



**Board of Commissioners**

Office: (541) 766-6800

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4500 SW Research Way

Corvallis, OR 97333

[bentoncountyor.gov](http://bentoncountyor.gov)

## **AGENDA**

**Board of Commissioners Meeting  
Tuesday, November 4, 2025, 9:00 AM**

### **How to Attend the Board of Commissioners Meeting**

[Join Zoom Video](#) OR [Public Portal](#)

**In Person:** Kalapuya Building, 4500 SW Research Way, Corvallis, Oregon

**1. Call to Order and Introductions**

**2. Review and Approve Agenda**

Chair may alter the agenda.

**3. Announcements**

**4. Comments from the Public**

The Board will not be accepting public comment regarding the Republic Services Conditional Use Permit application or the associated appeal public hearings, as the official record has closed. Those wishing to speak on other topics should sign the Public Comment sign-in sheet or put their name in the Zoom chat. Time restrictions may be imposed on public comment, dependent on the business before the Board of Commissioners. Individual comments may be limited to three minutes.

**5. Old Business**

- 5.1 10 minutes - 2026 Environmental Health License Fees, Order No. D2025-067  
- Scott Kruger, Environmental Health Manager; Sara Hartstein, Public Health Division Director

**6. New Business**

- 6.1 10 minutes - Revision of the Sheriff's Office Civil Division Fee Schedule for Real and Personal Property Sales, Order No. D2025-066 - Dean Barnes, Civil Division Coordinator, Dawn Dale, Business Analyst II, Benton County Sheriff's Office

6.2 15 minutes - Request for Approval to Respond to the Oregon Housing and Community Services' Request for Applications for Statewide Shelter Program Regional Coordinators - Rebecca Taylor, Coordinated Homeless Response Office Manager, Health Department; April Holland, Health Department Director

6.3 5 minutes - Authorizing the Payment of Property Taxes to Certain Municipalities or Other Taxing Districts in Advance of Tax Year 2025-26 as Authorized by ORS 311.392, Order No. D2025-068 - Debbie Bauer, Chief Tax Deputy, Financial Services

6.4 5 minutes - Ratification of the October 27, 2025 Request Letter for Emergency Funding for Emergency Sheltering - Nancy Wyse, Chair, Benton County Board of Commissioners

## **7. 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 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](mailto:bocinfo@bentoncountyor.gov), or on the [County's website](#).

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 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.



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## **BOARD OF COMMISSIONERS MEETING**

### **AGENDA ITEM SUMMARY**

#### **AGENDA PLACEMENT**

Meeting Date: November 4, 2025

Section: Old Business

#### **REQUESTING DEPARTMENT**

Department: Health Services

Department Contact & Phone: Scott KRUGER, Manager  
Sara HARTSTEIN, Manager

541-766-6650, 541-766-6250

Meeting Presenter(s): Scott Kruger, Environmental Health Manager; Sara Hartstein, Public Health Division Director

#### **ITEM INFORMATION**

Item Title: 2026 Environmental Health License Fees, Order No. D2025-067

Item Category: Order - Financial Impact

Time Requested (minutes): 10 minutes

Board or Committee Involvement: Yes. At the October 6, 2025 meeting, the Food Service Advisory Committee voted and approved to recommend a fourteen percent (14%) increase to Environmental Health licensing fees.

#### **ITEM DESCRIPTION**

With Board of Commissioners approval on November 4, 2025, the Environmental Health licensing fees will increase by an average of fourteen percent (14%) beginning January 1, 2026.

The Cost Allocation for FY 2026 will be offset by \$188,700 in budgeted County General Funds:  $\$1,534,645 - \$188,700 = \$1,345,945$ .

The adjusted cost per hour used to calculate fees is:  $\$1,345,945 \div 4,940 \text{ hours} = \$272.46$  per hour.

Fees will recover approximately 88% of full costs ( $\$272.46 \div \$310.66$  per hour). This model also complies with legal requirements stipulating that fees may not include more than 15% in administrative costs, as defined in OAR 333-012-0053(5)(b).

The Board of Commissioners' options are to:

1. Adopt Order No. D2025-067 to implement the proposed 2026 Environmental Health Fee Schedule, effective January 1, 2026.
2. Decline to adopt Order No. D2025-067, maintaining current Environmental Health fees.

## **FISCAL IMPACT**

Will this item have a fiscal and/or personnel impact?

Yes. Administrative costs applied to Environmental Health fees are limited by law to fifteen percent (15%).

Historically, the Board of Commissioners has contributed additional funding to offset program expenses and keep licensing fees as reasonable as possible.

See Attachment B – 2026 EH Fee Justification.

## **MANDATED SERVICE**

Does this item involve a mandated service? (A mandated service is one required by law.):

Yes. The Oregon Health Authority has delegated to Benton County the regulatory oversight of public drinking water systems, restaurants, tourist accommodations, public pools and spas, organizational camps, and recreational parks. The Oregon Department of Environmental Quality has delegated the Onsite Wastewater (septic) Systems Program.

## **2040 THRIVING COMMUNITIES INITIATIVE**

## **BOARD PRIORITIES**

## Community Safety and Justice Systems Improvement, Health and Equity in All Actions

### FOCUS AREAS

Community Safety  
Outdoor Recreation  
Environment and Natural Resources

Describe how this item advances the core values or focus areas of the 2040 Thriving Communities Initiative or supports a strategy of a County Department goal.

**Board Priorities: Community Safety:** Responsible for ensuring sanitation and safety in public drinking water systems, certified family and day care centers, food service operations, school food programs, tourist accommodations, and public pools and spas. These mandatory services prevent foodborne illness and communicable disease transmission. **Health and Equity in All Actions:** The Environmental Health Program serves all of Benton County using linguistically and culturally appropriate methods.

**Focus Areas: Community Safety:** Responsible for ensuring sanitation and safety in public drinking water systems, certified family and day care centers, food service operations, school food programs, tourist accommodations, and public pools and spas. **Outdoor Recreation:** Responsible for ensuring sanitation and safety at organizational camps and recreational parks. **Environment and Natural Resources:** Responsible for overseeing onsite wastewater (septic) systems, which provide a permanent method for treating wastewater for safe release and reuse in the environment. Onsite systems are recognized as viable, low-cost, long-term, decentralized approaches to wastewater treatment when properly planned, designed, installed, operated, and maintained.

### ADVERTISEMENT

**Has this item been advertised?**

No

### ATTACHMENTS

1. D2025-067 - 2026 EH Fee Schedule
2. Attachment A - 2026 EH Fee Schedule
3. Attachment B - 2026 EH Fee Justification

### STAFF RECOMMENDATION(S) AND RECOMMENDED MOTION(S)

**Staff Recommendation:** Health Department staff recommend that the Board of Commissioners adopt Order No. D2025-067 to implement the proposed 2026 Environmental Health Fee Schedule, reflecting an average fourteen percent (14%) increase in fees, effective January 1, 2026.

**SUGGESTED MOTION: I MOVE TO ADOPT ORDER NO. D2025-067,  
IMPLEMENTING THE 2026 ENVIRONMENTAL HEALTH FEE SCHEDULE,  
EFFECTIVE JANUARY 1, 2026.**

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

**In the Matter of Adopting the Revised            )  
2026 Environmental Health Fee Schedule        )  
for the Benton County Health Department        )**

**ORDER NO. D2025-067**

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

The Environmental Health services fees are established based upon the guidelines in the statutes of the State of Oregon; and

These fees are in keeping with county guidelines for such fees.

NOW, THEREFORE, IT IS HEREBY ORDERED by the Benton County Board of Commissioners that the proposed Benton County Health Department Environmental Health services fees (Attachment A) are adopted, effective January 1, 2026.

Adopted this 4<sup>th</sup> day of November, 2025.

BENTON COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Nancy Wyse, Chair

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

\_\_\_\_\_  
Gabe Shepherd, Commissioner

Approved as to form:

\_\_\_\_\_  
Vance M. Croney, County Counsel

BENTON COUNTY HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH PROGRAM  
2026 FEE SCHEDULE  
*EH Fees are effective January 1, 2026*

|                                                                            |         |          |          |                                                                                                                                                              |                       |                          |                                   |                            | 2025<br>Partial Cost<br>Hourly Rate | Proposed 2026<br>Partial Cost<br>Hourly Rate |
|----------------------------------------------------------------------------|---------|----------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------|-----------------------------------|----------------------------|-------------------------------------|----------------------------------------------|
|                                                                            | 2025    | 2026     | % Change | Assumptions                                                                                                                                                  | Estimated<br>Workload | Estimated Fee<br>Support | Estimated General<br>Fund Support | Estimated Total<br>Revenue | \$239.00                            | \$272.00                                     |
|                                                                            | Current | Proposed |          |                                                                                                                                                              |                       |                          |                                   |                            | Last Year Full Cost<br>Hourly Rate  | Proposed Full Cost<br>Hourly Rate            |
|                                                                            |         |          |          |                                                                                                                                                              |                       |                          |                                   |                            | \$269.00                            | \$311.00                                     |
| New Site Evaluation                                                        |         |          |          |                                                                                                                                                              |                       |                          |                                   |                            |                                     |                                              |
| Single Family Dwelling                                                     |         |          |          |                                                                                                                                                              |                       |                          |                                   |                            |                                     |                                              |
| First lot                                                                  | \$1,021 | \$1,162  | 14%      | 4.2 hours based on 2008 BCEH Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%. | 13                    | \$ 15,103.67             | \$ (15,103.67)                    | \$0                        |                                     |                                              |
| Each additional lot (evaluated during initial visit)                       | \$1,021 | \$1,162  | 14%      | 4.2 hours based on 2008 BCEH Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%. |                       | \$ -                     | \$ -                              | \$0                        |                                     |                                              |
| Commercial Facility System                                                 |         |          |          |                                                                                                                                                              |                       |                          |                                   |                            |                                     |                                              |
| For first 1000 gallons projected daily sewage flow                         | \$1,021 | \$1,162  | 14%      | 4.2 hours based on 2008 BCEH Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%. | 2                     | \$ 2,323.64              | \$ (2,323.64)                     | \$0                        |                                     |                                              |
| PLUS for each additional 500 gallons, or part thereof, above 1,000 gallons | \$263   | \$299    | 14%      | Estimated 1.1 hours                                                                                                                                          |                       |                          |                                   |                            |                                     |                                              |
|                                                                            |         |          |          |                                                                                                                                                              |                       |                          |                                   |                            |                                     |                                              |
| Construction-Installation Permit                                           |         |          |          |                                                                                                                                                              |                       |                          |                                   |                            |                                     |                                              |
| For first 1000 gallons projected daily sewage flow:                        |         |          |          |                                                                                                                                                              |                       |                          |                                   |                            |                                     |                                              |

|                                  |         |         |     |                                                                                                                                                                                                                                                             |    |              |                |     |
|----------------------------------|---------|---------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------|----------------|-----|
| Standard On-site System          | \$1,468 | \$1,671 | 14% | 5.3 hours based on 2008 BCEH Time Study for Standard On-Site System. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.                                                                    | 11 | \$ 18,378.96 | \$ (18,378.96) | \$0 |
|                                  |         |         |     |                                                                                                                                                                                                                                                             |    |              |                |     |
| Alternative System               |         |         |     |                                                                                                                                                                                                                                                             |    |              |                |     |
| Alternative Treatment Technology | \$2,193 | \$2,496 | 14% | New work delegated in 2006. 6.8 hours based on similar work with cap and fill, pressure distribution, sand filter, and tile dewatering. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%. | 6  | \$ 14,976.21 | \$ (14,972.62) | \$4 |
| Capping Fill                     | \$2,193 | \$2,496 | 14% | Cap and Fill System 6.8 hours. Based on 1993 Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.                                                                                | 0  | \$ -         | \$ -           | \$0 |
| Absorption Trenches in Saprolite | \$1,468 | \$1,671 | 14% | 5.3 hours based on 2008 BCEH Time Study for Standard On-Site System. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.                                                                    | 0  | \$ -         | \$ -           | \$0 |
| Gray Water Waste Disposal Sump   | \$669   | \$762   | 14% | Estimated 2.8 hrs                                                                                                                                                                                                                                           | 0  | \$ -         | \$ -           | \$0 |
| Holding tanks                    | \$1,147 | \$1,306 | 14% | Assumption based on estimate of 4.8 hour was lowered in 2018. New work delegated by state in 2006.                                                                                                                                                          | 0  | \$ -         | \$ -           | \$0 |
| Pressure Distribution            | \$2,193 | \$2,496 | 14% | Pressure distribution system 6.8 hours. Based on 1993 Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.                                                                       | 0  | \$ -         | \$ -           | \$0 |
| Redundant                        | \$1,468 | \$1,671 | 14% | 5.3 hours based on 2008 BCEH Time Study for Standard On-Site System. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.                                                                    | 0  | \$ -         | \$ -           | \$0 |
| Sand Filter                      | \$2,193 | \$2,496 | 14% | Sand filter system 6.8 hours. Based on 1993 Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.                                                                                 | 0  | \$ -         | \$ -           | \$0 |
| Seepage Trench                   | \$1,468 | \$1,671 | 14% | 5.3 hours based on 2008 BCEH Time Study for Standard On-Site System. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.                                                                    | 0  | \$ -         | \$ -           | \$0 |

|                                                                                                                                                                                                                                                                                                                                      |         |         |     |                                                                                                                                                                                                                                                                                                                                |   |    |   |    |   |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|---|----|---|-----|
| Steep Slope                                                                                                                                                                                                                                                                                                                          | \$1,468 | \$1,671 | 14% | 5.3 hours based on 2008 BCEH Time Study for Standard On-Site System. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.                                                                                                                                       | 0 | \$ | - | \$ | - | \$0 |
| Tile Dewatering                                                                                                                                                                                                                                                                                                                      | \$2,193 | \$2,496 | 14% | 6.8 hrs. Based on 1993 Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.                                                                                                                                                                         | 0 | \$ | - | \$ | - | \$0 |
| PLUS for each additional 500 gallons, or part thereof                                                                                                                                                                                                                                                                                | \$143   | \$163   | 14% | Estimated 0.6 hrs to review and consult with DEQ on larger system designs.                                                                                                                                                                                                                                                     |   |    |   |    |   |     |
| <b>Reinspection Fee -</b><br>In accordance with OAR 340-071-0170(4), an agent may require an owner to pay the reinspection fee when a pre-cover inspection correction notice requires correction of improper construction and, at a subsequent inspection, the agent finds system construction deficiencies have not been corrected. | \$406   | \$462   | 14% | Estimated 1.7 hrs to reinspect, prepare report or correction notice and consult with DEQ                                                                                                                                                                                                                                       |   |    |   |    |   |     |
|                                                                                                                                                                                                                                                                                                                                      |         |         |     |                                                                                                                                                                                                                                                                                                                                |   |    |   |    |   |     |
| <b>Permit Transfer, Reinstatement, or Renewal</b>                                                                                                                                                                                                                                                                                    |         |         |     |                                                                                                                                                                                                                                                                                                                                |   |    |   |    |   |     |
| If field visit required                                                                                                                                                                                                                                                                                                              | \$790   | \$899   | 14% | Permit renewal with field visit 2.3 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%. | 0 | \$ | - | \$ | - | \$0 |

|                            |         |         |     |                                                                                                                                                                                                                                                                                                                               |    |              |                |     |
|----------------------------|---------|---------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------|----------------|-----|
| If no field visit required | \$222   | \$253   | 14% | Permit renewal without field visit 0.7 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes time to review files plus time to prepare report. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.                             | 3  | \$ 757.98    | \$ (757.98)    | \$0 |
| Alteration Permit          |         |         |     |                                                                                                                                                                                                                                                                                                                               |    |              |                |     |
| Major Alteration           | \$1,437 | \$1,635 | 14% | Alteration with field visit 4.3 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.    | 6  | \$ 9,810.60  | \$ (9,810.60)  | \$0 |
| Minor Alteration           | \$793   | \$902   | 14% | Alteration without field visit 2.2 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%. | 2  | \$ 1,804.77  | \$ (1,804.77)  | \$0 |
| Repair Permit              |         |         |     |                                                                                                                                                                                                                                                                                                                               |    |              |                |     |
| Single Family Dwelling     |         |         |     |                                                                                                                                                                                                                                                                                                                               |    |              |                |     |
| Major Repair               | \$633   | \$721   | 14% | Major repair with field visit 5.3 hrs based on based on 2008 BCEH Time Study. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.                                  | 22 | \$ 15,857.60 | \$ (15,857.60) | \$0 |
| Minor Repair               | \$359   | \$408   | 14% | Minor repair with field visit 3.0 hrs based on 2008 BCEH Time Study. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.                                           | 5  | \$ 2,040.00  | \$ (2,040.00)  | \$0 |
| Commercial Facility        |         |         |     |                                                                                                                                                                                                                                                                                                                               |    |              |                |     |

|                                |       |       |     |                                                                                                                                                                                                                                                                                                                                              |    |    |          |    |            |     |
|--------------------------------|-------|-------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|----------|----|------------|-----|
| Major Repairs                  | \$633 | \$721 | 14% | Major repair with field visit 5.3 hrs based on based on 2008 BCEH Time Study. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.                                                 | 0  | \$ | -        | \$ | -          | \$0 |
| Minor Repairs                  | \$359 | \$408 | 14% | Minor repair with field visit 3.0 hrs based on 2008 BCEH Time Study. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.                                                          | 2  | \$ | 816.00   | \$ | (816.00)   | \$0 |
|                                |       |       |     |                                                                                                                                                                                                                                                                                                                                              |    |    |          |    |            |     |
| Authorization Notice           |       |       |     |                                                                                                                                                                                                                                                                                                                                              |    |    |          |    |            |     |
| If field visit is required     | \$793 | \$902 | 14% | Authorization Notice with field visit 3.1 hrs based on 2008 BCEH Time Study. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.                                                  | 9  | \$ | 8,120.02 | \$ | (8,120.02) | \$0 |
| If field visit is not required | \$239 | \$272 | 14% | Authorization Notice without field visit 1.0 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes time to review application, prepare report or DEQ correction notice.                                                                                                                                       | 14 | \$ | 3,808.00 | \$ | (3,808.00) | \$0 |
|                                |       |       |     |                                                                                                                                                                                                                                                                                                                                              |    |    |          |    |            |     |
| Existing System Evaluation     |       |       |     |                                                                                                                                                                                                                                                                                                                                              |    |    |          |    |            |     |
|                                |       |       |     |                                                                                                                                                                                                                                                                                                                                              |    |    |          |    |            |     |
| Existing System Evaluation:    |       |       |     |                                                                                                                                                                                                                                                                                                                                              |    |    |          |    |            |     |
| If Field Visit is Required     | \$792 | \$902 | 14% | Same as Authorization Notice with field visit 3.0 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%. | 0  | \$ | -        | \$ | -          | \$0 |

|                                                                                                               |                                                                        |                                                                        |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                  |     |             |               |     |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------|---------------|-----|
| If Field Visit is Not Required                                                                                | \$239                                                                  | \$272                                                                  | 14%                                                                                | Same as Authorization Notice without field visit 1.0 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes time to review application, prepare report or DEQ correction notice. <b>Note: Primarily but not limited to land partitions.</b>                                                                                                                        | 0   | \$ -        | \$ -          | \$0 |
| Mobile Home Personal/Medical Hardships Renewal every 5 years with field visit                                 | \$359                                                                  | \$408                                                                  | 14%                                                                                | Based on Authorization Notice with field visit 3.0 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.                                                    |     | \$ -        | \$ -          | \$0 |
| Mobile Home Personal/Medical Hardships Renewal every 5 years without field visit                              | \$120                                                                  | \$136                                                                  | 14%                                                                                | Estimate of time to perform an Authorization Notice without field visit at 0.5 hrs. Includes time to prepare report or DEQ correction notice.                                                                                                                                                                                                                                                    |     | \$ -        | \$ -          | \$0 |
| Alternative System Inspections (where required)                                                               | \$526                                                                  | \$598                                                                  | 14%                                                                                | Annual inspection as may be required under DEQ rules OAR340-071-0260(2) for alternative systems. Estimated time based on Annual Inspections with field visit 2.2 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice.                                                          |     | \$ -        | \$ -          | \$0 |
| Alternative System Inspections - Holding Tanks                                                                | \$598                                                                  | \$680                                                                  |                                                                                    | New work delegated in 2006. Estimated inspection time is 2.5 hrs with and includes travel and inspection time, plus time to prepare report or DEQ correction notice. <b>Note: Fee we could charge if we do not receive a timely annual inspection report or if the annual inspection report is deficient, or if we have reason to suspect the holding tank is not being properly maintained.</b> |     | \$ -        | \$ -          | \$0 |
| Annual Report Evaluation Fee Holding Tank                                                                     | \$60                                                                   | \$68                                                                   | 14%                                                                                | New work delegated in 2006. Estimated 15 minutes of work.                                                                                                                                                                                                                                                                                                                                        | 25  | \$ 1,700.00 | \$ (1,700.00) | \$0 |
| Evaluation Fee for commercial sandfilter, recirculating gravel filters and alternative treatment technologies | Current DEQ Fee is \$70. Should DEQ adjust fee we will adjust to match | Current DEQ Fee is \$70. Should DEQ adjust fee we will adjust to match | To streamline the process and minimize confusing we will match our fee to DEQ fee. | New work delegated in 2006. Reports required under OAR 340-071-0345(14)(b)(E). Estimated 20 minutes of work.A coefficient was added to the time study formula to adjust the fee to match DEQ's fee                                                                                                                                                                                               | 251 |             |               |     |

|                                                                                                                                                                 |       |       |     |                                                                                                                                                                                                                                                                                   |   |      |      |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------|------|-----|
|                                                                                                                                                                 |       |       |     |                                                                                                                                                                                                                                                                                   |   |      |      |     |
| <b>Sewage Disposal Service</b>                                                                                                                                  |       |       |     |                                                                                                                                                                                                                                                                                   |   |      |      |     |
| Pumper Truck Inspection, each vehicle                                                                                                                           | \$189 | \$215 | 14% | Pumper Truck Inspection based on Annual Inspections with field visit 0.5 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes inspection time, plus time to prepare report or DEQ correction notice. Additional 15 minutes added for travel time. | 0 | \$ - | \$ - | \$0 |
| Pumper Truck Inspection, each additional vehicle                                                                                                                | \$130 | \$149 | 14% | Pumper Truck Inspection based on Annual Inspections with field visit 0.5 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice.                                   | 0 | \$ - | \$ - | \$0 |
| <b>Plan Review</b>                                                                                                                                              |       |       |     |                                                                                                                                                                                                                                                                                   |   |      |      |     |
| Wastewater System Plan/Construction Permit Reviews: including but not limited to vaulted privies, or other construction not other wise covered by a fee. Hourly | \$239 | \$272 | 14% |                                                                                                                                                                                                                                                                                   | 0 | \$ - | \$ - | \$0 |
| Plan Review, each additional 15 minutes.                                                                                                                        | \$60  | \$68  | 14% |                                                                                                                                                                                                                                                                                   | 0 | \$ - |      | \$0 |
|                                                                                                                                                                 |       |       |     |                                                                                                                                                                                                                                                                                   |   |      |      |     |
| <b>Plan Review Commercial Facility System</b>                                                                                                                   |       |       |     |                                                                                                                                                                                                                                                                                   |   |      |      |     |
| For a system with a projected daily sewage flow of less than 600 gallons, the cost of plan review is included in the permit application fee.                    |       |       |     |                                                                                                                                                                                                                                                                                   |   |      |      |     |
| For a system with a projected daily sewage flow of 600 gallons, but not more than 1000 gallons                                                                  | \$550 | \$626 | 14% | Commercial Plan review fee for systems from 600 to 1000 gpd. Estimated additional 2.3 hours above work performed as part of Construction-installation Permit per OAR 340-071-0140(3)(d)                                                                                           | 0 | \$ - | \$ - | \$0 |

|                                                                                                                                          |           |           |     |                                                                                                                                                                                                                                                                                                                                       |     |             |               |     |
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| PLUS for each additional 500 gallons, or part thereof, above 1000 gallons, to a maximum of 2500                                          | \$96      | \$109     | 14% | Commercial Plan review fee for systems from 1000 to 25000 gpd. For each 500 gallons or part thereof above 1000 gpd. Estimated additional 0.4 hours above work performed as part of Construction-installation Permit per OAR 340-071-0140(3)(d)(C)                                                                                     | 0   |             |               | \$0 |
| Building Signoff                                                                                                                         | \$96      | \$109     | 14% | Building signoff estimated at 0.4 hrs                                                                                                                                                                                                                                                                                                 | 91  | \$ 9,900.80 | \$ (9,900.80) | \$0 |
| Pump evaluation fee for sandfilters, alternative treatment technology, recirculation gravel filter, and pressurized distribution systems | \$96      | \$109     | 14% | Systems utilizing pumps other than sandfilters and pressure systems estimated at 0.4 hrs.                                                                                                                                                                                                                                             | 0   | \$ -        | \$ -          | \$0 |
|                                                                                                                                          |           |           |     |                                                                                                                                                                                                                                                                                                                                       |     |             |               |     |
| Record Search                                                                                                                            |           |           |     |                                                                                                                                                                                                                                                                                                                                       |     |             |               |     |
| Record Search if part of an onsite application                                                                                           | No Charge | No Charge |     |                                                                                                                                                                                                                                                                                                                                       |     |             |               |     |
| Record Search if not part of an onsite application. Rate assessed at 10 minute increments                                                | \$19      | \$22      | 14% | New fee in 2015: Based on 10 minutes of work. Fee discounted by 50% if support staff are able to complete.. Usually involves record searches for onsite program or compiling information on inspection histories for food establishments.<br><b>Note: potential ne wrevenue source if we begin charging for all record searchers.</b> | 296 | \$ 6,440.96 | \$ (6,440.96) | \$0 |
|                                                                                                                                          |           |           |     |                                                                                                                                                                                                                                                                                                                                       |     |             |               |     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                             |                                                                                                                                                                             |                                                                                                   |                     |       |               |                 |     |
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| <div><div>DEQ Remittance -</div><div>Remittance to DEQ is a fee established under state statute designed to support the State's Onsite Waste Water Treatment Program. The state fee is an additional charge established by state rule and assessed on site evaluations, construction installation permits, permit renewals, alterations, repairs, and authorizations listed above.</div><div>In accordance with Oregon Administrative Rule (OAR) 340-071-0140(9) Department surcharge.</div></div> | <div>Current DEQ Surcharge/Remittance of \$117 is collected as an add on fee to permits. Should DEQ increase the remittance this cost will be passed on in the permit</div> | <div>Current DEQ Surcharge/Remittance of \$120 is collected as an add on fee to permits. Should DEQ increase the remittance this cost will be passed on in the permit</div> | <div>Should DEQ increase their remittance to us, this cost will be passed on in the permit.</div> |                     | 0     | \$ -          |                 | \$0 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                             |                                                                                                                                                                             |                                                                                                   |                     | Total | \$ 111,839.22 | \$ (111,835.63) | \$4 |
| WATER SYSTEM FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                             |                                                                                                                                                                             |                                                                                                   |                     |       |               |                 |     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                             |                                                                                                                                                                             |                                                                                                   |                     |       |               |                 |     |
| System Evaluation/Sanitary Survey on Domestic Water Supply (samples not included)                                                                                                                                                                                                                                                                                                                                                                                                                  | \$299                                                                                                                                                                       | \$340                                                                                                                                                                       | 14%                                                                                               | Estimated 1.25 hrs. | 0     | \$ -          | \$ -            | \$0 |
| Water Supply System Plan Review                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                             |                                                                                                                                                                             |                                                                                                   |                     |       |               |                 |     |
| Private Water System (one to three residential units)                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                             |                                                                                                                                                                             |                                                                                                   |                     |       |               |                 |     |

|                                                                    |       |       |     |                                                                                                                                                                   |       |           |             |     |
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| Spring Development<br>(includes one site visit)                    | \$621 | \$707 | 14% | Estimated 2.6 hours Includes travel and inspection time, plus time to prepare report.                                                                             | 0     | \$ -      | \$ -        | \$0 |
| Auxiliary Storage for Low Yield Wells (other than standard design) | \$299 | \$340 | 14% | Estimated 1.25 hours Includes travel and inspection time, plus time to prepare report.                                                                            | 0     | \$ -      | \$ -        | \$0 |
| Other Plan Review and Consultation per hour                        | \$239 | \$272 | 14% | Hourly rate that includes salary, benefit, supervision, cost allocation for vehicle, office, computer, legal and support services.                                | 0     | \$ -      | \$0.00      | \$0 |
|                                                                    |       |       |     |                                                                                                                                                                   | Total | \$ -      | \$ -        | \$0 |
| LICENSED FACILITIES <sup>2</sup> (See footnote 2 below.)           |       |       |     |                                                                                                                                                                   |       |           |             |     |
| Food Service Operations                                            |       |       |     |                                                                                                                                                                   |       |           |             |     |
| Restaurant License (annual license fee due December 31)            |       |       |     |                                                                                                                                                                   |       |           |             |     |
| Limited Service                                                    | \$717 | \$816 | 14% | License fee based on 2 inspections at 1.5 hour/inspection. Calculated based on OAR 333-012-0050(2)(b)(B)(i)(I). Hr rate x 2 inspections x 1.5 hr/inspection = fee | 1     | \$ 816.00 | \$ (816.00) | \$0 |

|                |       |       |     |                                                                                                                                                                                                                                                                                                                                                                                                  |    |              |                |     |
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| 0 - 15 Seating | \$860 | \$979 | 14% | License fee based on 2 inspections at 1.5 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(I) and (ii). (Hr rate x 2 inspections x 1.5 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.4 follow-up rate) = fee | 61 | \$ 59,731.20 | \$ (59,731.20) | \$0 |
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|                 |       |         |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |               |                |          |
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| 16 - 50 Seating | \$980 | \$1,115 | 14% | License fee based on 2 inspections at 1.75 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(I) and (ii). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(II) and (ii). (Hr rate x 2 inspections x 1.75 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.4 follow-up rate) = fee | 94 | \$ 104,828.80 | \$ (92,044.80) | \$12,784 |
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|                  |         |         |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |               |                |          |
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| 51 - 150 Seating | \$1,099 | \$1,251 | 14% | License fee based on 2 inspections at 2.0 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(I) and (ii). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(III) and (ii). (Hr rate x 2 inspections x 2.0 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.4 follow-up rate) = fee | 98 | \$ 122,617.60 | \$ (95,961.60) | \$26,656 |
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|                                                                              |         |         |     |                                                                                                                                                                                                                                                                                                                                                                                                    |     |              |                |          |
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|                                                                              |         |         |     |                                                                                                                                                                                                                                                                                                                                                                                                    |     |              |                |          |
| 151 + Seating                                                                | \$1,338 | \$1,523 | 14% | License fee based on 2 inspections at 2.5 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(I) and (ii). (Hr rate x 2.0 inspections x 2.5 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.4 follow-up rate) = fee | 20  | \$ 30,464.00 | \$ (19,584.00) | \$10,880 |
| Benevolent Restaurants                                                       | \$465   | \$529   | 14% | Reduced fee for benevolent restaurants per ORS 624.490(3). 54% Fee/ 46% CURF for 0-15 seating, 47% Fee/53% CURF for 16-50 seating, 42% Fee/58% CURF for seating 51-150, and 35% Fee/65% CURF for 151 + seating                                                                                                                                                                                     | 8   | \$ 4,230.14  | \$3,603.46     | \$7,834  |
|                                                                              |         |         |     |                                                                                                                                                                                                                                                                                                                                                                                                    |     |              |                |          |
| Required Follow-up Inspections Subsequent to Routine Inspections             |         |         |     |                                                                                                                                                                                                                                                                                                                                                                                                    |     |              |                |          |
| First two follow-up Inspection after a routine food restaurant inspection no |         |         |     |                                                                                                                                                                                                                                                                                                                                                                                                    | 145 |              |                |          |

|                                                                                                                                                      |       |       |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |             |            |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-------------|------------|-----|
| Each Additional Follow-up Inspection                                                                                                                 | \$179 | \$204 | 14% | First two follow-up inspections annually are covered under the license fee, each additional follow-up inspection is calculated at .75 hour/inspection based on OAR 333-012-0050(2)(b)(B)(ii).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 0  | \$ -        | \$ -       | \$0 |
| Temporary Restaurant                                                                                                                                 |       |       |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |             |            |     |
| Benevolent Single-event, per event (Administrative Fee) <sup>3</sup> (See footnote 3 below)<br>Adminstrative Fee is waived after first three events. | \$48  | \$54  | 14% | Administrative fee covers the cost of processing paper work at 15 minutes.. As per ORS 625.028(c) no inspection fee is charged. County General Revenue pays for the cost of performing the inspection.<br>ORS 624.086 (3) All single-event temporary restaurant licenses shall terminate 30 days after issuance unless within the 30 days the single-event temporary restaurant is discontinued or is moved from the specific location for which the license was issued. If within 30 days after issuance the single-event temporary restaurant is discontinued or moved from the specific location for which the license was issued, the license shall terminate upon the discontinuance or the removal. | 60 | \$ 3,264.00 | \$ (3,264) | \$0 |
| Single-event, per event (License Fee) <sup>3&amp;4</sup> (Discounted if received 10 or more days before the event)                                   | \$215 | \$245 | 14% | License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included). (Hr rate x.1 inspection x 0.9 hrs/inspection) = fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    | \$ -        | \$ -       | \$0 |

|                                                                                                                                                                         |       |       |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |   |    |   |    |   |     |
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| Single-event, per event (License Fee) <sup>3&amp;4</sup> <b>(No Discount if received less than 10 days before the event)</b>                                            | \$245 | \$275 | 12% | License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included). (Hr rate x.1 inspection x 0.9 hrs/inspection + fee for less than 10 days notice)) = fee                                                                                                                                                                                                                                                                                                                                                                                                                        |   |    |   |    |   |     |
| Single-event, per event (License Fee) <b>(Operating without a License on the day of the event)</b>                                                                      | \$315 | \$345 | 9%  | License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included). (Hr rate x.1 inspection x 0.9 hrs/inspection + Penalty for operting without a license) = fee                                                                                                                                                                                                                                                                                                                                                                                                                   |   |    |   |    |   |     |
| Single-event 2 or more days, 30-day intermittent, and 90-day seasonal (License Fee) <sup>3&amp;4</sup> <b>(Discounted if received 10 or more days before the event)</b> | \$258 | \$294 | 14% | <b>HB 2868 established two new categories of temporrary restaurant license, that included 90-day seasonal and 30-day intermittant temporary reataurant license. These new license categories will become effective on January 1st 2012.</b><br>License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included) and a 20% follow-up inspection rate throughout the course of the multi-day event (travel time for each inspection included). (Hr rate x.1 inspection x 0.9 hrs/inspection) + (Hr rate x 1 inspections x 0.9 hrs/follow-up inspection x 0.2 follow-up rate) = fee | 0 | \$ | - | \$ | - | \$0 |

|                                                                                                                                                                               |       |       |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |    |   |    |   |     |
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| Single-event 2 or more days, 30-day intermittent, and 90-day seasonal (License Fee) <sup>3&amp;4</sup><br><b>(No Discount if received less than 10 days before the event)</b> | \$288 | \$324 | 12% | HB 2868 established two new categories of temporary restaurant license, that included 90-day seasonal and 30-day intermittent temporary restaurant license. These new license categories will become effective on January 1st 2012. License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included) and a 20% follow-up inspection rate throughout the course of the multi-day event (travel time for each inspection included). (Hr rate x.1 inspection x 0.9 hrs/inspection) + (Hr rate x 1 inspections x 0.9 hrs/follow-up inspection x 0.2 follow-up rate) = fee |   |    |   |    |   |     |
| Single event 2 or more days, 30-day intermittent, and 90-day seasonal (License Fee) <sup>3&amp;4</sup><br><b>(Operating without a License on the day of the event)</b>        | \$358 | \$394 | 10% | HB 2868 established two new categories of temporary restaurant license, that included 90-day seasonal and 30-day intermittent temporary restaurant license. These new license categories will become effective on January 1st 2012. License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included) and a 20% follow-up inspection rate throughout the course of the multi-day event (travel time for each inspection included). (Hr rate x.1 inspection x 0.9 hrs/inspection) + (Hr rate x 1 inspections x 0.9 hrs/follow-up inspection x 0.2 follow-up rate) = fee |   |    |   |    |   |     |
| Operation Review for 30-day Intermittent or 90 day Seasonal or Temporary Restaurant License                                                                                   | \$120 | \$136 | 14% | HB 2868 established two new categories of temporary restaurant license, that included 90-day seasonal and 30-day intermittent temporary restaurant license. These new license categories become effective on January 1st 2012. HB 2868 also mandated an operational review for these new license types Operation review is based on an Oregon Health Authority Work Group estimate of 1.0 hour. Estimate could be adjusted based on future time studies.                                                                                                                                                                                                    | 0 | \$ | - | \$ | - | \$0 |

|                                                                                                                                                    |       |       |     |                                                                                                                                                                                                                                                                                                                       |    |    |           |    |             |     |
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| Reinspection Fee:<br>for 30-day<br>intermittant or 90-<br>day seasonal<br>Temporary<br>Restaurant to verify<br>correction of critical<br>violation | \$179 | \$204 | 14% | HB 2868: OHA work group recommendation that a<br>separate reinspection fee be charged to verify that<br>critical violations are corrected. Each additional<br>follow-up inspection is estimated at .75<br>hour/inspection.                                                                                            | 0  | \$ | -         | \$ | -           | \$0 |
| <sup>2</sup> License fees in this section include an amount for reimbursement to the Oregon                                                        |       |       |     |                                                                                                                                                                                                                                                                                                                       |    |    |           |    |             |     |
| <sup>3</sup> ORS 624 does not allow a license fee or inspection fee for benevolent. The                                                            |       |       |     |                                                                                                                                                                                                                                                                                                                       |    |    |           |    |             |     |
|                                                                                                                                                    |       |       |     |                                                                                                                                                                                                                                                                                                                       |    |    |           |    |             |     |
| <b>Commissary<br/>License, per year</b>                                                                                                            |       |       |     |                                                                                                                                                                                                                                                                                                                       |    |    |           |    |             |     |
| Separate Facility                                                                                                                                  | \$526 | \$598 | 14% | License fee based on 2 inspections annually, at 0.8<br>hour/inspection and a 40% follow-up rate with<br>0.75 hour/inspection (travel time for each<br>inspection included). (Hr rate x 2 inspection x 0.8<br>hrs/inspection) + (Hr rate x 2 inspections x 0.75<br>hrs/follow-up inspection x 0.4 follow-up rate)= fee | 0  | \$ | -         | \$ | -           | \$0 |
| In a Licensed Food<br>Service Facility                                                                                                             | \$382 | \$435 | 14% | Commissary fee discounted when a food<br>establishment is also being used by a second party<br>as a commissary. License fee based on 2<br>inspections annually, at 0.8 hour/inspection (travel<br>time for each inspection included). (Hr rate x 2<br>inspection x 0.8 hrs/inspection) = fee                          | 0  | \$ | -         | \$ | -           | \$0 |
| <b>Food Warehouse,<br/>per year</b>                                                                                                                | \$359 | \$408 | 14% | License fee based on 2 inspections annually, at<br>0.75 hour/inspection and no follow-up inspections<br>(travel time for each inspection included). (Hr rate<br>x 2 inspection x 0.75 hrs/inspection) = fee                                                                                                           | 1  | \$ | 408.00    | \$ | (408.00)    | \$0 |
| <b>Mobile Unit, per<br/>year</b>                                                                                                                   |       |       |     |                                                                                                                                                                                                                                                                                                                       |    |    |           |    |             |     |
| Class I, II and III                                                                                                                                | \$359 | \$408 | 14% | License fee based on 2 inspections annually, at<br>0.75 hour/inspection and no follow-up inspections<br>(travel time for each inspection included). (Hr rate<br>x 2 inspection x 0.75 hrs/inspection) = fee                                                                                                           | 9  | \$ | 3,672.00  | \$ | (3,672.00)  | \$0 |
| Class IV                                                                                                                                           | \$394 | \$449 | 14% | License fee based on 2 inspections annually, at<br>0.75 hour/inspection and 10% follow--up<br>inspections (travel time for each inspection<br>included). (Hr rate x 2 inspection x 0.75<br>hrs/inspection) +(Hr rate x 2 inspection x 0.75<br>hrs/inspection x 0.10 follow-up rate) = fee                             | 34 | \$ | 15,259.20 | \$ | (15,259.20) | \$0 |

|                                                                           |       |       |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |    |        |       |
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| Mobile Unit,<br>Inspection Fee for<br>MU not Licensed<br>in Benton County | \$25  | \$25  | 0%  | 624.650 Temporary restaurant inspection fee. (1)<br>Notwithstanding any provision of ORS 624.010,<br>624.025, 624.065, 624.510 or 624.530, a<br>temporary restaurant as defined under ORS<br>624.010 that is a mobile unit as defined under ORS<br>624.310 may be required to pay a fee not to<br>exceed \$25 for inspection services if the mobile<br>unit is licensed by:<br>(a) The Department of Human Services under ORS<br>624.320 or a local public health authority acting<br>pursuant to an intergovernmental agreement to<br>conduct inspections in accordance with ORS<br>624.370;<br>Reduced fee as required under ORS 624.650(1)<br>12% Fee/88% CURF for Class I through III Mobile<br>Units and 11% Fee/89% CURF for Class IV Mobile<br>Units. | 2  |    |        | \$0   |
| <b>Food Vending<br/>Machines, per<br/>units, per year</b>                 |       |       |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |    |        |       |
| 01 - 10                                                                   | \$239 | \$272 | 14% | License fee based on 2 inspections annually, at 0.5<br>hour/inspection and no follow-up inspections<br>(travel time for each inspection included). (Hr rate<br>x 2 inspection x 0.5 hrs/inspection) = fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 0  | \$ | - \$   | \$0   |
| 11 - 20                                                                   | \$287 | \$326 | 14% | License fee based on 2 inspections annually, on at<br>least 2 vending units at 0.6 hour/inspection and no<br>follow-up inspections (travel time for each<br>inspection included). (Hr rate x 2 inspection x 0.6<br>hrs/inspection) = fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0  | \$ | - \$   | \$0   |
| 21 - 30                                                                   | \$359 | \$408 | 14% | License fee based on 2 inspections annually, on at<br>least 3 vending units at 0.75 hour/inspection and<br>no follow-up inspections (travel time for each<br>inspection included). (Hr rate x 2 inspection x 0.75<br>hrs/inspection) = fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 0  | \$ | - \$   | \$0   |
| 31 - 40                                                                   | \$478 | \$544 | 14% | License fee based on 1 inspection on at least 4<br>vending units ever six months at 1.0<br>hour/inspection and no follow-up inspections<br>(travel time for each inspection included). (Hr rate<br>x 2 inspection x 1.0 hrs/inspection) = fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 0  | \$ | - \$   | \$0   |
| 41 - 50                                                                   | \$574 | \$653 | 14% | License fee based on 1 inspection on at least 5<br>vending units ever six months at 1.20<br>hour/inspection and no follow-up inspections<br>(travel time for each inspection included). (Hr rate<br>x 2 inspection x 1.2 hrs/inspection) = fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 0  | \$ | - \$   | \$0   |
| Food Handler's Card<br>(3 years)                                          | \$10  | \$10  | 0%  | Fee set under ORS 624.570(5)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 27 | \$ | 270.00 | \$270 |

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| Food Handler's Card Renewal                                                                                                                                                                                                                                                                                                                               | \$10      | \$10      | 0%  | Fee set under ORS 624.570(5)                |   | \$ -        |               | \$0 |
| Replacement Card Issued by Office                                                                                                                                                                                                                                                                                                                         | \$5       | \$5       | 0%  | Fee set under ORS 624.570(5)                |   | \$ -        |               | \$0 |
| Replacement Card Issued online                                                                                                                                                                                                                                                                                                                            | No Charge | No Charge |     | Fee set under ORS 624.570(5)                |   |             |               |     |
|                                                                                                                                                                                                                                                                                                                                                           |           |           |     |                                             |   |             |               |     |
| <b>Reinstatement Fee and Penalties for Later Renewal</b>                                                                                                                                                                                                                                                                                                  |           |           |     |                                             |   |             |               |     |
| Reinstatement Fee if not received by December 31                                                                                                                                                                                                                                                                                                          | \$100     | \$100     | 0%  | Reinstatement Fee set under ORS 624.490(2)  |   |             |               |     |
| Penalty for Late Payment (Percentage of Annual Fee)                                                                                                                                                                                                                                                                                                       |           |           |     |                                             |   |             |               |     |
| If not received by January 31 - If the operator has not paid both the reinstatement fee and license fee by January 31st (post mark accepted), the reinstatement fee plus an additional penalty fee of 50% of the annual license fee will be assessed on the first day of each succeeding month until the license is reinstated or the facility is closed. |           |           |     | Late fee permitted under OAR 333-012-053(8) |   |             |               |     |
|                                                                                                                                                                                                                                                                                                                                                           |           |           |     |                                             |   |             |               |     |
| <b>Food Service Plan Review</b>                                                                                                                                                                                                                                                                                                                           |           |           |     |                                             |   |             |               |     |
| New Restaurant and Major Remodel (Minimum, up to 2.5 hours)                                                                                                                                                                                                                                                                                               | \$598     | \$680     | 14% |                                             | 3 | \$ 2,040.00 | \$ (2,040.00) | \$0 |

|                                                                        |       |       |     |                                                                                                                                                                                                 |   |               |                 |             |
|------------------------------------------------------------------------|-------|-------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------|-----------------|-------------|
| Restaurant Minor Remodel (minimum, up to 1.5 hrs.)                     | \$359 | \$408 | 14% |                                                                                                                                                                                                 | 7 | \$ 2,856.00   | \$ (2,856.00)   | \$0         |
| Food Commissary (minimum, up to 1 hr.)                                 | \$239 | \$272 | 14% |                                                                                                                                                                                                 | 0 | \$ -          | \$ -            | \$0         |
| Food Warehouse, M                                                      | \$239 | \$272 | 14% |                                                                                                                                                                                                 | 0 | \$ -          | \$ -            | \$0         |
| Plan Review, each additional 15 minutes                                | \$60  | \$68  | 14% |                                                                                                                                                                                                 |   | \$ -          |                 | \$0         |
| Pre-opening inspection (required on new facilities and major remodels) |       |       |     |                                                                                                                                                                                                 | 4 | \$ -          |                 | \$0         |
| Restaurant (minimum, up to 1 hour)                                     | \$239 | \$272 | 14% |                                                                                                                                                                                                 | 7 | \$ 1,904.00   | \$ (1,904.00)   | \$0         |
| Other food service (minimum, up to 1/2 hour)                           | \$120 | \$136 | 14% |                                                                                                                                                                                                 | 5 | \$ 680.00     | \$ (680.00)     | \$0         |
|                                                                        |       |       |     |                                                                                                                                                                                                 |   |               |                 |             |
|                                                                        |       |       |     |                                                                                                                                                                                                 |   | \$ 353,380.94 | \$ (294,957.34) | \$58,424    |
|                                                                        |       |       |     |                                                                                                                                                                                                 |   |               |                 | \$58,423.60 |
| Tourist Accommodation/Recreational Park/Bed & Breakfast                |       |       |     |                                                                                                                                                                                                 |   |               |                 |             |
| License Fee                                                            |       |       |     |                                                                                                                                                                                                 |   |               |                 |             |
| 01 - 10 units/spaces                                                   | \$454 | \$517 | 14% | hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate                                                                                               |   | \$ -          | \$ -            | \$0         |
| 11 - 25                                                                | \$478 | \$544 | 14% | License fee based on 1 inspection ever year at 2.0 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 1 inspection x 2.0 hrs/inspection) = fee | 1 | \$ 544.00     | \$ (544.00)     | \$0         |
| 26 - 50                                                                | \$550 | \$626 | 14% | License fee based on 1 inspection ever year at 2.3 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 1 inspection x 2.3 hrs/inspection) = fee | 0 | \$ -          | \$ -            | \$0         |
| 51 - 75                                                                | \$621 | \$707 | 14% | License fee based on 1 inspection ever year at 2.6 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 1 inspection x 2.6 hrs/inspection) = fee | 4 | \$ 2,828.80   | \$ (2,828.80)   | \$0         |

|                                                          |       |       |     |                                                                                                                                                                                                             |   |             |               |     |
|----------------------------------------------------------|-------|-------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------|---------------|-----|
| 76 - 100                                                 | \$669 | \$762 | 14% | License Fee License fee based on 1 inspection ever year at 2.8 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 1 inspection x 2.8 hrs/inspection) = fee | 3 | \$ 2,284.80 | \$ (2,284.80) | \$0 |
| PLUS for each additional unit over                       | \$7   | \$8   | 0%  | Based on standard hourly rate x 2.8 hours for 100 unit space/100 = Cost per unit (Hr rate x 1 inspection x 2.8 hrs/inspection)/100 = fee                                                                    | 3 | \$ 22.85    |               |     |
|                                                          |       |       |     |                                                                                                                                                                                                             |   |             |               |     |
| <b>Plan Review Fee</b>                                   |       |       |     |                                                                                                                                                                                                             |   |             |               |     |
| Plan Review, Minimum (up to 1 1/2 hours)                 | \$359 | \$408 | 14% | Plan review based on 1.5 hours per inspection.                                                                                                                                                              | 0 | \$ -        | \$ -          | \$0 |
| Plan Review, each additional 15 minutes.                 | \$60  | \$68  | 14% | Additional charge typically assessed when plan review take longer because of incomplete plans or when two or more changes are made by the developer that result in the total time exceeding 1.5 hrs.        |   |             |               |     |
|                                                          |       |       |     |                                                                                                                                                                                                             |   |             |               |     |
| <b>Reinstatement Fee and Penalties for Later Renewal</b> |       |       |     |                                                                                                                                                                                                             |   |             |               |     |
| Reinstatement Fee if not received by December 31         | \$100 | \$100 | 0%  | Reinstatement Fee set under ORS 624.490(2)                                                                                                                                                                  |   |             |               |     |
| Penalty for Late Payment (Percentage of Annual Fee)      |       |       |     |                                                                                                                                                                                                             |   |             |               |     |

|                                                                                                                                                                                                                                                                                                                                                           |       |       |     |                                                                                                                                                                                                                                                                                                                                                                                                                |       |             |               |         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------|---------------|---------|
| If not received by January 31 - If the operator has not paid both the reinstatement fee and license fee by January 31st (post mark accepted), the reinstatement fee plus an additional penalty fee of 50% of the annual license fee will be assessed on the first day of each succeeding month until the license is reinstated or the facility is closed. |       |       |     | Late fee permitted under OAR 333-012-053(8)                                                                                                                                                                                                                                                                                                                                                                    |       |             |               |         |
|                                                                                                                                                                                                                                                                                                                                                           |       |       |     |                                                                                                                                                                                                                                                                                                                                                                                                                | Total | \$ 5,680.45 | \$ (5,657.60) | \$0 \$0 |
| Organization Camp                                                                                                                                                                                                                                                                                                                                         |       |       |     |                                                                                                                                                                                                                                                                                                                                                                                                                |       |             |               |         |
| License Fee                                                                                                                                                                                                                                                                                                                                               | \$478 | \$544 | 14% | License fee based on 1 inspection ever year at 2 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 1 inspection x 2 hrs/inspection) = fee                                                                                                                                                                                                                    | 2     | \$ 1,088.00 | \$ (1,088.00) | \$0     |
| Plan Review Fee                                                                                                                                                                                                                                                                                                                                           |       |       |     |                                                                                                                                                                                                                                                                                                                                                                                                                |       |             |               |         |
| With Food Service                                                                                                                                                                                                                                                                                                                                         | \$598 | \$680 | 14% | Plan review fee assessed on an organizational camp with food service and is based on 2.5 hour/plan review and no follow-up inspections (travel time for each inspection included). (Hr rate x 1 plan review x 2.5 hrs/plan review) = fee<br>Assumption is based on completed plans with all support materials submitted. incomplete plans or plans that are changed by the developer may require a higher fee. | 0     | \$ -        | \$ -          | \$0     |
| Without Food Service                                                                                                                                                                                                                                                                                                                                      | \$239 | \$272 | 14% | Plan review fee based on 1 plan review, at 1 hour/plan review and no follow-up inspections (travel time included). (Hr rate x 1 Plan review x 1 hrs/plan review) = fee. Assumption is based on completed plans with all support materials submitted. Incomplete plans or plans that are changed by the developer may require a higher fee.                                                                     | 0     | \$ -        | \$ -          | \$0     |
|                                                                                                                                                                                                                                                                                                                                                           |       |       |     |                                                                                                                                                                                                                                                                                                                                                                                                                | Total | \$ 1,088.00 | \$ (1,088.00) | \$0 \$0 |
| Picnic Park                                                                                                                                                                                                                                                                                                                                               |       |       |     |                                                                                                                                                                                                                                                                                                                                                                                                                |       |             |               |         |

|                                         |       |       |     |                                                                                                                                                                                                                                                                                                                                            |    |              |                |     |
|-----------------------------------------|-------|-------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------|----------------|-----|
| License Fee                             | \$239 | \$272 | 14% | License fee based on 1 inspections annually, at 1 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 1 inspection x 1 hrs/inspection) = fee                                                                                                                                               | 2  | \$ 544.00    | \$ (544.00)    | \$0 |
| Plan Review Fee                         | \$239 | \$272 | 14% | Plan review fee based on 1 plan review, at 1 hour/plan review and no follow-up inspections (travel time included). (Hr rate x 1 Plan review x 1 hrs/plan review) = fee. Assumption is based on completed plans with all support materials submitted. Incomplete plans or plans that are changed by the developer may require a higher fee. |    | \$ -         |                |     |
| Total                                   |       |       |     |                                                                                                                                                                                                                                                                                                                                            |    | \$ 544.00    | \$ (544.00)    | \$0 |
|                                         |       |       |     |                                                                                                                                                                                                                                                                                                                                            |    |              |                |     |
| Swimming Pools/Spa/Bathhouse            |       |       |     |                                                                                                                                                                                                                                                                                                                                            |    |              |                |     |
| License Fee                             |       |       |     |                                                                                                                                                                                                                                                                                                                                            |    |              |                |     |
| Year Around Operation                   |       |       |     |                                                                                                                                                                                                                                                                                                                                            |    |              |                |     |
| First Pool or Spa at Site               | \$837 | \$952 | 14% | License fee based on 2 inspections at 1.45 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). (Hr rate x 2 inspections x 1.45 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.40% follow-up rate) = fee     | 18 | \$ 17,136.00 | \$ (17,136.00) | \$0 |
| Additional Pools or Spas at Site (each) | \$636 | \$724 | 14% | License fee based on 2 inspections at 1.03 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75                                                                                                                                                                                                          | 15 | \$ 10,852.80 | \$ (10,852.80) | \$0 |
| Seasonal Operation                      |       |       |     |                                                                                                                                                                                                                                                                                                                                            |    |              |                |     |
| First Pool at Site                      | \$562 | \$639 | 14% | License fee based on 1 inspection at 2.05 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). (Hr rate x 1 inspection x 2.05 hrs/inspection) + (Hr rate x 1 inspection x 0.75 hrs/follow-up inspection x 0.40% follow-up rate) = fee        | 29 | \$ 18,536.80 | \$ (18,536.80) | \$0 |

|                                                                            |       |       |     |                                                                                                                                                                                                                                                                                                                                            |    |             |               |     |
|----------------------------------------------------------------------------|-------|-------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-------------|---------------|-----|
| Additional Pools at Site (each)                                            | \$430 | \$490 | 14% | License fee based on 1 inspection at 1.50 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). (Hr rate x 1 inspection x 1.50 hrs/inspection) + (Hr rate x 1 inspections x 0.75 hrs/follow-up inspection x 0.40% follow-up rate) = fee       | 9  | \$ 4,406.40 | \$ (4,406.40) | \$0 |
| Follow-up inspections                                                      |       |       |     |                                                                                                                                                                                                                                                                                                                                            |    |             |               |     |
| First Follow-up Inspection after a routine inspection no additional charge |       |       |     |                                                                                                                                                                                                                                                                                                                                            |    |             |               |     |
| Each Additional Follow-up Inspection                                       | \$120 | \$136 | 14% | Estimated 30 minutes inspection and travel time included.                                                                                                                                                                                                                                                                                  | 25 |             |               |     |
| Plan Review Fee                                                            |       |       |     |                                                                                                                                                                                                                                                                                                                                            |    |             |               |     |
| Plan Review, Minimum (up to two hours)                                     | \$478 | \$544 | 14% | Plan review fee based on 1 plan review, at 2 hour/plan review and no follow-up inspections (travel time included). (Hr rate x 1 Plan review x 2 hrs/plan review) = fee. Assumption is based on completed plans with all support materials submitted. Incomplete plans or plans that are changed by the developer may require a higher fee. |    |             |               |     |
| Plan Review, Each additional 15 minutes                                    | \$60  | \$68  | 14% | Additional charge typically assessed when plan review take longer because of incomplete plans or when two or more changes are made by the developer that result in the total time exceeding 2 hrs. Based on each increment of 0.25 hrs.                                                                                                    |    |             |               |     |
| Construction Permit                                                        |       |       |     |                                                                                                                                                                                                                                                                                                                                            |    |             |               |     |
| (includes two 1-hr construction inspections)                               | \$478 | \$544 | 14% | Construction Permit fee based on 2 construction site inspections at 1 hour/construction site visit and no follow-up inspections (travel time included). (Hr rate x 2 construction site inspections x 1 hrs/construction site visit) = fee.                                                                                                 |    |             |               |     |
| Additional Construction Inspections                                        |       |       |     |                                                                                                                                                                                                                                                                                                                                            |    |             |               |     |

|                                                                                                                                                                                                                                                                                                                                                           |       |       |     |                                                                                                                                                                                                                                            |       |              |                |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------------|----------------|-----|
| 3rd and 4th and subsequent, including final (each)                                                                                                                                                                                                                                                                                                        | \$239 | \$272 | 14% | Construction Permit fee based on 1 construction site inspections at 1 hour/construction site visit and no follow-up inspections (travel time included). (Hr rate x 1 construction site inspections x 1 hrs/construction site visit) = fee. |       |              |                |     |
|                                                                                                                                                                                                                                                                                                                                                           |       |       |     |                                                                                                                                                                                                                                            | Total | \$ 50,932.00 | \$ (50,932.00) | \$0 |
| <b>Reinstatement Fee and Penalties for Later Renewal</b>                                                                                                                                                                                                                                                                                                  |       |       |     |                                                                                                                                                                                                                                            |       |              |                |     |
| Reinstatement Fee if not received by December 31                                                                                                                                                                                                                                                                                                          | \$100 | \$100 | 0%  | Reinstatement Fee set under ORS 624.490(2)                                                                                                                                                                                                 |       |              |                |     |
| Penalty for Late Payment (Percentage of Annual Fee)                                                                                                                                                                                                                                                                                                       |       |       |     |                                                                                                                                                                                                                                            |       |              |                |     |
| If not received by January 31 - If the operator has not paid both the reinstatement fee and license fee by January 31st (post mark accepted), the reinstatement fee plus an additional penalty fee of 50% of the annual license fee will be assessed on the first day of each succeeding month until the license is reinstated or the facility is closed. |       |       |     |                                                                                                                                                                                                                                            |       |              |                |     |
|                                                                                                                                                                                                                                                                                                                                                           |       |       |     | Late fee permitted under OAR 333-012-053(8)                                                                                                                                                                                                |       |              |                |     |
| <b>Adjustments to License Fees</b>                                                                                                                                                                                                                                                                                                                        |       |       |     |                                                                                                                                                                                                                                            |       |              |                |     |
| Food establishments opened from                                                                                                                                                                                                                                                                                                                           |       |       |     |                                                                                                                                                                                                                                            |       |              |                |     |
| January 1 - September 30 - 100% of fee                                                                                                                                                                                                                                                                                                                    |       |       |     |                                                                                                                                                                                                                                            |       |              |                |     |

|                                                             |           |           |     |                                                                                                             |       |              |                |     |
|-------------------------------------------------------------|-----------|-----------|-----|-------------------------------------------------------------------------------------------------------------|-------|--------------|----------------|-----|
| October 1 -<br>December 31 - 50%<br>of fee                  |           |           |     |                                                                                                             |       |              |                |     |
| Adding or Dropping<br>a Partner                             | \$60      | \$68      | 14% | Based on an estimate of 0.25 hrs of work.                                                                   |       |              |                |     |
| Change of Business<br>Name, same owners                     | \$60      | \$68      | 14% | Based on an estimate of 0.25 hrs of work.                                                                   |       |              |                |     |
| Quarterly Inspection<br>Fees - 50% of annual<br>license fee |           |           |     |                                                                                                             |       |              |                |     |
|                                                             |           |           |     |                                                                                                             |       |              |                |     |
| SCHOOL FOOD<br>SERVICE<br>INSPECTIONS                       |           |           |     |                                                                                                             |       |              |                |     |
| High School and/or<br>Central Kitchen                       | \$478     | \$544     | 14% | Fee based on 1 inspection at 2.0 hour/inspection<br>(travel time for each inspection included).             | 4     | \$ 2,176.00  | \$ (2,176.00)  | \$0 |
| Elementary and<br>Middle School with<br>On-Site Preparation | \$382     | \$435     | 14% | Fee based on 1 inspection at 1.6 hour/inspection<br>(travel time for each inspection included).             | 20    | \$ 8,704.00  | \$ (8,704.00)  | \$0 |
| Satellite Kitchen<br>(with little or no<br>preparation)     | \$179     | \$204     | 14% | Fee based on 1 inspection at 0.75 hour/inspection<br>(travel time for each inspection included).            | 3     | \$ 612.00    | \$ (612.00)    | \$0 |
| Recheck Inspections                                         |           |           |     |                                                                                                             |       |              |                |     |
| First Follow-up<br>Inspection no<br>additional charge       | No Charge | No Charge |     |                                                                                                             |       |              |                |     |
| Additional Follow-<br>up Inspections                        | \$120     | \$136     | 14% | Fee based on 0.5 hrs of inspection with travel time<br>included.                                            |       |              |                |     |
|                                                             |           |           |     |                                                                                                             | Total | \$ 11,492.00 | \$ (11,492.00) | \$0 |
| CARE FACILITY<br>INSPECTIONS                                |           |           |     |                                                                                                             |       |              |                |     |
| Each inspection by<br>Authorized Capacity                   |           |           |     |                                                                                                             |       |              |                |     |
| 0 - 12 and After<br>School Care<br>Program                  | \$179     | \$204     | 14% | License fee based on 1 inspection at 0.75<br>hour/inspection (travel time for each inspection<br>included). | 4     | \$ 816.00    | \$ (816.00)    | \$0 |
| 13 - 30                                                     | \$239     | \$272     | 14% | License fee based on 1 inspection at 1.0<br>hour/inspection (travel time for each inspection<br>included).  | 20    | \$ 5,440.00  | \$ (5,440.00)  | \$0 |

|                                                                       |           |           |         |                                                                                                                                                                                                                                                                                                                                                                                            |       |              |                |     |
|-----------------------------------------------------------------------|-----------|-----------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------------|----------------|-----|
| 31 +                                                                  | \$299     | \$340     | 14%     | License fee based on 1 inspection at 1.25 hour/inspection (travel time for each inspection included).                                                                                                                                                                                                                                                                                      | 14    | \$ 4,760.00  | \$ (4,760.00)  | \$0 |
| Plan Review                                                           |           |           |         |                                                                                                                                                                                                                                                                                                                                                                                            |       |              |                |     |
| Plan Review, Minimum (up to two hours)                                | \$478     | \$544     | 14%     | Plan Review required under OAR 414-300-0010(8). Plan review fee based on 1 plan review, at 2 hour/plan review and no follow-up inspections (travel time included). (Hr rate x 1 Plan review x 2 hrs/plan review) = fee. Assumption is based on completed plans with all support materials submitted. Incomplete plans or plans that are changed by the developer may require a higher fee. | 0     | \$ -         | \$ -           | \$0 |
| Plan Review, Each additional 15 minutes                               | \$60      | \$68      | 14%     | Additional charge typically assessed when plan review take longer because of incomplete plans or when two or more changes are made by the developer that result in the total time exceeding 2 hrs. Based on each increment of 0.25 hrs.                                                                                                                                                    |       |              |                |     |
|                                                                       |           |           |         |                                                                                                                                                                                                                                                                                                                                                                                            | Total | \$ 11,016.00 | \$ (11,016.00) | \$0 |
|                                                                       |           |           |         |                                                                                                                                                                                                                                                                                                                                                                                            |       |              |                | \$0 |
| SPECIAL CONSULTATION FEE                                              |           |           |         |                                                                                                                                                                                                                                                                                                                                                                                            |       |              |                |     |
| First 15 minutes Free                                                 | No Charge | No Charge |         |                                                                                                                                                                                                                                                                                                                                                                                            |       |              |                |     |
| Each Additional 15 minutes (Support Staff)                            | \$48      | \$54      | 14%     | Based on 15 minutes of work. Fee discounted by 20% if support staff are able to complete. Usually involves record searches for onsite program or compiling information on inspection histories for food establishments.                                                                                                                                                                    |       |              |                |     |
| Each Additional 15 minutes (Environmental Health Specialist)          | \$60      | \$0       | -100%   | Based on an estimate of 0.25 hrs of work.                                                                                                                                                                                                                                                                                                                                                  |       |              |                |     |
| Partial Cost Recovery Rate Per hour (Environmental Health Specialist) | \$239     | \$272     | 14%     | Based on 1 hour of work.                                                                                                                                                                                                                                                                                                                                                                   |       |              |                |     |
| Full Cost Recovery Rate Per hour (Environmental Health Specialist)    | \$0       | \$0       | #DIV/0! |                                                                                                                                                                                                                                                                                                                                                                                            |       |              |                |     |
|                                                                       |           |           |         |                                                                                                                                                                                                                                                                                                                                                                                            |       |              |                |     |
| SUPPLIES                                                              |           |           |         |                                                                                                                                                                                                                                                                                                                                                                                            |       |              |                |     |
| Food Handler Booklets                                                 | \$3       | \$3       | 0%      |                                                                                                                                                                                                                                                                                                                                                                                            |       |              |                |     |

|                                                                                                                         |                                                                               |                                                                               |    |  |             |               |                 |          |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----|--|-------------|---------------|-----------------|----------|
| Test Strips - Chlorine (Bailey) 1 vial (100 count)                                                                      | \$4                                                                           | \$4                                                                           | 0% |  | 6           |               |                 |          |
| Test Strips - Quats QT-10 (Bailey) 1 vial (100 count)                                                                   | \$7                                                                           | \$7                                                                           | 0% |  | 0           |               |                 |          |
| Thermometer - Pocket Bi-Metal                                                                                           | \$4                                                                           | \$4                                                                           | 0% |  | 2           |               |                 |          |
| Thermometer - Spirit Stem                                                                                               | \$3                                                                           | \$3                                                                           | 0% |  | 0           |               |                 |          |
| Supplies sold to consumer                                                                                               | Cost + 15% of cost for handling rounded up to the nest whole dollar+ shipping | Cost + 15% of cost for handling rounded up to the nest whole dollar+ shipping |    |  |             |               |                 |          |
| <sup>6</sup> Fees for tourist accommodations and seasonal facilities normally inspected once per year are not prorated. |                                                                               |                                                                               |    |  |             |               |                 |          |
|                                                                                                                         |                                                                               |                                                                               |    |  |             |               |                 |          |
| Fees may be changed if supply costs change or if state regulations change the allowable charge(s).                      |                                                                               |                                                                               |    |  |             |               |                 |          |
|                                                                                                                         |                                                                               |                                                                               |    |  | Grand Total | \$ 545,972.61 | \$ (487,522.57) | \$58,427 |

\$58,427.19

## 2026 Justification for Environmental Health Fees

**Date:** October 10, 2025

**From:** Scott Kruger, Environmental Health Program Manager  
Sara Hartstein, Public Health Division Director

**Subject:** 2026 Justification for Environmental Health Fees

### Projected Expenses for Fiscal Year (FY) 2026

|                   | FY 2025-2026 | FY 2024-2025 | % Change |
|-------------------|--------------|--------------|----------|
| Salary/Benefits   | \$1,017,131  | \$908,728    | 12%      |
| Material/Services | \$517,514    | \$437,164    | 18%      |
| Total             | \$1,534,645  | \$1,345,892  | 14%      |

### Background

Fee History for the last three years:

- In 2025, fees were adjusted on average 5%
- In 2024, fees were adjusted on average 7%
- In 2023, fees were adjusted on average 3%
- In 2022, no fee adjustments were made

Projection for 2026: Environmental Health Program's budget is expected to increase by 14%, from \$1,345,892 in FY2025 to \$1,534,645 in FY2026.

### Legal Limits to Fee Setting for the Restaurant Industry in Oregon Administrative Rule (OAR)

- OAR 333-012-0053(5)(b) *"Administrative costs must be limited to 15 percent of direct costs."*
- OAR 333-012-0050(2)(a) *"Administrative Costs" means those costs that are over the direct costs of providing delegated program services. These include actual departmental, agency or central government charges such as, but not limited to, accounting, purchasing, human resources, data management, legal counsel, and central mail functions."*
- OAR 333-012-0050(2)(f) provides guidance on what may be charged as direct costs, *"Direct Costs" mean those costs for salaries and benefits of field and support staff and their associated costs including, but not limited to, rent, vehicles and travel, equipment, data management, training, phone, office supplies and the pro-rated portion of direct costs relating to supervision.*
- Reference: [OAR 333-012-0050](#), and [OAR 333-012-0053](#)

## Hourly Rate Calculation

The hourly rate is calculated by dividing the projected budget by the total field time available for Environmental Health Specialists. Field time refers to the hours available for work after accounting for holidays, sick leave, vacation, administrative time, and training, as outlined below:

|                         |                                                                              |
|-------------------------|------------------------------------------------------------------------------|
| Total Hours             | 2080                                                                         |
| Holidays                | - 88                                                                         |
| Floating Holidays       | - 16                                                                         |
| Sick Leave              | - 53 <sup>1</sup>                                                            |
| Average Vacation Time   | - 138 <sup>2</sup>                                                           |
| Professional Training   | - 40 <sup>3</sup>                                                            |
| Meetings                | - 100 <sup>4</sup>                                                           |
| Annual Work Hours (AHW) | 1,645 (Note: OAR 333-012-0053(4) sets 1640 hrs. as the standard)             |
| Administrative Time     | - 410 <sup>5</sup> (Note: 25% based on OAR 333-012-0053(4) AHW of 1640 hrs.) |
| Field                   | 1235 (Note: OAR 333-012-0053(4) sets 1230 hrs. at the standard)              |

4.0 FTE field environmental health specialists x 1,235 hours/year = 4,940 hours

## Full Cost Recovery

The Full Cost Recovery hourly rate is calculated by dividing the total expenses by the total hours available for field work. For FY2026, this equals \$1,534,645 ÷ 4,940 hours = \$310.66 per hour.

## Partial Cost Recovery Model

The Partial Cost Recovery hourly rate is calculated by dividing the total expenses, which includes County and Department Cost Allocations of up to 15%. Allocations above 15% are covered by County General Funds. The remaining expenses are then divided by the number of hours available for work. This rate is used to calculate fees.

For FY2026, \$188,700 of budgeted County General Funds will offset the Department Cost Allocation: \$1,534,645 – \$188,700 = \$1,345,945

The adjusted cost per hour used to calculate fees is: \$1,345,945 ÷ 4,940 hours = \$272.46 per hour

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<sup>1</sup>Average sick time reported for 1/01/2018 to 12/31/2018 based on 277/5.2 FTE = 53 hours per person.

<sup>2</sup>Average Vacation Time = 551/4 = 138 Hours (Last Revised 8/12/2019)

<sup>3</sup>Professional training to maintain licensing as a Registered Environmental Health Specialist, plus various other county and state mandatory trainings.

<sup>4</sup>Quarterly Health Services All Staff Meetings 8 hours + Safety and Health Department mandatory meetings 20 hours + Bi-monthly staff meetings 72 hours = 100 hours

<sup>5</sup>Administrative time to return phone calls, schedule work, fuel vehicles, etc. On Average approximately 1.6 hours per day.

Fees will recover 88% of full costs (\$272.46 ÷ \$310.66 per hour). This model also complies with legal requirements that fees may not include more than 15% of administrative costs, as defined in OAR 333-012-0053(5)(b).

### **How Hourly Rate is Used**

The hourly rate is used to calculate license fees by multiplying the average number of hours for each license or permit type by the hourly rate. The average number of hours is determined using requirements outlined in Oregon Revised Statute (ORS) 624, Oregon Administrative Rule (OAR) 333-012, time studies, or estimates. Final fees are rounded to the nearest whole dollar.

### **Other Fee Adjustments**

#### **County General Fund Subsidies for Benevolent Food Facilities:**

Historically, the Board of Commissioners (BOC) has approved a portion of the County General Fund to reduce the cost of the license fees for restaurants and temporary food service operations run by benevolent organizations that qualify under the Internal Revenue Code:

- **Restaurant Licenses for Benevolent Organizations**
  - ORS 624.020(5) allows for reduced fees.
  - Proposed reduced fee: \$529.00 per benevolent restaurant.
  - Estimated for 2026: 8 benevolent restaurants in Benton County.
  - Estimated cost to County General Fund: \$3,603.46
  - This cost will be absorbed by the Environmental Health Program through its current County General Fund allocation.
- **Temporary Restaurant Licenses for Benevolent Organizations**
  - ORS 624.106(1)(b) states: *“Notwithstanding ORS 624.490 or 624.650, the authority, or a local public health authority as provided under ORS 624.510, may not charge a benevolent organization a license fee or inspection fee for a single-event temporary restaurant licensed under this subsection.”*
  - The Environmental Health Program proposes continuing to use County General Funds to cover inspection costs.
  - The Oregon Health Authority has determined that an administrative fee may be charged for processing and issuing the license.
  - Proposed administrative fee: \$54.00
  - Estimated for 2026: 60 benevolent temporary restaurant licenses.
  - Estimated cost to County General Fund: \$11,664
  - This cost will also be absorbed by the Environmental Health Program through its current County General Fund allocation.

## Onsite Wastewater Program: Proposed Continued Reduction in Three Fees

Three fees are proposed for continued reduction: major repairs, minor repairs, and mobile home hardships. The proposal is to set these fees at 50% of their estimated full cost recovery.

### Major and Minor Repair Permits at 50% of Cost

These adjustments significantly reduce the cost for septic system repair permits, making repairs of existing septic system more affordable. Lower fees also discourage unpermitted repairs. This proposal does not require additional use of County General Fund support, as the cost reduction is offset by other fees collected within the onsite program. Since the reduced fee was implemented in 2010, there has been a consistent increase in repair applications compared to the baseline average of 14.7 permits per year, calculated over the three-year period from 2007 to 2009 (15 permits in 2007, 14 in 2008, and 15 in 2009).

### Percent Increase in Repair Permits for the last Five Years Compared to Baseline Years

| 2025              | 2024             | 2023              | 2022              | 2021              |
|-------------------|------------------|-------------------|-------------------|-------------------|
| 97%<br>(29*/14.7) | 84%<br>(27/14.7) | 104%<br>(30/14.7) | 131%<br>(34/14.7) | 131%<br>(34/14.7) |

\*As of 10/03/25

Reducing fees has proven to be an effective tool in encouraging homeowners to apply for septic system repairs. It is recommended that the reduced repair fees remain in place, with periodic re-evaluation to ensure that the approach continues to be both effective and economically sustainable.

### Mobile Home Personal/Medical Hardship Renewals at 50% of Cost

Occasionally, a mobile home may be placed on the same septic system as a house to allow a caregiver, usually a family member, to assist with the medical needs of another family member. Once the medical hardship ends, the mobile home is disconnected from the home's septic system and moved. It is proposed that mobile home hardship renewals continue to be subsidized at 50% using other revenue from the onsite program. This approach does not require additional County General Fund support, as the cost is offset by fees collected within the onsite program. It is recommended that the reduced fees be continued, with periodic re-evaluation to ensure the approach remains economically sustainable.

## Other Fee Adjustments

### Annual Report Evaluation Fee for Sand Filters, Recirculating Gravel Filters, And Alternative Treatment Technology

Annually, DEQ sends a reminder letter to owners of Sand Filters, Recirculating Gravel Filters, and Alternative Treatment Technology systems to encourage evaluation of

these more complex systems. Under state law, these evaluation reports must be submitted to DEQ or the delegated county. The state fee for performing this service is \$70.00. To streamline the process and reduce confusion, we propose to continue setting our fee at the same dollar amount as DEQ. This eliminates the need for staff to collect or refund incorrect payments and make the process more user-friendly for customers. If DEQ adjusts its fee in the future, our fee will be adjusted to match.

### **Oregon Department of Environmental Quality Surcharge/Remittance fees**

Beginning November 1, 2025, the DEQ Surcharge/Remittance fee will be \$120, which we collect as an add-on fee to qualifying permits. If DEQ increases this fee, the additional cost will be passed on in the permit.

The DEQ remittance is a state-established fee designed to support the State's Onsite Wastewater Treatment Program. This fee is applied to site evaluations, construction installation permits, permit renewals, alterations, repairs, and authorizations listed in our fee schedule. Revenue from this fee supports state program activities, including rule writing, technical support, legal services, and quality assurance.

In accordance with Oregon Administrative Rule (OAR) 340-071-0140(10) - Department Surcharge says, *“(a) To offset a portion of the administrative and program oversight costs of the statewide onsite wastewater management program, DEQ and contract counties must levy a surcharge for each site evaluation, report permit, and other activity for which an application is required in this division. (b) Proceeds from surcharges collected by the department and contract counties must be accounted for separately. Each contract county must forward the proceeds to the department in accordance with its agreement with the department.”*

The current DEQ Fee Table may be viewed at: [OAR 340-071-0800 Fee Tables](#)



Board of Commissioners

Office: (541) 766-6800

Fax: (541) 766-6893

4500 SW Research Way

Corvallis, Oregon 97333

[bentoncountyor.gov](http://bentoncountyor.gov)

## **BOARD OF COMMISSIONERS MEETING**

### **AGENDA ITEM SUMMARY**

#### **AGENDA PLACEMENT**

Meeting Date: November 4, 2025

Section: New Business

#### **REQUESTING DEPARTMENT**

Department: Sheriff's Office

Department Contact & Phone: Dawn DALE, Business Analyst

541-766-6884

Meeting Presenter(s): Dean Barnes, Civil Division Coordinator, Dawn Dale, Business Analyst II, Benton County Sheriff's Office

#### **ITEM INFORMATION**

Item Title: Revision of the Sheriff's Office Civil Division Fee Schedule for Real and Personal Property Sales, Order No. D2025-066

Item Category: Order - Financial Impact

Time Requested (minutes): 10 minutes

Board or Committee Involvement: No

#### **ITEM DESCRIPTION**

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 2023 (Order D2023-078), 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, 2026, of four 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 \$72.37 to \$87.20 per hour. Civil staff is adjusted for the second half of the calendar year based on the budgeted wage increase of three percent (3%) effective July 1, 2026. The collective bargaining agreement between Benton County and the American Federation of State, County, and Municipal Employees, Local 2064, is up for a market study for the July 1, 2026, increase per the agreement and could differ from the amount budgeted. The proposed calculated rate for civil staff is increased from \$54.30 to \$68.53 per hour.

## **FISCAL IMPACT**

Will this item have a fiscal and/or personnel impact?

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.

## **MANDATED SERVICE**

Does this item involve a mandated service? (A mandated service is one required by law.):

Yes

## **2040 THRIVING COMMUNITIES INITIATIVE**

### **BOARD PRIORITIES**

Not Applicable

**FOCUS AREAS**

Not Applicable

Describe how this item advances the core values or focus areas of the 2040 Thriving Communities Initiative or supports a strategy of a County Department goal.

**ADVERTISEMENT**

**Has this item been advertised?**

No

**ATTACHMENTS**

1. Order D2025-066 BOC Civil Fees 2026

**STAFF RECOMMENDATION(S) AND RECOMMENDED MOTION(S)**

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

**SUGGESTED MOTION: I MOVE TO ADOPT ORDER NO. D2025-066, REVISING THE FEE SCHEDULE FOR THE SHERIFF'S OFFICE CIVIL DIVISION REAL AND PERSONAL PROPERTY SALES, EFFECTIVE JANUARY 1, 2026.**

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

**In the Matter of Setting Fees Charged for Levy    )  
and Sale of Real and Personal Property by the    )  
Benton County Sheriff's Office                                )**

**ORDER NO. D2025-066**

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 of the general public that fees should be charged to those persons requesting Seizure and Sale of Real and Personal Property; and

It is in the best interest of 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; and

It is in the best interest of 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 schedule of fees included in Attachment A shall be charged to all persons, firms, or corporations that 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 January 1, 2026 and shall supersede all previously adopted schedules.

Adopted this 4<sup>th</sup> day of November, 2025.

BENTON COUNTY  
BOARD OF COMMISSIONERS

---

Nancy Wyse, Chair

---

Pat Malone, Vice Chair

---

Gabe Shepherd, Commissioner

## **ATTACHMENT A TO ORDER NO. D2025-066**

### **Fees for Levy and 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; \$68.53 per hour (calculated by actual time)
- Levy and inventory property; \$87.20 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; \$68.53 per hour (calculated by actual time)
- Conduct sale; \$68.53 per hour (calculated by actual time)
- Deputy standby during sale; \$87.20 per hour per Patrol Deputy (calculated by actual time)
- Create Bill of Sale and mail; \$68.53 per hour (calculated by actual time)
- Create Return on Writ of Execution and File with court; \$68.53 per hour (calculated by actual time)
- Prepare mail for Return on Writ of Execution; \$68.53 per hour (calculated by actual time)
- Cost Tracking and Invoicing; \$68.53 per hour (calculated by actual time)
- Mail postage fees (actual cost)

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

- Review Writ of Execution and Instructions, and Prepare Sale Files; \$68.53 per hour (calculated by actual time)
- Create and file Notice of Levy with court; \$68.53 per hour (calculated by actual time)
- Create Notice of Sale and submit for publishing; \$68.53 per hour (calculated by actual time)
- Prepare mail for Writ of Execution and Notice of Sale; \$68.53 per hour (calculated by actual time)
- Newspaper Publishing and OSSA Website Publishing (actual cost)
- Conduct sale or postponement; \$68.53 per hour (calculated by actual time)
- Deputy standby to conduct sale; \$87.20 per hour, per Patrol Deputy (calculated by actual time)
- Create Certificate of Sale and mail; \$68.53 per hour (calculated by actual time)
- Create Notice of Completed Sale and mail; \$68.53 per hour (calculated by actual time)
- Create Return on Writ of Execution and File with court; \$68.53 per hour (calculated by actual time)
- Prepare mail for Return on Writ of Execution; \$68.53 per hour (calculated by actual time)
- Cost Tracking and Invoicing; \$68.53 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



Board of Commissioners

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## **BOARD OF COMMISSIONERS MEETING**

### **AGENDA ITEM SUMMARY**

#### **AGENDA PLACEMENT**

Meeting Date: November 4, 2025

Section: New Business

#### **REQUESTING DEPARTMENT**

Department: Health Services

Department Contact & Phone: Rebecca Taylor, Manager  
April HOLLAND, Director

541-766-6787, 541-766-6840

Meeting Presenter(s): Rebecca Taylor, Coordinated Homeless Response  
Office Manager, Health Department; April Holland,  
Health Department Director

#### **ITEM INFORMATION**

Item Title: Request for Approval to Respond to the Oregon Housing  
and Community Services' Request for Applications for  
Statewide Shelter Program Regional Coordinators

Item Category: Discussion and Action - Standard Item

Time Requested (minutes): 15 minutes

Board or Committee Involvement: No

#### **ITEM DESCRIPTION**

The primary goal of this request for approval is to identify and fund a series of Regional Coordinators capable of administering shelter services for an assigned Region(s), no

smaller than a single county. These services must be trauma-informed, culturally responsive, and primarily low barrier, aiming to reduce unsheltered homelessness and transition Oregonians experiencing homelessness into stable housing.

Benton County, through its Health Department and the Coordinated Homeless Response Office, has been the recipient of related funds, including the Phase 1 HB 3644 award. The current momentum and recent history of coordination and efforts across many components of the homeless response system make Benton County an ideal candidate for these funds.

### **FISCAL IMPACT**

|                                                       |                                             |
|-------------------------------------------------------|---------------------------------------------|
| Will this item have a fiscal and/or personnel impact? | The application will have no fiscal impact. |
|-------------------------------------------------------|---------------------------------------------|

### **MANDATED SERVICE**

|                                                                                          |    |
|------------------------------------------------------------------------------------------|----|
| Does this item involve a mandated service? (A mandated service is one required by law.): | No |
|------------------------------------------------------------------------------------------|----|

## **2040 THRIVING COMMUNITIES INITIATIVE**

### **BOARD PRIORITIES**

Responsible Governance, Community Safety and Justice Systems Improvement, Health and Equity in All Actions, Homelessness and Housing Insecurity, Community Resiliency

### **FOCUS AREAS**

Community Safety  
Emergency Preparedness  
Outdoor Recreation  
Prosperous Economy

Describe how this item advances the core values or focus areas of the 2040 Thriving Communities Initiative or supports a strategy of a County Department goal.

A successful application would impact many priorities and focus areas, as housing and homelessness solutions are wide-ranging and multidisciplinary.

### **ADVERTISEMENT**

**Has this item been advertised?**

No

**ATTACHMENTS**

1. HB 3644 Benton Application
2. OHSC Statewide Shelter Program Presentation

**STAFF RECOMMENDATION(S) AND RECOMMENDED MOTION(S)**

Staff recommend the Board approve the Health Department responding to the Request for Applications for Statewide Shelter Program Regional Coordinators.

**SUGGESTED MOTION: I MOVE TO APPROVE THE HEALTH DEPARTMENT'S REQUEST TO SUBMIT AN APPLICATION FOR THE OREGON HOUSING AND COMMUNITY SERVICES' REQUEST FOR APPLICATIONS FOR STATEWIDE SHELTER PROGRAM REGIONAL COORDINATORS.**

# Coordinated Homeless Response Office (CHRO): Application to Serve as Benton County Regional Shelter Coordinator

Board of Commissioners Meeting – November 4, 2025

## Purpose

The Health Department’s Coordinated Homeless Response Office (CHRO) seeks Board approval for Benton County to apply to Oregon Housing and Community Services (OHCS) to serve as the Benton County Regional Shelter Coordinator for the Statewide Shelter Program (SSP) established under [House Bill 3644](#).

Serving in this role would allow the CHRO to continue leading coordination of shelter and rehousing funding for Benton County, building on existing relationships and local planning structures.

## Background

- Statewide Shelter Program (SSP): Administered by OHCS, the SSP requires regional entities to apply to coordinate and administer state shelter funding.
- Local Coordination Experience:
  - Established under HB 4123 (2022), the CHRO was created to strengthen local collaboration and accountability in homelessness response.
  - From 2023–2025, CHRO has served as the Local Planning Group Lead for shelter and rapid rehousing funds under HB 5019 and the Oregon Rehousing Initiative (ORI).
  - The CHRO has provided planning, coordination, and reporting functions, while facilitating input from community partners and ensuring alignment with local priorities.

## Track Record and Local Impact

- Successfully coordinated funding allocations and reporting for shelter and rehousing efforts.

- Strengthened collaboration among service providers, city partners, and community organizations.
- Provided consistent communication with state partners about local needs and barriers.
- Supported a data-informed, person-centered approach to expanding access to shelter and housing.

## Next Steps

If approved by the Board, CHRO will submit the application to OHCS to serve as the Regional Shelter Coordinator for Benton County.

If selected, CHRO will:

- Administer state shelter funds locally.
- Continue broad engagement with partners to shape and implement the local shelter plan.
- Maintain transparency and regular reporting to the Board and community.

## Commitment to Partnership

The CHRO remains committed to inclusive planning, accountability, and collaboration in all aspects of local homelessness response. Community input will remain a cornerstone of our implementation approach under the Statewide Shelter Program.

# Statewide Shelter Program Regional Coordinators

Request for Applications (RFA) #S-91400-00014184 (OHCS #9185)

**Single Point of Contact (SPC):**

**Mandee Wilding, Senior Contracting Officer**

**971-720-8993; [mandee.m.wilding@hcs.oregon.gov](mailto:mandee.m.wilding@hcs.oregon.gov)**

# Grant Purpose & Objectives

RFA funds a series of Regional Coordinators capable of administering shelter services for an assigned Region(s) no smaller than a single county

Regional Coordinators will be required to work toward the following goals and outcomes:

- Ensure no net loss of agency-funded shelter beds for the Region
- Ensure at least 70% of the Program-funded beds and STEPS use Low-barrier practices with the balance available for Recovery-based Shelters and sites
- Increase permanent housing placements
- Reduce returns to Unsheltered homelessness

# Grant Amount and Duration

- OHCS anticipates the award of up to 36 grants
- Regional Coordinators are selected for 5 year-period with services beginning 7/1/26
- Grant award amounts will be determined by funding formula
- Funding available for the first year (7/1/26-6/30/27) for all grants is estimated at \$102,500,000
- Administrative costs are limited to 15% of the grant funds

# RFA Eligibility

To be eligible for a grant, organizations must be:

- Physically located in Oregon
- willing to serve at least one region no smaller than a single county
- One of the following entities:
  - Local government entity, including Oregon housing authorities
  - Nonprofit public benefit corporation

# Schedule and Key Dates

| Event                                                                             | Date                                                  | Time     |
|-----------------------------------------------------------------------------------|-------------------------------------------------------|----------|
| <b>Pre-application conference</b>                                                 | October 16, 2025                                      | 9:00 AM  |
| <b>Last day for application questions/ requests for clarification</b>             | October 31, 2025                                      | 4:00 PM  |
| <b>OHCS answers to questions/ requests for clarification issued (approximate)</b> | November 10, 2025                                     |          |
| <b>Opening (applications due)</b>                                                 | November 24, 2025                                     | 10:00 AM |
| <b>Additional rounds of competition</b>                                           | To be determined<br>(optional at Agency's discretion) |          |
| <b>Issuance of notice of intent to award (approximate)</b>                        | January 9, 2026                                       |          |
| <b>Intent to award protest period ends</b>                                        | 7 calendar days after notice of intent to award       |          |

# Eligible Activities

## Regional Assessment and Plan

- Regional Coordinators will be required to develop and submit to Agency a Regional Assessment and Plan using an Agency-provided template (see Attachment D)
- A Regional Assessment and Plan will be due to Agency in March 2026 for the period July 1, 2026 through June 30, 2029, and in March 2029 for the period July 1, 2029 through June 30, 2031
- Subsequent Regional Assessment and Plan documents will be due to Agency every two years and will be subject to Agency's approval

# Eligible Activities

## Shelter

- Regional Coordinators will be required to coordinate Shelter services in the Region and provide funding to Shelter Providers in the Region
- Regional Coordinators may also choose to operate Shelters, employing a combination of Shelter operation and subgrantee coordination and oversight
- Typical activities: operations, participant evaluation, supports, staffing, data, facilities, capacity, amenities

# Eligible Activities

## Street Outreach

- At the Regional Coordinator's discretion and based on community needs, Program Grant funds can be used for Street Outreach services to connect Unsheltered homeless Households with emergency Shelter, housing, or critical services, and to provide urgent, non-facility based care
- Typical activities: assessment, consumables, counseling, collaboration, market and outreach

# Eligible Activities

## Safe Temporary Emergency Placement Sites (STEPS) Operations

- At the Regional Coordinator's discretion and based on community needs, Program Grant funds can be used for Safe Temporary Emergency Placement Sites (STEPS)
- STEPS provide Participants with a safe place to stay either in their vehicle, or in a Basic Free-Standing Structure provided by the site when available
- Typical activities: assessment, operations, consumables



# Eligible Activities

## Housing Focused Activities

- At the Regional Coordinator's discretion and based on community needs, Program Grant funds can be used for activities that seek to lower barriers for Households experiencing homelessness or housing instability
- These activities must actively coordinate services and supports to help Households exit homelessness, reduce barriers to rehousing and ensure housing stability
- Typical activities: financial assistance, transportation, case management

# Eligible Activities

## Capacity Building

- At the Regional Coordinator's discretion and based on community needs, up to 15% of the Program Grant funds can be used for activities aimed to improve the Regional Coordinator's ability to deliver homeless services and strengthen community efforts around supporting Households experiencing homelessness
- Typical activities: technical assistance, strategy, data

# Reporting

- Monthly System Query Report
- Biannual Housing Inventory Count (“HIC”) Report
- Annual System Performance Measure (“SPM”) Report
- Subgrantee Report
- Victim Service Provider Report
- Regional Assessment and Plan
- Annual Progress Report
- Fiscal Report

# Before Applying

- [Register](#) as a supplier in [OregonBuys](#).
- Ask for registration assistance if needed: [suppliersupport@periscopeholdings.com](mailto:suppliersupport@periscopeholdings.com) or 1-855-800-5046 (Monday – Friday, 7A-6P)
- Any changes to the RFA will be published in OregonBuys. Be sure to “acknowledge” the bid to receive notifications.
- Review the insurance requirements in Attachment A and work with your insurance agent as needed to ensure you can meet the requirements.



## REGISTER NOW

### OregonBuys

The state of Oregon is getting a new statewide eProcurement system called OregonBuys. This system will change the way we process payments, procurements and purchasing.

Going forward, all vendors must register in OregonBuys to do business with the state. Registration is easy and takes approximately 15 minutes.

#### REGISTRATION STEPS:

1. Navigate to <https://OregonBuys.gov>. Click the REGISTER button on the upper right corner of the page.
2. Enter your general business data: tax ID, business address and business e-mail address.
3. Enter administrator user data: name, phone, user ID, password, and e-mail address.
4. Enter NIGP codes to receive notifications of bid opportunities.

# How to Apply

There are 3 ways you can apply for a grant:

1) Via Smartsheet

- ❖ Online form
- ❖ Link to form provided in Section 4.4 of the RFA

2) Via email to the Single Point of Contact

- ❖ Complete Attachment C – Application
- ❖ Send completed application via email

3) Electronically through OregonBuys

- ❖ Detailed instructions are available [online](#)
- ❖ Ask for application assistance if needed: [suppliersupport@periscopeholdings.com](mailto:suppliersupport@periscopeholdings.com) or 1-855-800-5046 (Monday – Friday, 7A-6P)

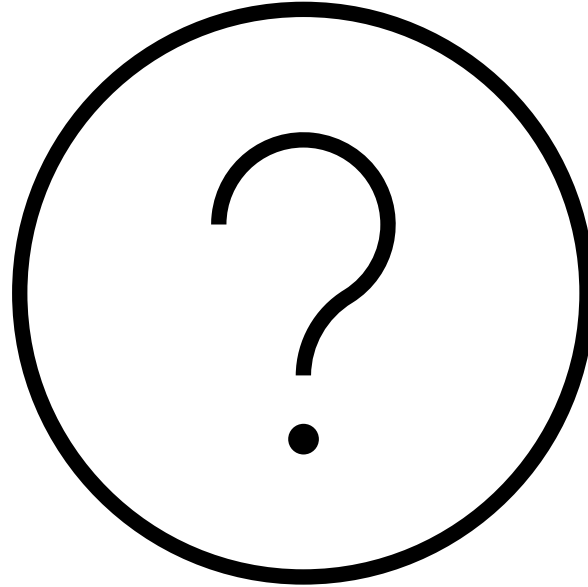
- ✓ Submit your application using ONE of these methods before Opening (currently 10:00 AM on November 24, 2025).
- ✓ Be mindful of the character limit for each response.
- ✓ Direct any questions to the Single Point of Contact.

# Evaluation Criteria

There are 100 possible points in the evaluation. OHCS will consider each applicant's:

- Community engagement and coordination (24 points possible)
- Shelter experience and strategies (24 points possible)
- Fiscal administration and governance (16 points possible)
- Subgrants, monitoring and technical assistance (12 points possible)
- Experience with HMIS or alternate system and using data (12 points possible)
- Equity (12 points)

# Questions



# Contact Information

RFA Single Point of Contact:  
Mandee Wilding, Senior Contracting Officer  
971-720-8893  
[Mandee.m.wilding@hcs.oregon.gov](mailto:Mandee.m.wilding@hcs.oregon.gov)

**BOARD OF COMMISSIONERS MEETING****AGENDA ITEM SUMMARY****AGENDA PLACEMENT**

Meeting Date: November 4, 2025

Section: New Business

**REQUESTING DEPARTMENT**

Department: Financial Services

Department Contact &amp; Phone: Debbie BAUER, Chief Tax Deputy

5417666281

Meeting Presenter(s): Debbie Bauer, Chief Tax Deputy, Financial Services

**ITEM INFORMATION**Item Title: Authorizing the Payment of Property Taxes to Certain  
Municipalities or Other Taxing Districts in Advance of  
Tax Year 2025-26 as Authorized by ORS 311.392, Order  
No. D2025-068

Item Category: Discussion and Action - Standard Item

Time Requested (minutes): 5 minutes

Board or Committee Involvement: No

**ITEM DESCRIPTION**

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

## **FISCAL IMPACT**

Will this item have a fiscal and/or personnel impact?

Yes, the County will advance the levy amounts to the districts. The amount will be collected by the County in subsequent months.

## **MANDATED SERVICE**

Does this item involve a mandated service? (A mandated service is one required by law.):

No

## **2040 THRIVING COMMUNITIES INITIATIVE**

### **BOARD PRIORITIES**

## **FOCUS AREAS**

Not Applicable

Describe how this item advances the core values or focus areas of the 2040 Thriving Communities Initiative or supports a strategy of a County Department goal.

This helps the smaller taxing districts receive their tax distribution of funds all at one time.

## **ADVERTISEMENT**

**Has this item been advertised?**

No

## **ATTACHMENTS**

1. Taxing Order D2025-068

## **STAFF RECOMMENDATION(S) AND RECOMMENDED MOTION(S)**

**SUGGESTED MOTION: I MOVE TO ADOPT ORDER NO. D2025-068, AUTHORIZING THE PAYMENT OF PROPERTY TAXES TO CERTAIN MUNICIPALITIES OR OTHER TAXING DISTRICTS IN ADVANCE OF TAX YEAR 2025-26 AS AUTHORIZED BY ORS 311.392.**

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

|                                          |   |                            |
|------------------------------------------|---|----------------------------|
| An Order Authorizing the Payment of      | ) |                            |
| Property Taxes to Certain Municipalities | ) |                            |
| or Other Taxing Districts in Advance     | ) | <b>ORDER NO. D2025-068</b> |
| For Tax Year 2025-26 as Authorized by    | ) |                            |
| ORS 311.392                              | ) |                            |

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

ORS 311.392(2) authorizes the county, provided the county makes payment to the municipality by December 1, 2025 to deduct from the levy the three percent discount that would have been given by the district had all the taxes been paid by November 15, 2025; and

The Tax Collector for Benton County (the County) has recommended that, in the interest of economy, the County advance to the districts listed in Attachment A to this Order, whose individual levy does not exceed \$20,000, the amount of their levy less the three percent discount as identified in Attachment A, "Net Levy".

THEREFORE, IT IS HEREBY ORDERED THAT the Tax Collector shall:

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

Adopted this 4th day of November, 2025.

BENTON COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Nance Wyse, Chair

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

\_\_\_\_\_  
Gabe Shepherd, Commissioner

**BENTON COUNTY**  
**DEPT. OF FINANCE, AUDIT and TAX COLLECTION**  
**TAXING DISTRICT PURCHASES FOR**  
**FISCAL YEAR 2025-2026**

**ATTACHMENT A**

| DISTRICT NAME               | PURCHASE THRESHOLD-----> |                | 17,000.00                |              | ADJUSTED NET LEVY |              | BUY-OUT LEVIES                              |                  | NET PURCH. COST |
|-----------------------------|--------------------------|----------------|--------------------------|--------------|-------------------|--------------|---------------------------------------------|------------------|-----------------|
|                             | NET LEVY                 | DISTRIB. RATIO | DIST. TO PURCHASE AMOUNT | RATIO        | AMOUNT            | RATIO        | TOTAL LEVY                                  | LESS 3% DISCOUNT |                 |
| ALSEA SD #7                 | 551,375.63               | 0.0026764155   |                          |              | 551,375.63        | 0.0026764155 |                                             |                  |                 |
| ALSEA SD #7 - BOND          | 102,070.84               | 0.0004954589   |                          |              | 102,070.84        | 0.0004954589 |                                             |                  |                 |
| G.A.P. SD #8                | 6,550,160.38             | 0.0317949324   |                          |              | 6,550,160.38      | 0.0317949324 |                                             |                  |                 |
| GAPS 2017 DEBT              | 3,086,805.37             | 0.0149835672   |                          |              | 3,086,805.37      | 0.0149835672 |                                             |                  |                 |
| CORVALLIS SD #509J          | 37,064,951.44            | 0.1799158426   |                          |              | 37,064,951.44     | 0.1799158426 |                                             |                  |                 |
| CORV. 509J DEBT CAPITAL     | 16,542,905.49            | 0.0803004095   |                          |              | 16,542,905.49     | 0.0803004095 |                                             |                  |                 |
| CORV. 509J Local Option     | 10,980,103.39            | 0.0532981827   |                          |              | 10,980,103.39     | 0.0532981827 |                                             |                  |                 |
| CENTRAL SD#13J              | 41,385.17                | 0.0002008865   |                          |              | 41,385.17         | 0.0002008865 |                                             |                  |                 |
| PHILOMATH SD #17            | 5,157,889.75             | 0.0250367542   |                          |              | 5,157,889.75      | 0.0250367542 |                                             |                  |                 |
| PHILOMATH SD #17-DEBT       | 2,186,377.59             | 0.0106128283   |                          |              | 2,186,377.59      | 0.0106128283 |                                             |                  |                 |
| PHILOMATH SD LOCAL OPTION   | 1,536,541.36             | 0.0074584782   |                          |              | 1,536,541.36      | 0.0074584782 |                                             |                  |                 |
| HARRISBURG ELEMENTARY       | 21,631.19                | 0.0001049993   |                          |              | 21,631.19         | 0.0001049993 |                                             |                  |                 |
| HARRISBURG SD - Bond        | 6,656.66                 | 0.0000323119   | 6,656.66                 | 0.0000323119 |                   |              | 6,656.66                                    | 199.70           | 6,456.96        |
| HARRISBURG UNION HIGH #5    |                          |                |                          |              |                   |              |                                             |                  |                 |
| UH #1-MONROE                | 2,172,020.10             | 0.0105431361   |                          |              | 2,172,020.10      | 0.0105431361 |                                             |                  |                 |
| LINN BENTON ESD             | 3,440,604.44             | 0.0167009324   |                          |              | 3,440,604.44      | 0.0167009324 |                                             |                  |                 |
| WILLAMETTE REGION ESD       | 1,782.96                 | 0.0000086546   | 1,782.96                 | 0.0000086546 |                   |              | 1,782.96                                    | 53.49            | 1,729.47        |
| LANE CC                     | 185,769.09               | 0.0009017360   |                          |              | 185,769.09        | 0.0009017360 |                                             |                  |                 |
| LBCC                        | 8,042,884.47             | 0.0390407185   |                          |              | 8,042,884.47      | 0.0390407185 |                                             |                  |                 |
| CENTRAL LINN SD             | 1,158.68                 | 0.0000056243   | 1,158.68                 | 0.0000056243 |                   |              | 1,158.68                                    | 34.76            | 1,123.92        |
|                             |                          |                |                          |              |                   |              |                                             |                  |                 |
| TOTAL SCHOOLS               | 97,673,074.00            | 0.4741118691   | 9,598.30                 | 0.0000465908 | 97,663,475.70     | 0.4740652783 | 9,598.30                                    | 287.95           | 9,310.35        |
| BENTON COUNTY (SEE PAGE 2)  | 25,335,577.57            | 0.1229806495   |                          |              | 25,335,577.57     | 0.1235695044 | USE AMT. AND RATIO AT BOTTOM FOR BENTON CO. |                  |                 |
| ADAIR                       | 314,164.13               | 0.0015249745   |                          |              | 314,164.13        | 0.0015249745 |                                             |                  |                 |
| ALBANY                      | 9,565,535.42             | 0.0464317717   |                          |              | 9,565,535.42      | 0.0464317717 |                                             |                  |                 |
| CORVALLIS                   | 41,176,294.56            | 0.1998725870   |                          |              | 41,176,294.56     | 0.1998725870 |                                             |                  |                 |
| MONROE                      | 361,633.57               | 0.0017553944   |                          |              | 361,633.57        | 0.0017553944 |                                             |                  |                 |
| PHILOMATH                   | 3,361,086.28             | 0.0163149457   |                          |              | 3,361,086.28      | 0.0163149457 |                                             |                  |                 |
| TOTAL CITIES                | 54,778,713.96            | 0.2658996733   |                          |              | 54,778,713.96     | 0.2658996733 |                                             |                  |                 |
| RFD #1-CORVALLIS            | 2,411,409.00             | 0.0117051464   |                          |              | 2,411,409.00      | 0.0117051464 |                                             |                  |                 |
| RFD #2-NORTH ALBANY         | 534,105.11               | 0.0025925832   |                          |              | 534,105.11        | 0.0025925832 |                                             |                  |                 |
| RFD #3-ADAIR                | 488,993.47               | 0.0023736082   |                          |              | 488,993.47        | 0.0023736082 |                                             |                  |                 |
| RFD #4-PHILOMATH            | 1,657,446.97             | 0.0080453624   |                          |              | 1,657,446.97      | 0.0080453624 |                                             |                  |                 |
| RFD #4-PHILOMATH BOND       | 466,999.04               | 0.0022668457   |                          |              | 466,999.04        | 0.0022668457 |                                             |                  |                 |
| RFD #5-MONROE               | 600,323.02               | 0.0029140095   |                          |              | 600,323.02        | 0.0029140095 |                                             |                  |                 |
| RFD #6-PALESTINE            | 271,366.57               | 0.0013172321   |                          |              | 271,366.57        | 0.0013172321 |                                             |                  |                 |
| RFD #7-ALSEA                | 91,366.23                | 0.0004434980   |                          |              | 91,366.23         | 0.0004434980 |                                             |                  |                 |
| RFD #8-HOSKINS/KINGS VALLEY | 79,386.60                | 0.0003853481   |                          |              | 79,386.60         | 0.0003853481 |                                             |                  |                 |
| RFD #9-BLODGETT/SUMMIT      | 46,412.90                | 0.0002252914   |                          |              | 46,412.90         | 0.0002252914 |                                             |                  |                 |
| RFD HALSEY-SHEDD            | 248.48                   | 0.0000012061   | 248.48                   | 0.0000012061 |                   |              | 248.48                                      | 7.45             | 241.03          |
| RFD HARRISBURG FIRE RESCUE  | 867.73                   | 0.0000042120   | 867.73                   | 0.0000042120 |                   |              | 867.73                                      | 26.03            | 841.70          |
| TOTAL FIRE DISTRICTS        | 6,648,925.12             | 0.0322743431   | 1,116.21                 | 0.0000054181 | 6,647,808.91      | 0.0322689250 | 1,116.21                                    | 33.48            | 1,082.73        |
| ASBAHR-PILKINGTON           | 60,342.61                | 0.0002929072   |                          |              | 60,342.61         | 0.0002929072 |                                             |                  |                 |
| HIDDEN VALLEY               | 16,933.07                | 0.0000821943   | 16,933.07                | 0.0000821943 |                   |              | 16,933.07                                   | 507.99           | 16,425.08       |
| BROWNLEY MARSHALL           | 14,269.64                | 0.0000692658   | 14,269.64                | 0.0000692658 |                   |              | 14,269.64                                   | 428.09           | 13,841.55       |
| CHINOOK DR. RD              | 64,713.00                | 0.0003141214   |                          |              | 64,713.00         | 0.0003141214 |                                             |                  |                 |
| COUNTRY ESTATES RD          | 21,169.32                | 0.0001027573   |                          |              | 21,169.32         | 0.0001027573 |                                             |                  |                 |
| MARYS RIVER ESTATES RD      | 142,793.74               | 0.0006931307   |                          |              | 142,793.74        | 0.0006931307 |                                             |                  |                 |
| MC DONALD FOREST EST. RD    | 22,321.37                | 0.0001083495   |                          |              | 22,321.37         | 0.0001083495 |                                             |                  |                 |

**BENTON COUNTY**  
**DEPT. OF FINANCE, AUDIT and TAX COLLECTION**  
**TAXING DISTRICT PURCHASES FOR**  
**FISCAL YEAR 2025-2026**

**ATTACHMENT A**

| DISTRICT NAME                                             | PURCHASE THRESHOLD-----> |                | 17,000.00                |              |                          |              | BUY-OUT LEVIES                   |                  | NET PURCH. COST |
|-----------------------------------------------------------|--------------------------|----------------|--------------------------|--------------|--------------------------|--------------|----------------------------------|------------------|-----------------|
|                                                           | NET LEVY                 | DISTRIB. RATIO | DIST. TO PURCHASE AMOUNT | RATIO        | ADJUSTED NET LEVY AMOUNT | RATIO        | TOTAL LEVY                       | LESS 3% DISCOUNT |                 |
| Mc DONALD FOREST RD LO                                    |                          |                |                          |              |                          |              |                                  |                  |                 |
| NORTH "F" ST. RD                                          | 28,096.16                | 0.0001363807   |                          |              | 28,096.16                | 0.0001363807 |                                  |                  |                 |
| OAKWOOD HEIGHTS RD                                        | 8,169.85                 | 0.0000396570   | 8,169.85                 | 0.0000396570 |                          |              | 8,169.85                         | 245.10           | 7,924.75        |
| RIDGEWOOD RD                                              | 16,490.75                | 0.0000800472   | 16,490.75                | 0.0000800472 |                          |              | 16,490.75                        | 494.72           | 15,996.03       |
| ROSEWOOD ESTATES RD                                       | 26,432.51                | 0.0001283052   |                          |              | 26,432.51                | 0.0001283052 |                                  |                  |                 |
| VINEYARD MT. RD                                           | 80,451.53                | 0.0003905173   |                          |              | 80,451.53                | 0.0003905173 |                                  |                  |                 |
| WESTWOOD HILLS RD                                         | 5,874.40                 | 0.0000285147   | 5,874.40                 | 0.0000285147 |                          |              | 5,874.40                         | 176.23           | 5,698.17        |
| TOTAL ROAD DISTRICTS                                      | 508,057.95               | 0.0024661483   | 61,737.71                | 0.00         | 446,320.24               | 0.00         | 61,737.71                        | 1,852.13         | 59,885.58       |
| ALSEA CEMETERY                                            |                          |                |                          |              |                          |              |                                  |                  |                 |
| JUNCTION CITY WATER C D                                   | 6,983.49                 | 0.0000338983   | 6,983.49                 | 0.0000338983 |                          |              | 6,983.49                         | 209.50           | 6,773.99        |
| VINEYARD MT P & R                                         | 5,978.37                 | 0.0000290194   | 5,978.37                 | 0.0000290194 |                          |              | 5,978.37                         | 179.35           | 5,799.02        |
| ALSEA HEALTH CLINIC                                       |                          |                |                          |              |                          |              |                                  |                  |                 |
| OSU EXTENSION                                             | 915,194.23               | 0.0044424162   |                          |              | 915,194.23               | 0.0044424162 |                                  |                  |                 |
| 911 DISTRICT                                              | 4,626,120.36             | 0.0224555088   |                          |              | 4,626,120.36             | 0.0224555088 |                                  |                  |                 |
| BENTON SOIL & WATER                                       | 571,918.98               | 0.0027761344   |                          |              | 571,918.98               | 0.0027761344 |                                  |                  |                 |
| BENTON LOCAL OPTION                                       | 10,234,031.87            | 0.0496766998   |                          |              | 10,234,031.87            | 0.0496766998 |                                  |                  |                 |
| BENTON COUNTY LIBRARY                                     | 4,057,893.89             | 0.0196972981   |                          |              | 4,057,893.89             | 0.0196972981 |                                  |                  |                 |
| TOTAL MISC. DISTRICTS                                     | 205,362,469.79           | 0.9968436583   | 85,414.08                | 0.0004146056 | 205,277,055.71           | 0.9970179076 | 85,414.08                        | 2,562.41         | 82,851.67       |
| FIRE PATROL                                               | 348,840.95               | 0.0016932981   |                          |              | 348,840.95               | 0.0016932981 |                                  |                  |                 |
| BENTON COUNTY SEWER                                       |                          |                |                          |              |                          |              |                                  |                  |                 |
| CORVALLIS SEWER                                           | 16,989.05                | 0.0000824660   | 16,989.05                | 0.0000824660 |                          |              | 16,989.05                        | 509.67           | 16,479.38       |
| ALBANY SEWER                                              | 7,185.07                 | 0.0000348768   | 7,185.07                 | 0.0000348768 |                          |              | 7,185.07                         | 215.55           | 6,969.52        |
| BENTON COUNTY SEWER                                       |                          |                |                          |              |                          |              |                                  |                  |                 |
| JUNCTION CITY WATER C D                                   | 55,084.00                | 0.0002673816   |                          |              | 55,084.00                | 0.0002673816 |                                  |                  |                 |
| SAM DAWS IMPROV DIST                                      |                          |                |                          |              |                          |              |                                  |                  |                 |
| PP MOBILE HOME FEE                                        | 11,723.47                | 0.0000569065   | 11,723.47                | 0.0000569065 |                          |              | 11,723.47                        | 351.70           | 11,371.77       |
| SURCHARGE "FP IMP ACCT."                                  | 210,424.00               | 0.0010214127   |                          |              | 210,424.00               | 0.0010214127 |                                  |                  |                 |
| TOTAL SPECIAL ASSESS.                                     | 650,246.54               | 0.0031563417   | 35,897.59                | 0.0001742493 | 614,348.95               | 0.0029820924 | 35,897.59                        | 1,076.92         | 34,820.67       |
| GRAND TOTALS                                              | 206,012,716.33           | 1.0000000000   | 121,311.67               | 0.0005888549 | 205,891,404.66           | 1.0000000000 | 121,311.67                       | 3,639.33         | 117,672.34      |
| <b>BENTON COUNTY ADJUSTED LEVY AND RATIO COMPUTATION:</b> |                          |                |                          |              |                          |              |                                  |                  |                 |
| ADJUSTED COUNTY LEVY AND RATIO DUE TO                     |                          |                |                          |              | LEVY                     | RATIO        |                                  |                  |                 |
| BUY-OUTS AND ROUNDING OF DISTRIB. RATIOS                  |                          |                |                          |              | 25,335,577.57            | 0.1229806495 |                                  |                  |                 |
| TOTAL DISTRICT BUY-OUTS FOR 2025-26                       |                          |                |                          |              | 121,311.67               | 0.0005888549 |                                  |                  |                 |
| ADJUSTED COUNTY LEVY AND RATIO                            |                          |                |                          |              | 25,456,889.24            | 0.1235695044 | USE THIS RATIO FOR BENTON COUNTY |                  |                 |



Board of Commissioners

Office: (541) 766-6800

Fax: (541) 766-6893

4500 SW Research Way

Corvallis, Oregon 97333

[bentoncountyor.gov](http://bentoncountyor.gov)

## **BOARD OF COMMISSIONERS MEETING**

### **AGENDA ITEM SUMMARY**

#### **AGENDA PLACEMENT**

Meeting Date: November 4, 2025

Section: New Business

#### **REQUESTING DEPARTMENT**

Department: Board of Commissioners Office

Department Contact & Phone: Maura KWIATKOWSKI, Administrative Services Manager

541-766-3531

Meeting Presenter(s): Nancy Wyse, Chair, Benton County Board of Commissioners

#### **ITEM INFORMATION**

Item Title: Ratification of the October 27, 2025 Request Letter for Emergency Funding for Emergency Sheltering

Item Category: Discussion and Action - Standard Item

Time Requested (minutes): 5 minutes

Board or Committee Involvement: No

#### **ITEM DESCRIPTION**

On October 27, 2025, Board Chair Nancy Wyse signed onto a letter regarding an emergency funding request to sustain existing emergency shelter capacity in Benton, Lane, Multnomah, and Central Oregon counties through June 30, 2026.

**FISCAL IMPACT**

Will this item have a fiscal and/or personnel impact? No

**MANDATED SERVICE**

Does this item involve a mandated service? (A mandated service is one required by law.): No

**2040 THRIVING COMMUNITIES INITIATIVE****BOARD PRIORITIES**

Responsible Governance, Homelessness and Housing Insecurity

**FOCUS AREAS**

Housing and Growth  
Community Safety

Describe how this item advances the core values or focus areas of the 2040 Thriving Communities Initiative or supports a strategy of a County Department goal.

Housing and sheltering programs can assist vulnerable populations in transitioning from homelessness to permanent housing. Funding for these programs is vital to Benton County and neighboring communities.

**ADVERTISEMENT**

**Has this item been advertised?**

No

**ATTACHMENTS**

1. 251027 County Coalition LOS--Emergency Shelter Funding

**STAFF RECOMMENDATION(S) AND RECOMMENDED MOTION(S)**

**SUGGESTED MOTION: I MOVE TO RATIFY THE OCTOBER 27, 2025 LETTER SIGNED BY BOARD CHAIR NANCY WYSE REQUESTING EMERGENCY FUNDING FOR EMERGENCY SHELTERING.**



October 27, 2025

Director Andrea Bell  
Oregon Housing and Community Services  
North Mall Office Building  
725 Summer St NE, Suite B  
Salem, OR 97301

Dear Director Bell:

The Oregon State Legislature and OHCS has consistently recognized the urgent need to invest in sheltering Oregon's unhoused residents through programs like All In, OPSS, and, most recently, HB 3644, establishing regional coordination and statewide shelter support. These actions reflect the state's ongoing commitment to ensure that every Oregonian has access to safe shelter and the opportunity to transition to stable housing.

However, counties across Oregon are now facing significant funding shortfalls that jeopardize this progress. Current allocations from the Statewide Shelter Program (SSP) are based on outdated data that does not reflect actual shelter growth and operational costs. Without corrective action, hundreds of shelter beds, and the people who rely on them, will be lost this fiscal year.

We respectfully submit this joint request emergency funding to sustain existing emergency shelter capacity in Lane, Multnomah, Benton, and Central Oregon Counties through June 30, 2026.

Through these collective state and local partnerships, our communities have created and maintained more than 1,200 nightly shelter beds, hundreds of inclement weather beds, safe parking spaces, and navigation programs across our counties, helping people transition from homelessness to permanent housing.

These shelters represent the foundation of Oregon's coordinated homelessness response system, serving tens of thousands of individuals annually. The combined shortfall now threatens this network, with each county facing reduced allocations that will directly result in lost capacity, staff layoffs, and fewer exits to housing if left unaddressed.

To preserve the progress made and ensure statewide continuity of shelter services, we respectfully request Emergency Board action to provide targeted stabilization funding for our counties. Specific program information is outlined below.

## LANE COUNTY

Lane County's Department of Health & Human Services received \$15 million in FY25 from OHCS through All In and OPSS allocations, supporting 574 nightly shelter beds and 350 inclement weather beds, alongside outreach and housing-focused programs.

For FY26, OHCS allocated \$7.6 million, creating a significant shortfall. Despite reallocating reserves and reducing staff, the county cannot maintain current operations without state assistance.

Without additional resources, several shelters will close, and the number of available beds will decline; Street outreach will be reduced by half (from four teams to two); and housing-focused activities that help residents transition from shelter to housing will be curtailed.

To preserve a coordinated and effective shelter response while ensuring continuity, Lane County requests:

- \$3.3 million to sustain the operation of 574 Shelter beds and 350 Inclement Weather beds.
- \$3.2 million for Housing Focused activities supporting 574 shelter beds.
- \$1.2 million to support Street Outreach & Capacity Building.

This funding will allow for existing capacity until full implementation of HB 3644's regional coordination model in 2027.

## MULTNOMAH COUNTY

Multnomah County is facing a \$10.6 million shortfall, representing a 49% reduction in expected state shelter funding. The county received \$9.8 million, just 9.8% of the total statewide allocation, despite being home to nearly 40% of Oregon's unhoused population.

As of August 2025, 16,089 individuals were experiencing homelessness in Multnomah County, including 7,444 unsheltered residents. The loss of shelter funding threatens to dismantle critical programs that housed or sheltered nearly 12,000 people last year.

To preserve vital shelter capacity, sustain rapid rehousing efforts, and stabilize the safety net as local providers transition to cost-saving models such as culturally specific, scattered-site motel vouchers, Multnomah County requests:

- \$10 million to sustain at least 615 shelter beds.

Without this support, hundreds of individuals could lose access to safe shelter, further straining local systems already operating at capacity.

## BENTON COUNTY

Benton County is facing an \$800,000 shortfall under the State Shelter Program (SSP) Phase 1 Grant, far exceeding the 6% reduction counties were advised to anticipate.

The county's contract requires maintaining 241 shelter beds, yet funding was based on just 110 beds—insufficient to meet community needs and contractual obligations. Benton County has already reallocated \$800,000 from local housing programs to reduce the impact of the funding shortfall on shelter operations, an unsustainable strategy that diverts resources from other critical housing needs.

Without additional state support:

- Benton County's only year-round low-barrier shelter provider will be forced to reduce or close operations by February 2026. This includes the only non-congregate low barrier emergency shelter serving families with children in Benton County.
- Benton County's only year-round 24/7 shelter provider serving youth risks losing 4 emergency youth beds and 5 staff positions.

Benton County requests \$800,000 in additional funding to prevent closures and uphold its commitment to provide safe shelter for vulnerable residents.

#### CENTRAL OREGON REGION (Deschutes, Crook, and Jefferson Counties)

Over the past two years, with support from the Governor and Legislature, Central Oregon built a comprehensive shelter system providing 386 beds across ten providers, along with Safe Parking programs and housing-focused navigation services, including partnerships with the Confederated Tribes of Warm Springs with clients served at the Madras Shelters.

Despite these advances, current state allocations leave a \$5.5 million shortfall, threatening to undo this progress. The shortfall results from outdated data used to set the SSP baseline, failure to include Safe Parking programs as eligible for operating funds and reduced administrative allowances that strain nonprofit providers.

To maintain the capacity the state directed the region to build, the Central Oregon Intergovernmental Council requests:

- \$1.7 million to sustain 386 shelter beds.

To maintain effective programs and preserve additional (and extremely cost effective) shelter capacity already in place, the region would need the following:

- \$2.6 million for housing-focused navigation and outreach services, which represent service models funded through the All In Executive Order.
- \$1.2 million to support Safe Parking programs, including micro-shelters. This adds as many as 80 additional individuals to the regional capacity.

This targeted investment will ensure that Central Oregon can sustain the shelter capacity, outreach, and housing pathways the Legislature helped establish and that communities depend on.

#### TOTAL REQUEST SUMMARY

| County / Region       | Amount Requested    | Purpose                                                                     |
|-----------------------|---------------------|-----------------------------------------------------------------------------|
| Multnomah County      | \$10,000,000        | Sustain shelter capacity, prevent bed loss, support rehousing and stability |
| Benton County         | \$800,000           | Maintain 241 shelter beds and youth/family shelter programs                 |
| Central Oregon Region | \$5,500,000         | Sustain 386 shelter beds, Safe Parking, outreach and navigation             |
| Lane County           | \$7,700,000         | Preserve 574 shelter beds, maintain outreach and operations                 |
| <b>Total Request</b>  | <b>\$24,000,000</b> |                                                                             |

The investments made by the Governor and the Oregon Legislature in recent years have built a stronger, more coordinated statewide shelter system. Yet, without immediate Emergency Board action, the gains made under All In, OPSS, and HB 3644 are at risk.

We understand the extraordinary budget challenges Oregon faces due to federal funding and policy changes. We also understand that our state agencies must make tough choices with the limited resources available to ensure that critical, life-saving programs continue to provide the necessary services for our communities.

We respectfully urge your approval of this joint request to secure the funding needed to stabilize Oregon's shelter network, maintain essential capacity across multiple regions, and sustain safe shelter and housing pathways for thousands of Oregonians.

We thank you for your leadership, partnership, and continued commitment to ensuring that no Oregonian is left without a safe place to sleep.

Sincerely,



David Loveall, Chair of the Lane County Board of Commissioners

A handwritten signature in black ink, reading "Jessica Vega Pederson". The signature is fluid and cursive, with the first name "Jessica" being the most prominent.

Jessica Vega Pederson, Chair of the Multnomah County Board of Commissioners

A handwritten signature in black ink, reading "Nancy Wyse". The signature is cursive and somewhat stylized, with the first name "Nancy" being the most prominent.

Nancy Wyse, Chair of the Benton County Board of Commissioners