



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

Tuesday, November 28, 2023, 9 AM

How to Participate in the Board of Commissioners Meeting			
In-Person	Zoom Video	Zoom Phone Audio	Facebook LiveStream
Kalapuya Building 4500 Research Way Corvallis, OR	Click for Zoom link	Dial 1(253) 215-8782	Click for Facebook LiveStream link
	Zoom Meeting ID: 828 6611 6578		
	Zoom Passcode: 209787		

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 10 minutes – Monthly Health Update – *April Holland, Health Services*
- 4.2 10 minutes – Special Report: Board Update on Solid Waste Program – *Darren Nichols, Community Development*

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.

BUSINESS MEETING

5. Consent Calendar

- 5.1 Approval of Two Appointments to the State Transportation Fund Advisory Committee, Kristen Jocums and Katharine Hunter-Zaworski, Order #D2023-090
- 5.2 Approval of the October 17, 2023 Tuesday Board Meeting Minutes

6. Proclamations

- 6.1 5 minutes – Proclaiming November as Native American Heritage Month, Proclamation P2023-020 – *Commissioner Nancy Wyse, Benton County Board of Commissioners*

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 30 minutes – In the Matter of a Public Hearing Regarding Solid Waste Collection: Annual Rate Increase Request, Order #D2023-092 – *Darren Nichols, Daniel Redick; Community Development; Julie Jackson, Republic Services*

8. New Business

- 8.1 10 minutes – Revision of Fee Schedule for Civil Division Real and Personal Property Sales for the Sheriff's Office, Order #D2023-078 – *Dawn Dale, Dean Barnes; Benton County Sheriff's Office*
- 8.2 20 minutes – Policy Revision for Approval - A100 - Technology Acceptable Use Policy – *Adam Loerts, Information Technology*
- 8.3 15 minutes – Revising Fees for Permits, Applications, and Services in Public Works, Community Development, and Planning Division for 2024, Order #D2023-091 – *Gary Stockhoff, Public Works; Darren Nichols, Community Development*

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.

9. Department Reports and Requests

- 9.1 20 minutes – Board Appointment of Ad Hoc Sustainable Materials Management Planning Committee – *Darren Nichols, Daniel Redick; Community Development; Sean McGuire, Sustainability Program*

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."

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.

WORK SESSIONS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 11/28/23

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Community Development

Contact Name * Darren Nichols

Phone Extension * 5417666819

Meeting Attendee Name * Darren Nichols

Agenda Item Details

Item Title * Special Report: Board Update on Solid Waste Program

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 * 10 minutes

Special Report Options *

- Oral
- Written

**Board/Committee
Involvement*** Yes
 No

Advertisement* 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](#).

Mandated Service Description* If this agenda checklist describes a mandated service or other function, please describe here.
Benton County is responsible to implement certain elements of its solid waste program consistent with guidance in Oregon state law.

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* Solid waste and sustainable materials management impact nearly every aspect of life in Benton County and the mid-Willamette Valley. Benton County's leadership on these issues is fundamental to the health and safety of the community - and directly reflects our community's core values.

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* Solid waste and sustainable materials management impact nearly every aspect of life in Benton County and the mid-Willamette Valley. Benton County's leadership on these issues is fundamental to the health and safety of the community.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations* Staff recommends the Board hear the special report and updates.

Meeting Motions* I move to ...
[The Board is not required to make a motion for this agenda item, but may choose to make any motion(s) it deems appropriate.]

Staff Recommendations

Staff recommends the Board hear the special report and updates.

Meeting Motion

[The Board is not required to make a motion for this agenda item, but may choose to make any motion(s) it deems appropriate.]

Attachments, Comments, and Submission

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)

If you have any questions, please call ext.6800

Department

AMANDA MAKEPEACE

Approver

1.

Department Approval

Comments

Signature

Amanda Makepeace

2.

Counsel Approval

Comments

Signature

Vance H. Cheney

3.

County Administrator Approval

Comments

Signature

Rachel L McEneny

4.

BOC Final Approval

Comments

Signature

Amanda Makepeace

CONSENT CALENDAR

**MINUTES OF THE MEETING
BENTON COUNTY BOARD OF COMMISSIONERS**

Livestream: <http://facebook.com/BentonCoGov>

Tuesday, October 17, 2023

9:00 a.m.

Present: **Pat Malone**, Chair; **Xanthippe Augerot**, Commissioner; **Nancy Wyse**, Commissioner; **Vance Croney**, County Counsel; **Rachel McEneny**, County Administrator

Staff: **Justin Carley**, **Chelsea Chytka**, **Dawn Dale**, **Abraham Griswold**, **Bryan Lee**, **Joe Pickerd**, **Jef Van Arsdall**, Sheriff's Office; **Rick Crager**, Finance; **Ron Dettrich**, **Toby Lewis**, **Darren Nichols**, Community Development; **Marriah De La Vega**, **Amanda Makepeace**, BOC Staff; **Cory Grogan**, Public Information Officer; **April Holland**, **Scott Kruger**, **Molly Perino**, **Damien Sands**, Health; **Sean McGuire**, Sustainability; **Erika Milo**, BOC Recorder; **Gary Stockhoff**, Public Works

Guests: **Brad Dillingham**, Benton Area Transit; **John Harris**, Horsepower Productions; **Edward Wienhoff**, Philomath News

1. Opening:

1. Call to Order

Chair Malone called the meeting to order at 9:02 a.m.

2. Introductions

3. Announcements

No announcements were made.

2. Review and Approve Agenda

The following item was added to the agenda after New Business:

Executive Session Under ORS 192.660[2][e] – Real Estate Transactions

3. Comments from the Public

No comments were offered.

4. Work Session

**4.1 *Monthly COVID Update from Department Operation Center – April
Holland, Health Services**

Holland reported that COVID-19 transmission remains high in Oregon after a marked increase in July 2023, but may soon plateau. Benton County's testing positivity rate is 11.6%, down from 15% in mid-September 2023. Hospitalizations show an increasing trend similar to about one year ago, but much lower than two years ago.

Statewide wastewater monitoring now includes Respiratory Syncytial Virus (RSV) and influenza, as well as COVID-19. Hopefully signals will decline. There is not much influenza activity yet; the season usually starts near December, though in 2022 it started in October. There has been no significant RSV activity, but testing positivity is rising, with five Oregonians

hospitalized in the last two weeks. RSV's usual season is January-March, though in 2022 it also started in October. Emergency Department visits by viral respiratory illness type correlate with wastewater data. Instead of one COVID-19 strain dominating, there is now a mosaic of variants, none causing more severe illness than the other.

The new, updated COVID-19 vaccine is being administered. The monovalent vaccine is better targeted to the most common strains and is recommended for all individuals aged six months and up. Only individuals under age five need a second dose. About 5,200 Benton residents have received the new vaccine. There were some rollout challenges due to the shift to commercialized distribution, but many pharmacies, providers and Community Health Centers have the vaccine available; it is just coming in smaller batches than before.

RSV vaccination is now approved for pregnant women at 32-36 weeks gestational age in the fall, infants aged 0-8 months, toddlers with high-risk conditions, and people aged 60 and up. The influenza vaccine is available and is recommended for everyone age six months and up. The general public who test COVID-19 positive and do not have direct healthcare responsibilities should stay home until 24 hours after fever is gone and symptoms are improving, then mask and avoid contact with high-risk people for 10 days.

Malone asked if RSV had been present for a while, but providers were getting better at identifying it.

Holland replied that RSV has been a long-time driver of hospitalizations and deaths. It is becoming more recognized because people are more aware of seasonal respiratory viruses and a vaccine is now available. Most people hospitalized with RSV are children under age five. It is not too late to get the vaccine.

Malone asked if all three vaccines had a delay of several weeks before providing full protection.

Holland confirmed that in general, but will follow up with specifics. Holland suggested revisiting the timing of COVID-19 updates, such as moving to quarterly updates, or providing updates at Joint Health/ Board of Commissioners Meetings.

Malone stated this was worth discussing in future.

{Exhibit 1: COVID-19 Presentation}

4.2 Quarterly Floodplain Program Updates – *Toby Lewis, Community Development*

Lewis reviewed the integration of the National Floodplain Program and the Endangered Species Act. The Federal Emergency Management Agency (FEMA) contractor has prepared an outline of the Environmental Impact Statement (EIS) and a tentative schedule to complete the Environmental Impact Review. Next, the contractor will draft the full EIS and several technical guidance documents explaining the four options for communities to document compliance with the new standards, with model code and a document on proposed riparian setback buffers. Lewis will continue to work with internal partners on outreach, but is waiting for a more detailed schedule.

Community Development just finished the annual recertification of the Benton County Floodplain Program. This year, staff submitted two elevation certifications for completed

dwellings to be reviewed, and continue to log all floodplain inquiries, maintain floodplain information on the website, and encourage residents to purchase flood insurance. Staff provide yearly outreach to lending institutions, insurance companies, and property owners. Staff submitted the audit documentation on October 11, 2023; FEMA will respond by the end of November 2023.

Lewis attended the Northwest Regional Floodplain Management Association Conference. Topics included FEMA's new simplified elevation certification form and updates on the community rating system. The County received a separate audit, the FEMA Community Assistance Visit. Audits are supposed to occur every three to five years; however, this was the County's second visit in 20 years due to FEMA and State workloads. FEMA is working on a faster, simpler system. Other topics: substantial damage assessments after floods and flooding after fires.

The County hosted the Regional Flood Map Exploration Event on September 26, 2023, including the Army Corps of Engineers (ACE), FEMA, United States Department of Geology and Mineral Industries (DOGAMI), National Weather Service (NWS), Department of Land Conservation and Development, and the national Silver Jackets organization. Attendees discussed the usefulness of various map products before or during a flood event, which shows the agencies how to improve useability and access to those products.

Responding to a question from Malone, Lewis explained that each state has its own team of State and Federal agency representatives, called the Silver Jackets. For Oregon, this consists of ACE, FEMA, DOGAMI, and NWS. The team determines how to communicate and respond to flood-related projects more effectively.

4.3 *Communications Update – Cory Grogan, Public Information Officer; Molly Perino, Health Clinics Dental Manager

Perino described a recent County outreach video that depicts the fluoride process for dental patients at Benton Community Health Clinics (CHCs). The video has been very well received. Consent forms with a QR code are being distributed to families and schools now, with additional outreach to teachers. The video can be viewed in English at <https://www.youtube.com/watch?v=YfoiVwgQu4E> or in Spanish at <https://www.youtube.com/watch?v=Mz9inmNXRds>.

Grogan reported that Harris helped create a video template. The Fall Festival was a great outreach event where staff signed up over 140 residents for the County e-newsletter. The Flood Map Event was the first of its kind at the local level. A video about McEneny's journey to Oregon received positive feedback. For the Hispanic Heritage Month Proclamation, Communications coordinated with Health and others to host a special event, and created a video. Other outreach campaigns: property tax statements and the Request For Proposals for the Sustainable Materials Management Plan. Upcoming: a Historic Courthouse Advisory Committee update to solicit community feedback before drafting a proposal to preserve the building, and outreach on the Oak Creek Valley Evacuation Route. The County may partner with Oregon State University to sponsor a tour of the route.

Recent advertising included job openings, the Biennium Report, e-newsletter sign up, a handout on how to receive Benton County information and social media, and the public podcast. The most recent podcast featured Corvallis Daytime Drop-in Center staff and guests, and was a huge success. Staff continue to update the Historical Driving Tour and the Riparian Resources publication. The Biennium Report is being distributed County-wide. Staff are working with

Information Technology (IT) on the new County website, creating a photo and video archive and providing content oversight and plain language trainings. Ryan Kidder, the new Web Content Specialist, is on board. Staff will do public outreach once the site is about to launch.

McEneny noted that the IT Director will update the Board soon about the website launch date.

Augerot was thrilled to hear about the CHC partnership with CHANCE Recovery to open a monthly dental clinic in the City of Albany. This would make a great story.

Grogan to investigate that.

Responding to a question from Malone, Grogan replied that the Driving Tour will be a printed booklet with updated photos and a map.

Wyse asked if Grogan was partnering with anyone on the Tour, such as the Historic Resources Commission or consultant PreservationWORKS.

Grogan replied that Inga Williams (Community Development) has contacted various groups.

{Exhibit 2: Communications Handout}

5. Consent Calendar

5.1 Approval of the October 3, 2023 Board Meeting Minutes

5.2 Approval of the September 19, 2023 Board Meeting Minutes

5.3 Approval of the September 5, 2023 Board Meeting Minutes

MOTION: Wyse moved to approve the Consent Calendar of October 17, 2023. Augerot seconded the motion, which **carried 3-0.**

6. Proclamations

6.1 Proclaiming October 2023 as The Great Oregon ShakeOut Month in Benton County, Proclamation #P2023-018 – Chelsea Chytka, Benton County Sheriff's Office

Chytka read the Proclamation aloud. The Great Oregon ShakeOut event will occur on October 19, 2023.

MOTION: Augerot moved to approve the Proclamation for the Cascadia Subduction Zone Great ShakeOut event and for October as Great Oregon ShakeOut awareness month. Wyse seconded the motion, which **carried 3-0.**

7. Public Hearing

PH1 In the Matter of a Public Hearing Regarding 2024 Community Development Fee Increases, Order #D2023-074 – Ron Dettrich, Darren Nichols, Community Development

Chair Malone opened the Public Hearing at 11:17 a.m.

Staff Report

Dettrich explained that the Building Division's previous fee increase took effect April 1, 2021. Fees are indexed to the inflation rate for the past two years, which is now 12.6%, so staff request a 12% increase, spread over three years, on mechanical, electrical, and plumbing permits. This would not include structural permits, which are automatically adjusted yearly by the State.

Public Comment

No comment was offered.

Chair Malone closed the Public Hearing at 11:19 a.m.

Augerot asked if there had been any notice to the community.

Dettrich replied that raising fees is an involved process. Staff must first take a proposal to the State, which contacts local customers and compares fees with other area jurisdictions. If the State approves, the County holds a Public Hearing.

Responding to a question from Wyse, Dettrich explained that the jurisdiction has the discretion to change fees in order to operate the program. Ideally, the program is self-funded.

Wyse asked if the State had viewed this proposal.

Dettrich confirmed.

Wyse asked if there was any demonstration that County cost would increase 12%.

Dettrich noted that in 2022, the County had to spend part of its carryover to meet costs. Twelve percent would probably not have been enough to fill that gap. Staff must use their best estimate of upcoming costs.

Augerot noted it is difficult to project these costs because the number of permits varies. Environmental Health fees use a formula built on cost recovery, whereas building fees are not necessarily based on that.

Dettrich added that these three programs have few permits; structural permits account for about 50% of all permits.

Counsel noted that Statute requires a Public Hearing for building fee changes. None of the County's other fee increases do.

MOTION: Augerot moved to adopt Order #D2023-074 amending Benton County's Building Division 2024 application fees relating to electrical, plumbing, mechanical permits. Wyse seconded the motion, which **carried 3-0.**

8. New Business

8.1 Request Letter of Support from BOC for Public Health Reaccreditation – April Holland, Health Services

Holland explained that Public Health reaccreditation has been underway for over a year. New Quality Improvement Coordinator Amanda Garcia has been working with the Health Steering Committee. Benton County was first accredited in 2017. The pandemic delayed reaccreditation.

Applications are due by the end of October 2023. Staff requested a Board letter of support. Accreditation demonstrates that Health is constantly improving its services. Staff are working on a performance management system to record goals, as well as workforce development planning and quality improvement planning.

MOTION: Augerot moved approval of the letter of support to the Public Health Accreditation Board for the Health Department's reaccreditation efforts. Wyse seconded the motion, which **carried 3-0**.

Chair Malone recessed the meeting at 9:59 a.m. and reconvened at 10:10 a.m.

8.2 Discussion Regarding the 2024 Fee Schedule for Environmental Health (EH)
– *April Holland, Scott Kruger; Health Services*

Holland explained that Kruger is the interim EH Manager. Staff are in the offer stage of recruiting a new Manager.

At a bi-monthly conference of local EH supervisors, Kruger learned that some counties seek Board approval of fees every three years, whereas Benton does so annually. This schedule could be explored. Due to inflation, most counties are increasing fees this year, but the amount varies from 1% to 20%.

Holland reviewed recent fee adjustments: in 2021, fees increased 3%, but EH applied a 50% credit on 2020 fees towards 2021 fees. Fees were not adjusted in 2022. In 2023, fees increased 3%. From 2011 to 2020, fees increased 3-5% per year on average. Staff try to avoid large increases. For 2023-24, the EH budget was adjusted 6.6% over the 2022-23 budget. This aligns with inflation costs.

Kruger noted that under Oregon Administrative Rules (OAR), Counties may only charge 15% of direct costs. Benton's administrative costs exceed that, hence the General Fund request to make up the balance.

Holland added that OAR requires a minimum 10% General Fund contribution. To be mindful of community needs, the Board contribution usually exceeds this. Holland discussed staff hourly rates calculated with the partial cost recovery model (see packet). For the past several years, the County has been at 88% cost recovery, which pays \$228 per hour and increases fees 7%. This is close to the 6.6% EH budget increase and would mean a 6% increase in the County General Fund contribution. Staff recommend a 7% increase, which aligns with full cost recovery.

Kruger noted the Food Service Advisory Committee is now fully staffed and agrees with 7%.

Holland showed scenarios for fee adjustment based on percentage of County contribution, then examples of specific fee increases.

Kruger opined that 7% is a palatable increase for the public. In Oregon, licensure is based on the number of customer seats available. The County has four size categories; the range of 51-150 seats is popular.

Holland shared that EH can adjust licensing fees to help with customer financial hardship, and lowers fees for benevolent temporary restaurants.

Augerot noted that the Board has preferred to offer those discounted rates for benevolent groups; this proposal continues to do so. Similarly, subsidizing septic system repairs incentivizes residents to maintain good water quality.

Responding to a question from Wyse, Holland explained that indirect costs are Department and County allocations, such as Information Technology, Finance, and facility costs.

Malone shared that the pandemic was hard on restaurants, so a credit made sense. Now it is time to get back to normal. The Social Security increase was around 8%, so 7% seems accurate in terms of inflation.

Kruger added he often hears from food service community organizations who greatly appreciate that the County keeps its costs low.

Wyse noted that Kruger mentioned bringing fee increases back to the Board multiple times in a year.

Malone felt that relatively small annual increases were a good idea, unless that places an undue burden on staff.

Kruger will present some data on that in future. Clackamas County made 3-5% increases over three years, but this may not keep up with the times, resulting in a large increase later.

MOTION: Wyse moved to recommend a 7% increase in Environmental Health fees, effective January 1, 2024, and encourage Health Department staff to bring forth an Order reflecting as much at a future BOC meeting. Augerot seconded the motion, which **carried 3-0.**

8.3 Approval of 2023-25 Community Corrections Plan and Intergovernmental Agreement (IGA) #6522 Between the State of Oregon and Benton County – Justin Carley, Sheriff's Office Parole & Probation Division

Carley explained that the County is required to submit a Community Corrections Plan (CCP) to the Oregon Department of Corrections (ODC) including program descriptions and a budget summary. The State also requires counties to enter an IGA to receive grant and aid funds for the Community Corrections (CC) program.

This biennium, the statewide corrections budget was \$252 million. Benton County's share for 2023-25 is about \$3 million. Carley described statewide CC budgets in past years. Sustainable funding from the Legislature seems increasingly dynamic and creative. Carley reviewed Benton Parole & Probation (P&P) staff and leadership team (Carley, Pickerd, and Griswold). P&P supervises convicted adult justice-involved individuals whom the court and the Parole Board have placed in this community. A main goal is to help people address the issues that caused them to enter the Criminal Justice System (CJS) and help them leave it. Using research and best practices, staff focus the most valuable resources on the population at highest risk to re-offend. Evidence-based principles of risk need and responsivity begin with validated risk assessments (VRAs), which direct supervision strategies, resource prioritization, and caseload organization. VRAs also ensure staff do not over-expose low-risk clients to the CJS.

Carley reviewed caseloads for various programs under the CCP (see packet). In January 2023, the division received a formal ODC review of overall program effectiveness. Benton's high score means the program will not be due for evaluation for several years.

Augerot noted that one of the top priorities for the Association of Oregon Counties in the Legislative short session is to address the CC funding structure. Augerot expressed frustration that the process always looks backward; current comparisons are based on the caseload during COVID-19, when few cases were processed and there were not enough District Attorneys. This approach chronically underfunds County CC, and makes it difficult to be more pro-active. Hopefully the Legislature can shift its approach. On page 166 of the packet, the CCP includes a Benton County mission statement and overarching goal. Augerot asked when this statement was developed and where it came from.

Carley was unsure. It was probably from a past CCP. Staff can update it easily.

Augerot suggested looking into that, but felt the statement was fine for this version of the plan. Since this plan speaks primarily to the DTC, which is on pause, Augerot asked how staff were handling that caseload.

Carley replied it is an ongoing conversation. Staff are waiting for a decision, but want to be at the table to discuss program sustainability and assist, whether through supervision, referrals to the program, or addressing housing issues.

Augerot hoped that the Willamette Criminal Justice Council can reapply for funding over the next biennial grant season. Augerot asked about a typical caseload per officer.

Carley replied the caseload is around 40 high- to medium-risk cases foreach. The program's primary community partners include the Health Department, Sterling Management, Oxford House, Milestones Family Recovery, CHANCE Recovery, Love INC, Vina Moses Center, and the Cold Weather Shelter.

Augerot asked how staff supervise people from other cultures who speak English as a second language.

Carley replied there are resource people in the Sheriff's Office and at the Jail who translate documents. The office also uses County translation services.

Malone asked Carley to describe the Transition Center (TC) and whether current capacity is adequate.

Carley explained that the TC is on the Sheriff's Office block. Used primarily for prisoner releases, the TC houses up to six residents in a highly structured environment.

Malone asked if the State would supplement the \$252 million, which is less than in the last several biennia.

Carley replied no.

Malone observed that underfunding CC was not a good plan, and asked if the State had any rationale for the reduction.

Carley replied there was not a rationale. State-allocated funds come from the CC division of ODC. At a meeting with ODC directors last week, Carley heard much discussion that the system needs an overhaul with a new funding formula for CC statewide.

Wyse asked if a reference on packet page 171 to Benton County DTC should still be included.

Carley replied that the ODC says yes. If there is a finalized change later in the biennium that requires modifying the plan, staff would need to submit that to ODC as well.

Augerot asked if there were some people currently finishing the DTC program.

Carley replied there is a handful of people that the Court is trying to resolve.

Augerot asked if the \$2.47 million from the State was less than in the last biennium.

Dale confirmed. The County was able to cover this biennium with a rollover, without requesting more from the General Fund. The TC uses levy dollars. However, there is not likely to be a rollover next biennium, especially if the State continues cutting. Serious funding discussions will be needed.

Augerot asked if the \$780,000 carryover was due to cumulative savings from position vacancies.

Dale replied it had more to do with careful spending. Rollovers have happened for a long time, but those days are numbered.

MOTION: Wyse moved to approve the 2023-2025 Community Corrections Plan and Intergovernmental Agreement #6522 between the State of Oregon and Benton County. Augerot seconded the motion, which **carried 3-0.**

8.4 Requesting an Exemption from Competitive Bidding for the New Benton County Emergency Operations Center for the Use of the Construction Manager/General Contractor (CM/GC) Services of Contracting – Gary Stockhoff, Public Works

Stockhoff explained that in 2022, Public Works presented this request for exemption from competitive bidding for the Justice Systems Improvement Program. The Board limited exemption to the new Courthouse (NCH) and District Attorney's Office (DAO). With funding secured for the Emergency Operations Center (EOC), staff now request that the exemption be extended so as to keep using the current CM/GC. There was no contract last time because the project did not go through the CM/GC process. The Public Hearing will take place on November 7, 2023.

Malone asked why the County was proceeding this way.

Stockhoff replied that State law requires this process for any approach other than competitive bidding; there is now a finding of fact to support it. As the County starts work on the EOC, plans should be ready so Hoffman Construction can continue the EOC once the County starts the NCH and DAO.

Malone suggested making a one-page leaflet for the public with a timeline of significant projects, including the Crisis Center, NCH, DAO, and EOC.

Stockhoff had discussed that with Grogan, but more concrete information is needed first. Stockhoff signed the changeover for the Crisis Center today. Construction will start around November 1, 2023. A few weeks ago, staff made major progress on the NCH, providing a better idea of submitted site work plans and a private investment/ public contract with Corvallis. A more specific timeframe will be available in about a month. Staff hope construction will start in late March or early April 2024. The EOC team is ready to start.

Wyse asked if Board approval was sufficient, or if the exemption must be justified to the State or Federal government.

Counsel replied that justification is not needed; the exemption process is permitted under State statute. The Board has full authority to exempt a contract from bidding.

MOTION: Augerot moved to set a Public Hearing date for November 7, 2023, in the matter of approval of the findings of fact for requesting an exemption from competitive bidding for the new Benton County Emergency Operations Center for the use of CM/GC services of contracting. Wyse seconded the motion, which carried 3-0.

8.5 Review and Approval of the Benton Area Transit (BAT) 2023 Title VI Plan Update – Gary Stockhoff, Brad Dillingham; Public Works

Stockhoff explained that the Federal Transit Administration (FTA), through the Oregon Department of Transportation (ODOT), requires this plan to be updated every three years, but the pandemic delayed that. The County had a performance audit in July 2023, so Dillingham finished the plan, and ODOT and FTA have approved it. However, the County might want to make minor changes; Stockhoff believed the County could do this and remain in compliance without going back to the agencies. The plan did not change much from last time, but some items should be added. Once the plan is adopted, staff can make other changes as directed.

Augerot recommended consulting Equity, Diversity, & Inclusion Program Coordinator Sarah Siddiqui, who is the steward of the language policy. Since this policy addresses Civil Rights Act (CRA) issues, it is important to create a linkage. Siddiqui has expertise and recent knowledge of process to ensure that the County complies with FTA regulations. Also, the list of community organizations for outreach omits any of the Disability organizations. The list could also include the Linn-Benton Equity Alliance and the Corvallis Multi-Cultural Literacy Center. BAT does not have a large ridership by some of those populations, but that may be because the County is not marketing well to those groups. Two-way communication is needed so residents know about this resource. Augerot asked if this version of the plan had been shared with the State Transportation Improvement Fund (STIF) Advisory Committee (AC), which now combines Paratransit and Transit funding, but is more slanted towards the funding side.

Dillingham, the County's Title VI Coordinator, replied that the AC has not reviewed the plan yet. The AC plans to meet by the end of 2024, once the two vacant seats are filled.

Augerot prefers to approve a policy after AC input, and agreed it is important to fill those seats, as the AC does not have much representation from any of the identities or communities represented in the CRA or the Americans with Disabilities Act. Augerot would like that to change, and would prefer that the plan be run past the AC and reviewed by Siddiqui to ensure that it aligns with other County policies.

Stockhoff noted that it has been very difficult to fill the Disability representative position on the AC. Without that, the AC can review the policy and comment, but cannot give a recommendation.

Augerot stated that needs to be clarified in State Statute. The previous Disability representative was also the only person of color on the AC. The County needs to work on that membership.

Stockhoff replied that the County solicited AC applications a few months ago, but did not receive any from those populations.

Augerot stated the County needs to keep working on that and do proactive outreach.

McEneny indicated that staff will work on that after this meeting and follow up with the Board about a strategy to expand the AC.

Malone asked about the timeline for the plan.

Stockhoff replied that completing the Board's direction and placing the item on a future agenda would probably take until at least December 2023. The plan is currently three years late; another month or two is probably all right.

Augerot asked if the County had received results of the performance audit.

Stockhoff replied no; staff are waiting for that in order to follow up on audit direction.

Augerot noted that may give the County a more certain timeframe. Augerot asked if the service standards in the plan have changed since the 2017 version.

Dillingham replied no, because the metrics meet the Federal requirements. Dillingham worked closely with the ODOT State Coordinator and FTA reviewer to ensure the plan was approved.

Augerot asked if the County had tracking data on its performance.

Dillingham confirmed data would be available once the County's dispatch software is upgraded.

The Board postponed this item until approximately December 2023 so staff can seek feedback on the plan from Siddiqui and from organizations and individuals in the Disability community.

9. Executive Session Under ORS 192.660[2][e] -- Negotiations for property transactions.

Chair Malone recessed the regular Board Meeting at 11:31 a.m. and immediately entered Executive Session at 11:31 a.m.

Chair Malone exited Executive Session at 12:19 p.m. and immediately reconvened the regular Board Meeting.

10. Other

No other business was discussed.

11. Adjournment

Chair Malone adjourned the meeting at 12:23 p.m.

Pat Malone, Chair

Erika Milo, Recorder

** NOTE: Items denoted with an asterisk do NOT have accompanying written materials in the meeting packet.*

PROCLAMATIONS



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

**In the Matter of Proclaiming)
November as Native American) PROCLAMATION #P2023-020
Heritage Month in Benton County)**

In 1990, a joint resolution was passed by Congress and signed into law declaring November as National Native American Heritage month. This joint resolution supports the recognition of Native Americans, also referred to as Indigenous Peoples or American Indians, as the first and original nations and communities that resided in what we now know as the United States. This month is meant to honor the significant and essential contributions made by the 574 Federally Recognized Tribes, and over 200 Tribes that are not federally recognized, but have been advocating for federal recognition.

Oregon has been the home to more than 60 tribes where at least 18 different languages were spoken across miles of land and various locations. In Oregon, we currently have 9 federally recognized tribes and several tribes that do not have federal recognition. The federally recognized Tribes are:

- Burns Paiute Tribe
- the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians
- the Coquille Indian Tribe
- the Cow Creek Band of Umpqua Tribe of Indians
- the Confederated Tribes of Grand Ronde
- the Klamath Tribes
- the Confederated Tribes of Siletz
- the Confederated Tribes of the Umatilla Indian Reservation
- and the Confederated Tribes of Warm Springs

This year’s theme is “Celebrating Tribal Sovereignty and Identity.” Tribal sovereignty has been the center of many issues that continue to affect Tribal Nations existing within the U.S. and the state of Oregon today. Tribal Sovereignty is the inherent authority and power of each tribe to govern themselves. It supports the preservation of each different tribe’s culture, traditions, language, history, and the continued survival and protection of many different Tribes and their community members. Benton County supports Tribal Sovereignty and honors the history that took place on these lands, including the violent relocation the Kalapuya Tribe that once resided where we stand today.

As we celebrate Native American Heritage Month this November, we honor the history of resiliency and survival of many different tribes through epidemics, violence, forced relocation, and other ravages of federal Indian policy that have never extinguished the ongoing stewardship and deep relationship between the land and people indigenous to this place we now call Benton County. Despite the settlement of these lands, this was and will remain the home of the Kalapuya and Alsea Tribes. We recognize the pre-existing and continued sovereignty of the tribes across our nation, as well as across our County. We express gratitude to the Native American communities that have continued to share knowledge and perspectives on how we care for, impact, and protect the lands we live on and the communities that came before us.

THEREFORE, BE IT PROCLAIMED that November is National Native American Heritage Month.

Adopted this 28th day of November, 2023.

Signed this 28th day of November, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

Pat Malone, Chair

Xanthippe Augerot, Vice Chair

Nancy Wyse, Commissioner

Drafted by Sarah Siddiqui
Equity, Diversity & Inclusion Coordinator at Benton County

PUBLIC HEARINGS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 11/28/23

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Community Development

Contact Name * Daniel Redick

Phone Extension * 6014

Meeting Attendee Name * Daniel Redick, Darren Nichols, Julie Jackson
(Republic Services)

Agenda Item Details

Item Title * Solid Waste Collection: Annual Rate Increase Request, Order #D2023-092

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

Advertisement*

- Yes
 No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

Republic Services requests an annual rate increase of 4.8% for solid waste collection services in Benton County.

Prior collection service rate increases did not require Board action because Benton County Code chapter 23.510(9) authorizes Republic Services to unilaterally impose a refuse rate index-adjusted (inflationary) increase. That authority is granted by county code and operated under an order adopted by the Board of Commissioners in 2013. That order (attachment #2), explicitly states the Refuse Rate Index (RRI) expired with the then "current" franchise agreement.

Under the express terms of the order, the RRI expired on Dec. 31, 2020, when the county approved a new franchise agreement and thereby the prior agreement also expired. There is currently no Board approved RRI, meaning this rate request doesn't fall under the now expired 2013 order that allowed Republic Services to unilaterally implement the rate increase.

Benton County Code chapter 23.510(1)-(8) sets out a detailed process for Republic Services to establish a rate increase in the absence of a current Board order approving a Refuse Rate Index.

On October 9, 2023, Republic Services provided Benton County Attachment #1 (pages 1-2) requesting rate adjustments for 2024. On October 19, 2023, Benton County received the requested rate schedule (Attachment #1, pages 3-10).

The requested rate increase of 4.8% for solid waste collection services is equivalent to an average increase of \$1.89 per account per month. Benton County Code chapter 23.510 requires the franchise hauler to submit a rate schedule at least 90 days prior to the effective rate changes, and requires a public hearing and Board decision no less than 30 days before the effective date. The requested effective date of rate change is January 1, 2024, however, due to the timing of the rate schedule submission, the earliest effective date for rate changes would be January 15, 2024, depending on the date of the Board's decision.

The requested rates are structured in a way that the rate per gallon decreases as total volume of trash service increases for an individual account. Oregon Administrative Rule OAR 340-090-0040 (3) includes an Opportunity to Recycle program element option, in which rates per pound do not decrease with increased size or number of containers to provide waste reduction incentive. The Board may consider using this option to encourage waste reduction.

Options *

1. Accept the rate change as requested;
2. Propose changes to the requested rate schedule; or
3. Deny the rate change request.

Fiscal Impact *

- Yes
 No

Fiscal Impact Description *

The requested rate increase of 4.8% for solid waste collection services is equivalent to an average increase of \$1.89 per account per month (\$22.68 per account per year).

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.
Benton County has the primary responsibility for solid waste collection and management in the jurisdiction, and is required to provide the opportunity to recycle, as defined in ORS 459A.

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
 NA

Explain Core Values Selections * Waste collection services help to prevent waste materials from entering the environment and natural spaces, which can impact the environment, public health, and community livability.

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
 NA

Explain Focus Areas and Vision Selection * Recycling and organic material collection helps to efficiently and effectively recover materials that may otherwise be landfilled, conserving valuable material resources and reducing greenhouse gas impacts.

Item Recommendations and Motions

Staff Recommendations* Staff recommends that the Board request a revised rate schedule which includes a waste reduction incentive, with rates per pound that do not decrease with increased size or number of containers.

Meeting Motions* I move to ...
to approve the order setting a revised solid waste collection rate schedule submitted by Republic Services.

Staff Recommendation

Staff recommends that the Board request a revised rate schedule which includes a waste reduction incentive, with rates per pound that do not decrease with increased size or number of containers.

Meeting Motion

I move to approve Order #D2023-092, setting a revised solid waste collection rate schedule submitted by Republic Services.

Attachments, Comments, and Submission

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.

Attachment 1_2024 RRI Packet Benton	1.04MB
County_Complete - Copy.pdf	
Attachment 2_D2013-053 Approving Refuse Rate	166.55KB
Index - Copy.pdf	

Comments (optional) Community Development will draft and County Counsel will attach a draft Board order prior to the public hearing.

If you have any questions, please call ext.6800

Department Approver DARREN NICHOLS

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

**BEFORE THE BENTON COUNTY BOARD OF COMMISSIONS
FOR THE STATE OF OREGON**

In the Matter of Deciding Rates for)
Solid Waste Collection Franchise Services) **Order No. D2023-092**
Provided by Republic Services)

WHEREAS, on November 28, 2023, the Benton County Board of Commissioners held a public hearing to consider a request from Republic Services, Inc., for a rate change for solid waste collection in the unincorporated area of Benton County; and

WHEREAS, the public hearing was held pursuant to Benton County Code 23.510(1)-(8) and public testimony was received; and

WHEREAS, Republic Services, Inc., the solid waste collection franchisee for unincorporated Benton County, submitted a request for a rate increase on October 19, 2023 based on a Refuse Rate Index adjustment factor, which was calculated using the Consumer Price Index and disposal costs; and

WHEREAS, the Board of Commissioners having considered the application, testimony, and staff report,

HEREBY ORDERS that the Republic Services solid waste collection service revised rate schedule submitted on Oct. 19, 2023, and as shown in Attachment A, be approved as of January 15, 2024.

Adopted this 28th day of November, 2023.

Signed this 28th day of November, 2023.

**BENTON COUNTY BOARD OF
COMMISSIONERS**

Pat Malone, Chair

Xanthippe Augerot, Vice Chair

Nancy Wyse, Commissioner

Approved as to Form:

County Counsel



October 3, 2023

Benton County Commissioners
Benton County Staff

This report provides information necessary to calculate the annual Refuse Rate Index (RRI) effective January 1, 2023. This calculation is based on the Consumer Price Index and disposal costs. Based on these factors, the calculated adjustment for January 1, 2024, is 4.8% or an average of \$1.89 per month.

Republic Services - Benton County RRI

	Index: June 30, 2022	Index: June 30, 2023	% Change	Weight	Refuse Index
CPI - West Size Class B/C All Urban Consumers	178.52	187.354	4.9%	75%	3.7%
Coffin Butte Benton County Disposal Rate	\$ 37.86	\$ 39.00	3.0%	17%	0.5%
PRC Disposal Rate for RS of Corvallis	\$ 55.00	\$ 59.00	7.3%	8%	0.6%
				Rate Adjustment %	4.8%
					100.0%
				Adjustment Factor	104.8%

We continue to stay at the forefront on Oregon's Recycling Modernization Act (RMA) and are beginning to talk with representatives from Producer Responsibility Organizations (PRO's) to understand how this legislation will change and improve recycling in Oregon. A statewide list of curbside recyclables is nearly complete and we will work to include more materials at local depots in 2025.

In addition, Republic Services is committed to electrifying our fleet as quickly as possible and is working with major truck manufacturers to help develop the best EV's in class.

We appreciate your comments and suggestions as you review this document. Feel free to contact us with questions or to receive a digital copy of the Republic Services 2021 Sustainability Report.

Best Regards,

Julie Jackson

Bret Davis

A handwritten signature in blue ink that reads "Julie Jackson". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Municipal Relations Manager
Republic Services
541-936-3314
jjackson6@republicservices.com

General Manager
Republic Services
541-286-3311
b.davis@republicservices.com

New Service Increase Rates Effective 1/1/2024 Benton County 4450	
Residential Rate:	4.80%
Commercial Rate:	4.80%
Industrial Rate:	4.80%

RESIDENTIAL SERVICE RATES:				
Residential Roll Cart	Current Monthly	Current Bi-Monthly	New Monthly	New Bi-monthly
1 Can (hand pickup)	\$30.88	\$61.76	\$32.36	\$64.72
Add can	\$20.23	\$40.46	\$21.20	\$42.40
20q	\$23.14	\$46.28	\$24.25	\$48.50
32q	\$24.70	\$49.40	\$25.89	\$51.77
32q on-call (per pickup)	\$16.62	N/A	\$17.42	\$34.84
65q	N/A	N/A	N/A	N/A
90q	\$30.62	\$79.24	\$41.52	\$83.04
YC,CO,RC Only	\$10.42	\$20.84	\$10.92	\$21.84
Extra YC, CO, RC	\$10.42	\$20.84	\$10.92	\$21.84
Enclosure	\$28.41	\$56.82	\$29.77	\$59.55
Up the drive	\$21.31	\$42.62	\$22.33	\$44.67

Misc. Charges and Limited Services	Current Rate	New Rate
APP-Appliance Without Freon	\$40.19	\$42.12
APN-Appliance With Freon	\$51.83	\$54.32
FUR-Furniture	\$41.48	\$43.47
BU 1 - Dead large animal	\$137.07	\$143.65
MAT - Mattress or Boxspring	\$40.19	\$42.12
Christmas Tree (Up to 8ft, no flocking/tinsel)	\$11.36	\$11.91
EXB-Extra 32 gal can/bag/box/heavy	\$11.36	\$11.91
TIR-Tires w/o rim	\$17.08	\$17.90
BU3-Tires with rim	\$25.53	\$26.76
Truck Tires-ADTB	\$36.88	\$38.65
Truck Tires with rim-ADTB	\$52.51	\$55.03
Return Trip (In Area-On Service Day)	\$29.78	\$31.21
Residential Extra Pickup	\$60.15	\$63.04
Residential Container Exchange (one time per year no charge)	\$48.12	\$50.43
Locking Cart Set Up	\$32.59	\$34.15
Residential Delivery - Per Cart	\$10.00	\$10.00

COMMERCIAL SERVICE RATES:				
Temporary Commercial	DUMP		New Rate	
Container Size	DUMP	RENT	DUMP	MAX RENT
3yd	\$ 107.90	\$ 42.35	\$113.08	\$44.38
Prepayment	\$107.90		\$113.08	
NO SOD, DIRT, SHEETROCK, CONCRETE, ROOFING.				

Commercial Front Load - Automatic	Weekly Collection Frequency (# Collections Per Week)					New Rate						
Container Size	1	2	3	4	5	EXT	1	2	3	4	5	EXT
1.5 yd	\$159.52	\$294.79	\$43.93	\$565.05	\$700.43	\$49.52	\$167.18	\$308.94	\$450.57	\$592.17	\$734.05	\$51.90
2 yd	\$198.99	\$368.01	\$53.04	\$706.07	\$874.81	\$59.54	\$208.54	\$385.67	\$562.82	\$739.96	\$916.80	\$62.40
3 yd	\$239.78	\$445.03	\$65.17	\$855.25	\$1,060.52	\$74.14	\$251.29	\$466.39	\$681.38	\$896.30	\$1,111.42	\$77.70
4 yd	\$304.27	\$567.53	\$83.04	\$1,063.12	\$1,356.97	\$93.18	\$318.87	\$594.77	\$870.34	\$1,114.15	\$1,422.10	\$97.65
6 yd	\$430.30	\$810.96	\$1,190.57	\$1,571.88	\$1,953.31	\$133.82	\$450.95	\$849.89	\$1,247.72	\$1,647.33	\$2,047.07	\$140.24
8 yd	\$560.24	\$1,064.10	\$1,568.61	\$2,072.53	\$2,576.87	\$173.33	\$587.13	\$1,115.18	\$1,643.90	\$2,172.01	\$2,700.56	\$181.65

Commercial Front Load - Manual	Weekly Collection Frequency (# Collections Per Week)					New Rate								
Container Size	1	2	3	4	5	ON CALL / EXT	RENT	1	2	3	4	5	ON CALL / EXT	RENT
1.5 yd	\$177.61	\$336.74	\$495.85	\$655.10	\$814.35	\$49.52	\$36.11	\$186.14	\$352.90	\$519.65	\$686.54	\$853.44	\$51.90	\$37.84
2 yd	\$219.74	\$418.58	\$617.29	\$816.05	\$1,014.63	\$59.54	\$39.23	\$230.29	\$438.67	\$646.92	\$855.22	\$1,063.33	\$62.40	\$41.11
3 yd	\$273.03	\$519.28	\$774.61	\$1,014.11	\$1,265.36	\$74.14	\$42.35	\$286.14	\$544.21	\$811.79	\$1,062.79	\$1,326.10	\$77.70	\$44.38
4 yd	\$342.47	\$654.31	\$964.34	\$1,244.77	\$1,585.28	\$93.18	\$45.46	\$358.91	\$685.72	\$1,010.63	\$1,304.52	\$1,661.37	\$97.65	\$47.64
6 yd	\$936.98	\$31.00	\$1,382.00	\$1,829.13	\$2,275.59	\$133.82	\$48.73	\$981.96	\$32.49	\$1,448.34	\$1,916.93	\$2,384.82	\$140.24	\$51.07
8 yd	\$633.08	\$1,229.43	\$1,819.60	\$2,404.18	\$3,001.96	\$173.33	\$51.88	\$663.47	\$1,288.44	\$1,906.94	\$2,519.58	\$3,146.05	\$181.65	\$54.37

Commercial Compactors	Weekly Collection Frequency (# Collections Per Week)					New Rate						
Container Size	1	2	3	4	5	EXT	1	2	3	4	5	EXT
2 yd	\$439.42	\$877.14	\$1,234.60	\$1,632.08	\$2,029.28	\$119.12	\$460.51	\$877.32	\$1,293.86	\$1,710.42	\$2,126.69	\$124.84
3 yd	\$546.02	\$1,038.63	\$1,549.18	\$2,028.25	\$2,530.74	\$148.29	\$572.23	\$1,088.48	\$1,623.54	\$2,125.61	\$2,652.22	\$155.41
4 yd	\$684.02	\$1,309.65	\$1,908.68	\$2,489.55	\$3,170.60	\$186.36	\$717.81	\$1,371.47	\$2,021.26	\$2,609.05	\$3,222.79	\$195.21
6 yd	\$974.00	\$1,873.93	\$2,764.01	\$3,658.22	\$4,551.14	\$267.69	\$1,020.75	\$1,963.88	\$2,896.68	\$3,833.81	\$4,769.59	\$280.54
8 yd	\$1,266.14	\$2,458.80	\$3,639.22	\$4,808.41	\$6,003.93	\$346.62	\$1,326.91	\$2,576.82	\$3,813.90	\$5,039.21	\$6,292.12	\$363.26

Misc. Charges and Limited Services	Current Rate	New Rate
Commercial Delivery	\$25.33	\$26.55
Commercial Exchange	\$52.51	\$55.03
Commercial Dry Run	\$65.16	\$68.29
Commercial Extra Yardage (per yard)	\$28.41	\$29.77
Commercial Relocate	\$65.16	\$68.29
Time per minute to pick up loose trash (5m minimum)	\$2.41	\$2.53
Each extra person req to pick up loose garbage (per minute)	\$1.83	\$1.92
Return trip	\$67.05	\$70.27
Locking cart set up	\$32.59	\$34.15
Locking container set up	\$85.24	\$89.33
Lock & Key	\$29.84	\$31.27
Container Off-Route Pickup	\$71.02	\$74.43
Container over weight (per 500lbs)	\$28.41	\$29.77

On Call Containers	Current Rate	Current Rate	New Rate	New Rate
	Dump Fee	Rent	Dump Fee	Rent
1.5yd	\$49.52	\$36.11	\$51.90	\$37.84

2yd	\$59.54	\$39.23	\$62.40	\$41.11
3yd	\$74.14	\$42.35	\$77.70	\$44.38
4yd	\$93.18	\$45.46	\$97.65	\$47.64
6yd	\$133.82	\$48.73	\$140.24	\$51.07
8yd	\$173.33	\$51.88	\$181.65	\$54.37

Mixed Organics	Current Rate	New Rate
1st cart	\$65.59	\$68.74
Extra Carts	\$10.42	\$10.92

INDUSTRIAL SERVICE RATES:

Drop Box - Solid Waste - Open Top/Lidded	New Rate					
	20	30	40	20	30	40
PREPAYMENT	\$350.00	\$350.00	\$400.00	\$350.00	\$350.00	\$400.00
Delivery	\$59.71	\$59.71	\$59.71	\$62.58	\$62.58	\$62.58
Haul	\$299.73	\$316.79	\$332.44	\$314.12	\$332.00	\$348.40
Disposal	\$56.00	\$56.00	\$56.00	\$58.69	\$58.69	\$58.69
Environmental Fee	\$19.71	\$19.71	\$19.71	\$20.66	\$20.66	\$20.66
Dry Run	\$64.71	\$64.71	\$64.71	\$67.82	\$67.82	\$67.82
Temp Rent - starts day after delivery	\$381.34	\$381.34	\$381.34	\$399.64	\$399.64	\$399.64
Perm Rent	\$137.73	\$137.73	\$137.73	\$144.34	\$144.34	\$144.34
Perm Rent Lidded	\$160.53	\$160.53	\$167.53	\$168.24	\$168.24	\$175.57
Perm Rent Lidded not crank	\$160.53	\$160.53	\$167.53	\$168.24	\$168.24	\$175.57

Drop Box - Asbestos	New Rate					
	20	30	40	20	30	40
PREPAYMENT	\$350.00	\$350.00	\$400.00	\$350.00	\$350.00	\$400.00
Delivery	\$59.71	\$59.71	\$59.71	\$62.58	\$62.58	\$62.58
Haul	\$430.04	\$447.10	\$462.75	\$450.68	\$468.56	\$484.96
Disposal	Billed by Landfill	Billed by Landfill	Billed by Landfill	Billed by Landfill	Billed by Landfill	Billed by Landfill
Environmental Fee	Billed by Landfill	Billed by Landfill	Billed by Landfill	Billed by Landfill	Billed by Landfill	Billed by Landfill
Dry Run	\$64.71	\$64.71	\$64.71	\$67.82	\$67.82	\$67.82
Temp Rent - starts day after delivery	\$381.34	\$381.34	\$381.34	\$399.64	\$399.64	\$399.64
Perm Rent	\$137.73	\$137.73	\$137.73	\$144.34	\$144.34	\$144.34
Perm Rent Lidded	\$160.53	\$160.53	\$167.53	\$168.24	\$168.24	\$175.57
Perm Rent Lidded not crank	\$160.53	\$160.53	\$167.53	\$168.24	\$168.24	\$175.57

Drop Box - Concrete/Dirt/Brick	New Rate	
	10yd Only	10yd Only
PREPAYMENT	\$350.00	\$350.00
Delivery	\$59.71	\$62.58
Haul	\$299.73	\$314.12
Disposal Per Load	\$87.50	\$91.70
Environmental Fee	\$19.71	\$19.71
Dry Run	\$64.71	\$67.82
Temp Rent - starts day after delivery	\$381.34	\$399.64
Perm Rent	\$137.73	\$144.34
Perm Rent Lidded	\$160.53	\$168.24
Perm Rent Lidded not crank	\$160.53	\$168.24

Drop Box - Woodwaste/Yardwaste	New Rate					
	20	30	40	20	30	40
PREPAYMENT	\$350.00	\$350.00	\$400.00	\$350.00	\$350.00	\$400.00
Delivery	\$59.71	\$59.71	\$59.71	\$62.58	\$62.58	\$62.58
Haul	\$299.73	\$316.79	\$332.44	\$314.12	\$332.00	\$348.40
Disposal (if container is contaminated, cust will be charged MSW rate)	\$59.00	\$59.00	\$59.00	\$61.83	\$61.83	\$61.83
Environmental Fee	\$19.71	\$19.71	\$19.71	\$20.66	\$20.66	\$20.66
Dry Run	\$64.71	\$64.71	\$64.71	\$67.82	\$67.82	\$67.82
Temp Rent - starts day after delivery	\$381.34	\$381.34	\$381.34	\$399.64	\$399.64	\$399.64
Perm Rent	\$137.73	\$137.73	\$137.73	\$144.34	\$144.34	\$144.34
Perm Rent Lidded	\$160.53	\$160.53	\$167.53	\$168.24	\$168.24	\$175.57
Perm Rent Lidded not crank	\$160.53	\$160.53	\$167.53	\$168.24	\$168.24	\$175.57

Compactor - Solid Waste	New Rate							
	15	20	30	40	15	30	35	40
PREPAYMENT	\$350.00	\$350.00	\$350.00	\$400.00	350	\$350.00	\$350.00	\$400.00
Delivery	\$54.23	\$59.71	\$59.71	\$59.71	\$56.83	\$62.58	\$62.58	\$62.58
Haul	\$340.91	\$340.91	\$387.82	\$387.82	\$357.27	\$357.27	\$406.44	\$406.44
Disposal	\$56.00	\$56.00	\$56.00	\$56.00	\$58.69	\$58.69	\$58.69	\$58.69
Environmental Fee	\$19.71	\$19.71	\$19.71	\$19.71	\$20.66	\$20.66	\$20.66	\$20.66
Dry Run	\$54.23	\$64.71	\$64.71	\$64.71	\$56.83	\$67.82	\$67.82	\$67.82
Temp Rent - starts day after delivery	\$373.83	\$381.34	\$381.34	\$381.34	\$391.77	\$399.64	\$399.64	\$399.64
Perm Rent	\$134.12	\$137.73	\$137.73	\$137.73	\$140.56	\$144.34	\$144.34	\$144.34
Perm Rent Lidded	\$156.06	\$160.53	\$160.53	\$167.53	\$163.55	\$168.24	\$168.24	\$175.57
Perm Rent Lidded not crank	\$188.35	\$160.53	\$160.53	\$167.53	\$197.39	\$168.24	\$168.24	\$175.57

Security Box	New Rate	
	40	40
Delivery per hour, one hour minimum	\$75.00	\$91.18
Rent	\$120.00	\$125.76

Misc. Charges and Limited Services	Current Rate	New Rate
Delivery - Industrial	\$59.71	\$62.58
Dry Run/Empty Removal-DRY (Industrial)	\$64.71	\$67.82
EXC - Industrial Exchange	\$101.70	\$106.58
Container Repair 3rd Party Rate	\$92.93	\$97.39
Labor Charges per hour	\$109.80	\$115.07

Truck Time (hrs)	\$142.04	\$148.86
Industrial Relocate-REL	\$57.71	\$60.48

Fee	Current	New
Account Origination Fee	\$10.00	\$10.00
Cart Recovery/Replacement	\$75.00	\$75.00
Commercial Container Recovery Fee	\$400.00	\$400.00
Industrial Container Recovery Fee	\$3,000.00	\$3,000.00
Contaminated Recycle or Yard Waste Cart	\$15.00	\$15.00
Late Fee (\$5 min)	1.50%	1.50%
Monthly Recycle Processing Surcharge	\$2.00	\$2.00
Returned Check Fee	\$25.00	\$25.00
Service Interrupt Fee	\$30.00	\$30.00

Benton County (4450) 2024 Rates

New Residential Rate **4.80%**

RESIDENTIAL SERVICE RATES:

Residential Roll Cart	Current Monthly	Current Bi-Monthly	New Monthly	New Bi-monthly	Monthly Total Increase	Bi-monthly Total Increase
1 Can (hand pickup)	30.88	61.76	\$32.36	\$64.72	\$1.48	\$2.96
Add can	20.23	40.46	\$21.20	\$42.40	\$0.97	\$1.94
20g	23.14	46.28	\$24.25	\$48.50	\$1.11	\$2.22
32g	24.7	49.4	\$25.89	\$51.77	\$1.19	\$2.37
32g on-call (per pickup)	16.62	N/A	\$17.42	\$34.84	\$0.80	N/A
65g	N/A	N/A	N/A	N/A	N/A	N/A
90g	39.62	79.24	\$41.52	\$83.04	\$1.90	\$3.80
YC,CO,RC Only	10.42	20.84	\$10.92	\$21.84	\$0.50	\$1.00
Extra YC, CO, RC	10.42	20.84	\$10.92	\$21.84	\$0.50	\$1.00
Enclosure	28.41	56.82	\$29.77	\$59.55	\$1.36	\$2.73
Up the drive	21.31	42.62	\$22.33	\$44.67	\$1.02	\$2.05

Misc. Charges and Limited Services	Current Rate	New Rate	Total Increase
APP-Appliance Without Freon	\$40.19	\$42.12	\$1.93
APN-Appliance With Freon	\$51.83	\$54.32	\$2.49
FUR-Furniture	\$41.48	\$43.47	\$1.99
BU 1 - Dead large animal	\$137.07	\$143.65	\$6.58
MAT - Mattress or Boxspring	\$40.19	\$42.12	\$1.93
Christmas Tree (Up to 8ft, no flocking/tinsel)	\$11.36	\$11.91	\$0.55
EXB-Extra 32 gal can/bag/box/heavy	\$11.36	\$11.91	\$0.55
TIR-Tires w/o rim	\$17.08	\$17.90	\$0.82
BU3-Tires with rim	\$25.53	\$26.76	\$1.23
Truck Tires-ADTB	\$36.88	\$38.65	\$1.77
Truck Tires with rim-ADTB	\$52.51	\$55.03	\$2.52
Return Trip (in Area-On Service Day)	\$29.78	\$31.21	\$1.43
Residential Extra Pickup	\$60.15	\$63.04	\$2.89
Residential Container Exchange (one time per year no charge)	\$48.12	\$50.43	\$2.31
Locking Cart Set Up	\$32.59	\$34.15	\$1.56
Residential Delivery - Per Cart	\$10.00	\$10.00	\$0.00

New Commercial Rate: 4.80%

COMMERCIAL SERVICE RATES:

Temporary Commercial			New Rate			
Container Size	DUMP	RENT	DUMP	Dump Total Increase	RENT	RENT Total Increase
3yd	\$ 107.90	\$ 42.35	\$ 113.08	\$5.18	\$44.38	\$2.03
Prepayment	\$73.07		\$113.08			
NO SOD, DIRT, SHEETROCK, CONCRETE, ROOFING.						

Commercial Front Load - Manual	Weekly Collection Frequency (# Collections Per Week)							New Rate													
	1	2	3	4	5	ON CALL / EXT	RENT	1	1x Total Increase	2	2x Total Increase	3	3x Total Increase	4	4x Total Increase	5	5x Total Increase	ON CALL / EXT	ON CALL / EXT Total Increase	RENT	RENT Total Increase
1.5 yd	\$177.61	\$336.74	\$495.85	\$655.10	\$814.35	\$49.52	\$36.11	\$186.14	\$8.53	\$352.90	\$16.16	\$519.65	\$23.80	\$686.54	\$31.44	\$853.44	\$39.09	\$51.90	\$2.38	\$37.84	\$1.73
2 yd	\$219.74	\$418.58	\$617.29	\$816.05	\$1,014.63	\$59.54	\$39.23	\$230.29	\$10.55	\$438.67	\$20.09	\$646.92	\$29.63	\$855.22	\$39.17	\$1,063.33	\$48.70	\$62.40	\$2.86	\$41.11	\$1.88
3 yd	\$273.03	\$519.28	\$774.61	\$1,014.11	\$1,265.36	\$74.14	\$42.35	\$286.14	\$13.11	\$544.21	\$24.93	\$811.79	\$37.18	\$1,062.79	\$48.68	\$1,326.10	\$60.74	\$77.70	\$3.56	\$44.38	\$2.03
4 yd	\$342.47	\$654.31	\$964.34	\$1,244.77	\$1,585.28	\$93.18	\$45.46	\$358.91	\$16.44	\$685.72	\$31.41	\$1,010.63	\$46.29	\$1,304.52	\$59.75	\$1,661.37	\$76.09	\$97.65	\$4.47	\$47.64	\$2.18
6 yd	\$936.98	\$31.00	\$1,382.00	\$1,829.13	\$2,275.59	\$133.82	\$48.73	\$981.96	\$44.98	\$32.49	\$1.49	\$1,448.34	\$66.34	\$1,916.93	\$87.80	\$2,384.82	\$109.23	\$140.24	\$6.42	\$51.07	\$2.34
8 yd	\$633.08	\$1,229.43	\$1,819.60	\$2,404.18	\$3,001.96	\$173.33	\$51.88	\$663.47	\$30.39	\$1,288.44	\$59.01	\$1,906.94	\$87.34	\$2,519.58	\$115.40	\$3,146.05	\$144.09	\$181.65	\$8.32	\$54.37	\$2.49

Commercial Front Load - Automatic	Weekly Collection Frequency (# Collections Per Week)						New Rate											
	1	2	3	4	5	EXT	1	1x Total Increase	2	2x Total Increase	3	3x Total Increase	4	4x Total Increase	5	5x Total Increase	EXT	EXT Total Increase
1.5 yd	\$159.52	\$294.79	\$429.93	\$565.05	\$700.43	\$49.52	\$167.18	\$7.66	\$308.94	\$14.15	\$450.57	\$20.64	\$592.17	\$27.12	\$734.05	\$33.62	\$51.90	\$3.38
2 yd	\$198.99	\$368.01	\$537.04	\$706.07	\$874.81	\$59.54	\$208.54	\$9.55	\$385.67	\$17.66	\$562.82	\$25.78	\$739.96	\$33.89	\$916.80	\$41.99	\$62.40	\$2.86
3 yd	\$239.78	\$445.03	\$650.17	\$855.25	\$1,060.52	\$74.14	\$251.29	\$11.51	\$466.39	\$21.36	\$681.38	\$31.21	\$896.30	\$41.05	\$1,111.42	\$50.90	\$77.70	\$3.56
4 yd	\$304.27	\$567.53	\$830.48	\$1,063.12	\$1,356.97	\$93.18	\$318.87	\$14.60	\$594.77	\$27.24	\$870.34	\$39.86	\$1,114.15	\$51.03	\$1,422.10	\$65.13	\$97.65	\$4.47
6 yd	\$430.30	\$810.96	\$1,190.57	\$1,571.88	\$1,953.31	\$133.82	\$450.95	\$20.65	\$849.89	\$38.93	\$1,247.72	\$57.15	\$1,647.33	\$75.45	\$2,047.07	\$93.76	\$140.24	\$6.42
8 yd	\$560.24	\$1,064.10	\$1,568.61	\$2,072.53	\$2,576.87	\$173.33	\$587.13	\$26.89	\$1,115.18	\$51.08	\$1,643.90	\$75.29	\$2,172.01	\$99.48	\$2,700.56	\$123.69	\$181.65	\$8.32

Commercial Compactors	Weekly Collection Frequency (# Collections Per Week)						New Rate											
	1	2	3	4	5	EXT	1	1x Total Increase	2	2x Total Increase	3	3x Total Increase	4	4x Total Increase	5	5x Total Increase	EXT	EXT Total Increase
2 yd	\$439.42	\$837.14	\$1,234.60	\$1,632.08	\$2,029.28	\$119.12	\$460.51	\$21.09	\$877.32	\$40.18	\$1,293.86	\$59.26	\$1,710.42	\$78.34	\$2,126.69	\$97.41	\$124.84	\$5.72
3 yd	\$546.02	\$1,038.63	\$1,549.18	\$2,028.25	\$2,530.74	\$148.29	\$572.23	\$26.21	\$1,088.48	\$49.85	\$1,623.54	\$74.36	\$2,125.61	\$97.36	\$2,652.22	\$121.48	\$155.41	\$7.12
4 yd	\$684.93	\$1,308.65	\$1,928.68	\$2,489.55	\$3,170.60	\$186.36	\$717.81	\$32.88	\$1,371.47	\$62.82	\$2,021.26	\$92.58	\$2,609.05	\$119.50	\$3,322.79	\$152.19	\$195.31	\$8.95
6 yd	\$974.00	\$1,873.93	\$2,764.01	\$3,658.22	\$4,551.14	\$267.69	\$1,020.75	\$46.75	\$1,963.88	\$89.95	\$2,896.68	\$132.67	\$3,833.81	\$175.59	\$4,769.59	\$218.45	\$280.54	\$12.85
8 yd	\$1,266.14	\$2,458.80	\$3,639.22	\$4,808.41	\$6,003.93	\$346.62	\$1,326.91	\$60.77	\$2,576.82	\$118.02	\$3,813.90	\$174.68	\$5,039.21	\$230.80	\$6,292.12	\$288.19	\$363.26	\$16.64

COMPACTORS CHARGED AT 3X'S THE STANDARD PICKUP RATE

Misc. Charges and Limited Services	Current Rate	New Rate	Total Increase
Commercial Delivery	\$25.33	\$26.55	\$1.22
Commercial Exchange	\$52.51	\$55.03	\$2.52
Commercial Dry Run	\$65.16	\$68.29	\$3.13
Commercial Extra Yardage (per yard)	\$28.41	\$29.77	\$1.36
Commercial Relocate	\$65.16	\$68.29	\$3.13
Time per minute to pick up loose trash (5m minimum)	\$2.41	\$2.53	\$0.12
Each extra person req to pick up loose garbage (per minute)	\$1.83	\$1.92	\$0.09
Return trip	\$67.05	\$70.27	\$3.22
Locking cart set up	\$32.59	\$34.15	\$1.56
Locking container set up	\$85.24	\$89.33	\$4.09
Lock & Key	\$29.84	\$31.27	\$1.43
Container Off-Route Pickup	\$71.02	\$74.43	\$3.41
Container over weight (per 500lbs)	\$28.41	\$29.77	\$1.36

On Call Containers/EXT Rates	Current Rate Dump Fee	Current Rate Rent	New Rate Dump Fee	New Rate Rent	Dump Fee Total Increase	RENT Increase
1.5yd	\$49.52	\$36.11	\$51.90	\$ 2.38	\$37.84	\$ 1.73
2yd	\$59.54	\$39.23	\$62.40	\$ 2.86	\$41.11	\$ 1.88
3yd	\$74.14	\$42.35	\$77.70	\$ 3.56	\$44.38	\$ 2.03
4yd	\$93.18	\$45.46	\$97.65	\$ 4.47	\$47.64	\$ 2.18
6yd	\$133.82	\$48.73	\$140.24	\$ 6.42	\$51.07	\$ 2.34
8yd	\$173.33	\$51.88	\$181.65	\$ 8.32	\$54.37	\$ 2.49

New Industrial Rate: 4.80%

INDUSTRIAL SERVICE RATES:

Drop Box - Solid Waste - Open Top/Lidded					New Rate				
	20	30	40	20	20 Total Increase	30	30 Total Increase	40	30 Total Increase
PREPAYMENT	\$350.00	\$350.00	\$400.00	\$350.00	\$0.00	\$350.00	\$0.00	\$400.00	\$0.00
Delivery	\$59.71	\$59.71	\$59.71	\$62.58	\$2.87	\$62.58	\$2.87	\$62.58	\$2.87
Haul	\$299.73	\$316.79	\$332.44	\$314.12	\$14.39	\$332.00	\$15.21	\$348.40	\$15.96
Disposal	\$56.00	\$56.00	\$56.00	\$58.69	\$2.69	\$58.69	\$2.69	\$58.69	\$2.69
Environmental Fee	\$19.71	\$19.71	\$19.71	\$20.66	\$0.95	\$20.66	\$0.95	\$20.66	\$0.95
Dry Run	\$64.71	\$64.71	\$64.71	\$67.82	\$3.11	\$67.82	\$3.11	\$67.82	\$3.11
Temp Rent - starts day after delivery	\$381.34	\$381.34	\$381.34	\$399.64	\$18.30	\$399.64	\$18.30	\$399.64	\$18.30
Perm Rent	\$137.73	\$137.73	\$137.73	\$144.34	\$6.61	\$144.34	\$6.61	\$144.34	\$6.61
Perm Rent Lidded	\$160.53	\$160.53	\$167.53	\$168.24	\$7.71	\$168.24	\$7.71	\$175.57	\$8.04
Perm Rent Lidded not crank	\$160.53	\$160.53	\$167.53	\$168.24	\$7.71	\$168.24	\$7.71	\$175.57	\$8.04

Drop Box - Asbestos					New Rate				
	20	30	40	20	20 Total Increase	30	30 Total Increase	40	30 Total Increase
PREPAYMENT	\$350.00	\$350.00	\$400.00	\$350.00	\$0.00	\$350.00	\$0.00	\$400.00	\$0.00
Delivery	\$59.71	\$59.71	\$59.71	\$62.58	\$2.87	\$62.58	\$2.87	\$62.58	\$2.87
Haul	\$430.04	\$447.10	\$462.75	\$450.68	\$20.64	\$468.56	\$21.46	\$484.96	\$22.21
Disposal	#REF!	Billed by Landfill	Billed by Landfill	Billed by Landfill	Billed by Landfill	Billed by Landfill	Billed by Landfill	Billed by Landfill	Billed by Landfill
Environmental Fee	#REF!	Billed by Landfill	Billed by Landfill	Billed by Landfill	Billed by Landfill	Billed by Landfill	Billed by Landfill	Billed by Landfill	Billed by Landfill
Dry Run	\$64.71	\$64.71	\$64.71	\$67.82	\$3.11	\$67.82	\$3.11	\$67.82	\$3.11
Temp Rent - starts day after delivery	\$381.34	\$381.34	\$381.34	\$399.64	\$18.30	\$399.64	\$18.30	\$399.64	\$18.30
Perm Rent	\$137.73	\$137.73	\$137.73	\$144.34	\$6.61	\$144.34	\$6.61	\$144.34	\$6.61
Perm Rent Lidded	\$160.53	\$160.53	\$167.53	\$168.24	\$7.71	\$168.24	\$7.71	\$175.57	\$8.04

Drop Box - Concrete/Dirt/Brick	New Rate		
	10yd Only	10yd Only	Total Increase
PREPAYMENT	\$350.00	\$350.00	\$0.00
Delivery	\$59.71	\$62.58	\$2.87
Haul	\$299.73	\$314.12	\$14.39
Disposal Per Load	\$87.50	\$91.70	\$4.20
Environmental Fee	\$19.71	\$19.71	\$0.00
Dry Run	\$64.71	\$67.82	\$3.11
Temp Rent - starts day after delivery	\$381.34	\$399.64	\$18.30
Perm Rent	\$137.73	\$144.34	\$6.61
Perm Rent Lidded	\$160.53	\$168.24	\$7.71
Perm Rent Lidded not crank	\$160.53	\$168.24	\$7.71

Security Box	New Rate		
	40	40	Total Increase
Delivery per hour, one hour minimum	\$75.00	\$91.18	\$16.18
Rent	\$120.00	\$125.76	\$5.76

Misc. Charges and Limited Services	Current Rate	New Rate	Total Increase
Delivery - Industrial	\$59.71	\$62.58	\$2.87
Dry Run/Empty Removal-DRY (Industrial)	\$64.71	\$67.82	\$3.11
EXC - Industrial Exchange	\$101.70	\$106.58	\$4.88
Container Repair 3rd Party Rate	\$92.93	\$97.39	\$4.46
Labor Charges per hour	\$109.80	\$115.07	\$5.27
Truck Time (hrs)	\$142.04	\$148.86	\$6.82
Industrial Relocate-REL	\$57.71	\$60.48	\$2.77

Drop Box - Woodwaste/Yardwaste					New Rate				
	20	30	40	20	20 Total Increase	30	30 Total Increase	40	40 Total Increase
PREPAYMENT	\$350.00	\$350.00	\$400.00	\$350.00	\$0.00	\$350.00	\$0.00	\$400.00	\$0.00
Delivery	\$59.71	\$59.71	\$59.71	\$62.58	\$2.87	\$62.58	\$2.87	\$62.58	\$2.87
Haul	\$299.73	\$316.79	\$332.44	\$314.12	\$14.39	\$332.00	\$15.21	\$348.40	\$15.96
Disposal (if container is contaminated, cust will be charged MSW rate)	\$59.00	\$59.00	\$59.00	\$61.83	\$2.83	\$61.83	\$2.83	\$61.83	\$2.83
Environmental Fee	\$19.71	\$19.71	\$19.71	\$20.66	\$0.95	\$20.66	\$0.95	\$20.66	\$0.95
Dry Run	\$64.71	\$64.71	\$64.71	\$67.82	\$3.11	\$67.82	\$3.11	\$67.82	\$3.11
Temp Rent - starts day after delivery	\$381.34	\$381.34	\$381.34	\$399.64	\$18.30	\$399.64	\$18.30	\$399.64	\$18.30
Perm Rent	\$137.73	\$137.73	\$137.73	\$144.34	\$6.61	\$144.34	\$6.61	\$144.34	\$6.61
Perm Rent Lidded	\$160.53	\$160.53	\$167.53	\$168.24	\$7.71	\$168.24	\$7.71	\$175.57	\$8.04
Perm Rent Lidded not crank	\$160.53	\$160.53	\$167.53	\$168.24	\$7.71	\$168.24	\$7.71	\$175.57	\$8.04

New Rate

Benton County (4450) 2024 Rates
 Page 18 of 19

Compactor - Solid Waste	15	20	30	40	15	15 Total Increase	20	20 Total Increase	30	30 Total Increase	40	40 Total Increase
PREPAYMENT	\$350.00	\$350.00	\$350.00	\$400.00	\$350.00	\$0.00	\$350.00	\$0.00	\$350.00	\$0.00	\$400.00	\$0.00
Delivery	\$54.23	\$59.71	\$59.71	\$59.71	\$56.83	\$2.60	\$62.58	\$2.87	\$62.58	\$2.87	\$62.58	\$2.87
Haul	\$340.91	\$340.91	\$387.82	\$387.82	\$357.27	\$16.36	\$357.27	\$16.36	\$406.44	\$18.62	\$406.44	\$18.62
Disposal	\$56.00	\$56.00	\$56.00	\$56.00	\$58.69	\$2.69	\$58.69	\$2.69	\$58.69	\$2.69	\$58.69	\$2.69
Environmental Fee	\$19.71	\$19.71	\$19.71	\$19.71	\$20.66	\$0.95	\$20.66	\$0.95	\$20.66	\$0.95	\$20.66	\$0.95
Dry Run	\$54.23	\$64.71	\$64.71	\$64.71	\$56.83	\$2.60	\$67.82	\$3.11	\$67.82	\$3.11	\$67.82	\$3.11
Temp Rent - starts day after delivery	\$373.83	\$381.34	\$381.34	\$381.34	\$391.77	\$17.94	\$399.64	\$18.30	\$399.64	\$18.30	\$399.64	\$18.30
Perm Rent	\$134.12	\$137.73	\$137.73	\$137.73	\$140.56	\$6.44	\$168.24	\$30.51	\$168.24	\$30.51	\$175.57	\$37.84

Benton County 4452 Rates

Fee	Current	New	Total Increase
Account Origination Fee	\$10.00	\$10.00	\$0.00
Cart Recovery/Replacement	\$75.00	\$75.00	\$0.00
Commercial Container Recovery Fee	\$400.00	\$400.00	\$0.00
Industrial Container Recovery Fee	\$3,000.00	\$3,000.00	\$0.00
Contaminated Recycle or Yard Waste Cart	\$15.00	\$15.00	\$0.00
Late Fee (\$5 min)	\$0.02	\$0.02	\$0.00
Monthly Recycle Processing Surcharge	\$2.00	\$2.00	\$0.00
Returned Check Fee	\$25.00	\$25.00	\$0.00
Service Interrupt Fee	\$30.00	\$30.00	\$0.00

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

In the Matter of Approving a) FINDINGS OF FACT,
Refuse Rate Index for) CONCLUSIONS OF LAW,
Republic Services) and ORDER D2013-053

I. NATURE OF THE PROCEEDING

This matter comes before the Board of Commissioners pursuant to Benton County Code (BCC) 23.510 (9), which empowers the Board to review and approve franchised waste hauler Refuse Rate Index adjustments.

The Board of Commissioners, having reviewed all of the evidence and testimony, finds as follows:

II. FINDINGS OF FACT

1. REPUBLIC SERVICES (REPUBLIC) is a franchised service provider pursuant to BCC Chapter 23.
2. On January 23 and March 20, 2013, REPUBLIC presented a proposal for a Refuse Rate Index to the Benton County Solid Waste Advisory Council (COUNCIL) for Benton County to be effective January 1, 2014. The Refuse Rate Index proposes annual pricing adjustments based on a weighted average of the Portland-Salem Consumer Price Index for All Urban Consumers (CPI-U), the Coffin Butte landfill tipping fee, and the Pacific Region Composting facility.
3. The COUNCIL recommended to the Board of Commissioners that the Refuse Rate Index be approved as requested with the condition that Republic provides an annual report with financials to Benton County no later than October 1 prior to the implementation of any Refuse Rate Index adjustments.
4. Benton County Health Department staff concurred with the council's recommendation with the additional condition that notification be provided to all affected REPUBLIC customers in Benton County no less than 30 days prior to any Refuse Rate Index rate adjustment. Notification to include the effective date of the adjustment and the percent change with examples, at a minimum, from one residential service, one commercial service, and one industrial service. Notification to be made in the local newsletter, billing inserts, and company website that identifies local services.
5. The Benton County Board of Commissioners held a duly advertised public hearing on May 7, 2013 to review the request by REPUBLIC.

III. CONCLUSIONS OF LAW

1. The Benton County Board of Commissioners finds that BCC 23.510 (9) applies to this request for a rate increase.
2. The Benton County Board of Commissioners specifically incorporates into the record of this proceeding the May 7, 2013 Agenda Checklist with enclosures.

IV. ORDER

Based on the above Findings and Conclusions, the Board HEREBY ORDERS:

1. The REPUBLIC Refuse Rate Index for annual rate adjustments is hereby approved.
2. This Refuse Rate Index shall be effective beginning on January 1, 2014 and continue for each subsequent franchised year unless revoked by Board Order.
3. The Refuse Rate Index shall be calculated by taking the weighted average of 75% of the annual Portland-Salem Consumer Price Index for All Urban Consumers (CPI-U), 17% of the disposal rate, including fees, at Coffin Butte Regional Sanitary Landfill, and 8% of the disposal rate, including fees, at the Pacific Region Composting facility.
4. The Refuse Rate Index will be calculated by taking the weighted average, based on the weights in Section 3 above of the percentage difference between the three indices' most recent year-end values and the corresponding values for the prior year, and adding the result to 1.0. The resulting amount shall be termed the "adjustment factor". At no time shall the adjustment factor be less than 1.0. All rates in the rate schedule shall then be multiplied by the approved adjustment factor. Exhibit 1 represents an example set of calculations. The calculations are not based on actual data and are for demonstration purposes only.
5. REPUBLIC shall provide Benton County with an annual report that includes adjustment factors for the coming year, comparative rates in other jurisdictions, and their most current financials no later than October 1 of the year prior to the implementation of any Refuse Rate Index adjustments.
6. REPUBLIC shall provide notification to all affected customers in Benton County no less than 30 days prior to any Refuse Rate Index rate adjustment. Notification to include the effective date of the adjustment and the percent change with examples, at a minimum, from one residential service, one commercial service, and one industrial service. Notification to be made in the local REPUBLIC newsletter, billing inserts, and company website that identifies local services.
7. REPUBLIC may propose additional rate adjustments due to significant changes in collection and recycling service levels, required environmental or regulatory compliance measures, or

other changes affecting collections system costs. Changes other than Refuse Rate Index adjustments shall comply with BCC 23.510 (1) through (8).

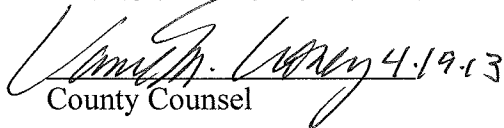
8. A review of the Refuse Rate Index and annual report no later than November 30, 2017 will include a public hearing to gather public input on the Recovery Rate Index.
9. The REPUBLIC Refuse Rate Index expires with the current franchise agreement and may be considered in the franchise renewal process.
10. This Order shall be effective on June 21, 2013.

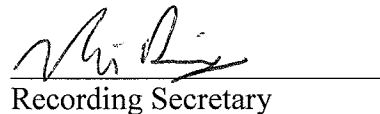
Adopted this 7 day of May, 2013.

Signed this 21 day of May, 2013.

BENTON COUNTY
BOARD OF COMMISSIONERS

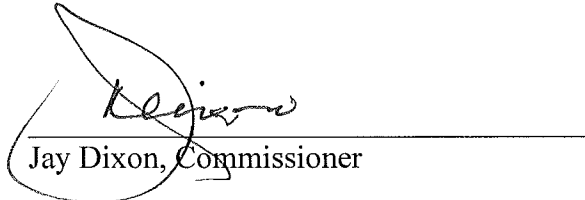
APPROVED AS TO FORM:


County Counsel


Recording Secretary


Annabelle Jaramillo, Commissioner


Linda Modrell, Commissioner


Jay Dixon, Commissioner

Benton County Refuse Rate Index Example

	Index June 30, 2012	Index June 30, 2013	% Change	Weight	Refuse Index
Portland-Salem CPI-U	225	230	2.2%	75%	1.7%
Coffin Butte Landfill Disposal Rate	\$27.63	\$28.25	2.2%	17%	0.4%
PRC Disposal Rate	\$30.00	\$31.50	5.0%	8%	0.4%
				Rate Adjustment %	2.4%
					<u>100.0%</u>
				Adjustment Factor	102.4%

NEW BUSINESS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 11/28/23

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Sheriff's Office

Contact Name * Dawn Dale

Phone Extension * 6884

Meeting Attendee Name * Dawn Dale & Dean Barnes

Agenda Item Details

Item Title * Revision of Fee Schedule for Civil Division Real and Personal Property Sales for the Sheriff's Office, 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 * 10 MIN

Board/Committee Involvement * Yes
 No

Advertisement*

Yes

No

Item Issues and Description

Identified Salient Issues *

The Benton County Sheriff's Office is respectfully requesting a revision to the existing fee schedule associated with the sale of real and personal property within the civil division of the Sheriff's Office.

ORS18.930 (5) exclaims that "The County may establish a fee to be collected by the sheriff at the time of sale. The governing body of the county shall establish the amount of the fee, which may not be greater than the amount necessary to pay the county for the expenses incurred by the county for giving notice of the sale and conducting the sale and for the anticipated expenses for any notices required to be given after the sale and other post-sale administration of the sale."

The Sheriff's Office initially set the fee schedule in December 2022 (Order D2022-084), outlining the costs associated with preparing, conducting, and finalizing sales of real and personal property. While some fees are fixed either by statute (ORS 21.410, ORS 18.652), or by the nature of the expense (such as postage, making copies, etc.), other fees, such as employee wages, will be subject to change.

The average hourly rate was calculated using the actual costs associated with Patrol (salary and benefits) and is adjusted for the second half of the calendar year based on the negotiated wage increase effective July 1, 2024, of 4 percent (4%) in the collective bargaining agreement between Benton County and the Benton County Deputy Sheriff's Association. The proposed rate for Patrol staff time is increased from \$69.65 to \$72.37 per hour. Civil staff is adjusted for the second half of the calendar year based on the budgeted wage increase effective July 1, 2024, of 3.25 percent (3.25%). The collective bargaining agreement between Benton County and the American Federation of State, County, and Municipal Employees, Local 2064, is up for negotiations in 2024 and could differ from the amount budgeted. The proposed calculated rate for civil staff is increased from \$51.72 to \$54.30 per hour.

Options *

- 1). Approve the revised fee schedule for the sales of real and personal property conducted by the Civil Division.
- 2). Modify and approve.
- 3). Do not approve.

Fiscal Impact *

- Yes
- No

Fiscal Impact Description *

Approval of the fee schedule will increase the budget in the General Fund, Public Safety program by an indeterminate amount based on the volume of real and personal property sales completed.

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.

ORS 18.930 Conduct of sale generally • county fee (5) The county may establish a fee to be collected by the sheriff at the time of sale. The amount of the fee shall be established by the governing body of the county and may not be greater than the amount necessary to pay the county for the expenses incurred by the county for giving notice of the sale and conducting the sale and for the anticipated expenses for any notices required to be given after the sale and other post-sale administration of the sale. ORS 21.300 Sheriff and process server fees (1) The sheriff of a county shall collect the following fees in civil actions, suits and proceedings for each case delivered to the office of the sheriff: (a) \$45 for serving a summons, a subpoena, a citation, an order, a notice, including notice of seizure and sale of personal or real property, a notice of restitution and notice of seizure under writ of attachment or execution or a similar document, including small claims or writ of execution, directed to not more than two parties at the same address. If service is requested for more than two parties at the same address, the fee is \$25 for each party at the same address. The fee authorized by this paragraph shall not be charged to the state in civil actions, suits and proceedings where one party is a person who has been appointed counsel at state expense. (b) For seizure and sale of personal or real property, enforcement of writ of execution of judgment of restitution, or other enforcement or seizure under writ of attachment or execution, or other process or proceeding, \$80, and, in addition, such sums as may be reasonable and necessary for the costs of standing by in anticipation of securing custody of the property, the expense of securing each keeper or custodian of property, the expense of inventory of property and the expense incurred in advertising required by law in the sale of the property. (c) For making a sheriff's deed, certificate of redemption or conveyance of real property sold on any process, \$50, to be paid by, or for, the grantee. (d) For making a copy of any process, order, notice or other instrument in writing, when necessary to complete the service thereof, for each folio, \$3; but no charge shall be made for copy of complaint or other document not actually made by the sheriff. (2) Persons other than a sheriff serving process and other documents may charge any fee agreed to between the server and the person requesting service. (3) The county may retain fees collected for service by the sheriff if the party to be served cannot be found. (4) A sheriff may not collect mileage or commission for service of any document or process but in any service involving travel in excess of 75 miles round trip a sheriff may bill and collect an additional fee not to exceed \$45. Mileage shall be measured from the location at which the service is made to the circuit court in that county. (5) Amounts paid for service of process and other documents may be recovered as costs and disbursements to the extent provided by ORS 20.115 (Service expenses recoverable as costs and disbursements). (6) A sheriff may not collect a fee under this section for serving a foreign restraining order or an order that only grants relief under ORS 107.095 (Provisions court may make after commencement of suit and before judgment) (1)(c). (7) As used in this section: (a) "Folio" means 100 words, counting two figures as one word. Any portion of a folio, when the whole paper contains less than a folio, or when such portion is an excess over the last folio, shall be deemed a folio. (b) "Foreign restraining order" means a restraining order that is a foreign judgment as defined by ORS 24.105 (Definitions for ORS

24.105 to 24.125, 24.135 and 24.155 to 24.175). [Formerly 21.410; 2017 c.390 §1]Note: Section 3, chapter 390, Oregon Laws 2017, provides:Sec. 3. (1) On January 1, 2021, the Oregon Department of Administrative Services shall determine the cumulative percentage increase or decrease in the cost of living for the previous four years, based on changes in the Consumer Price Index for All Urban Consumers, West Region (All Items), as published by the Bureau of Labor Statistics of the United States Department of Labor. The Oregon Department of Administrative Services shall adjust the fees under ORS 21.300 (Sheriff and process server fees) (1) and (4) as follows: (a) If the cost of living has increased, the department shall adjust the fees by multiplying the fee amounts by the percentage amount determined under this subsection. The department shall round the adjusted fees up to the nearest \$1. The adjusted fees become effective on July 1, 2021, and apply to all fees incurred on or after July 1, 2021. (b) If the cost of living has not increased, the department may not change the fees. (2) After the department adjusts the fees under ORS 21.300 (Sheriff and process server fees) (1) and (4) as provided in subsection (1) of this section, the department shall promptly notify the Oregon State Sheriffs' Association of the adjusted fees. [2017 c.390 §3; 2019 c.57 §1] ORS 206.325 Expenses of sheriff in caring for property in custody A sheriff is entitled to claim from the plaintiff or moving party in any account, action or proceeding such reasonable sums of money as the sheriff may have been compelled to pay or incur in the care of property in the custody of the sheriff, under attachment, execution or proceedings for the claim and delivery of personal property. [Formerly 204.425]

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

Item Recommendations and Motions

Staff

Sheriff Van Arsdall recommends the approval of the revised fee schedule.

Recommendations *

Meeting Motions *

I move to ...

approve the revised fee schedule for the sales of real and personal property conducted by the Benton County Sheriff's Office Civil Division, Order #D2023-076.

Staff Recommendations

Sheriff Van Arsdall recommends the approval of the revised fee schedule.

Meeting Motion

I move to approve the revised fee schedule for the sales of real and personal property conducted by the Benton County Sheriff's Office Civil Division, Order #D2023-076.

Attachments, Comments, and Submission

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.

BOC DRAFT Civil Fees 2023.docx




27.9KB

Comments (optional)

If you have any questions, please call ext.6800

**Department
Approver**

JEFRI VANARSDALL

<p>1. Dept Approval</p> <hr/> <p>Department Approval</p> <hr/> <p>Comments</p> <p>Signature </p>	<p>5.</p> <hr/> <p>BOC Final Approval</p> <hr/> <p>Comments</p> <p>Signature </p>
<p>2.</p> <hr/> <p>Counsel Approval</p> <hr/> <p>Comments</p> <p>Signature </p>	
<p>3.</p> <hr/> <p>Finance Approval</p> <hr/> <p>Comments</p> <p>Signature </p>	
<p>4.</p> <hr/> <p>County Administrator Approval</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 Setting Fees Charged for)
Levy & Sale of Real and Personal Property) ORDER NO. D2023-078
by the Benton County Sheriff's Office)**

WHEREAS, the Board of Commissioners for Benton County has the authority to set reasonable fees under ORS 18.930 (5); and

IT APPEARING TO THE BOARD, that it is in the best interest for the general public that fees should be charged to those persons requesting Seizure and Sale of Real and Personal Property;

IT FURTHER APPEARING TO THE BOARD, that it is in the best interest for the general public that a reasonable fee be set to provide for a portion of those costs incurred by the County in enforcing said Seizure and Sale of Real and Personal Property;

IT FURTHER APPEARING TO THE BOARD, that it is in the best interest for the general public that these reasonable fees be based on the actual time and material costs incurred by the County in enforcing said Seizure and Sale of Real and Personal Property;

NOW, THEREFORE, IT IS HEREBY ORDERED that the following schedule of fees shall be charged to all persons, firms or corporations who request enforcement of Seizure and Sale of Real and Personal Property from the Benton County Sheriff's Office.

BE IT FURTHER ORDERED that said schedule shall become effective on January 1, 2024, and shall supersede all previously adopted schedules.

Fees for Levy & Sale of Personal Property under ORS 18.930(5), ORS 21.300, and ORS 206.325

- Review Writ of Execution and Instructions, and Prepare Sale Files; \$54.30 per hour (calculated by actual time)
- Levy and inventory property; \$72.37 per hour, per Patrol Deputy (calculated by actual time)
- Care and custody of property under ORS 206.325 (actual cost)
- Create Notice of Sale and mail; \$54.30 per hour (calculated by actual time)
- Conduct sale: \$54.30 per hour (calculated by actual time)
- Deputy standby during sale; \$72.37 per hour per Patrol Deputy (calculated by actual time)
- Create Bill of Sale and mail; \$54.30 per hour (calculated by actual time)
- Create Return on Writ of Execution and File with court; \$54.30 per hour (calculated by actual time)
- Prepare mail for Return on Writ of Execution; \$54.30 per hour (calculated by actual time)
- Cost Tracking and Invoicing; \$54.30 per hour (calculated by actual time)
- Mail postage fees (actual cost)

Fees for Levy & Sale of Real Property Established under ORS 18.930(5) and ORS 21.300

- Review Writ of Execution and Instructions, and Prepare Sale Files; \$54.30 per hour (calculated by actual time)
- Create and file Notice of Levy with court; \$54.30 per hour (calculated by actual time)
- Create Notice of Sale and submit for publishing; \$54.30 per hour (calculated by actual time)
- Prepare mail for Writ of Execution and Notice of Sale; \$54.30 per hour (calculated by actual time)
- Newspaper Publishing and OSSA Website Publishing (actual cost)
- Conduct sale or postponement; \$54.30 per hour (calculated by actual time)
- Deputy standby to conduct sale; \$72.37 per hour, per Patrol Deputy (calculated by actual time)
- Create Certificate of Sale and mail; \$54.30 per hour (calculated by actual time)
- Create Notice of Completed Sale and mail; \$54.30 per hour (calculated by actual time)
- Create Return on Writ of Execution and File with court; \$54.30 per hour (calculated by actual time)
- Prepare mail for Return on Writ of Execution; \$54.30 per hour (calculated by actual time)
- Cost Tracking and Invoicing; \$54.30 per hour (calculated by actual time)
- Mail postage fees (actual cost)

Fees Established under ORS 21.300 and ORS 18.652

- Service of Notice Process
- Delivery of Writ of Garnishment under ORS 18.652.
- Enforcement of Writ of Execution.
- Making a copy of any process, order or notice for each folio (100 words minimum).
- Creating a Conveyance (Deed) of Real Property.

Adopted this 28th day of November 2023.

Signed this 28th day of November 2023.

BENTON COUNTY
BOARD OF COMMISSIONERS

Pat Malone, Chair

Xanthippe Augerot, Vice Chair

Nancy Wyse, Commissioner

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 11/28/23

View [Agenda Tracker](#)

Suggested Placement * Work Session

Department * Information Technology

Contact Name * Adam Loerts

Phone Extension * 6889

Meeting Attendee Name * Adam Loerts

Agenda Item Details

Item Title * Policy Revision for Approval - A100 - Technology Acceptable Use Policy

- 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

Advertisement*

Yes

No

Issues and Fiscal Impact

Item Issues and Description

**Identified Salient
Issues ***

The IT Director will present recommendations to a revision of the Technology Acceptable Use Policy by the Policy Oversight Committee. IT is the policy owner and is seeking approval of the policy revisions by the Board of Commissioners.

Options *

1. Approve revisions as proposed
2. Decline revisions as proposed

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 * A revision to this policy reflects the IT Department's goal to improve security, communication of expectations and employee awareness of their responsibilities. Refreshing and upholding this policy reinforces the above stated 2040 core values.

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 * Refreshing and upholding this policy reinforces the above focus areas.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * As the policy owner, IT recommends the approval of these revisions to bring clarity to emerging issues around remote work, expectations of technology support and to bring more clarity to employee and affiliate responsibilities with regard to using county technology.

Work Session Motions * I move to ...
Approve the policy as revised.

Staff Recommendation

As the policy owner, IT recommends the approval of these revisions to bring clarity to emerging issues around remote work, expectations of technology support and to bring more clarity to employee and affiliate responsibilities with regard to using county technology.

Meeting Motion

I move to approve the policy as revised.

Attachments, Comments, and Submission

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.

Overview and Revisions.pdf	161.11KB
Technology Acceptable Use Policy-11-13-2023-Final Draft.pdf	143.89KB

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

Department Approver ADAM LOERTS

1.
Department Approval

Comments

Signature

Adam Leerts

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

Policy Revision for Approval - A100 - Technology Acceptable Use Policy

Policy Overview

The "Technology Acceptable Use Policy" is designed to govern the use of technology and electronic systems by employees and affiliates of the county. The policy, effective from July 1, 2012, outlines the acceptable use of county technology and systems, emphasizing professional, legal, and ethical standards expected.

Key aspects of the policy include:

- **Applicability:** The policy applies to all county employees and affiliates, encompassing the use of county technology and systems.
- **Ownership and Use of County Equipment:** Managed by the Information Technology Department, the policy covers the use of county-issued devices and systems, highlighting acceptable and prohibited uses. Refers to 108 – Cellular Phone and Mobile Device Policy.
- **Acceptable Use Guidelines:** There are specific guidelines for limited personal use, with an emphasis on maintaining professionalism and adhering to county standards.
- **Prohibited Conduct:** The policy lists prohibited activities, such as accessing inappropriate material, misuse of county systems for personal gain, and engaging in illegal activities.
- **Remote Work and International Use:** Guidelines are provided for employees working remotely or using county equipment internationally, ensuring compliance with county standards. Refers to the P307 - Telework Policy.
- **Privacy and Monitoring Rights:** The county reserves the right to monitor and review all electronic traffic and data, with employees having no expectation of privacy in their use of county systems.
- **Confidentiality and Data Handling:** Stringent rules are in place for handling sensitive information and prohibiting unauthorized data removal.

- **Password and Security Protocols:** Employees are required to maintain password confidentiality, use multi-factor authentication, and participate in cybersecurity training.
- **Telecommunications and Email Usage:** The policy details the proper use of county telecommunications and email, prohibiting personal long-distance calls, political lobbying, and misuse of email.
- **Social Media, Malware, and Viruses:** Refers to the A114-Social Media Use policy. Updated responsibilities and language regarding malware and virus prevention, and prohibitions on explicit content.

This policy aims to ensure that county technology resources are used effectively, securely, and responsibly, safeguarding the county's assets and reputation.

Revisions

The name of the policy was updated from “Acceptable Electronic Use” to the more universal and recognizable name of “Technology Acceptable Use Policy” (TAUP).

A general modernization of the policy language, grammar and definitions was long overdue, and those changes are included but will not be covered in detail.

Below is a summary that highlights the primary changes and additions in revised policy, intended to reflect a more comprehensive and detailed approach to the acceptable use of technology within the county:

- **Overview and Scope:** Revised to include more detail, specifying the applicability of the policy to all county employees and affiliates, and the use of county technology and systems.
- **Ownership and Use of County Equipment:** Revised to detail the use of county-issued devices and systems. It includes specifics about software installation, use of non-county devices, and personal mobile devices. Added reference to 108 – Cellular Phone and Mobile Device Policy.
- **Acceptable Use:** Updated the section on acceptable use to include guidelines on limited personal use, rights of the county to restrict personal use, and expectations for professional use of county resources.
- **Prohibited Conduct:** Revised for clarity. Includes specific types of prohibited conduct, such as accessing inappropriate material and the misuse of county systems for personal profit or illegal activities.

- **Remote Work and International Use:** This section is a new addition, outlining the guidelines for remote work and restrictions on international use of county equipment. Added a reference to the P307 - Telework Policy.
- **Privacy and Monitoring Rights:** Revised for clarity and detail the clause about the lack of privacy expectation by employees and the right of the county to monitor and review all electronic traffic and data.
- **Confidentiality and Data Handling:** Updated to add specific guidelines regarding the handling of sensitive information and the prohibition of data removal without authorization.
- **Password and Security Protocols:** Updated to add new detailed guidelines on password confidentiality, the use of multi-factor authentication, and cybersecurity training requirements.
- **Use of County Telecommunications and Email:** Added expanded guidelines on the use of county telecommunications and email, including prohibitions on personal long-distance calls, political lobbying, and the proper use of email.
- **Social Media, Malware, and Viruses:** Added reference to the A114-Social Media Use policy. Details responsibilities related to malware and virus activity, and prohibitions on explicit content.
- **Expanded and revised Definitions:** Added several definitions and corrected and modernized their content for consistency and added context to key sections of the policy.

Comments

The Policy Oversight Committee posted the draft policy for employee comment for a period of two weeks; October 4-18th. We received four comment submissions, a summary is listed below with some paraphrasing for clarity and some expansion on the committee's posted responses:

Comment 1:

"I think the wording below is confusing. I think it might be missing the word "not" after the word may? I also think it contradicts other parts of the policy that state that personal affairs can be performed on county devices on a limited use basis. County computers and other devices are for County business only; personal affairs may be performed on County computers, up to and including, "side businesses" or moonlighting are not permitted..."

Committee Response:

Please see Committee Response - Comment 2.

Comment 2 (related to1):

“Section 2, sub section A, paragraph 3: [...] personal affairs may be performed on County computers, up to and including, “side businesses” or moonlighting are not permitted. This is not a complete thought; the first half of the sentence seems to say the opposite of the second.”

Committee Response:

Updated the language to include "not". There are provisions in other parts of the policy that allow for personal "use", this is more about literal business activity that is not County business.

Recommended change to this language: "County computers and other devices are for County business processing only; business processing for other companies, organizations or personal businesses may not be performed on County computers, up to and including, "side businesses" or moonlighting are not permitted." This change has been made to the draft.

Comment 3:

Section 4, subsection B: County Employees or other users of County equipment working remotely, outside of the area of County facilities, shall have no expectation of timely support of software or equipment repair issues. What is "the area"? Remote workers in Alsea are further away than remote workers in Albany, even though Albany is in a whole different county. Is there a mileage radius from Kalapuya? A driving time radius?

Committee Response:

This was discussed in committee, and it was decided that a set mileage radius or defined area would be too difficult to define for all intents and purposes potentially covered by the telework policy. If clarity is needed it should be revised in the Telework Policy.



Benton County

Policy Title:	Technology Acceptable Use Policy				
Policy Number:	A100	Version:	3.0	Effective Date:	07/01/2012

Policy

Board of Commissioners

01/24/2012

Approved By

Date Adopted

Overview

Purpose

The Technology Acceptable Use Policy determines the code of conduct and appropriate access and use of County technology and information systems by County employees and affiliates and determines the acceptable use, storage, processing and disclosure of County data, information, and materials.

Scope

Policy applies to all County employees and affiliates; contractors, vendors, and consultants using the County's technology, electronic and telecommunications systems and devices.

Policy Owner

Information Technology Department (IT), Director of IT

Policy

1. Ownership

- A. Any computer, mobile device, or electronic device issued by the County or paid for by the County belong to the County and not the individual using them. This technology use policy sets minimum standards, and the County may supplement or revise this policy as needed to comply with applicable state and federal laws and with changes to applicable technology.
- B. No programs or software shall be installed on County computers without approval, specifically including, but not limited to peer-to-peer (P2P) sharing, cloud file-sharing, and backup programs (e.g., Dropbox and Google Drive). All data, including but not limited to

files, documents, databases, messages, images, and communications sent, received, processed or stored on County issued devices and IT systems are and remain the property of the County.

- C. The use of non-County devices, including but not limited to computers, laptops, personal routers, printers, servers, network attached storage (NAS) devices directly attached to the County network is prohibited. No privately owned or non-County peripherals such as keyboards, computer mice, printers, etc. may be attached to County electronic equipment without approval by IT.
- D. Personal Mobile Devices may be allowed, subject to County Admin Policy 108 - Cellular Phone and Mobile Devices. An acknowledgement shall be signed before any personal device can be used for County business. The County has the right to review any device used in this manner as well as the right to remotely wipe the device if the device is lost or upon the employee's separation from the County.

2. Acceptable Use

- A. Limited, de minimis personal use of County Email, Network, and Internet, including mobile internet access, may be permitted subject to departmental policy at approved times such as breaks and lunch, but may not be excessive or interfere with normal operations of the County.

The County's electronic communication systems (i.e., e-mail and internet access) facilitate County business and are to be used primarily for work purposes. Incidental use of the County's e-mail or internet for personal reasons is permitted, but it must not interfere with the user's productivity at work, adversely affect the computer system, put County systems and data at risk, or violate any County policy or applicable law.

County computers and other devices are for County business processing only; business processing for other companies, organizations or personal businesses may not be performed on County computers, up to and including, "side businesses" or moonlighting are not permitted.

- B. The County reserves the right to restrict use of electronic or telecommunication systems for personal use at any time.
- C. Employees shall use County Email, Network, Instant Messaging and Internet resources (including County mobile internet access devices) in a reasonable and professional manner.
- D. Any information, documents or files downloaded using County equipment or systems, or stored on County equipment or systems, must be related to County business, and constitute a reasonable use of County resources.
- E. Privately owned or non-County software and freeware may not be installed onto a County system or County issued device without supervisor and IT consent. Applications such as

Peer to Peer file sharing, unauthorized browser enhancements, plug-ins, streaming audio, and streaming video for non-business-related purposes are prohibited. Executable files, apps, macros, and scripts may not be downloaded without prior IT authorization.

- F. The County's network users must comply with all technology-related state, federal and local laws, and regulations.
- G. County Telecommunications: Fax Lines, Electronic Fax, Desktop Telephones, and Cellular Devices
 - County Telecommunications shall not be used to make personal long distance or international phone calls which have a direct cost to the County.
 - County Telecommunications may not be used for personal soliciting or political lobbying except as otherwise allowed by statute.
 - Limited personal use includes local telephone calls/faxes or long-distance calls/faxes that are not charged to the County at approved times such as breaks and lunch but should not be excessive or interfere with job performance and normal operations of the County.

3. Prohibited Conduct

- A. Use of County information systems and assets shall not be unlawful, offensive, misleading or disruptive. Outside of the course and scope of job duties, County networks and systems shall not be used to intentionally access, view, download, store, transmit, or retrieve any information, communication, or material which:
 - Is harassing or threatening.
 - Is obscene, pornographic, or sexually explicit.
 - Is defamatory or makes discriminatory reference to race, age, gender, sexual orientation, religious or political beliefs, national origin, citizenship, spoken language, health, or disability.
 - Condone or fosters hate, bigotry, discrimination, or prejudice.
 - Contains humor which others may find offensive.
 - Is fraudulent, illegal or promotes illegal activities.
 - Is copyright protected information.
 - Is intended for personal profit.

4. Remote Work, International Use

- A. County Employees or other users of County equipment shall complete telework, or virtual, or remote work, in compliance with the County Telework Policy (P307 – Telework).
- B. County Employees or other users of County equipment working remotely, outside of the area of County facilities, shall have no expectation of timely support of software or equipment repair issues. It is the responsibility of the remote worker's department to deliver equipment for issue resolution and repairs to IT when remote support is not an option.

- C. County Employees or other users of County equipment shall have no expectation of the use of County equipment outside of the United States. County owned electronic equipment shall not be taken out of the United States without prior written approval by IT.

5. Privacy/Right to Monitor

- A. County Employees or other users of County equipment shall have no expectation of privacy in the use of County equipment. All information on electronic office equipment or County issued devices are subject to Public Records Requests through Oregon's Public Records Law (ORS 192.311 to 192.513) and may be provided to outside parties through the federal Freedom of Information Act.
- B. Using a personally owned mobile device for County work purposes means it could also be subject to Public Records Requests and/or evidence in a lawsuit. This includes, but is not limited to, personal and work-related information and data on the device. For more details, refer to the County admin policy P108 – Cellular Phone and Mobile Device Policy.
- C. While occasional personal use of the County's e-mail and internet system is permitted, the employee has no expectation of privacy with respect to their activity on such systems. Furthermore, employees may be required to disclose their passwords associated with their computer, personal devices, and any e-mail accounts or websites accessed at work or through County issued devices.
- To facilitate monitoring; keyloggers, and monitoring software may be used.
 - All data stored on County systems is subject to review and/or removal.
 - No personal data or information such as documents, music, images, and videos shall be stored on County computers. Any information stored on the County computers, networks, servers, or other devices is County property.
 - The County reserves and intends to exercise the right to review, audit, intercept, access and/or disclose all electronic traffic, including but not limited to documents, images, videos, email messages and attachments, web sites visited and/or files downloaded over the County's electronic systems without prior notification.
- D. The County further reserves the right to disclose any information found to law enforcement officials and to use the information as a basis for disciplinary action, as provided for in County Personnel Policies and applicable collective bargaining agreements.

6. Confidentiality and Non-Removal

- A. Notwithstanding the County's right to retrieve and read any electronic mail or Internet messages work product or material and except for activities related to Public Records Law, such information should be treated as confidential by other employees or affiliates and accessed only by the intended recipient. Employees and affiliates are responsible for maintaining the confidentiality of information on County systems.

- B. Sensitive Information including Criminal Justice Information (CJI), Protected Health Information (PHI) as defined by the Health Insurance Portability and Accountability Act (HIPAA), Personally Identifiable Information (PII), and Payment Card Industry (PCI) data as defined by the Payment Card Industry Data Security Standard (PCI-DSS), and partner intellectual property must be maintained on County equipment and within County control and shall not be transmitted, copied, or removed without authorization from the County.
- C. Employees remotely accessing Sensitive Information, including viewing Email, from personally owned devices shall not print out or otherwise save Sensitive Information to personal printers, personal storage devices, or personal cloud storage accounts.
- D. Sensitive information shall not be sent via text messaging on County or personal devices.
- E. No County data shall be entered, stored, or processed in any non-county internet hosted environment, often referred to as cloud services, without prior written approval from IT.

7. Password Accountability

- A. IT maintains a network password policy in compliance with several different security policies and configures its systems to enforce compliance. The network password policy dictates length, age, complexity, history, and lockout procedures. In the case of a lockout, IT may ask for information to validate the identity of the password holder.
- B. County network passwords must be held confidential and may not be shared with co-workers, supervisors, subordinates, interns, volunteers, or vendors.
- C. Employees and affiliates must not use a password, access a file, or retrieve any stored communication, other than where authorized.
- D. If you believe that you have someone else's password or that someone else has your password, or you are aware of any compromised network or application password, you must notify IT immediately.

8. Enterprise Authentication Protocols, Multi-Factor Authentication (MFA)

- A. Multi-factor authentication is integrated with the County's enterprise authentication systems. Multi-factor authentication is also integrated with several other County critical services.
- B. County enterprise authentication requires that employees create, memorize, and maintain a combination of login names, passwords, passphrases, PINs, as well as potentially registering biometric data for the purposes of authenticating trusted attributes about employee identities against IT's access management systems.
- C. Any attempts to circumvent County centralized access management systems, authentication services (LDAP, MFA) access rules, policies, and mechanisms to gain access to County systems is strictly prohibited.

- D. County employees issued accounts, user passwords, service shared secrets, and other non-public information will not be transmitted without written approval by IT and only via approved methods.
- E. County employees shall immediately report any breach of security or unauthorized use of accounts, authentication services or access management systems to IT.

9. Cybersecurity Training

- A. All County employees and affiliates using the County's electronic, and telecommunications systems shall complete and pass mandatory Cybersecurity training within 90 days of being granted a Network login, thereafter all County employees and affiliates using the County's electronic, and telecommunications systems shall complete them when assigned.
- B. IT shall be responsible for administering and tracking Cybersecurity Training.

10. Solicitation

- A. Electronic or Telecommunication systems may not be used to solicit or proselytize for outside or personal commercial ventures, religious or political causes, outside organizations, or other solicitations that are not job-related, except as provided for in collective bargaining agreements.

11. Social Media

- A. Only designated personnel are allowed to represent the County through social media. This includes mass e-mail and communication applications and social media applications. For more details, refer to the County admin policy A114 - Social Media Use.

12. Malware, Viruses, SPAM

- A. Employees and affiliates may not use County computers, software, email, or infrastructure systems to develop, test, analyze, or disseminate any malware, virus, spam, malicious threat or otherwise destructive program or activity.
- B. Employees are responsible for reporting suspected malware or virus activity, or any other suspected or detected security threats as soon as reasonably possible to IT.

13. Explicit Content

- A. County systems shall not be used to access, send, display, download or print illegal, offensive, pornographic, or sexually explicit content except in the instance of department authorized law enforcement, investigations and as needed for health education activities.

14. Electronic Mail (Email)

- A. All County Email is subject to Oregon's Public Records Law (ORS 192.311 to 192.513) and may be provided to outside parties through the federal Freedom of Information Act. County employees or other users of email shall have no expectation of privacy in any email creation, transmission, or other usage.
- B. An individual is responsible for the use and content of their email. An employee who receives a misdirected email shall be responsible for informing the sender that the message was misdirected. No employee shall send an email under another employee's name without authorization. No employee shall change any portion of a previously sent email without authorization of the creator of the previously sent email. Except for supervisors and authorized personnel, no employee shall access another employee's email without that employee's permission.
- C. Unless explicitly permitted as part of a business process, individuals shall ensure no emails contain sensitive information such as Personally Identifiable Information (PII), Protected Health Information (PHI), Criminal Justice Information (CJI) or Payment Card Industry (PCI) data.
- D. If business communications processes are in place to use email for sensitive information, individuals shall ensure their messages are encrypted using established solutions and technologies provided by IT.
- E. Email accounts issued to County employees shall not be auto-forwarded route email to email accounts outside the County.
- F. Email shall not be used to create or distribute inappropriate or illegal messages, transmit discriminatory, derogatory, or illegal information, sexually explicit content, or political activity except as authorized by bargained labor contracts.
- G. Employees and affiliates must not send or forward "chain letter" or SPAM emails and shall not open emails or attachments unless they are confident of the identity of the sender and the content of any attachments.
- H. All-County (All-Benton, All-Employee) Emails shall only be sent by authorized senders including the County PIO, Department Directors, Elected Officials, or individuals who have been approved by their Department Director to send such emails.

All-County Emails shall be appropriate for most Benton County employees, and should only be sent if they include one or more of the following:

- A message that directly relates to carrying out the business of Benton County.
- A message that relates to changes in Benton County policy.
- A message that is time sensitive.

- A message of an announcement or event.

Examples of inappropriate use of an All-County Emails include, but are not limited to:

- A message that violates County policy.
- A message that is personal in nature.
- A message that is commercial in nature.
- A message originating from non-governmental organizations not associated with the County.

15. Instant Messaging, Chat

- A. Instant Messaging shall not be used to create, transmit, or distribute inappropriate, discriminatory, derogatory, sexually explicit, or illegal messages.
- B. Instant Messaging shall not be used for political activity except as authorized by bargained labor contracts.
- C. County employees or other users of Instant Messaging shall have no expectation of privacy in any Instant Messaging creation, transmission, or other usage.

16. Responsibility to Report

- A. If, at any point, an employee believes that they may have violated any component of this policy, the employee must notify Human Resources, and their manager or supervisor.
- B. If an employee is aware of any inappropriate activity as covered under this policy, that employee is responsible for reporting said use to their manager or supervisor or to IT.
- C. If in the course of its work IT becomes aware of any inappropriate activity as covered under this policy, IT will notify Human Resources, the relevant manager, supervisor, or Department Director.

17. Acknowledgement of Receipt of Policy

- A. All County Employees and associated persons using County electronic devices shall read the Technology Policy and sign a document acknowledging the receipt of and reading of the policy.

Definitions:

Word:	Definition:
Acceptable Use Policy (AUP)	Also known as (Acceptable) Electronic Use Policy, Internet and E-mail Policy, Technology AUP, Internet AUP, Network AUP, or Acceptable IT Use Policy, Terms of Use.
Affiliate	Contractors, volunteers, vendors, partner agencies or organizations and their employees.
All-County Email	Any email that is sent via a master email distribution group or list (e.g., “*Benton All Mail Subscribers” or “Employees”)
Cloud	Cloud Computing; Includes File-Sharing services, Software as a Service (SaaS), Platform as a Service (PaaS), Infrastructure as a Service (IaaS), On-demand Self Services, etc.
County device	A technological device purchased or otherwise owned by the County for the purposes of conducting County business. May be assigned to individual employees.
Criminal Justice Information (CJI)	Data determined to be sensitive to law enforcement as defined by the Federal Bureau of Investigation’s Criminal Justice Information Services Division (CJIS) and it’s CJIS Policy.
De Minimis	Minor and trivial; of negligible impact to County resources.
Executable file	A file in a format which enables an operating system to directly install a program.
Freedom of Information Act	A piece of federal legislation that grants public access to documents or other data in the possession of a government agency or public authority, unless the information falls into a category that is specifically excluded from the terms of the legislation.

Instant Messaging (IM)	Message format often referred to as “Chat”. Used to send or receive text-based messages on County electronic devices or systems.
IT	Benton County Information Technology Department
Mobile Device	Also known as a smart phone, tablet, handheld device, is a small, handheld computing device, typically having a display screen with touch input and/or a miniature keyboard and weighing less than 2 pounds.
Multi-Factor Authentication (MFA)	A security measure that protects individuals and organizations by requiring users to provide two or more authentication factors to access an application, account, or network.
Payment Card Industry (PCI) data	Data defined as sensitive by the Payment Card Industry Data Security Standard (PCI-DSS): a list of compliance standards containing policies around protecting consumer payment and financial data.
Personal device	A technological device purchased or otherwise owned by an employee or affiliate of the County.
Personally Identifiable Information (PII)	Personally identifiable information (PII) is information that, when used alone or with other relevant data, can identify an individual.
Protected Health Information (PHI)	Health data and information as defined by the federal Health Insurance Portability and Accountability Act (HIPAA).
Public Records Request	A letter or email addressed to the government custodian of public records, requesting a copy of the records pursuant to the relevant law (e.g., Oregon’s Public Records Law ORS 192.311 or the Freedom of Information Act). Requests typically include a detailed description of the records requested, such as the date, subject, type, and format of the records.

Script	A list of commands that can be executed without user interaction.
URL	Uniform Resource Locator: the address used in a web browser to locate a website or resource on the World Wide Web.

Keywords:

AUP, Acceptable Electronic Use, EULA, limited use, personal use, e-mail, executable file, script, internet.

Category:

Administrative Policies

Contact:

Name: Adam Loerts, Director of IT
Phone: (541) 766-6889
Email: adam.loerts@bentoncountyor.gov

Policy History:

- Version 3.0: 09/27/2023- Renamed to Technology Use Policy, new policy template, added content for Remote work, International Use, Authentication and MFA, Cloud services. Updated and revised several sections language to modernize content.
- Version 2.0: 04/03/2019- Reformatted Policy in new policy template, added contact information.
- Version 1.2: 09/04/2018- Added "All- County Email" use to Policy, Cybersecurity training requirement added to policy, various housekeeping edits.
- Version 1.1: 09/16/2014- Replaced "IRM" with "IT", housekeeping updates and added "mobile devices" to policy.
- Version 1.0: Supersedes policy no. 97-04



Benton County

Policy Title:	Electronic Use Policy				
Policy Number:	A100	Version:	3.0	Effective Date:	07/01/2012

Procedures

No associated procedures.

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 11/28/23

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Public Works

Contact Name * Jennifer J Ficek

Phone Extension * 6009

Meeting Attendee Name * Gary Stockhoff and Darren Nichols

Agenda Item Details



Item Title * Revising Fees for Permits, Applications, and Services in Public Works, Community Development, and Planning Division for 2024, Order #D2023-091

- 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 * 15 minutes

Board/Committee Involvement * Yes No

Advertisement*

- Yes
 No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues*

This agenda item is prepared collaboratively between Public Works, Community Development, and Planning Division. The departments have reviewed existing fees and bring their issues and recommendations together as one action. The fee tables are proposed to have an effective date of January 1, 2024.

Community Development, Planning Division – See Attachment A

Community Development has completed a partial review of its fee structure and developed a new, transparent spreadsheet for all land use fees set by the department. The department’s 2024 proposal starts with the Board’s adopted 2023 fee schedule, then backs out each application type to reflect a base fee (based on estimated average staff time/cost to process) and one or more additional fee types reflecting requirements for public notice, posting of legal ads, recording documents in County records, and other related application fees. We hope this newly structured approach to setting and communicating land use application fees provides a more transparent accounting of Benton County’s costs and fees, as well as making it much easier for the department and other County departments to adjust their related permit/application fees over time.

Public Works – See Attachment B

The Public Works Department fees were last increased by 5% on January 1, 2023. For 2024, the Public Works Department proposes using the automatic annual incremental increase by the amount of the Western Region CPI plus 2% or 5%, whichever is lesser. It was determined that the inflation rate over the prior 12 months ending September 30, 2023, was 3.9%; however, Public Works proposes to increase its rates by 5.0% for 2024 instead of the allowable 5.9%. On the fee schedule, fees under \$100 are rounded to the nearest \$1, and fees of \$100 and greater are rounded to the nearest \$5.

Options*

- 1) Accept proposed fee increases.
- 2) Reject the proposed fee increases.
- 3) Provide alternative direction to staff.

Fiscal Impact*

- Yes
- No

Fiscal Impact Description*

For Community Development, Planning Division, at projected numbers of permits, the new fees will increase annual revenue by approximately \$20,000 plus any additional actual costs recovered.

For the Public Works Department, based on the revenue collected from 2023 permit fees, the new fees will result in increased revenue of approximately \$4,000 to \$5,000.

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.
Required to provide these services to the community.

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* Fees are charged to those that require the services; making this action equitable for all.

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* These fees support the services the departments' provide.

Item Recommendations and Motions

Staff Recommendations* Staff recommends Option #1 to approve Order #D2023-091 setting fees for Public Works, Community Development, and Planning to be effective January 1, 2024

Meeting Motions* I move to ...
approve Order #D2023-091 setting fees for Public Works, Community Development, and Planning

Staff Recommendations

Staff recommends Option #1 to approve Order #D2023-091 setting fees for Public Works, Community Development, and Planning to be effective January 1, 2024.

Meeting Motion

I move to approve Order #D2023-091 setting fees for Public Works, Community Development, and Planning.

Attachments, Comments, and Submission

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.






Attachment B PW Fees.pdf	763.48KB
Order - 2024 Fees for PW.CD.pdf	89.45KB

Comments (optional) Per Darren in CD, they will have Attachment A ready prior to 11/28 meeting. CD will communicate with Amanda the status and progress of their attachment and any correlating information needed for this agenda item.

If you have any questions, please call ext.6800

Department Approver

GARY STOCKHOFF

<p>1.</p> <p>Department Approval</p> <hr/> <p>Comments</p> <p>Signature </p>	<p>5.</p> <p>BOC Final Approval</p> <hr/> <p>Comments</p> <p>Signature </p>
<p>2.</p> <p>Counsel Approval</p> <hr/> <p>Comments</p> <p>Signature </p>	
<p>3.</p> <p>Finance Approval</p> <hr/> <p>Comments</p> <p>Signature </p>	
<p>4.</p> <p>County Administrator Approval</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 Revising Fees for)
Permits, Applications and Services)
Provided by the Public Works,)
Community Development, and)
Planning Departments)

ORDER #D2023-091

IT APPEARING TO THE BOARD THAT, Benton County Board of Commissioners have the authority to establish land use fees under Oregon Revised Statutes (ORS) 215.416; and

THAT the last time the fees were modified in Community Development, Planning Division, was in 2023; and

THAT ORS Chapters 92, 198, 203, 205, 209, and 368 authorize Benton County to establish fees for County surveying, corner restoration, special districts, and road functions; and

THAT the last time the fees in Public Works were modified was in 2023; and

NOW, THEREFORE, IT IS HEREBY ORDERED that Community Development, Planning Division, and Public Works Departments' revised fee schedules, as shown on Attachments A and B, respectively, be approved as of January 1, 2024; and

BE IT FURTHER ORDERED that Benton County Community Development and Public Works shall consider annual incremental fee increases by the amount of 5% or the Western Region CPI plus 2%, whichever is greater, unless a proposed fee increase exceeds this amount requiring additional justification. No fee increase will be implemented without Board approval.

Adopted this 28th day of November, 2023.

Signed this 28th day of November, 2023.

BOARD OF COMMISSIONERS

Pat Malone, Chair

Approved as to form:

Xanthippe Augerot, Vice Chair

County Counsel

Nancy Wyse, Commissioner



4500 SW Research Way
Corvallis, Oregon 97333
Office: (541) 766-6819
co.benton.or.us/cd

MEMORANDUM

TO: Board of Commissioners, County Administrator Rachel McEneny
FR: Darren Nichols, Community Development Director
Shannon Bush, Interim Community Development Deputy Director
DT: November 20, 2023
RE: Community Development: 2024 Land Use Fees Update

Background

As part of its 2023 land use fees update, the Community Development department indicated that, prior to presenting its 2024 fee update, the department would conduct an audit of Benton County’s land use fees and revamp the method by which fees are calculated.

This memo and the attached spreadsheets reflect a substantial staff effort to increase clarity, accuracy, and transparency in Benton County’s land use application fee structure. While that work will continue through the current biennium, we hope the improvements to date provide a transparent view of proposed 2024 fees and a more efficient model and tool for calculating and assessing fees going forward.

Prior versions of the fee schedule used a complicated table that combined a mix of internal and external costs described in a series of line items and symbology. An example of the former fee structure follows here:

Example of 2023 Fee Schedule Layout

Property Line Adjustments & Land Divisions (fees may include: ^o \$540 Full notice, *\$115 Notice of Dec, @ \$175 Notice of App)	Application Fees
Partition - All other partitions, except Series Partitions (full notice)	Standard Parcel partition fee examples
Partition Application Fee \$1,225 ^o Standard Parcels outside Corvallis UGB, plus \$215/parcel; or \$1,810 ^o Standard Parcels inside Corvallis UGB, plus \$215/parcel	2 parcel: \$2,793
PW Surveyor fee of \$395, plus \$115/parcel; plus PW Engineer fee of \$110	3 parcel: \$3,153
Assessment fee of \$250 plus \$30/parcel, Records Fee of \$93	
(If a public hearing is requested by the applicant then add \$605)	
(If a Public Facility "Non-Standard" Parcel per BCC 64.305(2) then add \$61)	

In discussions with department staff, the basis for some of those fees had become unclear over time and the complicated fee structure, historically described in words and symbols, made application fees difficult to understand and calculate, especially for complex land use applications.

Structural and formatting changes for land use fees in 2024

The new fee schedule uses a more transparent spreadsheet to show the base fee for each application type and the individual fees associated with that application, including internal and external staff review time, and, where

applicable, per parcel fees and other departmental base fees, neighborhood mailing notices, legal ads, and document recording fees. Community Development staff and members of the public will be able to see and understand the fees that will, or may, apply to their particular land use application, for all departments/divisions including Planning, Records, Public Works, and Assessment, as well as the combined total.

Overview of proposed fee changes for 2024

In general, for the 2024 update, the department applied a standard 5% increase in base application fees across-the-board. Where applied, the 5% adjustment reflects inflationary cost increases, but does not fully recover the department's operating costs or Benton County's investment in the land use and planning programs. Benton County continues to offset much of the department's customer service and land use permitting operations with general fund revenues.

The following provide an outline of specific fee changes proposed to become effective January 1, 2024:

- Attachment A: provides an adoption-ready fee schedule intended for use by staff and the public; and
- Attachment B: provides an annotated fee schedule with related fees and an explanatory rationale for any fee changes that vary from the standard 5% increase.

Specific Notes

- No change: Denotes fees with no proposed change from the 2023 schedule.
- Corrected: Denotes a fee for which the 2023 amount was incorrect or unclear. Corrections are explained in the right-hand column of the annotated spreadsheet (Attachment B).
- Actual cost: Denotes fees that are proposed to be billed at the actual cost of processing. Some "actual cost" fees require a deposit at the time of application.
- Per parcel: For some land divisions, the application fee is determined by the number of parcels proposed to be created. These applications typically include a base fee, a per parcel fee, and other related fees.
- Appeals: For some application types, the cost of appealing a county land use decision is clarified to specify 1.) the required deposit amount, and 2.) which party bears the cost of an appeal. In all cases, the party that moves for action (the applicant or the appellant) is the party responsible to bear the cost of the land use application and all related processing fees.

Next Steps

As part of its continued commitment to improve efficiencies and public transparency, the Community Development Department will also make the following improvements through the 2023-25 biennium:

- Continued **assessment of actual staff time** and costs to complete land use applications of all types. Newly developed time tracking systems and efficiencies will assist with accurate cost estimates for all phases of department operations, including customer service.
- Recruiting additional **land use and planning leadership** will add needed capacity in the Land Use Planning Division and will enable better staff support and consistent workload tracking.
- **Completing a full Development Code audit and update** is a necessary step in addressing outdated terms, clauses, and structures, which will in turn allow the Community Development Department (CDD) to amend associated fee structures in the next biennium. *Note: the CDD has Capital Improvement Program/Plan (CIP) funding slated for this project in the current biennium; work will commence on this project in early 2024.*

- **Posting County Code and Development Code in a searchable online platform** will enable improved access to County land use laws for external and internal users.
- **Revamping the “land use” module of the County’s current e-permitting system** will provide Community Development and other departments to access completed permits and permits in process.
 - In addition, the spreadsheet has not been connected to the state of Oregon’s e-permitting system, which requires staff in multiple departments to spend time updating their respective fee schedules, sharing differing spreadsheets across departments, and then separately updating the state’s online e-permitting system once complete.
- **Rebuilding the department website** with user-friendly features will enable the County to provide better online service while helping staff focus on land use permit processing and efficiency measures.
- Facilitated **investments in coordinated development permit systems** across departments will also enable faster and more consistent reviews for all permit types.

Proposed Board Action

Staff recommends that the Board of Commissioners adopt the 2024 Community Development fee schedule as presented in Attachment A.

Proposed Motion:

“I move to adopt the 2024 Community Development fee schedule as presented in Attachment A, effective beginning January 1, 2024.”

Alternate Motion:

“I move to adopt the 2024 Community Development fee schedule as amended by the Board of Commissioners, including [insert specific amendments here], effective beginning January 1, 2024.”

FEE DESCRIPTION	BOARD ADOPTED TOTAL FEES FROM WORKSHEET		PREVIOUS Base Application Fee	LAND USE APPLICATION FEES		COMBINED	REASON FOR CHANGE / RECOMMENDATION [2024]
	[2023]	[2023]	[2023]	Base Processing/ Application Fee	TOTAL FEES	TOTAL FEES	
	Actual Cost	Actual Cost	Actual Cost	[2024]	[2024]	[2024]	
DOCUMENT FEES			--	Variable	--		
Recording of Docs (non-covenants) prepared by applicant				--	--		No change - actual cost
Preparation and recording of covenants and other legal documents	\$ 168.00	\$ 168		\$ 90	\$ 173		Corrected. Should have been \$173 last year (Recording \$83 + \$90 base fee = \$173), no change to base fee in 2024
PERMIT REVIEW AND RELATED ACTIONS							
Code Enforcement			--	Actual Cost	Actual Cost		No change - actual cost
Erosion & Sediment Control Permit	\$ 105.00	\$ 105		\$ 110	\$ 110		5% base fee increase
Floodplain Development Permit (all development activities in a floodplain)	\$ -	\$ -		\$ 60	\$ 60		Previously no charge, amended to 1 hour of Floodplain Manager's time
Floodplain Review of Structural Building Permit or Manufactured Home Placement	\$ 170.00	\$ 170		\$ 480	\$ 480		Equivalent to 8 hours of Floodplain Manager's time
Permit Zoning Compliance Review:			--	--	--		--
Demolition of Dwellings in Resource Zones (EFU/MPA/FC)	\$ 220.00	\$ 220		\$ 231	\$ 231		5% base fee increase
All other Demolition (dwellings in non-resource zones, other structures in any zone)	\$ 66.00	\$ 66		\$ 69	\$ 69		5% base fee increase
Structural, Mobile Home Placement, Change of Use/Occupancy, Recreational Vehicle (RV) Placement Permits	\$ 105.00	\$ 105		\$ 110	\$ 110		5% base fee increase
Agricultural Exemption	\$ 303.00	\$ 135		\$ 142	\$ 315		5% base fee increase, other fee(s) parsed out for clarity and transparency
Water Reviews (well water quality and pump tests)	\$ 66.00	\$ 66		\$ 69	\$ 69		5% base fee increase
Septic Reviews (Full review: Feasibility, Alteration, Authorization)	\$ 125.00	\$ 125		\$ 131	\$ 131		5% base fee increase
Septic Review (Partial review: Installation)	\$ 64.00	\$ 64		\$ 67	\$ 67		5% base fee increase
Recreational Vehicle (RV) Placement Land Use Application	\$ 105.00	\$ 105		\$ 110	\$ 110		5% base fee increase
DWELLINGS ON RESOURCE LAND							
Dwelling - EFU/MPA Accessory Farm-related	\$ 1,408.00	\$ 1,210		\$ 1,271	\$ 1,475		5% base fee increase, other fee(s) parsed out for clarity and transparency
Dwelling - EFU/MPA Farm Related - 160 acres or more	\$ 550.00	\$ 352		\$ 370	\$ 574		5% base fee increase, other fee(s) parsed out for clarity and transparency

FEE DESCRIPTION	BOARD ADOPTED TOTAL FEES FROM WORKSHEET		PREVIOUS Base Application Fee	LAND USE APPLICATION FEES		COMBINED	REASON FOR CHANGE / RECOMMENDATION [2024]
	[2023]		[2023]	Base Processing/ Application Fee	TOTAL FEES	TOTAL FEES	
	[2023]		[2023]	[2024]	[2024]	[2024]	
Dwelling - EFU/MPA Farm-help for a Relative	\$ 723.00	\$ 525	\$ 525	\$ 551	\$ 755	\$ 755	5% base fee increase, other fee(s) parsed out for clarity and transparency
Dwelling - EFU/MPA Income Test on less than 160 acres	\$ 1,268.00	\$ 1,070	\$ 1,070	\$ 1,124	\$ 1,328	\$ 1,328	5% base fee increase, other fee(s) parsed out for clarity and transparency
Dwelling - EFU/MPA Lot of Record: Non-High value soils	\$ 1,883.00	\$ 1,260	\$ 1,260	\$ 1,323	\$ 1,961	\$ 1,961	5% base fee increase, other fee(s) parsed out for clarity and transparency
Dwelling - EFU/MPA Lot of Record: High value soils	\$ 2,688.00	\$ 2,065	\$ 2,065	\$ 2,168	\$ 2,806	\$ 2,806	5% base fee increase, other fee(s) parsed out for clarity and transparency
Dwelling - EFU/MPA Non-farm: West of coast range	\$ 2,568.00	\$ 1,945	\$ 1,945	\$ 2,042	\$ 2,680	\$ 2,680	5% base fee increase, other fee(s) parsed out for clarity and transparency
Dwelling - EFU/MPA Non-farm: East of coast range	Actual cost; \$4,000 deposit	Actual Cost	Actual Cost	Actual Cost	\$ 4,638	\$ 4,638	Actual Cost (no change in deposit), other fee(s) parsed out for clarity and transparency
Dwelling - FC 160 acres or more	\$ 778.00	\$ 580	\$ 580	\$ 609	\$ 813	\$ 813	5% base fee increase, other fee(s) parsed out for clarity and transparency
Dwelling - FC Lot of Record Forest Dwelling	\$ 1,883.00	\$ 1,260	\$ 1,260	\$ 1,323	\$ 1,961	\$ 1,961	5% base fee increase, other fee(s) parsed out for clarity and transparency
Dwelling - FC Template Test Dwelling	\$ 2,743.00	\$ 2,120	\$ 2,120	\$ 2,226	\$ 2,864	\$ 2,864	5% base fee increase, other fee(s) parsed out for clarity and transparency
PROPERTY LINE ADJUSTMENTS & LAND DIVISIONS							
Consolidation (if plat required, add plat fee provided under PLAs)	\$ 380.00	\$ 380	\$ 380	\$ 399	\$ 399	\$ 399	5% base fee increase, actual cost recording fee
Well Test Notification (Base Fee incl 4hrs; addt'l time charged at staff hourly rate below)	Actual cost; \$525 deposit	Actual Cost	Actual Cost	Actual Cost	Actual cost; \$525 deposit	Actual cost; \$525 deposit	No change in deposit (\$525), actual cost
Land Division inside Corvallis UGB (add to partition & subdivision fees)	\$ 585.00	\$ 585	\$ 585	\$ 614	\$ 614	\$ 614	5% base fee increase
Partition - EFU/MPA/FC zones only, no dwellings involved, both parcels would meet minimum parcel size	Ministerial Review Fee Examples: 2 parcel: \$2,323 3 parcel: \$2,683	\$ 1,185	\$ 1,185	\$ 1,223	\$ 2,396	\$ 2,396	5% base fee increase, other fee(s) parsed out for clarity and transparency
Partition - All other, except Series Partitions, OUTSIDE Corvallis UGB	Standard Parcel partition fee examples 2 parcel: \$2,793 3 parcel: \$3,153	\$ 1,100	\$ 1,100	\$ 1,161	\$ 2,889	\$ 2,889	5% base fee increase, other fee(s) parsed out for clarity and transparency

FEE DESCRIPTION	BOARD ADOPTED TOTAL FEES FROM WORKSHEET [2023]		PREVIOUS Base Application Fee [2023]	LAND USE APPLICATION FEES	COMBINED	REASON FOR CHANGE / RECOMMENDATION [2024]
	Base Processing/ Application Fee [2024]	TOTAL FEES [2024]				
Partition - All other, except Series Partitions, INSIDE Corvallis UGB						
Standard Parcel partition fee examples 2 parcel: \$2,793 3 parcel: \$3,153			\$ 1,700	\$ 1,776	\$ 3,389	5% base fee increase, other fee(s) parsed out for clarity and transparency
Partition - Series Partition, Preliminary Plat Approval			\$ 2,290	\$ 2,384	\$ 3,479	5% base fee increase, other fee(s) parsed out for clarity and transparency
\$2,185 plus \$215/parcel, and \$220 + \$295						
Partition - Series Partition, Final Plat Approval			\$ -	--	\$ 1,208	No base planning fee, other fee(s) parsed out for clarity and transparency
3 Parcel: \$1,173						
Property Line Adjustment (between two properties), Ministerial Review			--	--	--	--
Ministerial PLA Application fee, add survey or plat fee			\$ 974	\$ 1,023	\$ 1,023	5% base fee increase, other fee(s) parsed out for clarity and transparency
\$ 974.00						
Property Line Adjustment (between two properties), Quasi-Judicial Review			\$ 1,199	\$ 1,259	\$ 1,814	5% base fee increase, other fee(s) parsed out for clarity and transparency
if Survey, add PW Surveyor Review fee			--	--	\$ 415	Fee update from Public Works
\$ 305.00						
if Plat, add PW Surveyor fee of \$415 plus \$120/parcel; Assessment fee of \$310 plus \$30/parcel; and Records Fee of \$93. (Do not include \$110 engineer review fee for partitions)			\$ -	--	\$ 1,028	Fee update from Public Works
Plat fee for PLA involving 2 properties: \$1,028						
Additional Property Line Adjustment Applications reviewed concurrently			\$ -		50% of planning fee	No change
50% of planning fee						
Subdivision			--	--	--	--
Subdivision Application fee plus \$260/lot			\$ 5,810	\$ 6,101	\$ 10,519	5% base fee increase, other fee(s) parsed out for clarity and transparency. PW fees updated.
Example: 10-Lot Pre-Monumented; or \$2,005, plus \$125/lot & 120% bond Post-Monumented			\$10,068	--	\$ -	Pre- and post-monumented PW fees updated

FEE DESCRIPTION	BOARD ADOPTED TOTAL FEES FROM WORKSHEET		PREVIOUS Base Application Fee [2023]	LAND USE APPLICATION FEES	COMBINED	REASON FOR CHANGE / RECOMMENDATION [2024]
	[2023]	[2023]	[2023]	Base Processing/ Application Fee [2024]	TOTAL FEES [2024]	
OTHER LAND USE APPLICATIONS						
Administrative Review	\$ 730.00	\$ 615	\$ 615	\$ 646	\$ 767	5% base fee increase, other fee(s) parsed out for clarity and transparency
Agritourism: Single-event license, per ORS 215.283(4)(b)	\$ 380.00	\$ 380	\$ 380	\$ 399	\$ 399	5% base fee increase, other fee(s) parsed out for clarity and transparency
Agritourism: Single event/activity, per ORS 215.283(4)(a)	\$ 1,890.00	\$ 1,350	\$ 1,350	\$ 1,418	\$ 1,973	5% base fee increase, other fee(s) parsed out for clarity and transparency
Agritourism: Limited use permit, up to 6 events/activities, per ORS 215.283(4)	\$ 2,455.00	\$ 1,915	\$ 1,915	\$ 2,011	\$ 2,566	5% base fee increase, other fee(s) parsed out for clarity and transparency
Agritourism: Events permit, up to 18 events/activities, per ORS 215.283(4)(d)	\$ 2,755.00	\$ 2,215	\$ 2,215	\$ 2,326	\$ 2,881	5% base fee increase, other fee(s) parsed out for clarity and transparency
Conditional Use: Staff Decision or Greenway	\$ 1,890.00	\$ 1,350	\$ 1,350	\$ 1,418	\$ 1,973	5% base fee increase, other fee(s) parsed out for clarity and transparency
Conditional Use: Planning Commission Hearing	\$ 2,490.00	\$ 1,950	\$ 1,950	\$ 2,048	\$ 2,603	5% base fee increase, other fee(s) parsed out for clarity and transparency
Create a Tax Lot/Deed Release	\$ 175.00	\$ 175	\$ 175	\$ 184	\$ 267	5% base fee increase, other fee(s) parsed out for clarity and transparency
Floodplain, Land Development Activities (large projects)	\$ 480.00	\$ 365	\$ 365	\$ 600	\$ 721	Equivalent to 10 hours of Floodplain Manager's time
Floodplain Minor Variance	\$ 350.00	\$ 350	\$ 350	\$ 368	\$ 368	5% base fee increase, other fee(s) parsed out for clarity and transparency
Home Occupation, excluding Exclusive Farm Use or Forest Conservation zones	\$ 380.00	\$ 380	\$ 380	\$ 399	\$ 399	5% base fee increase, other fee(s) parsed out for clarity and transparency
Hydrogeologic Proposal and Study - Review	Actual cost; \$1,500 deposit	Actual Cost	Actual Cost	Actual Cost	Actual cost; \$1,500 deposit	5% base fee increase, other fee(s) parsed out for clarity and transparency
Interpretations of Code, Written	\$ 860.00	\$ 745	\$ 745	\$ 782	\$ 1,153	5% base fee increase, other fee(s) parsed out for clarity and transparency
Land Use application, including Conditional Use Permit, in Landfill Site (LS) Zone - Planning Commission Decision or Staff Decision	Actual Cost; \$10,000 deposit	Actual Cost	Actual Cost	Actual Cost	Actual Cost; \$10,000 deposit	No change, actual cost
Medical Hardship in Resource Zone (Exclusive Farm Use or Forest Conservation), Conditional Use Permit required	\$ 1,278.00	\$ 655	\$ 655	\$ 688	\$ 1,326	5% base fee increase, other fee(s) parsed out for clarity and transparency
Medical Hardship in Non-Resource Zone	\$ 573.00	\$ 490	\$ 490	\$ 515	\$ 598	5% base fee increase, other fee(s) parsed out for clarity and transparency
Medical Hardship (Transfer of/Addition to existing medical hardship approval)	\$ 370.00	\$ 287	\$ 287	\$ 301	\$ 384	5% base fee increase, other fee(s) parsed out for clarity and transparency

FEE DESCRIPTION	BOARD ADOPTED TOTAL FEES FROM WORKSHEET		PREVIOUS Base Application Fee	LAND USE APPLICATION FEES		COMBINED	REASON FOR CHANGE / RECOMMENDATION
	[2023]		[2023]	Base Processing/ Application Fee	TOTAL FEES	[2024]	
	[2023]	[2023]	[2023]	[2024]	[2024]	[2024]	
Ministerial Review	\$ 380.00	\$ 380	\$ 380	\$ 399	\$ 399	\$ 399	5% base fee increase, other fee(s) parsed out for clarity and transparency
Modification to Natural Features Standards (Corvallis Urban Fringe only):	\$ -	\$ -	\$ -	--	\$ -	\$ -	--
Implementation Plan (88.800(3) to (9)) & Non-Discretionary Review (88.800(1))	\$ 660.00	\$ 660	\$ 660	\$ 693	\$ 693	\$ 693	5% base fee increase, other fee(s) parsed out for clarity and transparency
Discretionary Review per BCC 88.800(2)	\$ 1,550.00	\$ 1,010	\$ 1,010	\$ 1,061	\$ 1,616	\$ 1,616	5% base fee increase, other fee(s) parsed out for clarity and transparency
Non-Conforming Use Alteration or Expansion	\$ 1,555.00	\$ 1,015	\$ 1,015	\$ 1,066	\$ 1,621	\$ 1,621	5% base fee increase, other fee(s) parsed out for clarity and transparency
Pre-application Conference, when required by code (e.g., subdivision, series partition, partition subject to Chapter 100)	\$ 730.00	\$ 730	\$ 730	\$ 767	\$ 767	\$ 767	5% base fee increase, other fee(s) parsed out for clarity and transparency
Pre-application Conference requested by applicant or Planning Official	\$ 420.00	\$ 420	\$ 420	\$ 441	\$ 441	\$ 441	5% base fee increase, other fee(s) parsed out for clarity and transparency
Site Development Plan Review: No site visit	\$ 675.00	\$ 455	\$ 455	\$ 478	\$ 708	\$ 708	5% base fee increase, other fee(s) parsed out for clarity and transparency
Site Development Plan Review: With site visit	\$ 910.00	\$ 690	\$ 690	\$ 725	\$ 955	\$ 955	5% base fee increase, other fee(s) parsed out for clarity and transparency
Variance	\$ 1,485.00	\$ 945	\$ 945	\$ 992	\$ 1,547	\$ 1,547	5% base fee increase, other fee(s) parsed out for clarity and transparency
Vested Right	\$ 1,740.00	\$ 1,200	\$ 1,200	\$ 1,260	\$ 1,815	\$ 1,815	5% base fee increase, other fee(s) parsed out for clarity and transparency
Winery land use application (per BCC 55.150)	\$ 730.00	\$ 615	\$ 615	\$ 646	\$ 767	\$ 767	5% base fee increase, other fee(s) parsed out for clarity and transparency
Winery Events License for 1 to 6 events per year	\$ 380.00	\$ 380	\$ 380	\$ 399	\$ 399	\$ 399	5% base fee increase, other fee(s) parsed out for clarity and transparency
Winery Events Permit for 7 or more events per year	\$ 805.00	\$ 265	\$ 265	\$ 399	\$ 954	\$ 954	Base fee amended to be equivalent to the base processing/application fee for 1-6 events, plus added cost for full notice
Zone/ Comprehensive Plan Change: Zone change only and a 2nd legal ad	\$ 3,515.00	\$ 2,725	\$ 2,725	\$ 2,861	\$ 3,666	\$ 3,666	5% base fee increase, other fee(s) parsed out for clarity and transparency
Zone/ Comprehensive Plan Change: Zone/Comp Plan change without Goal Exception and a 2nd legal ad	\$ 3,885.00	\$ 3,095	\$ 3,095	\$ 3,250	\$ 4,055	\$ 4,055	5% base fee increase, other fee(s) parsed out for clarity and transparency
Zone/ Comprehensive Plan Change: Zone/Comp Plan change with Goal Exception and a 2nd legal ad	\$ 5,455.00	\$ 4,665	\$ 4,665	\$ 4,898	\$ 5,703	\$ 5,703	5% base fee increase, other fee(s) parsed out for clarity and transparency

		LAND USE APPLICATION FEES		COMBINED		
FEE DESCRIPTION	BOARD ADOPTED TOTAL FEES FROM WORKSHEET	PREVIOUS Base Application Fee [2023]	Base Processing/ Application Fee [2024]	TOTAL FEES [2024]	REASON FOR CHANGE / RECOMMENDATION [2024]	
	[2023]	[2023]	[2024]	[2024]		
Zone/ Comprehensive Plan Change: Mineral & Agg. Overlay-Zone/Comp Plan change and a 2nd legal ad	Actual cost; \$4,000 dep.	Actual Cost	Actual Cost	Actual cost; \$4,000 dep.	No change, actual cost; \$4000 deposit	
APPEALS						
Appeal of a Planning Commission decision in Landfill Site Zone	Actual cost*; deposit of orig. application fee	Actual cost*; deposit of orig. app. Fee	Actual Cost* (borne by appellant); \$5,000 deposit (equivalent to half of original application deposit)	Actual cost*; deposit of orig. application fee	Deposit reduced to \$5,000 (from \$10,000 in 2023), which is equivalent to half the cost of the original application; cost to be borne by appellant	
Appeal of a Planning Commission decision excluding Landfill Site Zone	Actual cost; deposit of orig. application fee	Actual cost*; deposit of orig. app. Fee	Actual cost*		No change	
Appeal of a Planning Official's decision	\$ 250.00	\$ 250	Actual cost	\$ -	Updated to reflect actual cost	
Remand hearing	\$ 1,925.00	\$ 1,385	\$ 1,454	\$ 2,009	5% base fee increase, other fee(s) parsed out for clarity and transparency	
OTHER						
Hourly Land Use/Property Research (extensions requiring review by Planning Official, general, other)	\$130/hourly rate, 1 hr. deposit	\$ -	\$130/hourly rate, 1 hr. deposit	\$130/hourly rate, 1 hr. deposit	No change	
Land Use Permit Extensions Reviewed by PC (fee includes \$540 Full Notice)	\$ 970.00	\$ 430	\$ 452	\$ 1,007	5% base fee increase, other fee(s) parsed out for clarity and transparency	
Public Hearing requested by applicant, add on (for non-partitions/PLAs)	\$ 605.00	\$ 605	\$ 635	\$ 635	5% base fee increase, other fee(s) parsed out for clarity and transparency	
Photo Copies/Prints: Letter & Legal sizes	\$ 0.25	\$ 0	\$ 0.25	\$ 0.25	No change	
11 x 17 (poster size) & all sizes color copies/prints	\$ 1.00	\$ 1	\$ 1.00	\$ 1.00	No change	
Refund Check Processing	\$ 25.00	\$ 25	\$ 25	\$ 25	No change	
Unauthorized Land Use Activities	Double Standard Fee	--	Double Standard Fee	Double Standard Fee	No change	

FEE DESCRIPTION	LAND USE APPLICATION FEES								RECORDS	PUBLIC WORKS		ASSESSMENT	COMBINED	REASON FOR CHANGE / RECOMMENDATION [2024]
	BOARD ADOPTED TOTAL FEES FROM WORKSHEET	PREVIOUS Base Application Fee	Base Processing/ Application Fee	Deposit (variable by App Type)	Notice of Application (NOA)	Notice of Decision (NOD)	Full Notice (Legal Ad + NOA + NOD)	Legal Ad	Recording	Public Works Engineering	Public Works Surveying	Assessment	TOTAL FEES	
	[2023]	[2023]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	
DOCUMENT FEES		--	Variable	Variable	\$ 184	\$ 121	\$ 555	\$ 250	\$ 83	Variable	Variable	Variable	--	
Recording of Docs (non-covenants) prepared by applicant	Actual Cost	Actual Cost	--	--	--	--	--	--	Actual Cost	--	--	--	--	No change - actual cost
Preparation and recording of covenants and other legal documents	\$ 168.00	\$ 168	\$ 90	--	--	--	--	--	\$ 83	--	--	--	\$ 173	Corrected. Should have been \$173 last year (Recording \$83 + \$90 base fee = \$173), no change to base fee in 2024
PERMIT REVIEW AND RELATED ACTIONS														
Code Enforcement	Actual Cost	--	Actual Cost	--	--	--	--	--	--	--	--	--	Actual Cost	No change - actual cost
Erosion & Sediment Control Permit														
	\$ 105.00	\$ 105	\$ 110	--	--	--	--	--	--	--	--	--	\$ 110	5% base fee increase
Floodplain Development Permit (all development activities in a floodplain)	\$ -	\$ -	\$ 60	--	--	--	--	--	--	--	--	--	\$ 60	Previously no charge, amended to 1 hour of Floodplain Manager's time
Floodplain Review of Structural Building Permit or Manufactured Home Placement	\$ 170.00	\$ 170	\$ 480	--	--	--	--	--	--	--	--	--	\$ 480	Equivalent to 8 hours of Floodplain Manager's time
Permit Zoning Compliance Review:		--	--	--	--	--	--	--	--	--	--	--	--	--
Demolition of Dwellings in Resource Zones (EFU/MPA/FC)	\$ 220.00	\$ 220	\$ 231	--	--	--	--	--	--	--	--	--	\$ 231	5% base fee increase
All other Demolition (dwellings in non-resource zones, other structures in any zone)	\$ 66.00	\$ 66	\$ 69	--	--	--	--	--	--	--	--	--	\$ 69	5% base fee increase
Structural, Mobile Home Placement, Change of Use/Occupancy, Recreational Vehicle (RV) Placement Permits	\$ 105.00	\$ 105	\$ 110	--	--	--	--	--	--	--	--	--	\$ 110	5% base fee increase
Agricultural Exemption	\$ 303.00	\$ 135	\$ 142	--	--	--	--	--	\$ 83	--	--	--	\$ 315	5% base fee increase, other fee(s) parsed out for clarity and transparency
Water Reviews (well water quality and pump tests)	\$ 66.00	\$ 66	\$ 69	--	--	--	--	--	--	--	--	--	\$ 69	5% base fee increase
Septic Reviews (Full review: Feasibility, Alteration, Authorization)	\$ 125.00	\$ 125	\$ 131	--	--	--	--	--	--	--	--	--	\$ 131	5% base fee increase
Septic Review (Partial review: Installation)	\$ 64.00	\$ 64	\$ 67	--	--	--	--	--	--	--	--	--	\$ 67	5% base fee increase
Recreational Vehicle (RV) Placement Land Use Application	\$ 105.00	\$ 105	\$ 110	--	--	--	--	--	--	--	--	--	\$ 110	5% base fee increase
DWELLINGS ON RESOURCE LAND														
Dwelling - EFU/MPA Accessory Farm-related	\$ 1,408.00	\$ 1,210	\$ 1,271	--	--	\$ 121	--	--	\$ 83	--	--	--	\$ 1,475	5% base fee increase, other fee(s) parsed out for clarity and transparency
Dwelling - EFU/MPA Farm Related - 160 acres or more	\$ 550.00	\$ 352	\$ 370	--	--	\$ 121	--	--	\$ 83	--	--	--	\$ 574	5% base fee increase, other fee(s) parsed out for clarity and transparency
Dwelling - EFU/MPA Farm-help for a Relative	\$ 723.00	\$ 525	\$ 551	--	--	\$ 121	--	--	\$ 83	--	--	--	\$ 755	5% base fee increase, other fee(s) parsed out for clarity and transparency
Dwelling - EFU/MPA Income Test on less than 160 acres	\$ 1,268.00	\$ 1,070	\$ 1,124	--	--	\$ 121	--	--	\$ 83	--	--	--	\$ 1,328	5% base fee increase, other fee(s) parsed out for clarity and transparency
Dwelling - EFU/MPA Lot of Record: Non-High value soils	\$ 1,883.00	\$ 1,260	\$ 1,323	--	--	--	\$ 555	--	\$ 83	--	--	--	\$ 1,961	5% base fee increase, other fee(s) parsed out for clarity and transparency
Dwelling - EFU/MPA Lot of Record: High value soils	\$ 2,688.00	\$ 2,065	\$ 2,168	--	--	--	\$ 555	--	\$ 83	--	--	--	\$ 2,806	5% base fee increase, other fee(s) parsed out for clarity and transparency
Dwelling - EFU/MPA Non-farm: West of coast range	\$ 2,568.00	\$ 1,945	\$ 2,042	--	--	--	\$ 555	--	\$ 83	--	--	--	\$ 2,680	5% base fee increase, other fee(s) parsed out for clarity and transparency
Dwelling - EFU/MPA Non-farm: East of coast range	Actual cost; \$4,000 deposit	Actual Cost	Actual Cost	\$ 4,000	--	--	\$ 555	--	\$ 83	--	--	--	\$ 4,638	Actual Cost (no change in deposit), other fee(s) parsed out for clarity and transparency
Dwelling - FC 160 acres or more	\$ 778.00	\$ 580	\$ 609	--	--	\$ 121	--	--	\$ 83	--	--	--	\$ 813	5% base fee increase, other fee(s) parsed out for clarity and transparency
Dwelling - FC Lot of Record Forest Dwelling	\$ 1,883.00	\$ 1,260	\$ 1,323	--	--	--	\$ 555	--	\$ 83	--	--	--	\$ 1,961	5% base fee increase, other fee(s) parsed out for clarity and transparency
Dwelling - FC Template Test Dwelling	\$ 2,743.00	\$ 2,120	\$ 2,226	--	--	--	\$ 555	--	\$ 83	--	--	--	\$ 2,864	5% base fee increase, other fee(s) parsed out for clarity and transparency

FEE DESCRIPTION	PREVIOUS		LAND USE APPLICATION FEES						RECORDS	PUBLIC WORKS		ASSESSMENT	COMBINED	REASON FOR CHANGE / RECOMMENDATION [2024]
	BOARD ADOPTED TOTAL FEES FROM WORKSHEET	Base Application Fee	Base Processing/ Application Fee	Deposit (variable by App Type)	Notice of Application (NOA)	Notice of Decision (NOD)	Full Notice (Legal Ad + NOA + NOD)	Legal Ad	Recording	Public Works Engineering	Public Works Surveying	Assessment	TOTAL FEES	
	[2023]	[2023]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	
PROPERTY LINE ADJUSTMENTS & LAND DIVISIONS														
Consolidation (if plat required, add plat fee provided under PLAs)	\$ 380.00	\$ 380	\$ 399	--	--	--	--	--	Actual Cost	--	--	--	\$ 399	5% base fee increase, actual cost recording fee
Well Test Notification (Base Fee incl 4hrs; add'l time charged at staff hourly rate below)	Actual cost; \$525 deposit	Actual Cost	Actual Cost	\$ 525	--	--	--	--	--	--	--	--	Actual cost; \$525 deposit	No change in deposit (\$525), actual cost
Land Division inside Corvallis UGB (add to partition & subdivision fees)	\$ 585.00	\$ 585	\$ 614	--	--	--	--	--	--	--	--	--	\$ 614	5% base fee increase
Partition - EFU/MPA/FC zones only, no dwellings involved, both parcels would meet minimum parcel size	Ministerial Review Fee Examples: 2 parcel: \$2,323 3 parcel: \$2,683	\$ 1,185	\$ 1,223	--	--	--	--	--	\$ 93	\$ 115	\$ 655	\$ 310	\$ 2,396	5% base fee increase, other fee(s) parsed out for clarity and transparency
Partition - All other, except Series Partitions, OUTSIDE Corvallis UGB	Standard Parcel partition fee examples 2 parcel: \$2,793 3 parcel: \$3,153	\$ 1,100	\$ 1,161	--	--	--	\$ 555	--	\$ 93	\$ 115	\$ 655	\$ 310	\$ 2,889	5% base fee increase, other fee(s) parsed out for clarity and transparency
Partition - All other, except Series Partitions, INSIDE Corvallis UGB	Standard Parcel partition fee examples 2 parcel: \$2,793 3 parcel: \$3,153	\$ 1,700	\$ 1,776	--	--	--	\$ 555	--	\$ 93	--	\$ 655	\$ 310	\$ 3,389	5% base fee increase, other fee(s) parsed out for clarity and transparency
Partition - Series Partition, Preliminary Plat Approval	\$2,185 plus \$215/parcel, and \$220 + \$295	\$ 2,290	\$ 2,384	--	--	--	\$ 555	--	--	\$ 310	\$ 230	--	\$ 3,479	5% base fee increase, other fee(s) parsed out for clarity and transparency
Partition - Series Partition, Final Plat Approval	3 Parcel: \$1,173	\$ -	--	--	--	--	--	--	\$ 93	\$ 775	--	\$ 340	\$ 1,208	No base planning fee, other fee(s) parsed out for clarity and transparency
Property Line Adjustment (between two properties), Ministerial Review	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Ministerial PLA Application fee, add survey or plat fee	\$ 974.00	\$ 974	\$ 1,023	--	--	--	--	--	--	--	--	--	\$ 1,023	5% base fee increase, other fee(s) parsed out for clarity and transparency
Property Line Adjustment (between two properties), Quasi-Judicial Review	\$ 1,739.00	\$ 1,199	\$ 1,259	--	--	--	\$ 555	--	--	--	--	--	\$ 1,814	5% base fee increase, other fee(s) parsed out for clarity and transparency
if Survey, add PW Surveyor Review fee	\$ 305.00	--	--	--	--	--	--	--	--	--	\$ 415	--	\$ 415	Fee update from Public Works
if Plat, add PW Surveyor fee of \$415 plus \$120/parcel; Assessment fee of \$310 plus \$30/parcel; and Records Fee of \$93. (Do not include \$110 engineer review fee for partitions)	Plat fee for PLA involving 2 properties: \$1,028	\$ -	--	--	--	--	--	--	\$ 93	--	\$ 625	\$ 310	\$ 1,028	Fee update from Public Works
Additional Property Line Adjustment Applications reviewed concurrently	50% of planning fee	\$ -	--	--	--	--	--	--	--	--	--	--	50% of planning fee	No change
Subdivision	\$ -	--	--	--	--	--	--	--	--	--	--	--	--	--
Subdivision Application fee plus \$260/lot	Example: \$ 5,810	\$ 5,810	\$ 6,101	--	--	--	\$ 555	--	\$ 98	\$ 230	\$ 2,985	\$ 550	\$ 10,519	5% base fee increase, other fee(s) parsed out for clarity and transparency. PW fees updated.
PW Surveyor plat review fee of \$1,425, plus \$125/lot Pre-Monumented; or \$2,005, plus \$125/lot & 120% bond Post-Monumented	10-Lot Pre-Monumented Subdivision: \$10,068	--	--	--	--	--	--	--	--	--	--	--	\$ -	Pre- and post-monumented PW fees updated

FEE DESCRIPTION	LAND USE APPLICATION FEES								RECORDS	PUBLIC WORKS		ASSESSMENT	COMBINED	REASON FOR CHANGE / RECOMMENDATION [2024]
	BOARD ADOPTED TOTAL FEES FROM WORKSHEET	PREVIOUS Base Application Fee	Base Processing/ Application Fee	Deposit (variable by App Type)	Notice of Application (NOA)	Notice of Decision (NOD)	Full Notice (Legal Ad + NOA + NOD)	Legal Ad	Recording	Public Works Engineering	Public Works Surveying	Assessment	TOTAL FEES	
	[2023]	[2023]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	
OTHER LAND USE APPLICATIONS														
Administrative Review	\$ 730.00	\$ 615	\$ 646	--	--	\$ 121	--	--	--	--	--	--	\$ 767	5% base fee increase, other fee(s) parsed out for clarity and transparency
Agritourism: Single-event license, per ORS 215.283(4)(b)	\$ 380.00	\$ 380	\$ 399	--	--	--	--	--	--	--	--	--	\$ 399	5% base fee increase, other fee(s) parsed out for clarity and transparency
Agritourism: Single event/activity, per ORS 215.283(4)(a)	\$ 1,890.00	\$ 1,350	\$ 1,418	--	--	--	\$ 555	--	--	--	--	--	\$ 1,973	5% base fee increase, other fee(s) parsed out for clarity and transparency
Agritourism: Limited use permit, up to 6 events/activities, per ORS 215.283(4)	\$ 2,455.00	\$ 1,915	\$ 2,011	--	--	--	\$ 555	--	--	--	--	--	\$ 2,566	5% base fee increase, other fee(s) parsed out for clarity and transparency
Agritourism: Events permit, up to 18 events/activities, per ORS 215.283(4)(d)	\$ 2,755.00	\$ 2,215	\$ 2,326	--	--	--	\$ 555	--	--	--	--	--	\$ 2,881	5% base fee increase, other fee(s) parsed out for clarity and transparency
Conditional Use: Staff Decision or Greenway	\$ 1,890.00	\$ 1,350	\$ 1,418	--	--	--	\$ 555	--	--	--	--	--	\$ 1,973	5% base fee increase, other fee(s) parsed out for clarity and transparency
Conditional Use: Planning Commission Hearing	\$ 2,490.00	\$ 1,950	\$ 2,048	--	--	--	\$ 555	--	--	--	--	--	\$ 2,603	5% base fee increase, other fee(s) parsed out for clarity and transparency
Create a Tax Lot/Deed Release	\$ 175.00	\$ 175	\$ 184	--	--	--	--	--	\$ 83	--	--	--	\$ 267	5% base fee increase, other fee(s) parsed out for clarity and transparency
Floodplain, Land Development Activities (large projects)	\$ 480.00	\$ 365	\$ 600	--	--	\$ 121	--	--	--	--	--	--	\$ 721	Equivalent to 10 hours of Floodplain Manager's time
Floodplain Minor Variance	\$ 350.00	\$ 350	\$ 368	--	--	--	--	--	--	--	--	--	\$ 368	5% base fee increase, other fee(s) parsed out for clarity and transparency
Home Occupation, excluding Exclusive Farm Use or Forest Conservation zones	\$ 380.00	\$ 380	\$ 399	--	--	--	--	--	--	--	--	--	\$ 399	5% base fee increase, other fee(s) parsed out for clarity and transparency
Hydrogeologic Proposal and Study - Review	Actual cost; \$1,500 deposit	Actual Cost	Actual Cost	\$ 1,500	--	--	\$ 555	--	--	--	--	--	Actual cost; \$1,500 deposit	5% base fee increase, other fee(s) parsed out for clarity and transparency
Interpretations of Code, Written	\$ 860.00	\$ 745	\$ 782	--	--	\$ 121	--	\$ 250	--	--	--	--	\$ 1,153	5% base fee increase, other fee(s) parsed out for clarity and transparency
Land Use application, including Conditional Use Permit, in Landfill Site (LS) Zone - Planning Commission Decision or Staff Decision	Actual Cost; \$10,000 deposit	Actual Cost	Actual Cost	\$ 10,000	--	--	\$ 555	--	--	--	--	--	Actual Cost; \$10,000 deposit	No change, actual cost
Medical Hardship in Resource Zone (Exclusive Farm Use or Forest Conservation), Conditional Use Permit required	\$ 1,278.00	\$ 655	\$ 688	--	--	--	\$ 555	--	\$ 83	--	--	--	\$ 1,326	5% base fee increase, other fee(s) parsed out for clarity and transparency
Medical Hardship in Non-Resource Zone	\$ 573.00	\$ 490	\$ 515	--	--	--	--	--	\$ 83	--	--	--	\$ 598	5% base fee increase, other fee(s) parsed out for clarity and transparency
Medical Hardship (Transfer of/Addition to existing medical hardship approval)	\$ 370.00	\$ 287	\$ 301	--	--	--	--	--	\$ 83	--	--	--	\$ 384	5% base fee increase, other fee(s) parsed out for clarity and transparency
Ministerial Review	\$ 380.00	\$ 380	\$ 399	--	--	--	--	--	--	--	--	--	\$ 399	5% base fee increase, other fee(s) parsed out for clarity and transparency
Modification to Natural Features Standards (Corvallis Urban Fringe only):	\$ -	\$ -	--	--	--	--	--	--	--	--	--	--	\$ -	--
Implementation Plan (88.800(3) to (9)) & Non-Discretionary Review (88.800(1))	\$ 660.00	\$ 660	\$ 693	--	--	--	--	--	--	--	--	--	\$ 693	5% base fee increase, other fee(s) parsed out for clarity and transparency
Discretionary Review per BCC 88.800(2)	\$ 1,550.00	\$ 1,010	\$ 1,061	--	--	--	\$ 555	--	--	--	--	--	\$ 1,616	5% base fee increase, other fee(s) parsed out for clarity and transparency
Non-Conforming Use Alteration or Expansion	\$ 1,555.00	\$ 1,015	\$ 1,066	--	--	--	\$ 555	--	--	--	--	--	\$ 1,621	5% base fee increase, other fee(s) parsed out for clarity and transparency
Pre-application Conference, when required by code (e.g., subdivision, series partition, partition subject to Chapter 100)	\$ 730.00	\$ 730	\$ 767	--	--	--	--	--	--	--	--	--	\$ 767	5% base fee increase, other fee(s) parsed out for clarity and transparency
Pre-application Conference requested by applicant or Planning Official	\$ 420.00	\$ 420	\$ 441	--	--	--	--	--	--	--	--	--	\$ 441	5% base fee increase, other fee(s) parsed out for clarity and transparency
Site Development Plan Review: No site visit	\$ 675.00	\$ 455	\$ 478	--	--	--	--	--	--	\$ 230	--	--	\$ 708	5% base fee increase, other fee(s) parsed out for clarity and transparency
Site Development Plan Review: With site visit	\$ 910.00	\$ 690	\$ 725	--	--	--	--	--	--	\$ 230	--	--	\$ 955	5% base fee increase, other fee(s) parsed out for clarity and transparency

FEE DESCRIPTION	LAND USE APPLICATION FEES								RECORDS	PUBLIC WORKS		ASSESSMENT	COMBINED	REASON FOR CHANGE / RECOMMENDATION [2024]
	BOARD ADOPTED TOTAL FEES FROM WORKSHEET	PREVIOUS Base Application Fee	Base Processing/ Application Fee	Deposit (variable by App Type)	Notice of Application (NOA)	Notice of Decision (NOD)	Full Notice (Legal Ad + NOA + NOD)	Legal Ad	Recording	Public Works Engineering	Public Works Surveying	Assessment	TOTAL FEES	
	[2023]	[2023]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	[2024]	
Variance	\$ 1,485.00	\$ 945	\$ 992	--	--	--	\$ 555	--	--	--	--	--	\$ 1,547	5% base fee increase, other fee(s) parsed out for clarity and transparency
Vested Right	\$ 1,740.00	\$ 1,200	\$ 1,260	--	--	--	\$ 555	--	--	--	--	--	\$ 1,815	5% base fee increase, other fee(s) parsed out for clarity and transparency
Winery land use application (per BCC 55.150)	\$ 730.00	\$ 615	\$ 646	--	--	\$ 121	--	--	--	--	--	--	\$ 767	5% base fee increase, other fee(s) parsed out for clarity and transparency
Winery Events License for 1 to 6 events per year	\$ 380.00	\$ 380	\$ 399	--	--	--	--	--	--	--	--	--	\$ 399	5% base fee increase, other fee(s) parsed out for clarity and transparency
Winery Events Permit for 7 or more events per year	\$ 805.00	\$ 265	\$ 399	--	--	--	\$ 555	--	--	--	--	--	\$ 954	Base fee amended to be equivalent to the base processing/application fee for 1-6 events, plus added cost for full notice
Zone/ Comprehensive Plan Change: Zone change only and a 2nd legal ad	\$ 3,515.00	\$ 2,725	\$ 2,861	--	--	--	\$ 555	\$ 250	--	--	--	--	\$ 3,666	5% base fee increase, other fee(s) parsed out for clarity and transparency
Zone/ Comprehensive Plan Change: Zone/Comp Plan change without Goal Exception and a 2nd legal ad	\$ 3,885.00	\$ 3,095	\$ 3,250	--	--	--	\$ 555	\$ 250	--	--	--	--	\$ 4,055	5% base fee increase, other fee(s) parsed out for clarity and transparency
Zone/ Comprehensive Plan Change: Zone/Comp Plan change with Goal Exception and a 2nd legal ad	\$ 5,455.00	\$ 4,665	\$ 4,898	--	--	--	\$ 555	\$ 250	--	--	--	--	\$ 5,703	5% base fee increase, other fee(s) parsed out for clarity and transparency
Zone/ Comprehensive Plan Change: Mineral & Agg. Overlay-Zone/Comp Plan change and a 2nd legal ad	Actual cost; \$4,000 dep.	Actual Cost	Actual Cost	\$ 4,000	--	--	--	--	--	--	--	--	Actual cost; \$4,000 dep.	No change, actual cost; \$4000 deposit
APPEALS														
Appeal of a Planning Commission decision in Landfill Site Zone	Actual cost*; deposit of orig. application fee		Actual Cost* (borne by appellant); \$5,000 deposit (equivalent to half of original application deposit)	Deposit of original application fee	--	--	--	--	--	--	--	--	Actual cost*; deposit of orig. application fee	Deposit reduced to \$5,000 (from \$10,000 in 2023), which is equivalent to half the cost of the original application; cost to be borne by appellant
Appeal of a Planning Commission decision excluding Landfill Site Zone	Actual cost; deposit of orig. application fee	Actual cost*; deposit of orig. app. Fee	Actual cost*	Deposit of original application fee	--	--	--	--	--	--	--	--		No change
Appeal of a Planning Official's decision	\$ 250.00	\$ 250	Actual cost	--	--	--	--	--	--	--	--	--	\$ -	Updated to reflect actual cost
Remand hearing	\$ 1,925.00	\$ 1,385	\$ 1,454	--	--	--	\$ 555	--	--	--	--	--	\$ 2,009	5% base fee increase, other fee(s) parsed out for clarity and transparency
OTHER														
Hourly Land Use/Property Research (extensions requiring review by Planning Official, general, other)	\$130/hourly rate, 1 hr. deposit	\$ -	\$130/hourly rate, 1 hr. deposit	\$ 130	--	--	--	--	--	--	--	--	\$130/hourly rate, 1 hr. deposit	No change
Land Use Permit Extensions Reviewed by PC (fee includes \$540 Full Notice)	\$ 970.00	\$ 430	\$ 452	--	--	--	\$ 555	--	--	--	--	--	\$ 1,007	5% base fee increase, other fee(s) parsed out for clarity and transparency
Public Hearing requested by applicant, add on (for non-partitions/PLAs)	\$ 605.00	\$ 605	\$ 635	--	--	--	--	--	--	--	--	--	\$ 635	5% base fee increase, other fee(s) parsed out for clarity and transparency
Photo Copies/Prints: Letter & Legal sizes	\$ 0.25	\$ 0	\$ 0.25	--	--	--	--	--	--	--	--	--	\$ 0.25	No change
11 x 17 (poster size) & all sizes color copies/prints	\$ 1.00	\$ 1	\$ 1.00	--	--	--	--	--	--	--	--	--	\$ 1.00	No change
Refund Check Processing	\$ 25.00	\$ 25	\$ 25	--	--	--	--	--	--	--	--	--	\$ 25	No change
Unauthorized Land Use Activities	Double Standard Fee	--	Double Standard Fee	--	--	--	--	--	--	--	--	--	Double Standard Fee	No change

Attachment B**Department:** Public Works**Approved Fees:** November 2023 (Effective Jan 1, 2024)**Prepared by:** Jennifer Ficek

The Public Works Department fees were last increased by 5% on January 1, 2023. For 2024, the Public Works Department proposes using the automatic annual incremental increase by the amount of the Western Region CPI plus 2% or 5%, whichever is lesser. It was determined that the inflation rate over the prior 12 months ending September 30, 2023, was 3.9%; however, Public Works proposes to increase its rates by 5.0% for 2024 instead of the allowable 5.9%.

On the fee schedule, fees under \$100 are rounded to the nearest \$1, and fees of \$100 and greater are rounded to the nearest \$5.

Fee Schedule Title or Description	Current 2023	2024 Charges	Reason for Recommendation
Mailing Services	Actual cost including postage and handling	Actual cost including postage and handling	No change
B&W Photo Copies 8 ½ x 11	\$0.25	\$0.25	No change
8 ½ x 14	\$0.25	\$0.25	No change
11 x 17	\$1.00	\$1.00	No change
18 x 20	\$1.50	\$1.50	No change
18 x 24	\$1.75	\$1.75	No change
18 x 30	\$2.25	\$2.25	No change
24 x 36	\$3.25	\$3.25	No change
Misc.	\$0.60/sq. ft.	\$0.60/sq. ft.	No change
Color Photo Copies 8 ½ x 11	\$1.00	\$1.00	No change
8 ½ x 14	\$1.00	\$1.00	No change
11 x 17	\$1.00	\$1.00	No change
Aerial Photos (blackline 18 x 20)	\$5.00	\$5.00	No change
County Maps – 911	Charge removed per Engineering	Charge removed per Engineering	No longer charging for this service
Custom Maps (special orders)	Actual - \$15 minimum	Actual - \$15 minimum	No change
Special Plotter Maps	\$1.00 sq. ft.	\$1.00 sq. ft.	No change
Compact Disc Copies	Actual Cost	Actual Cost	No change
Planning Commission Hearing tapes	\$11	\$11	No change

Property Services			
Property/Road Vacation	\$2,170	\$2,280	The property/road vacation process involves set procedures outlined in the Oregon Revised Statutes. The costs include, customer contacts, review of application, deed research, two Board of Commissioner hearings, posting of notice on site and in the newspaper, road official report, recording of documents, and revising various county records. Increased by 5.0%.
Reimbursement Districts Application	\$2,170	\$2,280	The application fee covers the County’s cost for: bringing the application to one or two Board of Commissioners meetings, County Engineer’s report and revisions, notification by certified mail to affected property owners both prior to the public meeting and after the decision, and recording the final documents. Increased by 5.0%.
Way of Necessity	Actual	Actual	The level of effort varies with each action.
Survey Map Filing Fee	\$230	\$240	The level of review for this activity is required though Oregon Revised Statute Chapter 209 and Benton County Map Standards. Increased by 5.0%.
Boundary Certification	Actual	Actual	No change

Fee Schedule Title or Description	Current 2023	2024 Charges	Reason for Recommendation
Legal Descriptions	Actual	Actual	No change
Affidavit to Re-establish	\$115	\$120	Increased by 5.0%.

Monuments within Recorded Plats			
Affidavit of Correction	\$120	\$125	Increased by 5.0%.
Covenant Preparation	Actual	Actual	No change
Road Districts	Actual	Actual	No change
Deed Release	Actual	Actual	No change
Other Services (Research, staff time, etc.)	Actual	Actual	No change

Public Improvements:			
Assessment Improvement District:	12 percent for engineering or actual cost, if less. 3 percent for engineering administration and overhead or actual cost, if less. Total charges equal 15 percent of construction cost.	No Change	No Change
Private Contract Improvements: (Improvement Agreements)	2½ percent of construction cost for engineering review, plans check, and administration. 1½ percent of construction cost for inspection. Total charges equal 4 percent of construction cost.	No Change	No Change

Other Road Related Fees or Permits			
Overload Permit/Non Bridge	\$8.50	No change	Overload permits fees are set by the State.
Overload Permit/Bridge:	\$8.50	No change	Overload permits fees are set by the State.
No Spray Permit	\$5	Fee removed per BOC	No longer charging for this service
Special Events Permit	\$62	\$65	Increased by 5.0%.

Fee Schedule Title or Description	Current 2023	2024 Charges	Reason for Recommendation
Misc. Permit in R.O.W.	4% of the cost of work in R.O.W. Minimum fee of \$25	4% of the cost of work in R.O.W. Minimum fee of \$25	No increase. For the 2012 year, Public Works decreased the minimum fee by 35%, to \$25. Also, fees may be waived for activities that benefit the citizens of Benton County as determined by the Road Manager on a case by case basis.
Land Use Application and Permit to Occupy Public Right-of-Way	\$81 - A one-time fee for each request. Fee pays for sub-sequent inspection.	\$85 - A one-time fee for each request. Fee pays for sub-sequent inspection.	The application fee is for private citizens that wish to occupy the County ROW (i.e. landscape, pasture, farming, timber). The proposed use cannot interfere with normal County road maintenance, and must be immediately moved out of the ROW at the request of the County. Increased by 5.0%
Road Name Change	\$505 Signs and post installations are not charged out (Chapter 7, County Code)	\$530 Signs and post installations are not charged out (Chapter 7, County Code)	The road name change requires customer contacts, review of petition, public hearing, and the making and installation of the new sign. Under Chapter 7, Section 7.125 (2), road name signs shall be constructed and installed without charge by the Public Works Department. Increased by 5.0%.
Road Approach	\$345	\$360	The road approach process requires some engineering site review analysis and several field visits to approve the installation. This fee has an additional \$45 fee collected by the Building Department in Community Development that is included in their fees. Prior to 2021, the accumulative of both fees was shown in Public Works; for clarity, they were separated as of 2021. Increased by 5.0%
Address assignment	\$72	\$75	Increased by 5.0%.

Land Development			
Utility Permit	\$440 min plus actual	\$460 min plus actual	Increased by 5.0%.
Building Permits & Plan	Residential: \$68 Commercial: \$220	Residential: \$71 Commercial \$230	Review, accessory, remodel, etc. Increased by 5.0%.
Engineering Land Use Application Review Fee	Subdivision: \$220 Partition \$110	Subdivision: \$230 Partition: \$115	This fee helps recover a portion of the costs incurred by staff to complete these reviews associated with proposed private developments prior to land use approval. Increased by 5.0%
Erosion and Sediment Control Permit Application	\$620	\$650	Required under EPA-DEQ mandated NPDES regulations (Benton County Development Code 99.650). Increased by 5.0%.
Stormwater Management Permit	Not established	\$975	New Fee for Stormwater Management Permit required under EPA-DEQ mandate NPDES regulations that went into effect on March 23, 2023 (Benton County Development Code 99.670).
Modular/ Prefab permit & Plan Review	\$68	\$71	Increased by 5.0%.

Fee Schedule Title or Description	Current 2023	2024 Charges	Reason for Recommendation
Drainage Analysis	Basic: \$105 Advanced: \$410	Basic: \$110 Advanced: \$430	Basic Drainage Analysis – staff review of basic hydraulic calculations. Advanced Drainage Analysis – staff review of computer generated hydraulic analysis model. The fees helps recover a portion of the costs incurred by staff to complete these reviews associated with private developments. Increased by 5.0%
Manufactured Home Permits	\$68	\$71	Increased by 5.0%.
Other Services	Actual	Actual	No change.

Land Use Applications			
Parcel Line Adjustment	\$305	\$320	The level of review for this activity is required though Oregon Revised Statute Chapter 209 and Benton County Map. Increased by 5.0%.
Partition Plat (County)	\$395 plus \$115 per parcel	\$415 plus \$120 per parcel	The level of review for this activity is required though Oregon Revised Statute Chapter 92 and Benton County Partition Plat Standards. Increased by 5.0%.
Partition Plat (City)	\$395	\$415	The County Surveyors office reviews all City and County partitions for statutory and county requirements. Increased by 5.0%.

Subdivisions			
Preliminary Plat.	\$295	\$310	Increased by 5.0%.
Pre Monumented Subdivision (County)	\$1355 plus \$120 per lot	\$1425 plus \$125 per lot	The level of review for this activity is required though Oregon Revised Statute Chapter 92 and Benton County Partition Plat Standards. Increased by 5.0%.
Post Monumented Subdivision (County)	\$1,910 plus \$120 per lot plus 120% bond for monumenting property corners	\$2005 plus \$125 per lot plus 120% bond for monumenting property corners	The activity for the post monumented plat is the same as the pre monumented plat except county staff has an additional field check and additional document checks. Increased by 5.0%.

Pre Monumented			
Subdivision (City)	\$1355 plus \$49 per lot	\$1425 plus \$51 per lot	The level of review for this activity is required though Oregon Revised Statute Chapter 92 and Benton County Partition Plat Standards. Increased by 5.0%.

Post Monumented			
Subdivision (City)	\$1910 plus \$61 per lot. Plus 120% bond for monumenting property corners	\$2005 plus \$64 per lot. Plus 120% bond for monumenting property corners	The activity for the post monumented plat is the same as the pre monumented plat except county staff has an additional field check and additional document checks. Increased by 5.0%.

Fee Schedule Title or Description	Current 2023	2024 Charges	Reason for Recommendation
Planned Unit Development	\$1,910 plus \$61 per lot. Plus 120% bond for monumenting property corners	\$2005 plus \$64 per lot. Plus 120% bond for monumenting property corners	The activity for the post monumented plat is the same as the pre monumented plat except county staff has an additional field check and additional document checks. Increased by 5.0%.
Condominium	\$1,355 plus \$49 per unit plus 120% bond for monumenting property corners	\$1,425 plus \$51 per unit plus 120% bond for monumenting property corners	Increased by 5.0%.
Government Corners			
Corner Restoration	\$10 for each document as authorized under ORS 205.130(2)	\$10 for each document as authorized under ORS 205.130(2)	No change. Pursuant to Benton County Code, chapter 25.110, the fee for establishment, reestablishment, and maintenance of corners of government survey under ORS 209.070(5) shall be set annually by order of the Board of Commissioners, upon recommendation of the County Surveyor. Under ORS 205.130(2), \$10 is the maximum recording fee that can be assessed on behalf of the Corner Restoration Fund.

DEPARTMENTAL REPORTS AND REQUESTS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 11/28/23

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Community Development

Contact Name * Darren Nichols

Phone Extension * 5412244657

Meeting Attendee Name * Darren Nichols, Daniel Redick, Sean McGuire

Agenda Item Details

Item Title * Board Appointment of Ad Hoc Sustainable Materials Management Planning Committee

- 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 minutes

Board/Committee Involvement * Yes No

**Name of
Board/Committee**

Ad Hoc Sustainable Materials Management
Planning Committee

Advertisement*

- Yes
 No

Item Issues and Description

Identified Salient Issues *

Developing a Sustainable Materials Management Plan for Benton County and beyond

Options *

1. Appoint committee members as recommended;
2. Appoint additional or alternate committee members; or
3. Request additional recommendations or other information.

Fiscal Impact *

- Yes
 No

Fiscal Impact Description *

The County has budgeted funds for the 2023-25 biennium for the development of a sustainable materials management plan. A portion of those funds will be used to support the effective operation of the community-based ad hoc sustainable materials management planning committee, including staff and consultant support to the ad hoc committee during the development of a sustainable materials management plan.

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.

Benton County is responsible to oversee and guide solid waste management in Benton County. Findings and Recommendations in the recent Benton County Talks Trash workgroup report indicate a strong consensus recommendation that the County proceed with developing a plan for sustainable materials management. While the County is not required by law to develop a management plan for solid waste management and sustainable materials, developing and maintaining a long range plan is vital to effectively and sustainably managing materials.

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* Community engagement and planning for short- and long-term sustainability are core values of Benton County residents and are fundamental to the County's ability to sustainably manage materials. This planning process and the plan itself will impact nearly every aspect of life in and around the County.

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 engagement and planning for short- and long-term sustainability are core values of Benton County residents and are fundamental to the County's ability to sustainably manage materials. This planning process and the plan itself will impact nearly every aspect of life in and around the County, including directly impacting the County's vision for a sustainable, equitable and healthy future.

Recommendations and Motions

Item Recommendations and Motions

Staff

Recommendations *

Staff recommends that the Board appoint a chair and members to the ad hoc committee, and direct staff and the committee to begin implementing the Board's charge to the committee, in cooperation with any selected consultant contractor or contractors.

Meeting Motions *

I move to ...

...appoint [fill in name here] as chair and appoint additional members as recommended by staff [and any other members as appropriate] to the ad hoc committee, and direct staff and the committee to begin implementing the Board's charge to the committee, in cooperation with any selected consultant contractor or contractors, to develop a sustainable materials management plan Benton County and beyond.

Staff Recommendations

Staff recommends that the Board appoint a chair and members to the ad hoc committee, and direct staff and the committee to begin implementing the Board's charge to the committee, in cooperation with any selected consultant contractor or contractors.

Meeting Motions

I move to appoint [*fill in name here*] as chair and appoint additional members as recommended by staff [and any other members as appropriate] to the ad hoc committee, and direct staff and the committee to begin implementing the Board's charge to the committee, in cooperation with any selected consultant contractor or contractors, to develop a sustainable materials management plan for Benton County and beyond.

Attachments, Comments, and Submission

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) Community Development staff will submit a final draft list of recommendations for committee members, along with an explanatory memo, not later than Monday November 21, 2022.

If you have any questions, please call ext.6800

**Department
Approver**

AMANDA MAKEPEACE

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



4500 SW Research Way
Corvallis, Oregon 97333
Office: (541) 766-6819
co.benton.or.us/cd

MEMORANDUM

TO: Board of Commissioners, County Administrator Rachel McEneny
FR: Darren Nichols, Community Development Director
Daniel Redick, Solid Waste & Water Quality Coordinator
DT: November 21, 2023
RE: Appointment of Preliminary Ad Hoc Committee

Background

As part of its commitment to lead in the areas of solid waste and sustainable materials management, in June 2023 the Board of Commissioners considered and accepted the findings and recommendations of a community driven solid waste work group [see [Benton County Talks Trash final report](#)]. Among its consensus-based recommendations, the work group recommended the County “develop a first ever Sustainable Materials Management Plan (SMMP) to help guide decisions and policies for the future of solid waste and disposal consistent with Benton County values.”

The workgroup’s report recommends that Benton County use the 2040 Thriving Communities Initiative to frame the communities’ core values in developing a sustainable materials management plan.¹ The workgroup also recommended the plan should be developed in conjunction with other counties from a regional multi-county perspective and should engage with community members who represent a broader area than Benton County.²

After reflecting on these and other community inputs, at the Board of Commissioners meeting September 5, 2023, the Board authorized the release of a request for proposals to solicit experienced consultants/teams to help the County develop a sustainable materials management plan consistent with the workgroup’s recommendations. At that meeting, the Board also approved a proposed structure for an ad hoc committee to advise the board of Commissioners on solid waste and sustainable materials issues for the duration of the sustainable materials management planning project.

The Board “moved to accept the proposed committee structure and direct staff to prepare and present to the Board of Commissioners a list of proposed ad hoc committee members consistent with the proposed structure” and adopted the following charge for the ad hoc sustainable materials management advisory committee: *To assist the Board of Commissioners in developing and implementing a first ever long-range sustainable materials management plan. This includes working collaboratively with Board selected consultants and staff to provide*

¹ Benton County Talks Trash Final Report: SMMP R-3

² Benton County Talks Trash Final Report: SMMP R-4, R-8

feedback, suggestions, and recommendations to the Board to reduce negative impacts across the complete lifecycle of materials, emphasizing regional and collaborative approaches.

Since then, staff and commissioners have engaged in conversations with potential participants and partners from across Oregon. As a result, staff have assembled a preliminary list of potential ad hoc committee members who have expressed a voluntary willingness to be considered for appointment to the ad hoc committee. That preliminary list is attached for Board reference and discussion.

This memo presents an initial list of proposed appointments to the ad hoc committee, recommends the appointment of a community member to chair the ad hoc committee, requests feedback from the Board on potential additional appointments, and requests the Board direct staff to return with recommended draft operating principles and bylaws that reflect input from the ad hoc committee and a selected consultant.

Next Steps

A county appointed selection committee is currently reviewing four responses to a request for proposals to help with developing a long-range sustainable materials management plan. Once the selection committee identifies a preferred consultant/team, the committee will present the high scoring consultant/team's proposal to the preliminary ad hoc committee for confirmation and presentation to the Board of Commissioners.

If the Board agrees with the selection committee's assessment, the Board may then direct staff to proceed with contract negotiations and final project scoping. During this phase of the project, we anticipate the ad hoc committee will begin its work reviewing and recommending adjustments to the final scope of work and preparing to contribute to the development of a sustainable materials management plan.

During plan development, the ad hoc committee membership and the technical resource roster will remain open for participants who may want to join the project as it unfolds. One goal of the sustainable materials management plan is to engage as many potential partners as possible to contribute to long-term collaborative solutions. In that same spirit, the plan will include recommendations for a sustainable materials governance structure that will best support sustainable outcomes for Benton County and for Oregon.

Recommended Board Action

Staff recommends the Board of Commissioners take the following actions:

1. approve the attached list of voluntary members for appointment to the ad hoc committee,
2. appoint community member Stephen Chase as chair of the ad hoc committee,
3. identify any potential additional appointments for outreach and invitation, and
4. direct staff to return with recommended draft operating principles and bylaws for the ad hoc committee that reflect input from the ad hoc committee and a successfully selected consultant or team.

Proposed Motion:

"I move to approve the attached list of preliminary voluntary members for appointment to the ad hoc committee, select Stephen Chase as ad hoc committee chair, add the following additional members [insert names here], and direct staff to return as soon as possible with recommended draft operating principles and bylaws for the ad hoc committee that reflect input from the ad hoc committee and a successfully selected consultant or team."

Alternate Motion:

"I move to ... [insert specific amendments here]."

PROPOSED ad hoc committee for sustainable materials management planning

Categories	Potential Members	Interested in Participating?	Notes:
Key Participants			
<i>Key Participants are those whom no plan or solution can move forward without. These are the interests that must be represented at the table during one or more components of the process in order to move forward. This may include:</i>			
Community (Goal: 8-10 members)			
Historically underrepresented and underserved communities <i>Linn Benton NAACP</i> <i>Casa Latinos Unidos</i>			
Residents and businesses from rural areas of the county:			
<i>North Benton County Resident (Soap Creek Valley, Kings Valley, Adair Village area, North Albany area)</i> <i>South County Resident (Bellfountain, Alpine)</i> <i>West County Resident (Wren, Blodgett, Summit)</i> <i>Southwest County Resident (Alesa, Lobster Valley)</i>	Stephen Chase <i>OPEN</i> <i>OPEN</i> <i>OPEN</i>	Yes	North Albany resident, Retired CA Development Director, experience with ISWM in Ventura
Former BCTT members,	Mary Parmigiani Ed Pitera	Yes	ACE or other community rep Student, BCTT, RFP task force participant BCTT, RFP task force participant Local Medical Industry, BCTT, RFP task force participant
DSAC members,	Louisa Shelby Chuck Gilbert Debi Gile		DSAC, BCTT DSAC
Planning Commission members,	Catherine Biscoe Greg Hamann	Yes Yes	Planning Commission, BCTT, RFP task force participant Planning Commission, BCTT
BOC liaison	Commissioner		
Business and Industry (These members may also provide perspectives as community members)			
Industry groups (impactful waste generators, manufacturing, engineering, design organizations):	Alan Ayres (?) "idea-generator, owner, engineer, builder and visionary of The Confluence"		

Oregon Restaurant & Lodging Association (ORLA)
Oregon Health Care Association
Oregon Home Builders Association

Associated General Contractors - Oregon Columbia Chapter
Associated Oregon Loggers
Oregon Farm Bureau
Manufacturing Council of Oregon
Northwest Grocery Association

Local industry	Ryan McAllister	Yes	BCTT, Local construction industry
<i>Coffin Butte Landfill</i>	Ginger Richardson		
<i>Republic Services hauler</i>	TBD		BCTT member and OSU-appointed liaison to Benton County for sustainable materials
Oregon State University	John Deuel	Yes	

Tribal governments

Confederated Tribes of the Grand Ronde Community of Oregon
 Confederated Tribes of Siletz Indians
 Other federally recognized tribes Governmental Agencies

State of Oregon

<ul style="list-style-type: none"> • DEQ 	Becky Williams (or other staff)	Yes, pending agency capacity	Regional Solutions can also help with communications to statewide jurisdictions
<ul style="list-style-type: none"> • Governor’s Regional Solutions Teams 	Invited TBD		
o Local (Goal: 8-12 members)			
<ul style="list-style-type: none"> • Benton County 	Daniel, Sean Commissioner, Shane		BCTT member
<ul style="list-style-type: none"> • Linn County • City of Albany 	Sanderson (invited) Matthew Ruetters	Yes	
<ul style="list-style-type: none"> • Marion County • City of Salem 	Commissioner(?), Solid Waste staff Brian May	Yes	BCTT member Staff outreach
<ul style="list-style-type: none"> • Lane County • City of Eugene 	Jeff Orlandini, Solid Waste Coordinator	Yes	Staff outreach Staff outreach

- | | | |
|--|--|-----------------------|
| <ul style="list-style-type: none"> • Lincoln County | Paul Seitz,
Onno Husing (planning
director) | Yes |
| <ul style="list-style-type: none"> • Polk County | Austin McQuigan
Commissioner? | Yes |
| <ul style="list-style-type: none"> • Yamhill County | Ken Friday, PLanning Director
(invited/tentative) | TBD |
| <ul style="list-style-type: none"> • Tillamook County • Deschutes County | Sarah Absher, Community
Development Director | Yes
Yes |
| <ul style="list-style-type: none"> • Wasco County • City of Corvallis • Metro Regional Government | Commissioner Steve Kramer | Yes
Staff outreach |

Oregon Legislature

- | | | |
|----------------------|-------------------------------|---------|
| Individual Members | Staff Contact: Kathryn Duvall | invited |
| Environmental Caucus | Staff Contact: Kathryn Duvall | invited |

Technical Resources

Technical Resource are entities and individuals with specific knowledge or resources that are key to support or advance the planning process or may be necessary to identify potential outcomes and solutions. These resources would be asked to provide feedback on topics relevant to their expertise. These resources may include:

Advocacy Groups

- Local and Regional advocacy groups (Willamette Valley)
- Northwest and national advocacy groups
- Youth organizations - civics/schools

Business and Industry

- Industry groups (impactful waste generators, manufacturing, engineering, design organizations)
- Oregon Universities, Including:

- OSU Yes
- University of Oregon
- Portland State University Invited
- Willamette University

Business/Community/Civic organizations

Materials Management and Processing (Regional)

- Disposal site operators
- Coffin Butte Regional Landfill (Republic Services) Yes

- Columbia Ridge Regional Landfill (Waste Management)
- Roosevelt Regional Landfill (Republic Services)
- Other regional disposal sites with capacity

Waste to Energy Facility operators

- Marion County Solid Waste-to-Energy Facility (Covanta)

Recovery Facility (MRF) operators

Compost facility operators

MRF Designers

Transfer station designers and operators

Solid Waste Collectors/haulers

Manufacturers and end-users of secondary/post-consumer recycled materials

Materials Management and Processing Associations

Oregon Refuse and Recycling Association (ORRA)

Association of Oregon Recyclers (AOR)

Solid Waste Association of North America (SWANA)

Governments/Agencies

Tribal governments

- Confederated Tribes of the Grand Ronde Community of Oregon
- Other federally recognized tribes

Federal

- EPA

State

- ODOT
- DLCD
- ODOE

Local

- Cities

- Gilliam County (Host of Columbia Ridge Regional Landfill)
- Klickitat County Washington (Host of Roosevelt Regional Landfill)
- Major waste generation sources (jurisdictions)

Benton County

- [Government advisory groups relating to the subject matter]
- [Equity, Diversity, Inclusion – County staff and others] Sarah Siddiqui
- [Public Information Office]

Special Districts

- School Districts CSD 509J, others
- Fire Districts Rural and Urban
- Ports
- Metro Regional Government

Legislative Committee on Indian Services (LCIS) LCIS Staff

Governor's Regional Solutions Teams Courtney Flathers

Association of Oregon Counties (AOC) Jennifer Lewis-Goff, Mallorie Roberts, Branden Pursinger