

AGENDA

(Chair May Alter the Agenda)

911 EMERGENCY TELECOMMUNICATIONS SERVICES COUNTY SERVICE DISTRICT GOVERNING BOARD

Tuesday, May 21, 2024

Immediately following the Board of Commissioners Meeting

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 by contacting the Board of Commissioners Office at 541-766-6800 or 800-735-2900 TTY, by email bocinfo@bentoncountyor.gov, or on the County's website at <https://boc.bentoncountyor.gov/contact/>.

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.

1. Comments from the Public

2. Consent Calendar

- 2.1 Approval of the June 20, 2023 Meeting Minutes
- 2.2 Approval of the January 2, 2024 Meeting Minutes

3. New Business

- 3.1 Discussion and Decision Regarding Supplemental Budget No. 241202, Resolution No. R2024-005 – Jenn Ambuehl, Financial Services

4. 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."

CONSENT CALENDAR

**MINUTES OF THE MEETING
BENTON COUNTY 911 EMERGENCY COMMUNICATIONS SERVICES
COUNTY SERVICE DISTRICT GOVERNING BOARD**

Tuesday, June 20, 2023

9:00 a.m.

Zoom link:

<https://us06web.zoom.us/j/87510588034?pwd=eVBBMFdzb2ttTzJmbGZOMGg4R3lMdz09.%C2%A0Meeting>

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

Present: **Xanthippe Augerot**, Vice-Chair; **Nancy Wyse**, Commissioner; **Vance Croney**, County Counsel; **Suzanne Hoffman**, Interim County Administrator

Excused: **Pat Malone**, Chair

Staff: **Jenn Ambuehl**, Finance; **Erika Milo**, BOC Recorder

Vice-Chair Augerot called the meeting to order at 11:13 a.m.

I. Comments from the Public

No public comments were offered.

II. Consent Calendar

2.1 In the Matter of Approving the April 25, 2023 Meeting Minutes

MOTION: Wyse moved to approve the Consent Calendar of June 20, 2023. Augerot seconded the motion, which **carried (2-0)**.

PH 1 In the Matter of a Public Hearing for Benton County 911 Emergency Communications County Service District Adoption of the 2023-2025 Budget, Resolution #R2023-010 – Jenn Ambuehl, Financial Services

Vice-Chair Augerot opened the Public Hearing at 11:13 a.m.

Staff Report

Ambuehl presented the budget, which was approved by the Budget Committee on April 18, 2023. In Materials of Services, staff request an appropriation amount of \$8,096,325 and to levy a tax at the maximum rate of \$0.4500 per \$1,000 of assessed value.

Public Comment

No comment was offered.

Vice-Chair Augerot closed the Public Hearing at 11:15 a.m.

MOTION: Wyse moved to approve the Resolution adopting a budget, making appropriations, and levying taxes for the 911 Emergency Communications Services County Service District for the 2023-25 biennium, which begins July 1, 2023. Augerot seconded the motion, which **carried 2-0**.

III. Other

No other business was discussed.

IV. Adjournment

Vice-Chair Augerot adjourned the meeting at 11:15 a.m.

Xanthippe Augerot, Vice-Chair

Erika Milo, Recorder

**MINUTES OF THE MEETING
BENTON COUNTY 911 EMERGENCY COMMUNICATIONS SERVICES
COUNTY SERVICE DISTRICT GOVERNING BOARD**

**Tuesday, January 2, 2024
9:00 a.m.**

Present: **Pat Malone**, Chair; **Xanthippe Augerot**, Commissioner; **Nancy Wyse**, Commissioner; **Vance Cronney**, County Counsel; **Rachel McEneny**, County Administrator; **Rick Crager**, Acting County Administrator

Staff: **Tomi Douglas**, Natural Areas, Parks & Events; **Cory Grogan**, Public Information Officer; **Maura Kwiatkowski**, **Amanda Makepeace**, Board staff; **Sean McGuire**, Sustainability; **Erika Milo**, BOC Recorder

Chair Malone called the meeting to order at 9:19 a.m.

1. Comments from the Public

No public comments were offered.

2. Election of Chair and Vice-Chair for 2024

MOTION: Wyse moved to nominate Augerot as Chair and Wyse as Vice-Chair for 2024. Augerot seconded the motion, which **carried, 3-0.**

3. Consent Calendar

3.1 Setting the 911 Emergency Communications County Service District Governing Body Meeting Schedule for 2024, Order #D2024011

3.2 Designating an Official Newspaper for the 911 Emergency Communications County Service District Governing Body for 2024, #D2024-022.

MOTION: Wyse moved to approve the Consent Calendar of January 2, 2024. Malone seconded the motion, which **carried 3-0.**

I. Other

No other business was discussed.

II. Adjournment

Chair Augerot adjourned the meeting at 9:20 a.m.

Xanthippe Augerot, Chair

Erika Milo, Recorder

NEW BUSINESS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 05/21/24

View [Agenda Tracker](#)

Suggested Placement * County Service District

Department * Finance

Contact Name * Jenn Ambuehl

Phone Extension * 6257

Meeting Attendee Name * Debbie Sessions, Jenn Ambuehl

Agenda Item Details



Item Title * 911 Emergency Services County Service District Supplemental Budget 241202

- 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

Board/Committee Involvement * Yes No

Advertisement*

Yes

No

Names/Dates of Publications

List each publication name and date

Will be advertised in the Corvallis Gazette Times no less than 5 days prior to Public Hearing.

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

Per the Intergovernmental Agreement with 911 Emergency Services County Service District, higher than anticipated budgeted revenues will trigger a supplemental budget.

Increased collection on delinquent taxes, a higher than anticipated beginning balance, and the need to refund duplicated facilities space charge payments have brought Financial Services to request an increase in appropriation authority to allow for larger pass-through payment to the City of Corvallis.

Options *

Option 1. Accept the Supplemental Budget request as proposed and direct staff to present for public hearing.

Option 2. Accept the Supplemental Budget request with modifications and direct staff to present a revised request for public hearing.

Option 3. Reject the Supplemental Budget request.

Fiscal Impact *

- Yes
- No

Fiscal Impact Description *

Service District Operations will be increased by \$424,340.

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 294.100: It is unlawful for any public official to spend money in excess of the amounts provided by law, or for any different purpose.

ORS 294.338: It is unlawful to expend money unless authorized by Local Budget Law.

ORS 294.456(6): After the governing body has enacted the resolutions necessary to adopt the budget as required, an expenditure of public money may not be made for any purpose in an amount greater than the amount appropriated, except as provided in ORS 294.338 [exceptions to the budget process], 294.478 [emergency educational expenditures], 294.463 [appropriation transfers], 294.471 and 294.473 [supplemental budgets].

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 Recommendations* Financial Services staff recommends forwarding this item to the June 4, 2024 meeting for Public Hearing and Adoption.

Financial Services staff recommends adopting Supplemental Budget 241202 as presented.

Meeting Motions* I move to ...
...adopt Resolution No.R2024-005 in the matter of Supplemental Budget 241202.

Staff Recommendations

Financial Services staff recommends forwarding this item to the June 4, 2024 meeting for Public Hearing and Adoption.

Financial Services staff recommends adopting Supplemental Budget 241202 as presented.

Meeting Motion

I move to adopt Resolution No. R2024-005 in the matter of Supplemental Budget 241202.

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.

23-25 911 CSD Supplemental Budget Resolution.docx	19.69KB
2023-25 911 Budget Supplemental Presentation - 241202.pptx	142.25KB

Comments (optional) resubmission due to wrong placement selection on first submission

If you have any questions, please call ext.6800

**Department
Approver**

DEBBIE SESSIONS

<p>1.</p> <p>Department Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Debbie Sessions</i></p>	<p>5.</p> <p>BOC Final Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Hanna Kwiattkowski</i></p>
<p>2.</p> <p>Counsel Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Vance M. Choney</i></p>	
<p>3.</p> <p>Finance Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Debbie Sessions</i></p>	
<p>4.</p> <p>County Administrator Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Rachel L McEneny</i></p>	

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

**In the Matter of Supplemental Budget)
Number 241202 Amending) RESOLUTION No. R2024-005
the 2023-25 911 CSD Budget)**

WHEREAS, the details of the supplemental budget actions summarized below have been examined by staff and the Benton County Board of Commissioners, and;

these actions require amendments to the current biennium budget due to unforeseeable events and changes in operating conditions, and;

notice concerning these actions was provided as required by law and the Board of Commissioners have conducted a public hearing as required by law:

THEREFORE, BE IT RESOLVED, that Fund and Program appropriations of the 2023-25 budget are adjusted as listed below:

In the 911 Emergency Communications CSD Fund (144):

Service District Operations (55) is increased \$424,340.

Adopted this 4th day of June, 2024.

Signed this 4th day of June, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Pat Malone, Commissioner

2023-25 911 EMERGENCY SERVICES COUNTY SERVICE DISTRICT BUDGET SUPPLEMENTAL

JUNE 4, 2024



2023-25 911 EMERGENCY SERVICES BUDGET SUMMARY

4.9% Proposed Increase (in millions)

Budget Categories	Adopted	Supplemental	Adjusted	% Change
Materials and Supplies	\$8.1	\$0.4	\$8.5	4.9%
TOTAL	\$8.1	\$0.4	\$8.5	4.9%

- The 2023-25 Proposed Budget increase totals \$424,340 which equals a 4.9% budget increase.
- The primary contributors to increase are:
 - Increased collection on delinquent taxes and higher than anticipated beginning balance
 - Created transfer from Intragovernmental fund to refund duplicate facilities space charges
 - Reduction of Facilities Space Charges
 - These charges are billed to City in Intragovernmental fund