7,650.40                                | 229.51           | 7,420.89          |
| RIDGEWOOD RD  | 15,551.06                | 0.0000802459        | 15,551.06                | 0.0000802459        |                       |                     | 15,551.06                               | 466.53           | 15,084.53         |
| ROSEWOOD ESTATES RD                                       | 25,142.55                | 0.0001297395        |                          |                     | 25,142.55             | 0.0001297395        |   |                  |                   |
| VINEYARD MT. RD   | 76,068.71                | 0.0003925266        |                          |                     | 76,068.71             | 0.0003925266        |   |                  |                   |
| WESTWOOD HILLS RD   | 5,517.31                 | 0.0000284702        | 5,517.31                 | 0.0000284702        |                       |                     | 5,517.31                                | 165.52           | 5,351.79          |
| <b>TOTAL ROAD DISTRICTS</b>                               | <b>478,612.48</b>        | <b>0.0024697160</b> | <b>63,227.93</b>         | <b>0.00</b>         | <b>415,384.55</b>     | <b>0.00</b>         | <b>63,227.93</b>                        | <b>1,896.83</b>  | <b>61,331.10</b>  |
| ALSEA CEMETERY  | 15,172.04                | 0.0000782901        | 15,172.04                | 0.0000782901        |                       |                     | 15,172.04                               | 455.16           | 14,716.88         |
| JUNCTION CITY WATER C D                                   | 6,302.74                 | 0.0000325231        | 6,302.74                 | 0.0000325231        |                       |                     | 6,302.74                                | 189.08           | 6,113.66          |
| VINEYARD MT P & R   | 5,637.51                 | 0.0000290904        | 5,637.51                 | 0.0000290904        |                       |                     | 5,637.51                                | 169.13           | 5,468.38          |
| ALSEA HEALTH CLINIC                                       | 38,858.90                | 0.0002005181        |                          |                     | 38,858.90             | 0.0002005181        |   |                  |                   |
| OSU EXTENSION   | 859,400.85               | 0.0044346443        |                          |                     | 859,400.85            | 0.0044346443        |   |                  |                   |
| 911 DISTRICT  | 4,348,066.35             | 0.0224367098        |                          |                     | 4,348,066.35          | 0.0224367098        |   |                  |                   |
| BENTON SOIL & WATER                                       | 537,300.23               | 0.0027725541        |                          |                     | 537,300.23            | 0.0027725541        |   |                  |                   |
| BENTON LOCAL OPTION                                       | 9,600,281.62             | 0.0495389711        |                          |                     | 9,600,281.62          | 0.0495389711        |   |                  |                   |
| BENTON COUNTY LIBRARY                                     | 3,813,795.78             | 0.0196797892        |                          |                     | 3,813,795.78          | 0.0196797892        |   |                  |                   |
| <b>TOTAL MISC. DISTRICTS</b>                              | <b>193,164,062.46</b>    | <b>0.9967571041</b> | <b>100,111.02</b>        | <b>0.0005165885</b> | <b>193,063,951.44</b> | <b>0.9969232001</b> | <b>100,111.02</b>                       | <b>3,003.32</b>  | <b>97,107.70</b>  |
| FIRE PATROL   | 379,777.79               | 0.0019597134        |                          |                     | 379,777.79            | 0.0019597134        |   |                  |                   |
| MC Donald Forest RD LO                                    | 9,964.76                 | 0.0000514197        | 9,964.76                 | 0.0000514197        |                       |                     | 9,964.76                                | 298.94           | 9,665.82          |
| CORVALLIS SEWER   | 9,407.35                 | 0.0000485434        | 9,407.35                 | 0.0000485434        |                       |                     | 9,407.35                                | 282.22           | 9,125.13          |
| ALBANY SEWER  | 2,517.82                 | 0.0000129923        | 2,517.82                 | 0.0000129923        |                       |                     | 2,517.82                                | 75.53            | 2,442.29          |
| BENTON COUNTY SEWER                                       |                          |                     |                          |                     |                       |                     |   |                  |                   |
| JUNCTION CITY WATER C D                                   | 45,103.00                | 0.0002327386        |                          |                     | 45,103.00             | 0.0002327386        |   |                  |                   |
| SAM DAW'S IMPROV DIST                                     |                          |                     |                          |                     |                       |                     |   |                  |                   |
| PP MOBILE HOME FEE  | 10,298.25                | 0.0000531406        | 10,298.25                | 0.0000531406        |                       |                     | 10,298.25                               | 308.95           | 9,989.30          |
| SURCHARGE "FP IMP ACCT."                                  | 171,380.00               | 0.0008843479        |                          |                     | 171,380.00            | 0.0008843479        |   |                  |                   |
| <b>TOTAL SPECIAL ASSESS.</b>                              | <b>628,448.97</b>        | <b>0.0032428959</b> | <b>32,188.18</b>         | <b>0.0001660960</b> | <b>596,260.79</b>     | <b>0.0030767999</b> | <b>32,188.18</b>                        | <b>965.64</b>    | <b>31,222.54</b>  |
| <b>GRAND TOTALS</b>                                       | <b>193,792,511.43</b>    | <b>1.0000000000</b> | <b>132,299.20</b>        | <b>0.0006826845</b> | <b>193,660,212.23</b> | <b>1.0000000000</b> | <b>132,299.20</b>                       | <b>3,968.96</b>  | <b>128,330.24</b> |
| <b>BENTON COUNTY ADJUSTED LEVY AND RATIO COMPUTATION:</b> |                          |                     |                          |                     |                       |                     |   |                  |                   |
| ADJUSTED COUNTY LEVY AND RATIO DUE TO                     |                          |                     |                          |                     | LEVY                  | RATIO               |   |                  |                   |
| BUY-OUTS AND ROUNDING OF DISTRIB. RATIOS                  |                          |                     |                          |                     | 23,788,703.89         | 0.1227534738        |   |                  |                   |
| TOTAL DISTRICT BUY-OUTS FOR 2023-24                       |                          |                     |                          |                     | 132,299.20            | 0.0006826845        |   |                  |                   |
| ADJUSTED COUNTY LEVY AND RATIO                            |                          |                     |                          |                     | <b>23,921,003.09</b>  | <b>0.1234361583</b> | <b>USE THIS RATIO FOR BENTON COUNTY</b> |                  |                   |

## BOC Agenda Checklist Master

### Agenda Placement and Contacts

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**Suggested Agenda Date** 10/24/23

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Finance

**Contact Name \*** Rick Crager

**Phone Extension \*** 6246

**Meeting Attendee Name \*** Gary Stockoff, Keith Nicholson, and Marilee Hoppner

### Agenda Item Details

**Item Title \*** Budget Note - Report on External Fleet

- Item Involves \*** Check all that apply
- Appointments
  - Budget
  - Contract/Agreement
  - Discussion and Action
  - Discussion Only
  - Document Recording
  - Employment
  - Notice of Intent
  - Order/Resolution
  - Ordinance/Public Hearing 1st Reading
  - Ordinance/Public Hearing 2nd Reading
  - Proclamation
  - Project/Committee Update
  - Public Comment
  - Special Report
  - Other

**Estimated Time \*** 30 minutes

**Board/Committee Involvement \***  Yes  No

**Name of  
Board/Committee**

County Budget Committee

**Advertisement\***

- Yes  
 No

## Issues and Fiscal Impact

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### Item Issues and Description

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#### Identified Salient Issues \*

During the 2023-25 budget process, the Benton County Budget Committee was provided with information that expressed concerns around the ongoing financial viability of the External Fleet Program. While the recommended budget for the program was in balance, it was contingent upon public works staff (mechanics) meeting specific levels of billable hours at a defined hourly rate. These billable hours had not traditionally been met due to a variety of factors; however, some remedies were put in place to help make improvements.

Due to these concerns, the following budget note was adopted:

Beginning September 1, 2023, the Public Works Department in partnership with the Financial Services Department will provide monthly reports to the Board of Commissioners at their goal setting meeting on the financial status of the external fleet program. This report will provide information on both the surplus/deficit of the program, as well as if the proposed solution outlined in the 2023-25 budget is working.

#### Options \*

County staff is presenting the first report in accordance with the 2023-25 External Fleet Program Budget Note. The delay in submission is due to recent transition with county administration, as well as making sure there is enough financial data to provide an adequate sampling of the current financial picture for the program.

The summary of the report is as follows:

\* In 2019-21, the external fleet program had a loss of \$465,065 to the County Enterprise Fund. This deficit was offset with County ARPA Funds approved by the Board of Commissioners at the beginning of the 2021-23 biennium.

\* For 2021-23, the final accounting records disclose a \$595,865 deficit to the program. The Financial Services Department will be presenting a budget supplement to the BOC in December that will likely require some level of General Fund reserves to balance this deficit.

\* The 2023-25 budget included some changes meant to improve the financial condition of the program. This included the addition of a new mechanic to help enhance our ability to meet billable hour targets, increase rates for the 2023-25 that are only for one year with the ability to increase on 7/1/2024, and updated expenditure projections that enable staff to more specifically divide costs between internal and external fleet.

\* For 2023-25, Public Works staff continue to be negatively impacted by vacancies and challenges in hiring mechanics. This has limited the ability to realize some of the outcomes anticipated with increasing the number of mechanics. Additionally, based on additional investigation on the Mercury Model acquired by the County in 2020 to better forecast cost and proposed fleet revenues, it is the opinion of staff that the current configuration does not allow the external fleet program to be financially viable unless a hourly rate is charged that is well above what would be affordable to those jurisdictions being served.

\* Through September 30, 2023, the accounting records for the external fleet program identify a \$81,076 deficit. If this trend continues, it suggests that for 2023-25, the program will end up at \$648,608 deficit. However, based on timing of certain expenses, it's likely the deficit could be greater.

\* It is the opinion of staff that while consistent staffing will have a positive impact and improve the bottom line, the program will never be able to reach the billable

hours forecasted in the Mercury Model. It would essentially require all staff to spend nearly 100% of their time on external fleet which would not enable the time to administer the County's internal fleet. The county increase rates to reduce the financial gap, however, it would make county services unaffordable to those we are serving. Based on Public Work staff research, there is not enough community capacity to fulfill the need at a rate that fits the budgets of many we serve.

\* The options that need to be further analyzed and considered by the BOC include the following:

1) Choose to continue the program as is and work to reduce future deficits with the understanding the County will need to subsize the program with General Fund or other available resources.

2) Discontinue the external fleet program with the recognition that this may negatively impact small jurisdiction dependent on the County's affordable service. This also result in some increase to internal fleet rates due to fixed costs no longer charged to the external fleet program.

3) Consider an alternative model that may be more fiscally viable that is either a smaller focused program (perhaps just on small jurisdictions), or a larger more regionalized program that would likely require coordination and partnership with other governmental entities.

\* Staff are proposing to return to the BOC at the January goal setting to provide further information on options to consider.

**Fiscal Impact \***

- Yes
- No

**Fiscal Impact Description \***

Both the previous 21-23 program deficit, and potential 2023-25 deficit will require BOC action to identify revenues that will fill the gap.

# 2040 Thriving Communities Initiative

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**Mandated Service? \***  Yes  No

## 2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

### Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

---

**Core Values \*** Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

**Explain Core Values Selections \*** N/A

**Focus Areas and Vision \*** Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

**Explain Focus Areas and Vision Selection \*** N/A



## Recommendations and Motions

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### Item Recommendations and Motions

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Staff recommend BOC to accept the report, and provide another report in January on the financial status of the program, as well as options for the BOC to consider moving forward.

I move to ...

Not applicable; no motion necessary.

## Recommendations and Motions

### Staff Recommendations

Staff recommend BOC to accept the report, and provide another report in January on the financial status of the program, as well as options for the BOC to consider moving forward.

### Meeting Motions

**I move to ...**

**Not applicable; no motion necessary.**

## Attachments, Comments, and Submission

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### Item Comments and Attachments

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**Attachments**

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

**Comments (optional)** Short powerpoint will be provided by end of day Thursday.

If you have any questions, please call ext.6800

**Department  
Approver**

RICHARD CRAGER

1.

## Department Approval

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Comments

Signature

*Rick Crager*

2.

## Counsel Approval

---

Comments

Signature

*Vance H. Choney*

3.

## County Administrator Approval

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Comments

Signature

*Rachel L McEneny*

4.

## BOC Final Approval

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Comments

Signature

*Aranda Makepeace*

# 2023-25 BUDGET NOTE REPORT

EXTERNAL FLEET PROGRAM



## **2023-25 BUDGET NOTE: EXTERNAL FLEET PROGRAM**

Beginning September 1, 2023, the Public Works Department in partnership with the Financial Services Department will provide monthly reports to the Board of Commissioners at their goal setting meeting on the financial status of the external fleet program. This report will provide information on both the surplus/deficit of the program, as well as if the proposed solution outlined in the 2023-25 budget is working.

## BACKGROUND

- Benton County administers its fleet program through the Public Works Department. The program administers and maintains the county's internal fleet, as well as provides vehicle services to other external governmental organizations.
- The internal fleet program is funded through a set assessment fee paid by each Department for the vehicles it uses, while the external fleet program is funded by fees for services and part paid by external parties.
- Cost for each program is generated by the specific time public works staff spend for each program, cost for services and parts that can be identified to a specific program, and a prorate of fixed cost that is attributed to direct work hours.
- Prior to the 2019-21 biennium, internal and external fleet were collectively maintained under one Internal Service Fund. This was corrected to appropriate account for internal fleet under an Internal Service Fund, and external fleet under an Enterprise Fund.
- During the first biennium of separation, the Enterprise Fund for the external fleet had a loss of \$465,065 which the county backfilled with American Rescue Plan Act Funds. Much of this loss was reported as due to reduced revenues and time loss brought on by COVID.
- In 2020, the County invested in a new product (Mercury Model) to better forecast assessments and rates for both fleet programs. This was implemented for the 2021-23 biennium.

## 2021-23 BUDGET RESULTS

The 2021-23 biennium resulted in a \$595,865 deficit for the biennium. The reasons for this deficit are as follows:

- The Mercury Model rates for the external fleet program were established on the basis of hours worked by each mechanic that would have required to spend 100% of their time on external program hours. (zero time on internal fleet).
- The model should have more accurately reflected the number of hours worked that would have been more in line with 65% of their actual time spent on external fleet.
- If this would have been put into the model it would nearly doubled the rate that needed to be charged around \$200 per hour as opposed to the \$132 per hour. This rate would have been well above market rates and unaffordable to those the County serves.
- The 2021-23 deficit will be addressed in an upcoming budget supplement and will require the County to identify unbudgeted resources to backfill the gap.

## 2023-25 POLICY PACKAGE REQUEST

### Policy Package PW-03: Addressing External Fleet Financial Solvency

**Request:** Provides for the creation of 1.00 FTE Fleet Technician II to increase the opportunity to reach the billable hours needs to ensure financial solvency for the external fleet program. Also establishes a \$150,000 operating contingency to mitigate the risk of not meeting the forecasted hours

**Requested Amount:** \$432,412 including 1.00 FTE

**Recommended Amount:** \$432,412 including 1.00 FTE (Requires analysis of impact on recent increased rates)

**Source:** External Fleet Fund, Transfer from General Fund, and Internal Service Fund (Internal Rates)

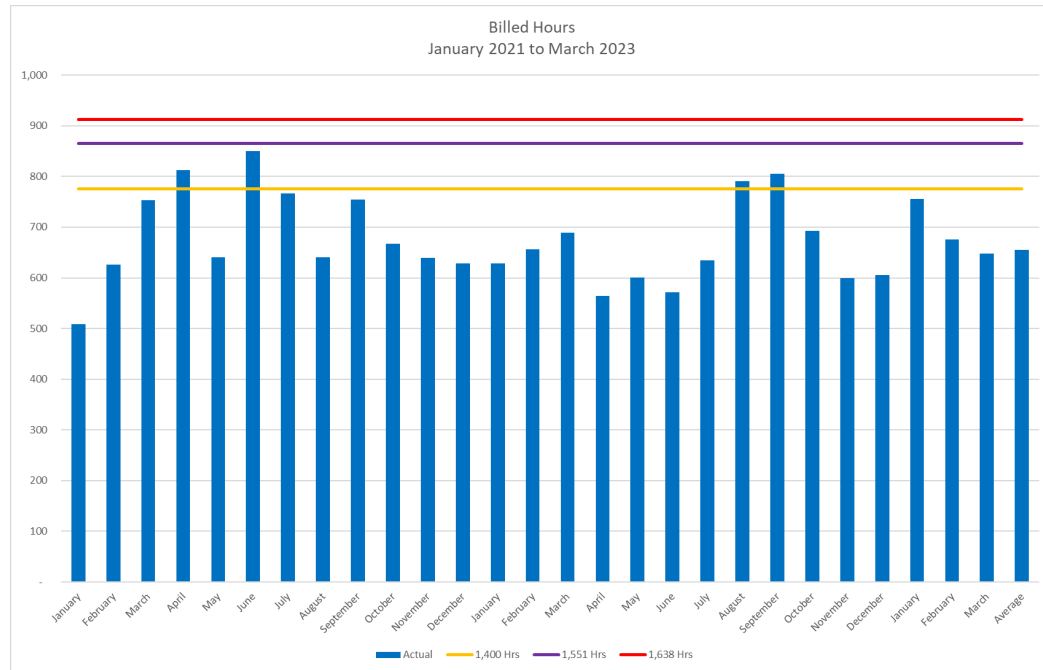
**Basis for Estimate:** Financial Services position pricing calculator, and Mercury fleet costing model.

**Outcome:** Provides increased support to address current external fleet workload resulting in increased billable hours for financial solvency. Creates a reserve should billable hours continue to fall below the necessary number of hours needed to balance revenues with expenses.

**RECOMMENDATION:** PW-03 was recommended as proposed to provide an opportunity for external fleet service to gain financial solvency. It is recommended this program be continuously reviewed by Board to ensure it is meeting financial goals.



# 2023-25 POLICY PACKAGE REQUEST



## Explanation of \$150,000 General Fund Reserve

- Graph depicts the number of Fleet billed hours per month (blue) through March 2023.
- To achieve sufficient revenue to cover cost, billable hours must average the purple line.
- Additional 1.00 FTE is anticipated to enable Fleet to meet this threshold.
- Financial Services forecasts, based on history, would suggest billable hour will reach yellow line.
- The gap between purple and yellow represent the \$150,000 reserve to help mitigate risk.
- Other alternative would be to raise hourly rates higher than what we have to date, but this could have a negative impact on customers.

## 2023-25 UPDATES AND RESULTS

- The deficiency in the Mercury Model was identified after the adoption of the 2023-25 budget. In recalibrating the model to reflect the appropriate target billable hours for staff, it would suggest that they are actual overperforming.
- Unfortunately, this recalibration would also require a rate of \$208 per hour versus our current approved \$143 per hour (market rate average is approximately \$155 per hour) .
- Based on actuals through September 30, 2023, the program is running at a deficit of \$81,076 which if continues to trend would equate to a \$648,608 deficit.
- The program has continued to be hampered by vacancies and staff lost time by its mechanic positions. Of the 7.2 FTE dedicated, there is currently 2.0 FTE vacancies and a future retirement.
- It is anticipated that if the program can quickly recruit and hire for vacancies, it will likely reduce the estimated \$648,608 deficit based on the trending. However, if the rate is maintained at \$143 per hour, it is certain that the program will end up in a deficit in excess of what has been reserved.

## RECOMMENDED NEXT STEP

Staff recommend that program options be presented to the BOC in January 2024 that include the following:

1. Choose to continue the program as is and work to reduce future deficits with the understanding the County will need to subsize the program with General Fund or other available resources.
2. Discontinue the external fleet program with the recognition that this may negatively impact small jurisdiction dependent on the County's affordable service. This also result in some increase to internal fleet rates due to fixed costs no longer charged to the external fleet program.
3. Consider an alternative model that may be more fiscally viable that is either a smaller focused program (perhaps just on small jurisdictions), or a larger more regionalized program that would likely require coordination and partnership with other governmental entities.

## BOC Agenda Checklist Master

### Agenda Placement and Contacts

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**Suggested Agenda Date** 10/24/23

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Finance

**Contact Name \*** Rick Crager

**Phone Extension \*** 6246

**Meeting Attendee Name \*** Lacey Mollel, Chris Campbell, and Ahmed Zibare

### Agenda Item Details ⬆

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**Item Title \*** Budget Note: CHC Financial Viability

- Item Involves \*** Check all that apply
- Appointments
  - Budget
  - Contract/Agreement
  - Discussion and Action
  - Discussion Only
  - Document Recording
  - Employment
  - Notice of Intent
  - Order/Resolution
  - Ordinance/Public Hearing 1st Reading
  - Ordinance/Public Hearing 2nd Reading
  - Proclamation
  - Project/Committee Update
  - Public Comment
  - Special Report
  - Other

**Estimated Time \*** 30 minutes

**Board/Committee Involvement \***  Yes  No

**Name of  
Board/Committee**

Benton County Budget Committee

**Advertisement\***

Yes

No

## Issues and Fiscal Impact

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### Item Issues and Description

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**Identified Salient  
Issues \***

During the 2023-25 budget process, the Benton County Budget Committee was provided with information that expressed concerns with forecasted revenues for the Community Health Centers. While the forecast was supported by the Executive Director and was recommended based on research conducted with members of the CHC Data and Analysis Team, the projections were well in excess of what the 2021-23 budget was trending. As a result of these concerns, it was recommended that the CHC and Financial Services Department report out to the BOC on the status of the revenue projections and overall financial viability of the CHC for the 2023-25 budget. Additionally, staff was directed to also work on secondary plans to balance the budget should the forecasted budget not materialize.

Due to these concerns, the following budget note was adopted:

No later than September 1, 2023, the Community Health Center (CHC) in partnership with the Financial Services Department (FSD) will provide a recommendation to the Board of Commissioners on how programs and services will be reduced or eliminated should the proposed revenue calibration proposed in the 2023-25 budget not meet its projection. Additionally, the CHC and FSD will provide monthly reports starting September 1, 2023, regarding the current progress on the proposed revenue recalibration.

**Options \***

County staff is presenting the first report in accordance with the 2023-25 CHC Financial Viability Budget Note. The delay in submission is due to recent transition with both county and CHC administration, as well as making sure there is enough financial data to provide an adequate sampling of the current financial situation.

The summary of the report is as follows:

\* The 2023-25 Adopted Budget for the Community Health Centers, including Behavioral Health Services from the Health Department, is \$69.5 million.

\* The beginning cash position for the CHC after taking out dedicated funds for HB 4004 is \$1,321,345, of which \$321,218 is for Linn County Clinics and \$1,000,127 is for Benton County Clinics attributed to Behavioral Health Services.

\* The adopted budget was supported by a revenue projection of \$24.3 million from Behavioral Health grants and services charges, and \$45.2 million from grants and services related to core business services within the CHC (primary care, dental, pharmacy, family planning, behaviorist service).

\* Based on the first three months of accounting information, it would suggest the biennial revenues for the Community Health Centers is trending at a rate that will reach only 76.8% of that which was forecasted. In terms of expenditures, it is forecasted that it will reach 87.6% of what was budgeted.

\* The cash balance based on the 9/30/23 accounting records, after adjusting out cash that remain for HB 4004, is at a negative \$79,074.

\* If what is forecasted materializes, the 2023-25 will be approximately 12.3% short of balancing.

\* While there have been actions taken that may result in increased revenues that include renegotiating rates with OHA on specific service types, negotiating the ability to be reimbursed for navigation services, increase billing for services through new insurance providers, and pursuing additional grants, those changes will take time to make a material impact.

\* It is the opinion of staff that while efforts will continue to help increase revenues, action must be taken in the next three months to develop and approve a plan that will look to either reduce or streamline existing services to ensure it will fit within the revenue that the CHC reasonably expects to generate in the 2023-25 biennium.

\* Staff propose returning to the January 2024 BOC goal setting meeting to present a plan, based on updated information through December 31, 2023, that will bring the biennial budget into balance. If the forecast continues to show a shortage of 12.3%, it will likely require the reduction and perhaps elimination of services in Benton and/or Linn County.

**Fiscal Impact \***

- Yes
- No

**Fiscal Impact Description \***

The current trending would suggest a deficit which may require either additional county resources or reduction in services.

# 2040 Thriving Communities Initiative

**Mandated Service?\***  Yes  No

## 2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

### Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

**Core Values\*** Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

**Explain Core Values Selections\*** N/A

**Focus Areas and Vision\*** Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

**Explain Focus Areas and Vision Selection\*** N/A



## Recommendations and Motions

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### Item Recommendations and Motions

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**Staff Recommendations \*** Staff recommend BOC accept the report and provide another report in January on the financial status of the program, as well as a plan on how to bring the 2023-25 budget into balance.

**Meeting Motions \*** I move to ...  
Not applicable. No motion necessary.

## Recommendations and Motions

### Staff Recommendations

Staff recommend BOC accept the report and provide another report in January on the financial status of the program, as well as a plan on how to bring the 2023-25 budget into balance.

### Meeting Motion

**I move to ...**

*<Not applicable. No motion necessary.>*

## Attachments, Comments, and Submission

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### Item Comments and Attachments

---

**Attachments**

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

**Comments (optional)** Short PowerPoint will be provided by early Friday morning.

If you have any questions, please call ext.6800

**Department  
Approver**

RICHARD CRAGER

1.

## Department Approval

---

Comments

Signature

*Rick Crager*

2.

## Counsel Approval

---

Comments

Signature

*Vance H. Choney*

3.

## County Administrator Approval

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Comments

Signature

*Rachel L McEneny*

4.

## BOC Final Approval

---

Comments

Signature

*Aranda Makepeace*

# 2023-25 BUDGET NOTE REPORT

COMMUNITY HEALTH CENTER FINANCIAL VIABILITY



## **2023-25 BUDGET NOTE: CHC FINANCIAL VIABILITY**

No later than September 1, 2023, the Community Health Center (CHC) in partnership with the Financial Services Department (FSD) will provide a recommendation to the Board of Commissioners on how programs and services will be reduced or eliminated should the proposed revenue calibration proposed in the 2023-25 budget not meet its projection. Additionally, the CHC and FSD will provide monthly reports starting September 1, 2023, regarding the current progress on the proposed revenue recalibration

## REVIEW: 2023-25 ESTIMATED DEFICIT (JANUARY 2023)

| CHC REVENUE AND EXPENSE HISTORY AND FORECAST |               |               |                 |
|--|---------------|---------------|-----------------|
| Budget Period                                | Revenues      | Expenses      | Surplus/Deficit |
| 2017-19 Actuals                              | 42,064,314    | 42,429,360    | (365,046)       |
| 2019-21 Actuals                              | 48,661,680    | 50,495,490    | (1,833,810)     |
| 2021-23 Estimated                            | 56,071,640    | 58,591,562    | (2,519,922)     |
| 2023-25 Current Service Level                | 58,307,099    | 70,487,502    | (12,180,403)    |
| <b>Average Biennial (2017-2023)</b>          | <b>16.65%</b> | <b>19.05%</b> |                 |
| <b>2023-25 Growth</b>                        | <b>1.99%</b>  | <b>10.15%</b> |                 |

### Total Budget Deficit

|                               |                    |
|-------------------------------|--------------------|
| 2023-25 Estimated Deficit     | \$12,180,403       |
| 2023-25 Estimated Contingency | <u>\$1,224,480</u> |
| Total Budget Savings Required | \$13,404,883       |

## REVIEW: 2023-25 ADOPTED REBALANCE PLAN - EXPENSES

As mentioned, the 2023-25 CSL projection for both revenues and expenses shows a forecasted deficit of \$13,404,883. In order to balance the budget it requires a combination of budgetary reductions and recalibration of structural mechanisms that efficiently and effectively leverage resources for the Community Health Center. The reduction plan is as follows:

- **Application of Vacancy Factor:** Based on four-year trending, the vacancy factor within the Health Center, including Behavioral Health, has experienced vacancy factors of approximately 15.5%. Because there is a recommendation to eliminate current vacant position, the recommended vacancy factor rate is 9.4% or \$3,750,000. This may require additional administrative strategies because of positions being eliminated.
- **Position Eliminations:** The CHC Director has identified 10.45 FTE of current vacant positions that will be eliminated. The total savings for this action is \$2,877,463 and will result in a reduction of 6.09 FTE at the Benton Health Center and 4.36 FTE at the Linn County Health Center. The impacted functional areas are as follows:
  - ✓ Primary Care – Reduce 5.45 FTE
  - ✓ Family Planning – Reduce 1.00 FTE
  - ✓ Behaviorist Services – Reduce 1.50 FTE
  - ✓ Health Navigation – Reduce 2.50 FTE

# REVIEW: 2023-25 ADOPTED REBALANCE PLAN - REVENUES

- Recalibration of Revenue Drivers:** Staff have reviewed several revenue drivers which include contracts with CCO and State VBP contracts, additional funding opportunities, average number of patients that providers are treating daily, the percentage of claims being denied, the number of patient billing write offs, and the number of claims that could be billed against private insurance carriers. Based on that review, it is estimated that the Community Health Center can generate an additional \$6,136,712. The following represents how the additional resources will be generated, as well as the assumption made to realize the estimate.

| Function            | Increase         | Portion        |
|---------------------|------------------|----------------|
| Primary Care        | 2,773,841        | 45.20%         |
| Pharmacy            | 1,030,182        | 16.79%         |
| Dental              | 640,496          | 10.44%         |
| Navigation          | 549,757          | 8.96%          |
| Behaviorist Service | 120,000          | 1.96%          |
| Behavioral Health   | 288,000          | 4.69%          |
| * Family Planning   | 734,436          | 11.97%         |
| <b>Total</b>        | <b>6,136,712</b> | <b>100.00%</b> |

*\* Will require discussion with Health Department on how to provide resources*

- 6% rate increase to IHN CCO reimbursement including \$40k increase in PFP agreement.
- Steadily increasing primary care provider appointment slots from 8 to 12-18 services per day.
- Steadily increasing number of assigned patients by 2,785 for a grand total of 11,292 patients.
- Enhancing mail order options and promotions for prescriptions received at CHC Pharmacy.
- Increasing patients served daily at B&GC, at school sites, at WIC sites, and at the Adult Outpatient site by approximately 45 per week.
- Negotiating Navigation contract with IHN CCO.
- Credentialing & Contracting with Commercial payers for Behavioral Health outpatient treatment services.



## REVIEW: 2023-25 ADOPTED REBALANCE PLAN - SUMMARY

### Total Budget Savings Required - \$13,404,883

|                                   |                     |
|-----------------------------------|---------------------|
| Application of Vacancy Factor     | \$3,750,000         |
| Position Elimination              | \$2,877,463         |
| Recalibration of Revenue Drivers: | \$6,136,712         |
| POP HD-06 Dedicated Revenues      | <u>\$640,708</u>    |
| <b>Total Plan</b>                 | <b>\$13,404,883</b> |

Implementation of plan leaves a funding balance (contingency) of \$1,224,480 of which \$640,708 is dedicated for behavioral health workforce retention and expansion.

## CHC ADDITIONAL BUDGET ACTIONS

- Reduction in professional service staffing contracts – LOCUMS.
- Administrative restrictions on travel, training, and other material and service expenses.
- Temporary closure of the Alsea Medical Clinic.
- Identifying opportunities to streamline program services and remove unnecessary duplications
- Review all vacant positions and where appropriate, either recalibrate staff or not hire.
- Suspended Drug Court Program and reassign staff to enable additional vacancy savings opportunities

## BUDGET RESHOOT BASED ON ACTUALS

| Budget Category               | Adopted Budget | Estimated Budget * | Estimated Budget Savings | Estimated Budget Reduction |
|-------------------------------|----------------|--------------------|--------------------------|----------------------------|
| Benton County Clinic Services | \$38.5         | \$34.3             | (\$4.2)                  | 11.0%                      |
| Linn County Clinic Services   | \$8.3          | \$5.4              | (\$2.9)                  | 35.0% **                   |
| Behavioral Health Services    | \$22.7         | \$21.2             | (\$1.5)                  | 6.7%                       |
| <b>Total</b>                  | <b>\$69.5</b>  | <b>\$60.9</b>      | <b>(\$8.6)</b>           | <b>12.4%</b>               |

\*Estimated budget is based on actual experience through 9/30/23

\*\*Large reduction contributes to elimination of a budget fund transfer of \$2.0 million to Benton Co. Clinic

## REVENUE ANALYSIS BASED ON ACTUALS THROUGH 9/30/23

- The 2023-25 forecasted revenues are made up of an estimated \$2.4 million beginning balance and \$67.1 million in earned revenues.
- The budget anticipates a \$1.2 million contingency (or ending balance) for 2023-25.
- The actual beginning balance for 2023-25 is \$1.9 million, and the earned revenues for the biennium are estimated, based on revenue experience through September 30, 2023, to be \$51.5 million.
- Based on the first three-month actuals of the biennium, the estimated revenue forecast for 2023-25 is approximately 23.2% short of what was budgeted.
- Assuming the revised expenditure projection for revenues and expenses, it would indicate that the 2023-25 budget will be out of balance by 12.3%.

## RECOMMENDED NEXT STEP

Staff recommend that a plan be developed to present to the BOC in January 2024 that effectively reshoots the 2023-25 CHC budget. The plan will be based on additional experience through December 31, 2023 and provide more certainty of current estimated trends. If trending continues to hold as currently forecasted, the plan will either require a comprehensive right sizing of services, including county administrative and overhead support, to fit the forecasted revenue, or required additional county or other resources contributions.

## BOC Agenda Checklist Master

### Agenda Placement and Contacts

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**Suggested Agenda Date** 10/24/23

View [Agenda Tracker](#)

**Suggested Placement \*** Work Session

**Department \*** Health Services

**Contact Name \*** April Holland

**Phone Extension \*** 6840

**Meeting Attendee Name \*** April Holland, Rebecca Taylor

### Agenda Item Details

**Item Title \*** Coordinated Homeless Response - HOPE ByLaws, MOU, IGA Proposed Amendments

**Item Involves \*** Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
- Employment
- Notice of Intent
- Order/Resolution
- Ordinance/Public Hearing 1st Reading
- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other

**Estimated Time \*** 60 minutes

**Board/Committee Involvement \***  Yes  
 No

**Advertisement\***

- Yes  
 No

## Issues and Fiscal Impact

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### Item Issues and Description

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**Identified Salient Issues \***

The purpose of this discussion is to gain BOC approval on proposed changes to the Home, Opportunity, Planning and Equity (HOPE) Advisory Board Bylaws and the Intergovernmental Agreement (IGA) with the City of Corvallis for Benton County Coordinated Homeless Response Office. These changes serve to align the HOPE Advisory Board Bylaws and pertinent MOU' and IGA's with the legislative requirements of House Bill 4123.

Background:

On October 10, 2023, the BOC directed staff to prepare changes to the HOPE Advisory Board Bylaws and the IGA to acknowledge the development of organizational components required by House Bill 4123 for formation of a Coordinated Homeless Response System. These requirements include, but are not limited to:

- Formation of a Coordinated Homeless Response Office (CHRO) and hiring necessary support staff and establish a centralized point of contact for the office.
- Benton County's CHRO Consists of Benton County Health Department staff (HOPE Program Coordinator, Project Manager and contract Grant Researcher and Writer) with support from the City of Corvallis and Community Services Consortium (CSC).

- An Advisory Board with representation from the governing body from each member government and specific roles for each member government to support the advisory board and office.

- HB 4123 requires that local governments and nonprofit corporations enter into an agreement to meet the requirements of HB 4123. Local governments entering into this agreement constitute "member" governments. Currently Benton County has entered a Memorandum of Understanding (Coordinated Homeless Response System MOU) with the Cities of Corvallis and Philomath, and Community Services Consortium (CSC).

- Benton County's Coordinated Homeless Response System defines the roles of each member government in supporting the CHRO and the Advisory Board.

- Support coordinated communications, public engagement and outreach for policy development.

- Per the MOU The HOPE Advisory Board is defined as serving as a stakeholder coordination board responsible for partnership development in coordination with CHRO staff.

At the time of preparing this agenda checklist CHRO staff, in coordination with City of Corvallis staff engagement with CSC and the City of Philomath along with the HOPE Executive Committee, are preparing the requested changes and to the HOPE Advisory Board Bylaws and the pertinent IGA and MOU to reflect the components above and provide clarity on roles and responsibilities of the HOPE Advisory Board and the Executive Committee in their support of Benton County's Coordinated Homeless Response System. This coordination and engagement includes the scheduling of any required public meetings for the review of changes to the Bylaws, MOU and IGA with participating jurisdictions.



**Options\***

1. Approve the changes to the HOPE Advisory Board Bylaws and Coordinated Homeless Response System IGA and MOU.
2. Reject the proposed changes to the HOPE Advisory Board Bylaws and Coordinated Homeless Response System IGA and MOU.
3. Provide additional and/or different changes to the HOPE Advisory Board Bylaws and Coordinated Homeless Response System IGA and MOU.
4. Provide alternative direction to staff.

**Fiscal Impact\***

- Yes  
 No

# 2040 Thriving Communities Initiative

**Mandated Service?\***  Yes  No

## 2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

### Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

#### Core Values\*

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

#### Explain Core Values Selections\*

Having high quality documentation of the processes and guidelines that help us navigate the Coordinated Homeless Response is crucial to responsible governance. Capturing this information accurately supports our ongoing efforts to avoid silos and allows new community partners to engage with us effectively, building resilience. And the transparency built into these ongoing conversations increases engagement and builds a platform for equity work going forward.

#### Focus Areas and Vision\*

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

#### Explain Focus Areas and Vision Selection\*

Aside from the obvious ways our Coordinated Housing Response impact Housing and Growth, outlining detailed and meaningful documentation about our roles and responsibilities allows us to be more responsive to safety concerns and potential emergencies that may arise in our community, especially as they relate to homelessness.

## Recommendations and Motions

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### Item Recommendations and Motions

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**Staff Recommendations \*** Benton County Health Department recommends approving the proposed changes to the HOPE Advisory Board Bylaws and Coordinated Homeless Response System IGA and MOU.

**Work Session Motions \*** I move to ...  
...accept the proposed changes to the HOPE Advisory Board Bylaws and Coordinated Homeless Response System IGA and MOU.

## Recommendations and Motions

### Staff Recommendations

Benton County Health Department recommends approving the proposed changes to the HOPE Advisory Board Bylaws and Coordinated Homeless Response System IGA and MOU.

### Motions

**I move to ...**

**...accept the proposed changes to the HOPE Advisory Board Bylaws and Coordinated Homeless Response System IGA and MOU.**

## Attachments, Comments, and Submission

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### Item Comments and Attachments

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**Attachments**

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

**Comments (optional)** We will submit documentation of the HOPE Bylaws, IGA and MOU with recommended changes no later than 10/17.

If you have any questions, please call ext.6800

**Department  
Approver**

APRIL HOLLAND

1.

## Department Approval

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Comments

Signature

*April Holland*

2.

## Counsel Approval

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Comments

Signature

*Vance H. Cheney*

3.

## County Administrator Approval

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Comments

Signature

*Rachel L McEneny*

4.

## BOC Final Approval

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Comments

Signature

*Amarda Makepeace*

## **HOPE Bylaw Draft Amendments BOC 10\_24\_23**

### **Benton County Homeless Response Office**

The attached amendments to the HOPE Board Bylaws (Bylaws) specifically acknowledge the development of the organizational components required by House Bill 4123 for the formation of a Benton County Coordinated Homeless Response System (System), that includes:

- Formation of a Coordinated Homeless Response Office (CHRO) and hiring necessary support staff.
- An Advisory Board with representation from the governing body from each member government and specific roles for each member government to support the advisory board and office.
- HB 4123 requires that local governments and nonprofit corporations enter into an agreement to meet the requirements of HB 4123. Local governments entering into this agreement constitute “member governments”. Currently Benton County has entered a Memorandum of Understanding (HB 4123 MOU) with the Cities of Corvallis and Philomath, and Community Services Consortium (CSC).
- Support coordinated communications, public engagement and outreach for policy development.

These amendments serve to accomplish the following objectives:

- Create clear distinction between the operational and policy functions within the System.
- Formalize the formation of the Advisory Board as specifically required by HB 4123.
- Define the role of the HOPE Board within the System.
- Increase transparency of the System for improved community engagement.

**Create clear distinction between the operational and policy functions within the System.**

Benton County's Coordinated Homeless Response system consists of policy and operational functions.

- Operational functions undertaken by the staff in the respective chartering jurisdiction, the Coordinated Office and community network of service providers.
- Policy functions undertaken by the governing bodies of the each chartering jurisdiction and supported by general guidance from advisory boards (i.e. HOPE Board).

Providing congruency across the governing documents with clear delineation of the policy roles steering the System and the operational roles implementing the work of the System will contribute to overall efficacy and improve outcomes for the people the System serves.

Staff acknowledge that the Bylaws were drafted in the absence of the current operational resources in Benton County and that the Bylaws served as a visionary document that outlined strategic priorities with specific policy and operational components to serve as a NorthStar for the community as it moved towards a coordinated System. Staff have proposed amendments to sections of the bylaws removing duties from the HOPE Board, that are by way of the HB 4123 5-year Strategic Plan, HB 4123 MOU and IGA transferred to the other components of the System such as the chartering jurisdictions, the CHRO, and the Executive Committee. These sections of the Bylaws include:

#### E. Advisory Board Responsibilities

- Assess & Review:
- Develop and Implement
- Evaluate System
- Report and Recommend

**Formalize the formation of the Advisory Board as specifically required by HB 4123.**

HB 4123 requires the formation of an Advisory Board that has representation from all parties to the HB 4123 MOU. In Benton County this Advisory Board will be responsible for the adoption the HB 4123 strategic plan, serve as liaison

between the HOPE board and the Parties of the HB 4123, and provide general guidance to the CHRO. As directed by the BOC on 10/10/23, staff have proposed amendments to the Bylaws that formalize the Executive Committees the Advisory Board required by HB 4123. These sections of the Bylaws include:

II. Structure and General Representation.

III. HOPE Advisory Board

A. Composition

1. Members of both the Advisory Board and the Executive Committee: Appointed by Role
2. Members from Community Stakeholder

IV. Membership of The Executive Committee

A. Composition

**Define the HOPE Board's role within the System.**

As described above the purpose of these amendments is to create clear distinction between the operational and policy functions within the System. The current approved version of the Bylaws assigns a wide range of functions and responsibilities to the HOPE Board and the Executive Committee that extend beyond providing policy guidance. Amendments proposed by staff empower the HOPE board and the Executive Committee by clarifying each of their specific duties and responsibilities in supporting the CHRO and the overall System. These sections of the Bylaws include:

II. Structure and General Representation

- Advisory Board

**Increase transparency of the System for improved community engagement.**

Staff's proposed amendments to the Bylaws serve to clarify the roles and functions of each component of the System. This clarity is to improve community accessibility and engagement with the System. When the community knows what component serves what function the community and the System are better equipped to engage in informed collaboration and coordination.



In addition to the amendments described above, staff have proposed non-substantive formatting and content edits.

**BYLAWS FOR  
HOME, OPPORTUNITY, PLANNING AND EQUITY (HOPE)  
EXECUTIVE COMMITTEE AND ADVISORY BOARD**

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The purpose of these Bylaws ("Bylaws") is to:

- confirm the vision and principles that will guide Benton County and the Cities of Benton County ("the Parties") towards ending homelessness;
- establish the membership and responsibilities of the Home, Opportunity, Planning and Equity Advisory Board ("HOPE");
- establish HOPE's Executive Committee; and
- establish the overall scope of responsibilities of the Advisory Board and the Executive Committee, including the general limitations of their budgetary and policy-making authority.

These Bylaws will be incorporated into ~~an~~ the City of Corvallis/Benton County Coordinated Homeless Response Office Funding Intergovernmental Agreement ("Coordinated Office IGA") ~~by and among the Parties and the Coordinated Homeless Response System Memorandum of Understanding ("HB 4123") between Benton County, the cities of Corvallis and Philomath, and Community Services Consortium. as current Parties of the HB 4123 MOU. Other jurisdictions may join in the future through membership to the HB 4123 MOU.~~ These Bylaws will be reviewed ~~annually~~ by the Executive Committee on a "As Needed Basis". Any material proposed changes must be authorized by the Parties by ~~an~~ amendments to the Coordinated Office IGA and the HB 4123 MOU. ~~Capitalized terms used herein without definition have the meaning ascribed to such term in the IGA.~~

**J. VISION**

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Like communities throughout Oregon and the United States, homelessness in Benton County has escalated in recent years and demands a comprehensive, coordinated response from the county, cities, and diverse community partners, leaders, and persons experiencing homelessness.

**Our vision:**

Everyone in Benton County should have the opportunity to live in decent, safe, and affordable housing.

**Our values are to:**

- **Use data to drive assessments, prioritization and accountability.** In order to best use scarce resources, we must understand the scope of the problem, evaluate the outcomes of our investments, evaluate progress and demonstrate accountability.
- **Take a comprehensive systems and multi-sector approach.** Strengthen system capacity and increase leveraging opportunities across systems of care, such as

domestic violence, physical, mental and behavioral health, criminal justice, and housing providers. To provide a home for everyone, we must increase coordination and collaboration of service providers and strengthen efficiencies in our current system and better align our resources.

- **Engage and involve the community, not just direct service providers.** Policy makers and community stakeholders must understand the magnitude of the challenge in achieving the vision, the costs of not achieving the vision, and the strategies necessary to get there. HOPE will strive to ensure that the specific concerns and interests of local and county-wide stakeholders are heard and considered.
- **Prioritize vulnerable populations.** While homelessness can be traumatic for anyone, there are those whose health and safety is at greater risk without a safe and stable home. For example, women fleeing domestic violence, children and people with disabilities, etc.
- **Promote community safety for all.** This work is intended to be generally inclusive of all housing and services for people experiencing homelessness or at risk of becoming homeless in Benton County while acknowledging the limitations of funding and considering the impact on safety and livability. Hereinafter, this service scope will be referred to as Homelessness and Supportive Services System, or "System".
- **Promote racial and ethnic justice.** In order to ensure that our programs do not unintentionally favor one population over another population we will strive to provide culturally specific services, and use a racial equity lens across all program recommendations.

**II. STRUCTURE AND GENERAL REPRESENTATION**

HOPE is the collective Advisory Board with the following structure:

- Chartering Jurisdictions – Benton County and ~~the City of Corvallis are the initial Chartering Jurisdictions; other cities may join in the future parties to the HB 4123 MOU are Chartering Jurisdictions.~~ The Chartering Jurisdictions establish the bylaws, establish governance structure, have direct policy and funding authority, define scope of the Advisory Board and Executive Committee, provide staff support to the advisory board, and establish lead agency roles.
- Advisory Board – The Advisory Board provides a wide array of community expertise and representation of groups working on homelessness, housing, and social determinants of health. ~~The Advisory Board serves as liaison between the community and the Executive Committee and the Coordinated Homeless Response Office. Its responsibilities include developing a work plan with, at a minimum: goals, measurable objectives, tasks, timelines, and responsible individuals for tasks. It will conduct resources and gap analysis to help determine needs and identify evidence based practices to respond to needs. In acknowledgment of limited resources, it will also prioritize its work plan activities.~~
- Executive Committee – The Executive Committee provides representation from all

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Parties of the MOU and serves as liaison between the Advisory Board and the Chartering Jurisdictions, a subset of the Advisory Board whose responsibilities include appointing Advisory Board members, adopting action plans presented to it by the Advisory Board, reviewing and assisting the Advisory Board to align its work with the bylaws, prioritizing guidance for resource allocation, presenting reports to Chartering Jurisdictions.

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- Coordinated Homeless Response Office – The Coordinated Homeless Response Office (CHRO) provides staff liaison support to the Advisory Board and Executive Committee.

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HOPE will engage in ending homelessness in Benton County. Beyond its Advisory Board and Executive Committee, as described herein, representation of HOPE shall be drawn from all sectors across Benton County including but not limited to:

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- Nonprofit homeless assistance providers
- Domestic violence victim service providers
- Culturally specific service providers
- Faith based organizations
- Governments
- Businesses (small businesses, large businesses, locally owned, etc.)
- Business associations
- Workforce development organizations
- Advocates
- Public housing agencies
- School districts
- Social service providers
- Behavioral Health providers
- Hospitals and primary health care providers
- Coordinated Care Organizations
- Universities
- Affordable housing developers
- Law enforcement and criminal justice
- Organizations that serve veterans
- Homeless or formerly homeless individuals
- Oregon Department of Human Services self sufficiency and foster care programs
- Residents of color
- Residents with disabilities
- Residents facing a housing cost burden
- Neighborhood associations
- Philanthropic organizations
- Other relevant organizations and/or community stakeholders as determined by the Executive Committee

On behalf of the Parties and under direction of the Advisory Board and its Executive Committee, the responsibilities of HOPE may be completed by the membership at large, or through delegation to various subcommittees and/or ad hoc workgroups.

**Commented [RT5]:** This section moved to Advisory Board Composition

**III. MEMBERSHIP OF THE EXECUTIVE COMMITTEE**

**Commented [RT6]:** This section consolidated with Subcommittee and Network Groups in Membership of Advisory Board.

**A. Composition**

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The Advisory Board shall be overseen by an Executive Committee whose membership shall consist of the appointed representatives of the Chartering Jurisdictions and the chief executive officer (or their designee of each Chartering Jurisdiction. One representative of Community Services Consortium is also a member of the Executive Committee.

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**B. Meetings**

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Executive Committee meetings will be conducted in accordance with Oregon's Public Meetings Law. Regular meetings will be held at least once per quarter. Additional meetings may be called by any member of the Executive Committee.

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**C. Quorum**

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At a duly called meeting of the Executive Committee, a majority of the appointed Executive Committee will constitute a quorum. The quorum is defined by the number of voting members. All business of the Executive Committee will be transacted at a duly called meeting of the Executive Committee.

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Except for emergency or special meetings, meeting dates, locations and agendas will be made public at least one week in advance of the meeting. Notes from the meeting will be posted publicly within seven business days of the meeting.

**E. Voting**

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The Executive Committee will strive to make decisions through modified consensus.

When consensus is not possible, decisions shall be made by a vote of the majority of Executive Committee members present. When an Executive Committee member is not able to attend a duly called meeting, they may, with prior notice to the Executive Committee, designate a proxy. Designations of proxies to conduct Executive Committee business should be rare.

**F. Responsibilities and Authority**

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Beyond the broader scope of duties of the Advisory Board, the Executive Committee will additionally:

- Appoint members to the Advisory Board and provide direction for the Advisory Board, including working with the Advisory Board Co-chairs to establish Advisory Board meeting agendas.

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- As directed by the Parties, form any associated committees or ad hoc work groups, define their membership and provide direction regarding their work.

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#### III.V. HOPE MEMBERSHIP OF THE ADVISORY BOARD

##### A. Composition

HOPE Board membership shall consist of no more than 21 members, of which 7 shall also comprise the Executive Committee. All other members of the Advisory Board shall be appointed by the Executive Committee.

**1. Members of both the Advisory Board and the Executive Committee:**

**Appointed by Role.** Five (5) members of the Advisory Board who shall constitute the Executive Committee shall be appointed based on their role in the community ("Role Members") from the following representatives:

- One (1) representative from Benton County will be a Commissioner, to be appointed by the Board of Commissioners.
- Two (2) representatives from Corvallis will be the Mayor of the City of Corvallis or their designee and one Corvallis City Councilor, to be appointed by the Mayor with concurrence of Corvallis City Council.
- One (1) representative from Community Services Consortium (CSC).
- One (1) representative from the local business community, to be appointed by the Board of Commissioners, with the concurrence of the Mayor and Corvallis City Council.

In addition to the Role Members listed above, the two (2) co chairs of the Advisory Board shall also serve on the Executive Committee.

Each Role Member from the above representatives shall also serve on the Advisory Board.

Commented [RT8]: Role Member Section removed and replaced with Executive Committee membership section above per HB 4123 required representation.

**2. Members from Community Stakeholder.** The Executive Committee shall appoint. The Advisory Board consist of no more than sixteen (16) members and no less than 11 members from individuals who complete the Advisory Board application. The Executive Committee will make future shall appointments to replace any of the Advisory Board members by selecting from those who apply to be members of the Board.

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The Executive Committee will ensure that members of the Advisory Board are representative of the community and includes multiple service delivery systems, areas of expertise within the community, and homeless peers or formerly homeless individuals. Representation of the

Advisory Board shall be drawn from all sectors across Benton County including but not limited to:

- Nonprofit homeless assistance providers
- Domestic violence victim service providers
- Culturally-specific service providers
- Faith-based organizations
- Governments
- Businesses (small businesses, large businesses, locally owned, etc.)
- Business associations
- Workforce development organizations
- Advocates
- Public housing agencies
- School districts
- Social service providers
- Behavioral Health providers
- Hospitals and primary health care providers
- Coordinated Care Organizations
- Universities
- Affordable housing developers
- Law enforcement and criminal justice
- Organizations that serve veterans
- Homeless or formerly homeless individuals
- Oregon Department of Human Services self-sufficiency and foster care programs
- Residents of color
- Residents with disabilities

- Residents facing a housing cost burden
- Neighborhood associations
- Philanthropic organizations
- Other relevant organizations and/or community stakeholders as determined by the Executive Committee

The Executive Committee will act in good faith in efforts to identify and address membership gaps in essential sectors, from key providers or other vital stakeholders.. The members of the Advisory Board shall elect two co-chairs.. Advisory Board meetings will be conducted in accordance with Oregon's Public Meetings Law and conducted by the Advisory Board co-chairs. The Advisory Board co-chairs may designate other Advisory Board members to conduct Advisory Board meetings if required due to Advisory Board co-chairs' absence.

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**Commented [RT9]:** Reduce complexity of language and clarity on membership requirements and Executive Committee roles.

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~~identify and address membership gaps in essential sectors, from key providers or other vital stakeholders (see above list in Section II). Executive Committee members will ensure that the Advisory Board has broad representation that is representative of the community and includes multiple service delivery systems, areas of expertise within the community, and homeless peers or formerly homeless individuals. The Advisory Board may, however, operate for up to six (6) months without all appointments being made provided that all decisions made during this period of time shall be approved by no less than eleven (11) members and further provided the Executive Committee is engaged in good faith efforts to identify, recruit, and appoint new members that achieve the required representation.~~

**Commented [RT10]:** Remove restrictive language and replace with clarification of Executive Committee's responsibilities.

**B. Officers**

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~~The members of the Advisory Board shall elect two co-chairs who will also serve on the Executive Committee. Advisory Board meetings will be conducted in accordance with Oregon's Public Meetings Law and directed by the Advisory Board co chairs. The Advisory Board co-chairs will direct Advisory Board meetings and may designate other Advisory Board members to direct Advisory Board meetings if required due to Advisory Board co-chairs' absence.~~

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**C. Meetings**

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~~Advisory Board meetings will be conducted in accordance with Oregon's Public Meetings Law. Regular meetings will be held at least once per quarter, but generally on a monthly basis. Additional meetings may be called by the Advisory Board co chairs by any member of the Executive Committee.~~

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**D. Quorum**

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~~At a duly called meeting of the Advisory Board, a majority of the appointed Advisory Board's voting members shall constitute a quorum. All business of the Advisory Board will be transacted at a duly called meeting of the Advisory Board.~~

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**E. Notice**

Except for special or emergency meetings, meeting dates, locations and agendas will be made public at least one week in advance of the meeting. Notes from the meeting will be posted publicly within seven business days of approval of the meeting minutes.

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**F. Voting**

The Advisory Board will make decisions by a vote of the majority of Advisory Board members present. A Role Member may delegate their participation in the Advisory Board to a regular designee. When a Role Member is not able to attend a duly called meeting, they may, with prior notice to the Advisory Board co-chairs, be represented by their regular designee or by an alternate proxy. Other Advisory Board members may not designate proxies.

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**B-G. Subcommittees and Network Groups**

On behalf of the Parties and under direction of the Advisory Board and its Executive Committee, the responsibilities of the Advisory Board may be completed by the membership at large, or through delegation to various subcommittees and/or ad hoc workgroups.

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~~The Advisory Board may charter subcommittees and/or ad hoc workgroups as it deems necessary to conduct the work of HOPE, and may restrict or directly appoint the membership therein.~~

**C-H. Terms of Service**

Members of the Advisory Board, ~~other than Role Members~~, shall serve two-year terms. An individual may not be elected or appointed to serve more than three (3) consecutive two-year terms. Advisory Board members appointed by the Executive Committee may have their appointments revoked at any time and at the sole discretion of the Executive Committee.

~~Role Members assigned to their position by role (e.g., the Benton County Commissioner) serve without specific term limit for the duration of time that they hold that role; when they cease to hold that role, the individual elected or appointed to that role will assume the assigned Role Member position. The Non elected Role Member from GSC serves without a specific term limit and at the discretion of CSC, which may revoke the appointment at any time. The Non elected Role Member from the business community serves a two year term and may not be appointed to serve more than three (3) consecutive two year terms. The business community Role Member serves at the discretion of the Board of Commissioners, which may revoke appointment at any time, with the concurrence of the Mayor and Corvallis City Council. All Role Members on the Executive Committee must also abide by the Attendance Policy in Section 8.~~

~~Board co chairs on the Executive Committee serve a two year term as co chairs and may not be appointed to serve more than three (3) consecutive two year terms. If other~~

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general board members express interest in serving as co chairs, the full Board will vote on co chairs at the end of the two year term.

**D. Attendance Policy**

All HOPE Board members, including Executive Committee Members, must be able to attend meetings regularly. ~~When emergencies happen~~ If circumstances require that an Advisory Board member must be absent from a meeting they , Board members will will communicate notice as soon as possible with to the HOPE Coordinator ~~CHRO staff liaison~~. Prior notice must be given to the HOPE Coordinator if a planned absence occurs. A board member will no longer be able to serve on the Board if they fail to participate in any scheduled Board meetings for 90 days, ~~(full board meetings, Executive Committee meetings, and work group meetings).~~

**E. Advisory Board Responsibilities Authority**

The Advisory Board, with oversight by the Executive Committee, will be responsible for providing input and recommendations to the Executive Committee regarding the following: ~~actions outlined in this section (D).~~ Unless otherwise specified, the Advisory Board's scope of responsibilities include coordination and facilitation of a comprehensive, integrated approach to service delivery for people experiencing homelessness or at risk of becoming homeless in Benton County; consisting of intervention areas and strategies as described in the Advisory Board's work plan. HOPE will update and complete its plan by implementing the following strategies:

- Coordination and establishment of community partnerships to provide an integrated approach to service delivery for people experiencing homelessness.
- Research, education and coordination, and capacity building of community partners and the homeless response system in relation to best practices performance metrics, and state/federal funding opportunities.

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**1. Assess & Review:**

- Avoid duplication of work by building upon previous planning efforts regarding homelessness including "A Ten Year Plan to Address Issues Surrounding Housing and Homelessness In Benton County" (the Plan), and the Plan update from 2017, the "2040 Thriving Communities Initiative," "Imagine Corvallis 2040," "Homelessness In Benton County" from 2017, sections related to homelessness from Benton County's "Community Health Improvement Plan," and other relevant planning documents.
- Assess and plan for a System within the County that meets the needs of homeless individuals and families while acknowledging the limitations of available resources and considering the impact on safety and livability. At a minimum, such a system encompasses the following:

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- Outreach and Engagement
- Assessment
- Shelter, housing, and supportive services
- Prevention strategies
- Assist with coordination of initiatives to reduce duplication of efforts and increase coordination and collaboration to stretch resources as far as possible.
- Work with existing entity or entities that will conduct, at least biennially (i.e., every other year), a point in time count of homeless persons within Benton County participating cities, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans.
- Conduct an annual gaps analysis of the needs of homeless people, as compared to available Housing & Supportive Services within Benton County and the City of Corvallis.
- Annually assess HOPE funding from all sources and make recommendations to the Executive Committee for coordination of investments in safety net services and permanent solutions that will help "break down silos" among various systems (health; community justice, mental health, social service providers, non-profits).
- The HOPE Advisory Board will collect and consider community input as a component of information gathering. The Advisory Board will send a notification of action to representatives in Section II sectors announcing the need for community input.
- The methodology utilized for collecting this input will vary depending on the subject matter.

## **2. Develop & Implement:**

- Develop a strategic work plan which outlines goals, objectives, milestones, tasks to accomplish objectives, associated timeline for completion, responsible parties for each task, and budget estimates for each objective.
- Prioritize goals and objectives within scope of available resources for effective implementation.
- Identify new resources and develop proactive strategies to meet HOPE goals.
- Create strategies to leverage additional resources among public, philanthropic, business, faith and secular nonprofit sectors.

## **3. Evaluate System:**

- Consult with Housing & Supportive Services providers to establish performance targets appropriate for population and program type.
- Monitor performance of Housing & Supportive Services providers.

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- Evaluate the outcomes of Housing & Supportive Services within HOPE's geographic area (Benton County, or the "Area").
- Work with Housing & Supportive Services projects that perform poorly to improve outcomes.

**4. Report & Recommend:**

- Prepare reports for the Executive Committee to present to the governing bodies regarding outcomes and resource needs as approved by the Governing Bodies.
- Provide strategy and funding recommendations to the Executive Committee.
- Respond to requests for policy recommendations by the parties. These responses shall be provided to the Executive Committee which shall communicate them to the parties.
- Annually report to the Executive Committee which shall present the report to the parties regarding progress on goals, objectives, inclusion of community input prior to decision making, and overall accomplishments of HOPE.

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**5. Recommendation Authority of Advisory Board**

Unless otherwise designated by the Executive Committee or these Bylaws, all recommendations made by the Advisory Board must be forwarded to the Executive Committee for review. The Executive Committee, at its sole discretion, may either ratify the recommendation of the Advisory Board (in which case the recommendation stands) or reject the recommendation (in which case the recommendation is returned to the Advisory Board for further discussion and review).—The Executive Committee shall forward its recommendations to the Chartering Jurisdictions for final approval.

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If, after further discussion and review, a second recommendation of the Advisory Board still conflicts with that of the Executive Committee:

- The recommendation of the Advisory Board will control when recommendations specifically focus on HOPE Program or funding or policies related to the implementation of the Plan.

The Executive Committee shall forward its recommendations to the Chartering Jurisdictions for final approval.

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**IV. MEMBERSHIP OF THE EXECUTIVE COMMITTEE**

**A. Composition**

The HOPE Advisory Board shall be overseen by an Executive Committee whose membership is listed in Section III.A.1.

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Executive Committee meetings will be conducted in accordance with Oregon's Public Meetings Law. Regular meetings will be held at least once per quarter. Additional meetings

may be called by any member of the Executive Committee. At a duly called meeting of the Executive Committee, a majority of the appointed Executive Committee will constitute a quorum. The quorum is defined by the number of voting members. All business of the Executive Committee will be transacted at a duly called meeting of the Executive Committee. Except for emergency or special meetings, meeting dates, locations and agendas will be made public at least one week in advance of the meeting. Notes from the meeting will be posted publicly within seven business days of the meeting.

The Executive Committee will strive to make decisions through modified consensus.

When consensus is not possible, decisions shall be made by a vote of the majority of Executive Committee members present. When an Executive Committee member is not able to attend a duly called meeting, they may, with prior notice to the Executive Committee, designate a proxy. Designations of proxies to conduct Executive Committee business should be rare.

Beyond the broader scope of duties of the Advisory Board, the Executive Committee will additionally:

- Appoint other members of the Advisory Board and provide direction for the Advisory Board, including working with the Advisory Board Co chairs to establish Advisory Board meeting agendas.
- Establish any associated committees or ad hoc work groups, define their membership and provide direction regarding their work.

**V. CONFLICT OF INTEREST**

No member of the Advisory Board or Executive Committee shall participate in or influence discussions or resulting decisions concerning the award of a grant that financially benefits the member or the organization that the member represents. Advisory Board and Executive Committee members shall report such conflicts of interest to the Executive Committee and the Advisory Board, and recuse themselves from discussions or resulting decisions on issues where a conflict of interest exists.

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