

AGENDA

BENTON COUNTY BOARD OF COMMISSIONERS

Tuesday, October 5, 2021

GoToMeeting: <https://global.gotomeeting.com/join/444294909>

or Dial 1 (646) 749-3122; Access Code 444-294-909#

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

(Chair May Alter the Agenda)

THE BOARD WILL TAKE A BRIEF RECESS BETWEEN THE WORK SESSION AND BUSINESS MEETING

9:00 A.M.

I. Opening:

- A. Introductions
- B. Announcements

II. Comments from the Public

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

III. Review and Approve Agenda

IV. Work Session

- 4.1 9:00 a.m., 30 minutes - Update from Department Operation Center – Suzanne Hoffman, April Holland; Health Services
- 4.2 9:30 a.m., 15 minutes - Discuss Environmental Health 2022 Revised Fee Schedule – Bill Emminger, Environmental Health
- 4.3 9:45 a.m., 1 hour – Update and Discussion Regarding American Rescue Plan Act (ARPA) Funding Allocation Process – Mary Otley, Chief Financial Officer
- 4.4 10:45 a.m., 1 hour – Continued Discussion Regarding Justice System Improvement Program (JSIP) – Nick Kurth, JSIP Project Manager

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

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

BUSINESS MEETING

V. Consent Calendar

- 5.1 In the Matter of Appointment to the Corvallis-Benton County Library Board: Gabriel Ledger, Cleo Sandler
- 5.2 In the Matter of Appointments to the Community Services Consortium Community Action Advisory Council: Cookie Johnson, Mark Edwards, Vince Adams, Kristi Collins, Donna Holt, Miriam Cummins, Luhui Whitebear
- 5.3 Approve September 2, 2021 Joint City/County Meeting Minutes
- 5.4 Approve September 7, 2021 Tuesday Board Meeting Minutes

VI. Old Business

- 6.1 In the Matter of a Second Reading Amending Benton County Code Chapter 39 – Transient Lodging Tax, Ordinance No. 2021-0306 – *Vance Croney, County Counsel*

VII. New Business

- 7.1 Discussion and Decision Regarding Financial Request from Corvallis Housing First to Provide \$75,000 to Complete the Renovations of Third Street Commons – *Andrea Myhre, Corvallis Housing First; Mary Otley, Chief Financial Officer*
- 7.2 Discussion and Decision Approving the 2021-2023 Community Corrections Plan and IGA #6152 between State of Oregon and Benton County – *Justin Carley, Sheriff's Office*
- 7.3 Discussion and Decision Approving a Salary Adjustment to the Non-represented Employee Salary Schedule – *Tracy Martineau, Tammy Webb; Human Resources*

VIII. Other

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

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MINUTES OF THE MEETING
BENTON COUNTY BOARD OF COMMISSIONERS
GoToMeeting link: <https://global.gotomeeting.com/join/444294909>
Livestream: <http://facebook.com/BentonCoGov>
Tuesday, October 5, 2021
9:00 a.m.

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

Staff: **Jenn Ambuehl**, Rick Crager, Mary Otley, Finance; **Justin Carley**, Dawn Dale, Abraham Griswold, Bryan Lee, Greg Ridler, Jef Van Arsdall, Sheriff's Office; **Bill Emminger**, Environmental Health; **Teresa Farley**, BOC Staff; **April Holland**, Health; **Nick Kurth**, JSIP Coordinator; **Tracy Martineau**, Tammy Webb, Human Resources; **Erika Milo**, BOC Recorder; **Alyssa Rash**, Public Information Officer

Guests: **Jennifer Butler**, First Congregational United Church of Christ; **Shawn Collins**, Unity Shelter; **Mitch Hein**, DLR Group; **Andrea Myhre**, Corvallis Housing First

Chair Augerot called the meeting to order at 9:00 a.m.

I. Opening:
A. Introductions
B. Announcements

Augerot acknowledged that Benton County is on lands that historically belonged to the Kalapuya and Alsea peoples, who are still present in the Confederated Tribes of Grand Ronde Community and the Confederated Tribes of the Siletz Indians. Residents seek to honor that vision about balance with natural limits and ecosystems.

II. Comments from the Public

Jennifer Butler, First Congregational Church of Christ: Butler referred to a recent camp clearing in the City of Corvallis where many COVID-19 cases were discovered. Campers' safety and well-being has been compromised by a system that failed to support them. Butler stated that Corvallis is not supporting the isolation needs of the unhoused, and expressed concern about the level of support Benton County Public Health and partners can provide with current resources. As with an outbreak at a school or assisted living facility, a camp needs support with routine testing, food, hygiene, and sanitation. The County needs to encourage more effective communication and collaboration.

III. Review and Approve Agenda

The following items were added to the agenda under VIII. Other:

8.1 Discussion on Employee Recognition, Health and Wellness
Executive Session under ORS 192.660(2)(e) – Real Estate and ORS 192.660(2)(d) – Labor Negotiations

IV. Work Session

4.1 Update from Department Operations Center (DOC) – April Holland, Health Services

Holland shared that Benton County COVID-19 cases are still very high, with 183 cases recorded last week and an average of 181 for each of the last four weeks. Decreases are expected, but the Delta variant and increased indoor activities (especially schooling) are challenging. Case numbers may not reach low levels until 2022. Benton County had 89 cases in June 2020, 220 cases in July 2021, 658 cases in August 2021, and 750 cases in September 2021. Seven-day case rate averages remain very high at 193. The 14-day case average is 397 (double the old threshold for extreme risk category). Testing positivity rate decreased from 7% to 3.1%, among the lowest in the state, largely due to Oregon State University (OSU) student move-in testing. High testing volume helps detect cases and ensure isolation or quarantining.

In the past month in Benton County, children ages 12-17 comprised 6.6% of cases and 6% of the population. Children ages 6-11 comprised 6.8% of cases and 5% of the population. People ages 30-49 comprised 27% of cases and 22% of the population. People age 70 and up have the highest vaccination rates and low relative case rates. There are many local outbreaks, mainly in Kindergarten-12th grade schools, involving several classrooms and sports activities. OSU has good vaccination rates and tested about 2,000 campus residents, initially finding only 13 cases.

COVID-19 hospitalization rates at Good Samaritan Regional Medical Center (GS) remain high, with 22 patients last week and a seven-day average of 23 daily, down from 28 a few weeks ago. In Hospital Region Two (Benton, Yamhill, Polk, Lincoln, Linn, and Marion Counties; about 800,000 people), 5 out of 170 Intensive Care Unit (ICU) beds are available. Sixteen out of 647 non-ICU beds are available. It is important to avoid risky behaviors and continue COVID-19 precautions. Nationally, there are about 2,000 COVID-19 related deaths per day, for a total of over 700,000 deaths. Benton County had 5 more COVID-19 deaths in September 2021, for a total of 30. September 2021 County death reports were higher than at any other point, though actual dates of death were spread over a wider timeframe than at the beginning of the pandemic.

On September 27, 2021, the Centers for Disease Control (CDC) and Oregon Health Authority (OHA) recommended that people age 65 and up who live in long-term care facilities (LTCFs) should get a vaccine booster six months after the second Pfizer dose. People ages 50-64 with underlying conditions should also get a booster. Others who may get boosters are people ages 18-49 with underlying conditions and people ages 18-64 who may be at increased risk due to occupational or institutional settings, such as teachers and healthcare workers.

Benton County Health staff have estimated vaccine and booster need once all children are approved for vaccination and boosters are available for all three brands. However, this depends on how many people will want a booster. GS planned to help run a mass vaccination event at the Linn County Fairgrounds, but the site was unavailable. Health staff and Samaritan Health Services (SHS) are working on a vaccination plan. OSU stated that a campus site was not feasible due to space and parking concerns. Medium-sized clinics are needed to fill the temporary supply/demand gap.

The demand for Pfizer boosters is very different from the start of vaccination. SHS provided boosters to its largely Pfizer-vaccinated staff via internal clinics. Health staff have partnered with pharmacies to provide boosters to LTCFs. Pharmacies, providers, and SamCare Express sites continue to vaccinate and are operating within capacity. The new model aims to fill upcoming gaps, while meeting DOC goals of outreach to underserved groups and reducing disparities in

vaccine uptake. Staff are working with partners including SamCare Mobile, OHA mobile, and County equipment on a rotating schedule of clinics to include schools and a community location.

The County provided 347 doses at five school vaccination clinics last week. The OHA mobile unit was not approved to give boosters until September 29, 2021, so Cindy D'Angiolillo (Health) provided boosters until then. The County gave food boxes and \$100 gift cards to vaccine recipients. A drive-through clinic for County staff and dependents will be held October 8, 2021. On October 9, 2021, the County will provide vaccines to all, including unhoused community members, at the Street Dogs and Cats Fair hosted by OSU Veterinary School. From October 18-22, 2021, the County will offer 6 clinics at these high schools: Philomath, Monroe, Alsea, Crescent Valley, Corvallis, and College Hill. Lincoln Health Center will sponsor clinics at Garfield and Lincoln Elementary Schools in November and December 2021. Schools and community centers are safe places and will work well when young children become vaccine-eligible. The DOC does not currently need an EOC to coordinate boosters; staff will provide two-week notice if this becomes necessary.

A new antiviral drug from Merck, molnupiravir, blocks the COVID-19 virus from replicating, reducing hospitalization and death risk by 50%. Merck will apply for an Emergency Use Authorization. The DOC redistributed a CDC health alert urging pregnant women to seek vaccination due to an increased risk of severe illness, death, and pregnancy complications from COVID-19. The CDC and Food and Drug Administration will meet regarding boosters and vaccine approval for children ages 5-11 on October 26, 2021. Staff are encouraging Benton County providers (such as pharmacies and pediatric or family practitioners) to make a plan, host a clinic, go through patient rolls, and order Pfizer vaccine through the Pfizer hub.

Augerot asked about capacity for quarantine and isolation among people who are unhoused.

Holland replied this remains a challenge. COVID-19 affects all populations including the unhoused. Many hotel and other sheltering contracts were discontinued. Many partners are working to assist, using every available sheltering space, but the County cannot provide an indoor space for everyone at this point.

4.2 Discuss Environmental Health (EH) 2022 Revised Fee Schedule – Bill Emminger, Environmental Health

Emminger proposed the fee schedule for 2022. Any increase will be absorbed by Environmental Health (EH) funding from the General Fund. In 2019, fees were adjusted 3%; there were no fee adjustments in 2020. In 2021, fees were adjusted by 3%; however, staff were only able to perform 50% of inspections due to the pandemic and reallocation of EH resources, so the 2021 adjustment included a 50% credit on licenses. Business owners in food service, the tourist industry, and the pool/ spa industry were very appreciative. Staff limit administrative costs to no more than 15% of direct cost; fees are based on a partial cost model. Other adjustments include a reduced fee for benevolent restaurants and temporary restaurant licenses for benevolent organizations.

Onsite wastewater system repairs are proposed at 50% of full cost recovery to help low-income property owners with failing septic systems. Applications for repair permits increased by a record 144% in 2020. A 50% reduction in mobile home personal and medical hardships for onsite programs is proposed. A few fees changed to align with Department of Environmental Quality annual report evaluations; the small administrative cost does not warrant the County charging a separate fee.

Malone asked if Emminger anticipates a fee increase in 2023.

Emminger answered yes. Historically, fees increase 3-5% annually. Staff are committed to yearly incremental adjustments instead of major increases. The Food Service Advisory Committee felt strongly that fees should stay flat in 2022.

Malone and Augerot expressed approval for modest regular increases to keep up with costs.

Augerot noted that the County is engaged in labor negotiations, so costs will increase.

MOTION: Malone moved to forward this item to the October 19, 2021 meeting for approval. Wyse seconded the motion, which **passed 3-0.**

Augerot welcomed new Benton County Chief Financial Officer Rick Crager.

4.3 *Update and Discussion Regarding American Rescue Plan Act (ARPA) Funding Allocation Process – Mary Otley, Chief Financial Officer

Otley explained that Exhibit 2 contains questions which need Board input, to be discussed at the November 9, 2021 Goal Setting Meeting. A major question is how much ARPA funding will be available for community-based organizations (CBOs). Exhibit 1 row 9 shows about \$13 million (including reserves) of unallocated ARPA funds and other resources received after the budget was adopted. Column B lists projects and potential costs from the last three months, including a high estimate (\$1 million) for a Crisis Respite Center seismic retrofit. Last week, County Health Clinics received a data warehouse grant of \$615,000 requiring a \$260,000 County match, so Otley moved that item from ARPA to projects. It may be necessary to hire an individual to administrate ARPA funds for the next four years; see row 28. If the County uses non-discretionary ARPA funds for Capital Improvement Projects (CIPs), this could include website redesign, ring topology, data center cooling, and County Service District (CSD) infrastructure. Gary Stockhoff, Public Works, hired consultants to assess CSD infrastructure improvements, mainly needed for Alpine, Alsea, and Hidden Valley. Water and sewer services infrastructure are allowed ARPA funding uses.

Augerot felt comfortable with \$2.493 million for the listed ARPA-eligible projects.

Otley added that Finance is asking departments and CBOs for better project plans and check-ins before distributing funds. Column G shows ARPA funding the County has received and has committed: CIPs, new projects (column H), and allowed projects, which leaves \$8.2 million of \$18 million that is not yet earmarked. Revenue losses in 2021 cannot be calculated till early 2022, but Otley estimates losses at around \$3 million. Discretionary revenue amount must be calculated to determine how much is available for CBOs. Board direction is needed on project prioritization.

Crager commented on the need for Finance to provide oversight and support Federal requirements for ARPA funds; hence some administrative costs were included in Exhibit 1.

Otley requested Board input on how funds are dispersed to CBOs and what reporting is required. Discretionary funds require less accountability than ARPA funds. Before Goal Setting, the Board will be asked to individually rank priorities in a survey. Ambuehl is working on a web-based ranking tool that Departments and outside agencies can use to submit projects.

Augerot agreed that hiring a programs administrator will be important for a strategic and transparent approach, and asked if this person could handle other grants work in at least the next two years of COVID-19 and other infrastructure legislation.

Otley recommended starting the new hire on ARPA funding, then adding elements to create an established grant management program. These funds will cover administration during the first two biennia.

Malone asked how other counties are approaching use of ARPA funds.

Otley replied that some counties recommend waiting until the Infrastructure Investment and Jobs Act (HR 3684) passes, which might fund some of these projects.

Augerot noted there will be a November 2021 Association of Oregon Counties (AOC) conference on ARPA spending. At a district meeting, Augerot learned that Clackamas County has already allocated funding for housing/ homelessness and water-related strategic planning. Benton County is also interested in those areas, but a slow approach is fine.

Crager noted the opportunity to leverage with other counties on shared goals.

Augerot mentioned the Linn-Benton-Lincoln County Broadband Action Team, which should be factored into these decisions. Cascades West Council of Governments may facilitate the work.

Ambuehl demonstrated ClearGov software for the 2021-2022 CIP budget and potentially ARPA funds. Projects can be entered and easily moved to a public transparency page on the County website. The public page shows project overview, budget, expenditures, location, timelines, and funding sources. The public can submit questions or comments to Finance or the project manager. Related graphics can be shared on social media. Outside agencies can apply for ARPA funding after setting up an account with Ambuehl. Staff will create training materials. Ambuehl demonstrated the outside agency process for an ARPA funding request. The Board will be surveyed on the top 3 priorities out of 5-8 choices to be shown on the website. Applicants must describe a project's impact on Board priorities. Department heads can use the site to request CIP funding and add improvements. All 2021-2023 requests have been entered.

Augerot commented that this tool appears to provide internal tracking, project comparison, and project ranking, helping to communicate those priorities internally and externally.

Ambuehl concurred. Departments will be able to rank projects for Finance to evaluate via a scorecard based on the Board survey. Projects in a Board priority ARPA or CIP category will receive higher rankings. Results can be aggregated for recordkeeping.

Wyse asked when a project would be displayed on the County website.

Ambuehl replied that staff have discussed only posting approved projects on the public site.

Wyse praised the tool for ease of use and providing transparency and public access.

Malone felt the tool could alleviate past concerns on CIP ranking and setting priorities.

Augerot suggested adding a way to aggregate scores inside the program, rather than in a spreadsheet. Ambuehl to suggest this feature to ClearGov.

Ambuehl added that staff can create different criteria for ARPA and CIP. The CIP section includes 2040 core values and goals; applicants must pick one core value and one priority.

Augerot suggested creating scorecards that can reflect different funding streams.

Otley mentioned that another question to discuss at Goal Setting is who will review funding requests, potentially a committee.

{Exhibit 1: 2021-2023 Unbudgeted Projects Spreadsheet}

{Exhibit 2: ARPA Funds Allocation Questions Document}

Chair Augerot recessed the meeting at 10:40 a.m.

Chair Augerot reconvened the meeting at 10:47 a.m.

4.4 Continued Discussion Regarding Justice System Improvement Program (JSIP) – Nick Kurth, JSIP Project Manager

Kurth explained that the intent is to learn if the Board inclines towards one suburban JSIP site. Kurth hopes to provide some site information at the October 13, 2021 large public meeting, with a final site decision to be made at the October 19, 2021 Board Meeting.

Rash proposed that the October 13, 2021 public meeting provide an overview of the Board's top site criteria, followed by a short statement from each Commissioner about site preference. The Board agreed to this proposal.

Kurth stated the Operations Team will discuss the public meeting today. Kurth shared comments from the Technical Advisory Committee (TAC) and Community Advisory Committee (CAC). Many committee site discussions focused on south and north sites; when the County was not able to secure the north site, discussion shifted to the south and west sites. CAC site discussions were limited by confidentiality. Discussion highlights: emphasis on an adjacent Courthouse (CH) and District Attorney's office (for any site); efficiency of co-locating the CH and Correctional Facility (for any site); concerns from neighborhoods near the west and south sites; public transportation access (both sites are near but not on current routes); existing traffic issues near the west site; Corvallis Police Department's (CPD) interest in a site near downtown Corvallis. The County initially considered a new law enforcement building to accommodate the Benton County Sheriff's Office (BCSO) and CPD, but is now pursuing a new County building and possibly transferring the current building to CPD.

Hein presented an updated version of a chart comparing pros and cons of the west and south sites to produce a scorecard. Some criteria that were the same at both sites or were already counted in development costs (such as wetlands mitigation) were removed. Other criteria were added, such as BCSO access to other parts of the County and access during flood events. Priority criteria (highlighted in green) are weighted in scoring. Regardless of weighting, the west site comes out ahead.

Kurth noted that public engagement has not asked attendees to choose a site, but that would not change the chart results. Both sites have nearby communities, including 297 houses in the Grand

Oaks subdivision near the west site, and 479 houses in the Willamette Landing subdivision near the south site. Both Homeowners' Associations are concerned about a nearby JSIP site.

Wyse asked Kurth to explain the 'node/anchor tenant potential' criterion.

Kurth replied that the south site has high development costs, requiring a sizeable project to justify those costs and provide opportunity for further development. The City has favored the south site, because the County would absorb and create infrastructure that would support larger Corvallis development (extension of SE Kiger Island Drive to SW 53rd Street) and possibility of other commercial businesses on the property). The west site lacks acreage for this use. Also, the City views the SE Kiger Island Drive/Highway 99-W intersection as a gateway to Corvallis, which is not true of SW Reservoir Avenue.

Augerot noted the west site is next to OSU agricultural land, so there is less developable land nearby.

Wyse did not want to make a site decision till public input is complete. However, it is appropriate to share this information with the public to show the basis for Board decisions.

Malone was initially excited about the size of the south site, but development costs substantially impact overall costs. The community near each site would prefer the other site; another public meeting is not likely to provide new information. The County is subject to City and Oregon Department of Transportation requirements, hence the range of costs. The chart is helpful.

Augerot agreed that further public input is unlikely to provide clarifying information. The scoring can be presented neutrally. For immediate need, the west site is better on cost and location (access for BCSO and Emergency Services). From the long-term County and City perspective, the south site may be better, offering a Corvallis development node, especially with the South Corvallis Urban Renewal District, and potential for other public services on the 65-acre parcel. Decisions about other parts of the site include wetlands mitigation and whether to set aside land for parks/conservation. Augerot asked whether passage of the Infrastructure Act would allow the County to buy down south site development costs.

Kurth was unsure. The County has applied for funds for the SW 53rd Street overpass, but south site allocations have not been discussed.

Augerot felt that excluding SW 53rd Street improvements would create an artificial site cost differential.

Kerby noted that a traffic impact analysis for the west site should be complete by mid-October 2021, which could give insight into SW 53rd Street and the Marys Annexation project. The Infrastructure Act could provide assistance for the SW 53rd Street corridor and the south site.

Malone observed that the SW 53rd Street timetable is under County control.

Kurth did not recall long-term strategic value being a major site selection criterion.

Hein shared that JSIP expansion and site use by other departments have been discussed. Both sites can accommodate JSIP expansion, and the south site has additional acreage for other County functions, which is indicated in the scoring.

Augerot noted that the node anchor criterion captures some other long-term factors.

Kurth felt that analyzing infrastructure challenges that predate JSIP, such as SW 53rd Street challenges, had not been formally discussed for the south site.

Augerot noted that the south site has great access because it is on a State highway, but is also more expensive to develop. Augerot asked what pressure the south site would cause on SW Airport Avenue.

Kurth summarized that the Board would like the October 13, 2021 meeting to present the chart and the Board's thoughts, but not endorse a site yet.

Augerot stated that the data indicates a leaning to the west site. Then each Commissioner can provide a perspective. The traffic study in progress should be mentioned.

Kurth believed that SW 53rd Street would not be impacted by JSIP, overshadowed by the Marys Annexation. Long-term strategic growth potential was not a JSIP objective and could be difficult to add at this point.

Augerot indicated that the criteria already include potential expansion for non-JSIP uses. Long-term opportunities should be considered.

Kurth asked if the scoring should be weighted differently.

Kerby asked if the Board needs additional information from staff. November 16, 2021 is the deadline for site decision to avoid jeopardizing the Letters of Intent for both sites.

Wyse and Malone approved of the current weighting and felt the current information was sufficient.

Augerot requested more information in the next few weeks about wetlands as an opportunity on both sites for additional environmental investment and contribution to water and habitat quality. This is not a major factor but should be included. The Marys River Watershed Council would like to discuss this; Augerot to put Kurth in touch.

Kurth corrected Kerby's comment, noting that a site selection decision is needed on October 19, 2021, whereas November 16, 2021 is the date when a site Purchase and Sale Agreement must be approved and signed.

Augerot shared that October 19, 2021 is during the AOC annual meeting, so the Board must decide whether to meet that day.

V. Consent Calendar

5.1 In the Matter of Appointment to the Corvallis-Benton County Library Board: Gabriel Ledger, Cleo Sandler

5.2 In the Matter of Appointments to the Community Services Consortium Community Action Advisory Council: Cookie Johnson, Mark Edwards, Vince Adams, Kristi Collins, Donna Holt, Miriam Cummins, Luhui Whitebear

5.3 Approve September 2, 2021 Joint City/County Meeting Minutes

5.4 Approve September 7, 2021 Tuesday Board Meeting Minutes

MOTION: Malone moved to approve the Consent Calendar of October 5, 2021. Wyse seconded the motion, which **passed 3-0.**

VI. Old Business

6.1 In the Matter of a Second Reading Amending Benton County Code (BCC) Chapter 39 – Transient Lodging Tax (TLT), Ordinance #2021-0306 – Vance Croney, County Counsel

Counsel explained that the TLT for Benton County will now be collected by the State of Oregon instead of the City of Corvallis. The Ordinance must be modified to align with State procedure. The Ordinance takes effect November 5, 2021.

MOTION: Malone moved to enact Ordinance #2021-0306, amending BCC Chapter 39, and to conduct a second reading of the ordinance. Wyse seconded the motion, which **passed 3-0.**

Counsel read the ordinance aloud (short title).

Responding to a question from Malone, Otley explained that the City will collect Benton County's TLT through December 2021.

VII. New Business

7.1 Discussion and Decision Regarding Financial Request from Corvallis Housing First (CHF) to Provide \$75,000 to Complete the Renovations of Third Street Commons (TSC) – Andrea Myhre, Corvallis Housing First; Mary Otley, Chief Financial Officer

Kerby explained that CHF approached the County last month to help complete TSC (formerly Budget Inn) renovations. The Board requested more information at the September 28, 2021 meeting; CHF has submitted a formal request.

Myhre explained that CHF purchased the Budget Inn/TSC through Project Turnkey funding as a site for shelter and services for people experiencing homelessness. TSC is near downtown resources and bus routes and is not near a residential area. Oregon Community Foundation (OCF) and CHF performed inspections; OCF required certain repairs be made after purchase, at an estimated cost of \$70,000-120,000. OCF provided \$100,000. CHF started renovating and found unexpected major issues which required replacing floors, plumbing, et cetera. The scope of repairs required hiring a general contractor, which added 20% to the cost. Materials and construction costs have also risen. CHF made the repairs. Corvallis Sustainability Coalition offered to install solar panels, requiring electrical and roof improvements. CHF acquired about \$2.4 million through an Emergency Services grant and raised several million dollars. However, the organization had to spend its reserve funds. CHF requests \$75,000 from the County to help with unanticipated capital costs for TSC.

Otley noted the amount would come from discretionary funds for lost revenue, though it could possibly be funded by ARPA.

Augerot expressed support for the project, which houses people and provides COVID-19 isolation and quarantine.

Wyse noted that while the County cannot fund every request, this project has varied funding support and huge community support, and is worth supporting.

Malone supported finishing the project and asked why the City of Corvallis had declined to partner on the request.

Kerby replied that the City did not feel able to assist financially due to other commitments. Kerby proposed splitting the request from ARPA funds; City Manager Mark Shepard said the City was not ready to evaluate ARPA fund uses, but might contribute in future.

Myhre added that CHF plans to approach the City for pre-development assistance. The site will receive \$5 million from the State and \$3 million from the pending Infrastructure Act for additional permanent supportive housing.

MOTION: Malone moved to approve a \$75,000 contribution to Corvallis Housing First for the purposes of repairs and renovations to Third Street Commons. Wyse seconded the motion, which **passed 3-0.**

7.2 Discussion and Decision Approving the 2021-2023 Community Corrections Plan and Inter-Governmental Agreement (IGA) #6152 between State of Oregon and Benton County – Justin Carley, Sheriff's Office

As required by the Oregon Justice Department, Carley submitted the 2021-23 Benton County Community Corrections (BCCC) Plan and IGA to receive funds for the CC program. The State community corrections (CC) budget is \$284 million; BCCC will receive about \$3 million (1.06%). The State baseline budget is \$234 million, with three marijuana packages including \$32 million in personal services inflation, \$10 million in supervision fee enhancement, and \$7 million for designated misdemeanors.

Carley explained that BCCC Parole and Probation (P&P) has 13.3 Full-time Equivalent (FTE) staff: a three-person leadership team, seven P&P officers, two administrative specialists, a 1.3 FTE Case monitor, and 4-5 part-time temporary paid student interns. BCCC is responsible for supervision of convicted justice-involved adults that the courts and parole board have placed in the community. One main goal is to help people address the issues that cause them to enter the Criminal Justice System (CJS), and ultimately to leave the CJS. BCCC prioritizes the population at highest risk to re-offend. Staff use Validated Risk Assessments (VRAs) to direct supervision strategies, caseload organization, and prioritization of resources. VRA helps to avoid over-exposing low-risk clients to the CJS. BCCC is forward-thinking in its use of VRAs, research-driven best practices, effective referrals, and involvement with re-entry programs.

At the end of August 2021, BCCC had 253 felony cases and 50 misdemeanor cases. Caseloads are decreasing statewide. BCCC programs and caseloads include medium-high risk level caseloads, low-limited risk caseloads, the Transition Program (prison releases, re-entry, and wraparound services), Drug Treatment Court Caseloads, the Sex Offender Supervision Program, the Work Crew Program, and a Transition Center providing structured housing.

Augerot thanked Carley and staff. A group is working on rethinking State CC funding; the caseload-based approach is not ideal, especially with justice reinvestment focused on reducing prison population. However, P&P plays a critical role in transitioning people out of prison and local jail. Measure 110 defelonized several offenses; the same people have the same issues, but jurisdictions cannot serve those people in the same way. That is part of the reason for the option package, but \$10 million does not go far statewide. CC is difficult to navigate, with pressures and shifting sources of funding.

Malone and Wyse thanked Carley and staff, and asked to discuss operations in more detail later.

Augerot asked about an apparent discrepancy between the budget total of \$5,655,750 in the CC plan and the IGA budget total of \$5,124,645.

Carley indicated that an updated transition fund replaced an inmate welfare fund in previous biennia. Carley to follow up with Dale.

MOTION: Malone moved to approve the 2021-2023 Community Corrections Plan and Intergovernmental Agreement #6152 between the State of Oregon and Benton County. Wyse seconded the motion, which **passed 3-0.**

Dale added that BCCC did not have final numbers in the submitted documents, but does now. There are slightly fewer funds in the Justice Reinvestment Grant, more funds in the CC Allocation Plan, and differences in the beginning balance, for a total of \$287,385 more than was budgeted. This amount will probably go into a contingency fund rollover into the next biennium.

7.3 Discussion and Decision Approving a Salary Adjustment to the Non-represented Employee Salary Schedule – Tracy Martineau, Tammy Webb; *Human Resources*

Martineau proposed adjusting non-represented employee salary ranges based on the Employment Cost Index (ECI). For the last 12 months ending June 30, 2021, the increase is 2.9%. This does not adjust individual salaries, except for any employee whose salary is at the minimum. If an employee falls below the new minimum, that salary would be adjusted upwards. Responding to a question from Malone, Martineau explained that the ECI tracks the price of labor, based on data submitted to the Bureau of Labor Statistics.

Augerot commented that the County has discussed moving away from the performance management system (PMS), and asked if the adjustment approach will change once that occurs.

Martineau replied not necessarily; the County would still want to maintain its position in the market. However, salary progression on these ranges would change.

Augerot noted that since ECI is an average, sometimes the County makes more precise adjustments to salaries for specific professions.

Martineau confirmed that the County trues up the ranges with market studies; the next study is planned for year two of the biennium.

Kerby clarified that the County is keeping the PMS but discontinuing the pay-for-performance component for non-represented employees.

MOTION: Malone moved to approve a 2.9% adjustment to the non-represented employee salary schedule ranges effective July 1, 2021. Wyse seconded the motion, which **passed 3-0.**

VIII. Other

Chair Augerot entered Executive Session at 12:24 p.m. under ORS 192.660(2)(e) – Real Estate and ORS 192.660(d) – Labor Negotiations.

Chair Augerot exited Executive Session at 1:47 p.m. and immediately resumed the regular Board Meeting.

8.1 Discussion on Employee Recognition, Health and Wellness

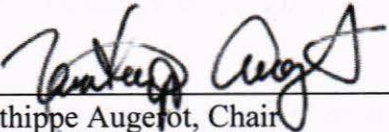
Based on Executive Committee and Leadership Team recommendations, Kerby proposed that Benton County provide: a one-time \$600 recognition payment to eligible employees; two additional holidays on November 26, 2021 and December 23, 2021; and 3-5 days over the next 12 months offering resources for employee health and wellness.

MOTION: Malone moved to approve a \$600 performance recognition payment to eligible employees, exempting elected officials, and to provide 3-5 days of health and wellness benefits within the next 12 months. Wyse seconded the motion. The motion was amended to remove the word 'performance.' The motion **passed (3-0)** as amended.

MOTION: Malone moved to designate November 26, 2021 and December 23, 2021 as holidays for employees in 2021. Wyse seconded the motion. The motion was amended to say 'for all eligible employees.' The motion **passed (3-0)** as amended.

IX. Adjournment

Chair Augerot adjourned the meeting at 1:55 p.m.



Xanthippe Augerot, Chair



Erika Milo, Recorder

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

SHELTER OPTIONS						
Draft estimates						
SHELTER TYPE (25 units/1 acre)		Tents	Prefab Microshelter	Microshelter	Hotel Room	Building
		<i>immediate</i>	<i>12 week lead-time</i>	<i>time to build</i>	<i>subject to availability</i>	<i>subject to availability</i>
One-time Costs:						
	Structure (camping)	\$ 7,500	\$ 325,000	\$ 375,000	\$ 82,500	\$ 2,500,000
	Security video (depending on site)	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	\$ 1,200
	Fencing	\$ 14,400	\$ 14,400	\$ 14,400	\$ -	\$ -
	Hygiene (4 bathrooms sinks)	\$ 70,000	\$ 70,000	\$ 70,000	\$ -	\$ -
	Warming	\$ 4,000	\$ -	\$ -	\$ -	\$ -
	Land cost	TBD	TBD	TBD	\$ -	\$ -
	Sub-total of one-time costs	\$ 97,100	\$ 410,600	\$ 460,600	\$ 82,500	\$ 2,501,200
Monthly Costs:						
	Case management	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
	24/7 Staffing	\$ 25,920	\$ 25,920	\$ 25,920	\$ -	\$ 25,920
	Rental platforms (for tents)	\$ 2,625	\$ -	\$ -	\$ -	\$ -
	Food / kitchen	TBD	TBD	TBD	TBD	\$ -
	Transportation	TBD	TBD	TBD	\$ -	\$ -
	Insurance	TBD	TBD	TBD	\$ -	\$ 833
	Sub-total of monthly costs	\$ 33,045	\$ 30,420	\$ 30,420	\$ 4,500	\$ 31,253
Total cost for the season (5 months- 25 individuals)		\$ 262,325	\$ 562,700	\$ 612,700	\$ 105,000	\$ 2,657,467
Avg cost per month for the season		\$ 52,465	\$ 112,540.00	\$ 122,540	\$ 21,000	\$ 531,493
Avg cost per unit for the season (5 months)		\$ 10,493	\$ 22,508	\$ 24,508	\$ 4,200	\$ 106,299
To shelter 100 individuals per month		\$ 209,860	\$ 450,160	\$ 490,160	\$ 84,000	\$ 2,532,453
To shelter 100 individuals for season (5 months)		\$ 1,049,300	\$ 2,250,800	\$ 2,450,800	\$ 420,000	\$ 2,657,467

Exh. 1 10/5/21
Public Testimony

4.2WS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 10/05/21

[View Agenda Tracker](#)

Suggested Placement * Work Session

Department * Health Services

Contact Name * Bill Emminger

Phone Extension * 6842

Meeting Attendee Name * Bill Emminger

Agenda Item Details

Item Title * 2022 Fee Proposal for Environmental Health

Item Involves * Check all that apply

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

Estimated Time * 15 min

Board/Committee Involvement *
☐ Yes
☒ No

Advertisement *

☒ Yes

☐ No

Names/Dates of
Publications

List each publication name and date

GT, LE, DH, & co.benton.or.us

08/10/2021 - 08/30/2021

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *	Approval of 2022 Fees for Environmental Health Fee History for the last three years: - In 2021 fees were adjusted on average 3%. Because of the pandemic, a 50% credit on the 2020 was applied to the 2021 license fees. - No fee adjustments were made in 2020. - In 2019 fees were adjusted on average 3%. Projection for 2022, Environmental Health Division's budget is projected to experience a 6.0% increase (\$1,168,580/\$1,102,635) FY2022/FY2021. See Attachment B – 2022 Justification for Environmental Health Fees for more detailed information.
Options *	1) Approve 2022 Fee Proposal for Environmental Health; 2) Not Approve 2022 Fees Proposal for Environmental Health; or 3) Provide Alternative Direction to Staff
Fiscal Impact *	☒ Yes ☐ No
Fiscal Impact Description *	Background - Fee History for the last three years: 2019 - fees were adjusted on average 3%; 2020 - no adjustment fees were made, 50% credit was applied to 2021 license fees because of pandemic; 2021 - fees were adjusted on average 3%.

2040 Thriving Communities Initiative

**Mandated
Service? ***

- ☒ Yes
☐ No

2040 Thriving Communities Initiative

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

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

**Mandated Service
Description ***

If this agenda checklist describes a mandated service or other function, please describe here.

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

Values and Focus Areas

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

Core Values *

Select all that apply.

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

**Explain Core Values
Selections ***

Environmental Health addressed the following core values: High Quality Environment by assuring that onsite wastewater (septic) systems are a permanent approaches to treating wastewater for release and reuse and by protection surface and ground water sources. Health in All Actions – for environmental health programs. Community Resilience by assuring that public water systems have emergency response plans in place.

**Focus Areas and
Vision ***

Select all that apply.

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

Explain Focus Areas and Vision Selection*	Community Safety – ensure sanitation and safety in public drinking water systems, certified family and day care centers, food service operations, school food programs, tourist accommodation, public pools and spas. Outdoor Recreation – ensure sanitation and safety at organizational camps, and recreational parks. Environmental and Natural Resources – Onsite wastewater (septic) systems are permanent approaches to treating wastewater for release and reuse in the environment. Onsite systems are recognized as potentially viable, low-cost, long-term, decentralized approaches to wastewater treatment if they are planned, designed, installed, operated, and maintained properly.
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Recommendations and Motions

Item Recommendations and Motions

Staff	Staff recommends approving the proposed 2022 Fee Schedule for Environmental
Recommendations*	Health

Work Session	I move to ...
Motions*	I move to forward this item to the October 19, 2021 meeting for approval.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

Attachment C-County and State Fee Comparisons.pdf	132.64KB
Attachment D - Indirect Cost Calculations 2022-V1.pdf	541.48KB
Attachment A -2022 Fee Schedule V4.pdf	94.85KB
Attachment B-2022 EH Fee Justification-V3.pdf	246.23KB

Comments (optional) Background - Fee History for the last three years: In 2021 fees were adjusted on average 3%. Because of the pandemic, a 50% credit on the 2020 was applied to the 2021 license fees. No fee adjustments were made in 2020. In 2019 fees were adjusted on average 3%.

If you have any questions, please call ext.6800

**Department
Approver**

DANIELLE BROWN

Department Approval

Comments

Signature



Dannielle Brown

BOC Initial Approval

Approvals Required ☒ Counsel

☒ Finance

☐ HR

Counsel Approver VANCE CRONEY

Finance Approver DEBBIE PARSONS

County Administrator Approver
JOE KERBY

Comments

Counsel Approval

Comments

Signature

Vance H. Cheney

Finance Approval

Comments

Signature



Debbie Parsons

County Administrator Approval

Comments

Signature



Joseph Kerby

BOC Final Approval

Comments

Signature



Teresa Farley

**BENTON COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
2022 FEE SCHEDULE
EH Fees are effective January 1, 2022**

	2021	2022	% Change
	Current	Proposed	
New Site Evaluation			
Single Family Dwelling			
First lot	\$884	\$884	0%
Each additional lot (evaluated during initial visit)	\$884	\$884	0%
Commercial Facility System			
For first 1000 gallons projected daily sewage flow	\$884	\$884	0%
PLUS for each additional 500 gallons, or part thereof, above 1,000 gallons	\$228	\$228	0%
Construction-Installation Permit			
<i>For first 1000 gallons projected daily sewage flow:</i>			
Standard On-site System	\$1,272	\$1,272	0%
Alternative System			
Alternative Treatment Technology	\$1,900	\$1,900	0%
Capping Fill	\$1,900	\$1,900	0%
Disposal Trenches in Saprolite	\$1,272	\$1,272	0%
Gray Water Waste Disposal Sump	\$580	\$580	0%
Holding tanks	\$994	\$994	0%

Pressure Distribution	\$1,900	\$1,900	0%
Redundant	\$1,272	\$1,272	0%
Sand Filter	\$1,900	\$1,900	0%
Seepage Trench	\$1,272	\$1,272	0%
Steep Slope	\$1,272	\$1,272	0%
Tile Dewatering	\$1,900	\$1,900	0%
PLUS for each additional 500 gallons, or part thereof	\$124	\$124	0%
Reinspection Fee - 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.	\$352	\$352	0%
Permit Transfer, Reinstatement, or Renewal			
If field visit required	\$684	\$684	0%
If no field visit required	\$192	\$192	0%
Alteration Permit			
Major Alteration	\$1,244	\$1,244	0%

Minor Alteration	\$687	\$687	0%
Repair Permit			
Single Family Dwelling			
Major Repair	\$549	\$549	0%
Minor Repair	\$311	\$311	0%
Commercial Facility			
Major Repairs	\$549	\$549	0%
Minor Repairs	\$311	\$311	0%
Authorization Notice			
If field visit is required	\$687	\$687	0%
If field visit is not required	\$207	\$207	0%
Existing System Evaluation			
Existing System Evaluation:			

If Field Visit is Required	\$686	\$686	0%
If Field Visit is Not Required	\$207	\$207	0%
Mobile Home Personal/Medical Hardships Renewal every 5 years with field visit	\$311	\$311	0%
Mobile Home Personal/Medical Hardships Renewal every 5 years without field visit	\$104	\$104	0%
Alternative System Inspections (where required)	\$455	\$455	0%
Alternative System Inspections - Holding Tanks	\$518	\$518	
Annual Report Evaluation Fee Holding Tank	\$52	\$52	0%
Annual Report Evaluation Fee for commercial sandfilter, recirculating gravel filters and alternative treatment technologies	Current DEQ Fee is \$62. Should DEQ adjust fee we will adjust to match	Current DEQ Fee is \$62. Should DEQ adjust fee we will adjust to match	To streamline the process and minimize confusing we will match our fee to DEQ fee.
Sewage Disposal Service			
Pumper Truck Inspection, each vehicle	\$163	\$163	0%

pumper Truck Inspection, each additional vehicle	\$113	\$113	0%
Plan Review			
Other Onsite Wastewater System Plan/Construction Permit Reviews: including but not limited to vaulted privies, or other construction not other wise covered by a fee. Hourly rate	\$207	\$207	0%
Plan Review, each additional 15 minutes.	\$52	\$52	0%
Plan Review Commercial Facility System			
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	\$476	\$476	0%
PLUS for each additional 500 gallons, or part thereof, above 1000 gallons, to a maximum of 2500	\$83	\$83	0%
Building Signoff	\$83	\$83	0%
Pump evaluation fee for sandfilters, alternative treatment technology, recirculation gravel filter, and pressurized distribution systems	\$83	\$83	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	\$17	\$17	0%

DEQ Remittance - 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. In accordance with Oregon Administrative Rule (OAR) 340-071-0140(9) Department surcharge. (a) To offset a portion of the administrative and program oversight costs of the statewide onsite wastewater management program, the department and contract counties must levy a surcharge for each site evaluation, report permit, and other activity for which an application is required in this division. This surcharge does not apply to sewage disposal service license applications, pumper truck inspections, annual report evaluation fees, or certification of installers or maintenance providers. (b) Proceeds from surcharges collected by the department and contract counties must be accounted for separately. Each contract county must forward the proceeds to the department in accordance with its agreement with the department.			
	Current DEQ Surcharge/Remittance of \$100 is collected as an add on fee to permits. Should DEQ increase the remittance this cost will be passed on in the permit	Current DEQ Surcharge/Remittance of \$100 is collected as an add on fee to permits. Should DEQ increase the remittance this cost will be passed on in the permit	Should DEQ increase their remittance to us, this cost will be passed on in the permit
WATER SYSTEM FEES			
System Evaluation/Sanitary Survey on Domestic Water Supply (samples not included)	\$259	\$259	0%
Water Supply System Plan Review			
Private Water System (one to three residential units)			
Spring Development (includes one site visit)	\$538	\$538	0%
Auxiliary Storage for Low Yield Wells (other than standard design)	\$259	\$259	0%
Other Plan Review and Consultation per hour	\$207	\$207	0%
LICENSED FACILITIES² (See footnote 2 below.)			
Food Service Operations			
Restaurant License (annual license fee due December 31)			
Limited Service	\$621	\$621	0%
0 - 15 Seating	\$745	\$745	0%

16 - 50 Seating	\$849	\$849	0%
51 - 150 Seating	\$952	\$952	0%
151 + Seating	\$1,159	\$1,159	0%
Benevolent Restaurants	\$402	\$402	0%
Required Follow-up Inspections Subsequent to Routine Inspections			
First two follow-up Inspection after a routine food restaurant inspection no additional charge			
Each Additional Follow-up Inspection	\$155	\$155	0%
Temporary Restaurant			
Benevolent Single-event, per event (Administrative Fee) ³ (See footnote 3 below) Administrative Fee is waived after first three events.	\$41	\$41	0%

Single-event, per event (License Fee) ^{3&4} (Discounted if received 10 or more days before the event)	\$186	\$186	0%
Single-event, per event (License Fee) ^{3&4} (No Discount if received less than 10 days before the event)	\$216	\$216	0%
Single-event, per event (License Fee) (Operating without a License on the day of the event)	\$286	\$286	0%
Single-event 2 or more days, 30-day intermittent, and 90-day seasonal (License Fee) ^{3&4} (Discounted if received 10 or more days before the event)	\$224	\$224	0%
Single-event 2 or more days, 30-day intermittent, and 90-day seasonal (License Fee) ^{3&4} (No Discount if received less than 10 days before the event)	\$254	\$254	0%
Single event 2 or more days, 30-day intermittent, and 90-day seasonal (License Fee) ^{3&4} (Operating without a License on the day of the event)	\$324	\$324	0%

Operation Review for 30-day Intermittent or 90 day Seasonal or Temporary Restaurant License	\$104	\$104	0%
Reinspection Fee: for 30-day intermittent or 90-day seasonal Temporary Restaurant to verify correction of critical violation	\$155	\$155	0%
² License fees in this section include an amount for reimbursement to the Oregon Health Division pursuant to ORS			
³ ORS 624 does not allow a license fee or inspection fee for benevolent. The administrative fee covers cost of clerical			
Commissary License, per year			
Separate Facility	\$455	\$455	0%
In a Licensed Food Service Facility	\$331	\$331	0%
Food Warehouse, per year	\$311	\$311	0%
Mobile Unit, per year			
Class I, II and III	\$311	\$311	0%
Class IV	\$342	\$342	0%

Mobile Unit, Inspection Fee for MU not Licensed in Benton County	\$25	\$25	0%
Food Vending Machines, per units, per year			
01 - 10	\$207	\$207	0%
11 - 20	\$248	\$248	0%
21 - 30	\$311	\$311	0%
31 - 40	\$414	\$414	0%
41 - 50	\$497	\$497	0%
Food Handler's Card (3 years)	\$10	\$10	0%
Food Handler's Card Renewal	\$10	\$10	0%
Replacement Card Issued by Office	\$5	\$5	0%
Replacement Card Issued on Line	No Charge	No Charge	
Reinstatement Fee and Penalties for Later Renewal			
Reinstatement Fee if not received by December 31	\$100	\$100	0%
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.			
Food Service Plan Review			
New Restaurant and Major Remodel (Minimum, up to 2.5 hours)	\$518	\$518	0%

Restaurant Minor Remodel (minimum, up to 1.5 hrs.)	\$311	\$311	0%
Food Commissary (minimum, up to 1 hr.)	\$207	\$207	0%
Food Warehouse, Mobile Unit, Push Cart (up to 1 hours)	\$207	\$207	0%
Plan Review, each additional 15 minutes	\$52	\$52	0%
Pre-opening inspection (required on new facilities and major remodels)			
Restaurant (minimum, up to 1 hour)	\$207	\$207	0%
Other food service (minimum, up to 1/2 hour)	\$104	\$104	0%
Tourist Accommodation/Recreational Park/Bed & Breakfast			
License Fee			
01 - 10 units/spaces	\$393	\$393	0%
11 - 25	\$414	\$414	0%
26 - 50	\$476	\$476	0%
51 - 75	\$538	\$538	0%
76 - 100	\$580	\$580	0%
PLUS for each additional unit over	\$6	\$6	0%
Plan Review Fee			
Plan Review, Minimum (up to 1 1/2 hours)	\$311	\$311	0%
Plan Review, each additional 15 minutes.	\$52	\$52	0%
Reinstatement Fee and Penalties for Later Renewal			
Reinstatement Fee if not received by December 31	\$100	\$100	0%
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.			

Organization Camp			
License Fee	\$414	\$414	0%
Plan Review Fee			
With Food Service	\$518	\$518	0%
Without Food Service	\$207	\$207	0%
Picnic Park			
License Fee	\$207	\$207	0%
Plan Review Fee	\$207	\$207	0%
Swimming Pools/Spa/Bathhouse			
License Fee			
Year Around Operation			
First Pool or Spa at Site	\$725	\$725	0%
Additional Pools or Spas at Site (each)	\$551	\$551	0%
Seasonal Operation			

First Pool at Site	\$486	\$486	0%
Additional Pools at Site (each)	\$373	\$373	0%
Follow-up inspections			
First Follow-up Inspection after a routine inspection no additional charge			
Each Additional Follow-up Inspection	\$104	\$104	0%
Plan Review Fee			
Plan Review, Minimum (up to two hours)	\$414	\$414	0%
Plan Review, Each additional 15 minutes	\$52	\$52	0%
Construction Permit			
(includes two 1-hr construction inspections)	\$414	\$414	0%
Additional Construction Inspections			
3rd and 4th and subsequent, including final (each)	\$207	\$207	0%
Reinstatement Fee and Penalties for Later Renewal			
Reinstatement Fee if not received by December 31	\$100	\$100	0%
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.			

Adjustments to License Fees			
Food establishments opened from			
January 1 - September 30 - 100% of fee			
October 1 - December 31 - 50% of fee			
Adding or Dropping a Partner	\$52	\$52	0%
Change of Business Name, same owners	\$52	\$52	0%
Quarterly Inspection Fees - 50% of annual license fee			
SCHOOL FOOD SERVICE INSPECTIONS			
High School and/or Central Kitchen	\$414	\$414	0%
Elementary and Middle School with On-Site Preparation	\$331	\$331	0%
Satellite Kitchen (with little or no preparation)	\$155	\$155	0%
Recheck Inspections			
First Follow-up Inspection no additional charge	No Charge	No Charge	
Additional Follow-up Inspections	\$104	\$104	0%
CARE FACILITY INSPECTIONS			
Each inspection by Authorized Capacity			
0 - 12 and After School Care Program	\$155	\$155	0%
13 - 30	\$207	\$207	0%
31 +	\$259	\$259	0%
Plan Review			
Plan Review, Minimum (up to two hours)	\$414	\$414	0%
Plan Review, Each additional 15 minutes	\$52	\$52	0%
SPECIAL CONSULTATION FEE			
First 15 minutes Free	No Charge	No Charge	
Each Additional 15 minutes (Support Staff)	\$41	\$41	0%
Each Additional 15 minutes (Environmental Health Specialist)	\$52	\$52	0%
Partial Cost Recovery Rate Per hour (Environmental Health Specialist)	\$207	\$207	0%

Full Cost Recovery Rate Per hour (Environmental Health Specialist)	\$220	\$234	6%
SUPPLIES			
Food Handler Booklets	\$3	\$3	0%
Test Strips - Chlorine (Bailey) 1 vial (100 count)	\$4	\$4	0%
Test Strips - Quats QT-10 (Bailey) 1 vial (100 count)	\$7	\$7	0%
Thermometer - Pocket Bi-Metal	\$4	\$4	0%
Thermometer - Spirit Stem	\$3	\$3	0%
Supplies sold to consumer	Cost + 15% of cost for handling rounded up to the next whole dollar+ shipping	Cost + 15% of cost for handling rounded up to the next whole dollar+ shipping	
⁶ 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).			

2022 JUSTIFICATION FOR ENVIRONMENTAL HEALTH FEES

Date: 8/25/21

From: Bill Emminger, REHS

Subject: 2022 Justification for Environmental Health Fees

Projected Expenses for Fiscal Year (FY) 2022

	FY 2021-2022	FF2020-2021	% Change
Salary/Benefits	\$748,006	\$742,832	0.7%
Material/Services	\$420,574	\$359,813	16.9%
Total	\$1,168,580	\$1,102,635	6%

Background

Fee History for the last three years:

- In 2021 fees were adjusted on average 3%. Because of the pandemic, a 50% credit on the 2020 was applied to the 2021 license fees.
- No fee adjustments were made in 2020.
- In 2019 fees were adjusted on average 3%.

Projection for 2022, Environmental Health Division's budget is projected to experience a 6.0% increase (\$1,168,580/\$1,102,635) FY2022/FY2021.

What are the 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 council 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

2022 JUSTIFICATION FOR ENVIRONMENTAL HEALTH FEES

How is the Hourly Rate Calculated?

Hourly rate is based on the total field time that is available for Environmental Health Specialists to do work divided by the projected budget. Field time is the hours available for work after an adjustment is made for holidays, sick leave, vacation, administrative time, and training as follows:

Total Hours	2080
Holidays	- 72
Floating Holidays	- 16
Sick Leave	- 53 ¹
Average Vacation Time	-138 ²
Professional Training	- 40 ³
Meetings	- 100 ⁴
Annual Work Hours (AHW)	1,661 (Note: OAR 333-012-0053(4) sets 1640 hrs as the standard)
Administrative Time	-410 ⁵ (Note: 25% based on OAR 333-012-0053(4) AHW of 1640 hrs)
Field	1251 (Note: OAR 333-012-0053(4) sets 1230 hrs at the standard)

4.0 field environmental health specialist x 1,251 hours/year = 5004 hours

Full Cost Recovery:

Full Cost Recover is the total expenses divided by total hours to available to do field work. Full cost recovery = \$1,168,580/5004 hours = \$233.53 per hour.

Partial Cost Recovery Model:

Hourly rate is calculated by dividing the total expenses that includes County and Department Cost Allocations up to 15%. Any County and Department Cost Allocations above 15% will be covered by County General Funds. The remainder is then divided by the number of hours available to do work. This rate will then be used to calculate fees.

The Department Cost Allocation for FY 2022, will be offset using \$140,708 of budgeted County General Funds \$1,168,580 - \$140,708 = \$1,027,872. The adjusted cost per hour used for calculating fees is \$1,027,872/5004 hours = \$205.41 per hour. Fees will recover 88% (\$205.41 per hour/\$233.53 hour) of full costs. This model will also meet legal requirements that fees cannot pass on more than 15% of administrative costs as defined in OAR 333-012-0053(5)(b).

How is the Hourly Rate Used?

The hourly rate is used to calculate the cost of license fees by multiplying the average number of hours by each license or permit type, times the hourly rate. The average number of hours is based on

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

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

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

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

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

2022 JUSTIFICATION FOR ENVIRONMENTAL HEALTH FEES

requirements found under Oregon Revised Statute (ORS) 624, Oregon Administrative Rule (OAR) 333-012, time studies, or estimates. All fees are then rounded to the nearest whole dollar.

Other Fee Adjustments:

General Fund/CURF Subsidies for Benevolent Food Facilities:

Historically, the Board of Commissioners (BOC) has approved a portion of the county general fund be used to reduce the cost of the license fees for restaurants and temporary food service operated by benevolent organizations that qualify under the Internal Revenue Code:

- **Restaurant Licenses for Benevolent Organizations** – A reduced fee of \$402.00 for benevolent restaurants organizations is requested based on ORS 624.020(5). For 2022 it is estimated that there will be seven benevolent restaurants in Benton County. The cost to the County General Fund already allocated to environmental health is estimated \$2,376.36. The Division will absorb this cost with the current general fund dollars allocated to Environmental Health.
- **Temporary Restaurant Licenses for Benevolent Organizations** – ORS 624.106(1)(b) *“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 Division of Environmental Health proposes to use county general funds to cover inspection cost. The Oregon Health Authority has determined that we may charge an administrative fee for processing and issuing the license. The proposed administrative fee to benevolent organizations is \$41.00. It is estimated that 127 benevolent temporary restaurant permits that will be issued in 2021. This number represents our best estimate based on the number of benevolent temporary restaurant licenses issued in 2019, pre-Covid-19 Pandemic. It is estimated that \$18,567.00 of county general revenue will be used to offset this cost. The Division will absorb this cost with the current general fund dollars allocated to Environmental Health.

Onsite Waste Water Program: Proposed Continued Reduction in Three Fees:

Three fees are proposed for reduction: major repairs, minor repairs, and mobile home hardships. It is proposed that the cost of these permits be reduced to 50% of their estimated full cost recovery.

Major and Minor Repair Permits at 50% of Cost:

These adjustments would allow a significant reduction in the cost for septic system repair permits, making repairs of existing septic system more affordable. Reduced fees may also help to discourage the repairing of septic systems without a permit. This proposal would not require any additional use of county general fund and would be reduced by other fees collected in the onsite program. Since implementing this reduced fee in 2010, we have seen a consistent pattern of increased repair applications when compared to the baseline of 14.7 repair permits as an average measured over a three-year period. The baseline is 14.7 repair permits and is the average as measured over a three year period in 2007 (15), 2008 (14) and 2009 (15).

2022 JUSTIFICATION FOR ENVIRONMENTAL HEALTH FEES

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

2020	2019	2018	2017	2016
145%(36/14.7)	70% (25/14.7)	110% (31/14.7)	104% (30/14.7)	70% (25/14.7)

Reducing fees appears to be a useful tool to encourage homeowners to apply for repairs to their septic systems. It is recommended that the reduced repair fees be continued for at least one more year and re-evaluated if offering reduced repair fees is working and is sustainable economically.

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

Occasionally a mobile home will be placed on the same septic system as a house in order that a caregiver (usually a family member) may help take care of the medical needs of another family member. Once the medical hardship has ended, the mobile home is to be disconnected from the home's septic system and then moved. It is proposed that mobile home hardship renewals be subsidized 50% by other revenue in the onsite program. This proposal would not require any additional use of county general fund and would be offset by other fees collected in the onsite program. It is recommended that the reduced fees be continued and re-evaluated if offering reduced fees is sustainable economically.

Other Fee Adjustments:

Annual Report Evaluation Fee For Sand Filters, Recirculating Gravel Filters, And Alternative Treatment Technology:

Annually DEQ sends out a reminder letter to owners of Sand Filters, Recirculating Gravel Filters, and Alternative Treatment Technology to remind them to have these more complex systems evaluated. Under state law these reports need to be submitted to DEQ or the delegated county. The state fee for performing the service is \$62.00. To streamline the process and minimize confusing we are proposing to set our fee at the same dollar amount as DEQ. This will help to eliminate staff time to collect or refund money when the incorrect dollar amount is sent to us. It will also make the process more user friendly for the customer by eliminating confusion about what fee to pay. Should DEQ adjust this fee we will match our fee to the DEQ.

Oregon Department of Environmental Quality Surcharge/Remittance fees:

Current DEQ Surcharge/Remittance is \$100, which we collect as an add-on fee to qualifying permits. Should DEQ increase their remittance to us this cost will be passed on in the permit.

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 in our fee schedule to support the state program in rule writing, technical, legal, and quality assurance activities.

2022 JUSTIFICATION FOR ENVIRONMENTAL HEALTH FEES

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."*

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

**BENTON COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
2022 FEE SCHEDULE
EH Fees are effective January 1, 2022**

	2021	2022	DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
	Current	Proposed	Effective July 1, 2021	Effective 2020	Effective 2021	Effective 2021	Effective 2021	Effective 2021
New Site Evaluation								
Single Family Dwelling								
First lot	\$884	\$884	\$700	\$720	\$850	\$1,005	\$625	\$840
Each additional lot (evaluated during initial visit)	\$884	\$884	\$700	\$720	\$730	\$1,005	\$575	\$620
Commercial Facility System								
For first 1000 gallons projected daily sewage flow	\$884	\$884	\$700	\$720	\$850	\$1,005	\$625	\$840
PLUS for each additional 500 gallons, or part thereof, above 1,000 gallons	\$228	\$228	882-2373		\$170			\$185
Construction-Installation Permit								
<i>For first 1000 gallons projected daily sewage flow:</i>								
Standard On-site System	\$1,272	\$1,272	1038-1335	\$1,070	\$1,135	\$1,305	\$750	\$1,050
Alternative System								
Alternative Treatment Technology	\$1,900	\$1,900	1272-1513	\$1,310	\$1,390	\$2,205	\$990	\$1,490
Capping Fill	\$1,900	\$1,900	1272-1513	\$1,310	\$1,655	\$1,955	\$990	\$1,490
Disposal Trenches in Saprolite	\$1,272	\$1,272	1038-1335	\$1,070	\$1,135			

Gray Water Waste Disposal Sump	\$580	\$580	461-758	\$448	\$530		\$290	\$580
Holding tanks	\$994	\$994	890-1187	\$915	\$980	\$505	\$559	\$655
Pressure Distribution	\$1,900	\$1,900	1272-1513	\$1,310	\$1,390	\$1,955	\$990	\$1,490
Redundant	\$1,272	\$1,272	1038-1335	\$1,070	\$1,135		\$750	\$1,050
Sand Filter	\$1,900	\$1,900	1566-1862	\$1,610	\$1,655	\$2,205	\$1,200	\$1,490
Seepage Trench	\$1,272	\$1,272	1038-1335	\$1,070	\$1,135		\$750	\$1,050
Steep Slope	\$1,272	\$1,272	1038-1335	\$1,070	\$1,135		\$750	\$1,050
Tile Dewatering	\$1,900	\$1,900	1272-1513	\$1,310	\$1,390		\$990	\$1,490
PLUS for each additional 500 gallons, or part thereof	\$124	\$124			\$115			\$100
Reinspection Fee - 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.	\$352	\$352	\$100			\$150	\$52	\$110
Permit Transfer, Reinstatement, or Renewal								
If field visit required	\$684	\$684	\$536	\$550	\$755	\$805	\$336	\$610
If no field visit required	\$192	\$192	\$157	\$160	\$305	\$405	\$26	\$220
Alteration Permit								

Major Alteration	\$1,244	\$1,244	\$569	\$730	\$1,010	\$1,305	\$675	\$700
Minor Alteration	\$687	\$687	\$272	\$330	\$755	\$505	\$175	\$390
Repair Permit								
Single Family Dwelling								
Major Repair	\$549	\$549	\$551	\$570	\$755	\$955	\$600	\$685
Minor Repair	\$311	\$311	\$264	\$270	\$415	\$505	\$100	\$380
Commercial Facility								
Major Repairs	\$549	\$549	\$1,038	\$570	\$755	\$955	\$600	\$685
Minor Repairs	\$311	\$311	\$478	\$270	\$415	\$505	\$100	\$380
Authorization Notice								
If field visit is required	\$687	\$687	\$643	\$660	\$755	\$905	\$450	\$715

If field visit is not required	\$207	\$207	\$165	\$170	\$305	\$210	\$150	\$275
Existing System Evaluation								
Existing System Evaluation:								
If Field Visit is Required	\$686	\$686	\$659	\$680		\$805	\$435	\$740
If Field Visit is Not Required	\$207	\$207		\$680				
Mobile Home Personal/Medical Hardships Renewal every 5 years with field visit	\$311	\$311	\$340				\$264	\$365
Mobile Home Personal/Medical Hardships Renewal every 5 years without field visit	\$104	\$104	\$103					\$210
Alternative System Inspections (where required)	\$455	\$455	\$544	\$560			\$341	\$565
Alternative System Inspections - Holding Tanks	\$518	\$518	\$396	\$410				\$400
Annual Report Evaluation Fee Holding Tank	\$52	\$52	\$31	\$32	\$50	\$100	\$50	\$33

Annual Report Evaluation Fee for commercial sandfilter, recirculating gravel filters and alternative treatment technologies	Current DEQ Fee is \$62. Should DEQ adjust fee we will adjust to match	Current DEQ Fee is \$62. Should DEQ adjust fee we will adjust to match	\$62	\$64	\$70	\$100		\$66
Sewage Disposal Service								
Pumper Truck Inspection, each vehicle	\$163	\$163	\$103	\$125	\$180	\$200	\$98	\$110
pumper Truck Inspection, each additional vehicle	\$113	\$113	\$52	\$70	\$110	\$100	\$50	\$55
Plan Review								
Other Onsite Wastewater System Plan/Construction Permit Reviews: including but not limited to vaulted privies, or other construction not other wise covered by a fee. Hourly rate	\$207	\$207	\$0-\$560					
Plan Review, each additional 15 minutes.	\$52	\$52						
			0-706					
Plan Review Commercial Facility System								
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.			\$0					
For a system with a projected daily sewage flow of 600 gallons, but not more than 1000 gallons	\$476	\$476	\$359					
PLUS for each additional 500 gallons, or part thereof, above 1000 gallons, to a maximum of 2500	\$83	\$83	423--706					
Building Signoff	\$83	\$83						
Pump evaluation fee for sandfilters, alternative treatment technology, recirculation gravel filter, and pressurized distribution systems	\$83	\$83	\$66					
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	\$17	\$17					\$47	
DEQ Remittance - 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. In accordance with Oregon Administrative Rule (OAR) 340-071-0140(9) Department surcharge. (a) To offset a portion of the administrative and program oversight costs of the statewide onsite wastewater management program, the department and contract counties must levy a surcharge for each site evaluation, report permit, and other activity for which an application is required in this division. This surcharge does not apply to sewage disposal service license applications, pumper truck inspections, annual report evaluation fees, or certification of installers or maintenance providers. (b) Proceeds from surcharges collected by the department and contract counties must be accounted for separately. Each contract county must forward the proceeds to the department in accordance with its agreement with the department.	Current DEQ Surcharge/ Remittance of \$100 is collected as an add on fee to permits. Should DEQ increase the remittance this cost will be passed on in the permit	Current DEQ Surcharge/ Remittance of \$100 is collected as an add on fee to permits. Should DEQ increase the remittance this cost will be passed on in the permit	\$100					
WATER SYSTEM FEES								
System Evaluation/Sanitary Survey on Domestic Water Supply (samples not included)	\$259	\$259						
Water Supply System Plan Review								
Private Water System (one to three residential units)								
Spring Development (includes one site visit)	\$538	\$538						
Auxiliary Storage for Low Yield Wells (other than standard design)	\$259	\$259						
Other Plan Review and Consultation per hour	\$207	\$207						
LICENSED FACILITIES² (See footnote 2 below.)								
Food Service Operations								
Restaurant License (annual license fee due December 31)								
Limited Service	\$621	\$621		\$494	\$255	\$365	\$294	\$335

0 - 15 Seating	\$745	\$745		\$684	\$590	\$655	\$514	\$530
16 - 50 Seating	\$849	\$849		\$779	\$705	\$718	\$581	\$600
51 - 150 Seating	\$952	\$952		\$874	\$775	\$855	\$662	\$700
151 + Seating	\$1,159	\$1,159		\$1,064	\$855	\$968	\$736	\$770
Benevolent Restaurants	\$402	\$402						
Required Follow-up Inspections Subsequent to Routine Inspections								
First two follow-up Inspection after a routine food restaurant inspection no additional charge								
Each Additional Follow-up Inspection	\$155	\$155			\$110			
Temporary Restaurant								

Benevolent Single-event, per event (Administrative Fee) ³ (See footnote 3 below) Administrative Fee is waived after first three events.	\$41	\$41		\$45	\$15		\$31	\$42
Single-event, per event (License Fee) ^{3&4} (Discounted if received 10 or more days before the event)	\$186	\$186		\$210	\$140	\$127	\$148	\$50
Single-event, per event (License Fee) ^{3&4} (No Discount if received less than 10 days before the event)	\$216	\$216		\$210	\$175	\$167	\$148	\$50
Single-event, per event (License Fee) (Operating without a License on the day of the event)	\$286	\$286			\$225		\$148	\$110
Single-event 2 or more days, 30-day intermittent, and 90-day seasonal (License Fee) ^{3&4} (Discounted if received 10 or more days before the event)	\$224	\$224		\$210	\$195	\$175	\$296	\$75

Single-event 2 or more days, 30-day intermittent, and 90-day seasonal (License Fee) ^{3&4} (No Discount if received less than 10 days before the event)	\$254	\$254		\$210	\$215	\$215	\$296	\$75
Single event 2 or more days, 30-day intermittent, and 90-day seasonal (License Fee) ^{3&4} (Operating without a License on the day of the event)	\$324	\$324			\$240		\$296	\$110
Operation Review for 30-day Intermittent or 90 day Seasonal or Temporary Restaurant License	\$104	\$104		\$95		\$88	\$69	\$100
Reinspection Fee: for 30-day intermittent or 90-day seasonal Temporary Restaurant to verify correction of critical violation	\$155	\$155			\$110	\$109	\$154	\$136
² License fees in this section include an amount for reimbursement to the Oregon Health Division								
³ ORS 624 does not allow a license fee or inspection fee for benevolent. The administrative fee covers								
Commissary License, per year								
Separate Facility	\$455	\$455		\$437	\$505	\$455	\$404	\$350

In a Licensed Food Service Facility	\$331	\$331			\$420	\$260	\$278	\$350
Food Warehouse, per year	\$311	\$311				\$181	\$164	\$180
Mobile Unit, per year								
Class I, II and III	\$311	\$311		\$310	255 to 415	\$262	\$242	\$255
Class IV	\$342	\$342		\$310	\$590	\$262	\$242	\$255
Mobile Unit, Inspection Fee for MU not Licensed in Benton County	\$25	\$25		\$25		\$25		
Food Vending Machines, per units, per year								
01 - 10	\$207	\$207		\$190	\$195	\$46	\$40	\$90
11 - 20	\$248	\$248		\$228	\$275		\$79	\$140
21 - 30	\$311	\$311		\$266	\$350		\$121	\$200

31 - 40	\$414	\$414		\$304	\$415		\$163	\$300
41 - 50	\$497	\$497		\$342	\$490		\$202	\$320
Food Handler's Card (3 years)	\$10	\$10				\$10	\$10	\$10
Food Handler's Card Renewal	\$10	\$10				\$10	\$10	\$10
Replacement Card Issued by Office	\$5	\$5				\$5	\$5	\$5
Replacement Card Issued on Line	No Charge	No Charge				\$0		
Reinstatement Fee and Penalties for Later Renewal								
Reinstatement Fee if not received by December 31	\$100	\$100					\$100	\$100
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.								
Food Service Plan Review								
New Restaurant and Major Remodel (Minimum, up to 2.5 hours)	\$518	\$518		\$380	\$415	\$478	\$617	\$225
Restaurant Minor Remodel (minimum, up to 1.5 hrs.)	\$311	\$311		\$380	\$210	\$193	\$385	\$100
Food Commissary (minimum, up to 1 hr.)	\$207	\$207			\$415	\$238	\$462	\$240
Food Warehouse, Mobile Unit, Push Cart (up to 1 hours)	\$207	\$207			\$130	\$95	\$287	\$150
Plan Review, each additional 15 minutes	\$52	\$52						\$50
Pre-opening inspection (required on new facilities and major remodels)								
Restaurant (minimum, up to 1 hour)	\$207	\$207						
Other food service (minimum, up to 1/2 hour)	\$104	\$104						
Tourist Accommodation/Recreational Park/Bed & Breakfast								
License Fee								
01 - 10 units/spaces	\$393	\$393		\$211	\$370	\$116	\$255	84+2.90 per space
11 - 25	\$414	\$414		\$211	\$450	\$211	\$277	84+2.90 per space

26 - 50	\$476	\$476		\$284	\$450	\$391	\$347	84+2.90 per space
51 - 75	\$538	\$538		\$352	\$530	\$562	\$502	221+2.32 per space
76 - 100	\$580	\$580		\$420	\$610	\$719	\$695	221+2.32 per space
PLUS for each additional unit over	\$6	\$6		\$3	\$1	\$3		
Plan Review Fee								
Plan Review, Minimum (up to 1 1/2 hours)	\$311	\$311		\$190			\$230	
Plan Review, each additional 15 minutes.	\$52	\$52						
Reinstatement Fee and Penalties for Later Renewal								
Reinstatement Fee if not received by December 31	\$100	\$100					\$100	\$100
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.								
Organization Camp								
License Fee	\$414	\$414			\$610		\$430	\$235
Plan Review Fee								
With Food Service	\$518	\$518				\$478	\$462	

Without Food Service	\$207	\$207				\$193	\$462	
Picnic Park								
License Fee	\$207	\$207					\$115	
Plan Review Fee	\$207	\$207						
Swimming Pools/Spa/Bathhouse								
License Fee								
Year Around Operation								
First Pool or Spa at Site	\$725	\$725		\$409	\$360	\$459	\$424	\$275
Additional Pools or Spas at Site (each)	\$551	\$551		\$409	\$255	\$305	\$277	\$165
Seasonal Operation								
First Pool at Site	\$486	\$486		\$409			\$424	\$275
Additional Pools at Site (each)	\$373	\$373		\$409			\$277	\$165

Follow-up inspections								
First Follow-up Inspection after a routine inspection no additional charge								
Each Additional Follow-up Inspection	\$104	\$104			\$230		\$154	
Plan Review Fee								
Plan Review, Minimum (up to two hours)	\$414	\$414					\$617	
Plan Review, Each additional 15 minutes	\$52	\$52						
Construction Permit								
(includes two 1-hr construction inspections)	\$414	\$414						
Additional Construction Inspections								
3rd and 4th and subsequent, including final (each)	\$207	\$207						
Reinstatement Fee and Penalties for Later Renewal								
Reinstatement Fee if not received by December 31	\$100	\$100	\$100	\$100	\$100	\$100	\$100	
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.								
Adjustments to License Fees								
Food establishments opened from								
January 1 - September 30 - 100% of fee								
October 1 - December 31 - 50% of fee								
Adding or Dropping a Partner	\$52	\$52						
Change of Business Name, same owners	\$52	\$52						
Quarterly Inspection Fees - 50% of annual license fee								
SCHOOL FOOD SERVICE INSPECTIONS								

High School and/or Central Kitchen	\$414	\$414		\$190	\$695		\$309	\$205
Elementary and Middle School with On-Site Preparation	\$331	\$331		\$190	\$695		\$270	\$205
Satellite Kitchen (with little or no preparation)	\$155	\$155		\$190	\$555		\$194	\$170
Recheck Inspections								
First Follow-up Inspection no additional charge	No Charge	No Charge						
Additional Follow-up Inspections	\$104	\$104						
CARE FACILITY INSPECTIONS								
Each inspection by Authorized Capacity								
0 - 12 and After School Care Program	\$155	\$155				\$106		\$170
13 - 30	\$207	\$207				\$106		\$170
31 +	\$259	\$259				\$106		\$170
Plan Review								
Plan Review, Minimum (up to two hours)	\$414	\$414						
Plan Review, Each additional 15 minutes	\$52	\$52						
SPECIAL CONSULTATION FEE								
First 15 minutes Free	No Charge	No Charge						
Each Additional 15 minutes (Support Staff)	\$41	\$41						
Each Additional 15 minutes (Environmental Health Specialist)	\$52	\$52						
Partial Cost Recovery Rate Per hour (Environmental Health Specialist)	\$207	\$207						
Full Cost Recovery Rate Per hour (Environmental Health Specialist)	\$220	\$234						
SUPPLIES								
Food Handler Booklets	\$3	\$3						
Test Strips - Chlorine (Bailey) 1 vial (100 count)	\$4	\$4				\$4		

Test Strips - Quats QT-10 (Bailey) 1 vial (100 count)	\$7	\$7				\$6		
Thermometer - Pocket Bi-Metal	\$4	\$4						
Thermometer - Spirit Stem	\$3	\$3						
	Cost + 15% of cost for handling rounded up to the next whole dollar+ shipping	Cost + 15% of cost for handling rounded up to the next whole dollar+ shipping						
Supplies sold to consumer								
⁶ 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).								

FY2021-2021 Indirect Cost Calculations based on OAR 333-012-0053

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

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

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

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

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

	001-33-25-530 Environmental Health	
		Percent of Administrative/ Direct Costs
Total Expenses	\$ 1,168,580	
Direct Costs		
Salary/Benefits	\$ 748,006	
Materials and Supplies	\$ 145,796	
Total Direct Costs	\$ 893,802	
Administrative Costs		
Central Cost Allocation	\$ 158,484	18%
Health Department Cost Allocation	\$ 116,294	13%
Sub-Total	\$ 274,778	31%
Total Expenses	\$ 1,168,580	
Total Hours Available REHS	\$ 5,004	
Hourly Rate Full Cost Recovery	\$ 234	

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

	001-33-25-530 Environmental Health	
		Percent of Administrative/ Direct Costs
Total Expenses	\$ 1,168,580	
Direct Costs		
Salary/Benefits	\$ 748,006	
Materials and Supplies	\$ 145,796	
Total Direct Costs	\$ 893,802	
Administrative Costs		
Central Cost Allocation	\$ 158,484	18%
Health Department Cost Allocation	\$ 116,294	13%
Total Administrative Costs	\$ 274,778	31%
Total Expenses	\$ 1,168,580	
General Fun Contribution to Offset Administrative Cost	\$ 140,708	
Revised Administrative Cost	\$ 134,070	15%
Total Expenses - General Fund Contribution	\$ 1,027,872	
Total Hours Available REHS	\$ 5,004	
Hourly Rate Full Cost Recovery	\$ 205	

4.3WS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 10/05/21

[View Agenda Tracker](#)

Suggested Placement * Work Session

Department * Finance

Contact Name * Mary Otley

Phone Extension * 7666767

Meeting Attendee Name * Mary Otley/Jenn Ambuehl

Agenda Item Details

Item Title * Update and Discussion regarding American Rescue Plan Act funding allocation process.

Item Involves * Check all that apply

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

Estimated Time * 60 minutes

Board/Committee Involvement * ☐ Yes ☒ No

2007

Advertisement*

☐ Yes

☒ No

Issues and Fiscal Impact

Item Issues and Description

**Identified Salient
Issues ***

The intent of this meeting is to discuss a proposed method for requesting ARPA funds for both County departments as well as external organizations. We will demonstrate a new tool that will aid in the request process as well as systematize the analysis of the requests.

We will be asking for input on the criteria to be used for ranking funding requests.

We will also share a recap of the various funding sources and a preliminary allocation based on known projects or needs. The spreadsheet is attached to this agenda checklist.

Our intent is to get direction from the commissioners to complete the initial rollout of project tool.

Options *

We are looking for input and feedback on the proposed ARPA request process.

Fiscal Impact *

- ☒ Yes
- ☐ No

**Fiscal Impact
Description ***

This discussion will guide the decisions on ARPA funding.

2040 Thriving Communities Initiative

**Mandated
Service? ***

- ☐ Yes
☒ No

2040 Thriving Communities Initiative

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

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

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values Selections *

The allocation of the ARPA funds will include criteria based on the County's core values and focus areas as well as projects earmarked by the ARPA legislation.

Focus Areas and Vision *

Select all that apply.

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

Explain Focus Areas and Vision Selection *

The allocation of the ARPA funds will include criteria based on the County's core values and focus areas as well as projects earmarked by the ARPA legislation.

Recommendations and Motions

Item Recommendations and Motions

Staff	There are not recommendations at this time.
Recommendations*	

Work Session	I move to ...
Motions*	not applicable

Attachments, Comments, and Submission

Item Comments and Attachments

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

2021-23 unbudgeted projects.xlsx 17.84KB

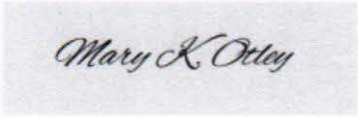
Comments (optional) If you have any questions, please call ext.6800

Department Approver MARY OTLEY

Department Approval

Comments

Signature



Mary K. Otley

BOC Initial Approval

Approvals Required ☐ Counsel
☐ Finance
☐ HR

County Administrator Approver JOE KERBY

Comments

County Administrator Approval

Comments

Signature



Joseph Kerby

BOC Final Approval

Comments

Signature



Teresa Farley

BOC Agenda Checklist Master

4.4 WS

Agenda Placement and Contacts

Suggested Agenda Date 10/05/21

[View Agenda Tracker](#)

Suggested Placement * Work Session

Department * Board of Commissioners

Contact Name * Nick Kurth

Phone Extension * 6076

Meeting Attendee Name * Nick Kurth

Agenda Item Details



Item Title * Discussion on Suburban Site for Justice System Improvement Program

Item Involves * Check all that apply

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

Estimated Time * 45 minutes

Board/Committee Involvement *
☐ Yes
☒ No

Advertisement*

☐ Yes

☒ No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues* Determination of the best suburban site, whether south or west, for purposes of siting justice system facilities contemplated for the November 2022 ballot measure.

Options*

- 1) Choose the south site
- 2) Choose the west site
- 3) Choose both sites
- 4) Choose neither sites

Fiscal Impact*

☒ Yes
☐ No

Fiscal Impact Description* See attached Excel spreadsheet

2040 Thriving Communities Initiative

Mandated
Service? *

☐ Yes
☒ No

2040 Thriving Communities Initiative

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

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

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values Selections *

JSIP Vision: The residents of Benton County require an effective, efficient and equitable criminal justice system that maintains public safety and holds people accountable, while providing treatment opportunities that address underlying causes of criminal behavior.

Focus Areas and Vision *

Select all that apply.

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

Explain Focus Areas and Vision Selection *

JSIP Vision: The residents of Benton County require an effective, efficient and equitable criminal justice system that maintains public safety and holds people accountable, while providing treatment opportunities that address underlying causes of criminal behavior.

Recommendations and Motions

Item Recommendations and Motions

Staff
Recommendations*

None

Work Session
Motions*

I move to ...

NA

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

20210929_West South Site Matrix.xlsx

11.02KB

Comments (optional) Predesign consultant DLR's independent recommendation on site is consistent with the ranking in the attached spreadsheet.

If you have any questions, please call ext.6800

**Department
Approver**

TERESA FARLEY

Department Approval

Comments

Signature



Teresa Farley

BOC Initial Approval

Approvals Required ☐ Counsel
☐ Finance
☐ HR

County Administrator Approver TERESA FARLEY

Comments

County Administrator Approval

Comments

Signature



Teresa Farley

BOC Final Approval

Comments

Signature



Teresa Farley

Total Acreage
 Percent Wetlands
 Acquisition Cost
 Acquisition Cost per Acre
 Development Cost (JSIP Facilities Only, incl. wetland mitigation and contingency)
 Development Cost per Acre

South	West
65 +/-	35 +/-
91%	47%
\$900,000	\$1,500,000
\$13,846	\$42,857
\$4,716,432 - \$9,716,432	\$450,000 - \$735,000
\$314,429 - \$647,762	\$30,000 - \$49,000

150% Partition/Annexation Likely (No=1, Yes=0)
 150% Access with Flood Event (Good=1, Challenging=0)
 150% Potential for Future Expansion other than JSIP (Yes=1, Minimal=0)
 150% Sheriff's Response Access (Good=0, Better=1)
 100% Adjacent to Multi-Model Paths (Yes=1, No=0)
 100% Node / Anchor tenant potential (Yes=1, No=0)

Yes	0	0	No	1	1.5
Challenging	0	0	Good	1	1.5
Yes	1	1.5	Minimal	0	0
Good	0	0	Better	1	1.5
No	0	0	Yes	1	1
Yes	1	1	No	0	0

Unweighted Score	2	Unweighted Score	4
Weighted Score	2.5	Weighted Score	5.5

Importance Factor	1.5
--------------------------	------------

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

**In the Matter of Appointments to the) ORDER #D2021-070
CORVALLIS-BENTON COUNTY)
LIBRARY BOARD)**

THE ABOVE ENTITLED MATTER COMING NOW FOR THE CONSIDERATION
OF THE BOARD AND,

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individuals have indicated a
willingness to serve on this board:

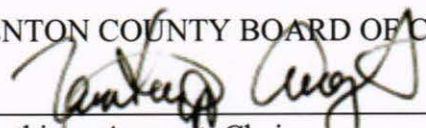
<u>Name</u>	<u>Appointed & Position</u>
Gabriel Ledger	Appointed: 10/21/21 Expires: 06/30/23 Position: 4
Cleo Sandler	Appointed: 10/05/21 Expires: 06/30/23 Position: Student

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individuals are hereby
appointed to the Corvallis-Benton County Library Board.

Adopted this 5th day of October, 2021.

Signed this 5th day of October, 2021.

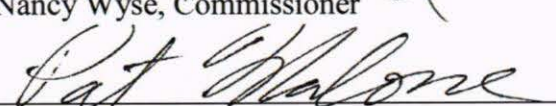
BENTON COUNTY BOARD OF COMMISSIONERS



Xanthippe Augerot, Chair



Nancy Wyse, Commissioner



Pat Malone, Commissioner

CORVALLIS-BENTON COUNTY LIBRARY BOARD
(CBCLB)

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
<u>POSITIONS APPOINTED BY COUNTY</u>				
1	Debbie Mourey	Begin: 07/01/19 Expire: 06/30/22	1 st Term	07/16/19
2	VACANT	Begin: 07/01/18 Expire: 06/30/21	2 nd Term	06/16/15 07/03/18 reappt'd
3	Gabriel Ledger	Begin: 07/01/20 Expire: 06/30/23	Partial Term	10/05/21
4	David Low	Begin: 07/01/21 Expire: 06/30/24	2 nd Term	07/03/18 07/06/21 reappt'd
5	Cheryl Maze	Begin: 07/01/19 Expire: 06/30/22	3 rd Term	08/06/13 07/05/16 reappt'd 07/16/19 reappt'd
Student	Cleo Sandler	Begin: 07/01/21 Expire: 06/30/23	Partial Term	10/05/21

POSITIONS APPOINTED BY CITY

1	Russa Kittredge	Expire: 06/30/23
2	Karen Clevering	Expire: 06/30/24
3	Loretta Rielly	Expire: 06/30/22
4	Jacque Schreck	Expire: 06/30/24
5	VACANT	Expire: 06/30/23

City Council
liaison:

Charlyn Ellis

Benton County
liaison:

Xanthippe Augerot, Commissioner

STAFF:

Ashlee Chavez; Library Director, 541-766-6910

CONTACT:

Stephanie Conn - 541-766-6928

TERM LIMIT:

3 years, July 1 - June 30; Students have a two-year term

MEMBERS:

10 members, 5 each appointed by Corvallis Mayor and Board of Commissioners.

MEETS:

1st Wednesday, 7:30 pm, Library Board Room

In the Matter of Appointments to the) ORDER No. D20201-069
COMMUNITY SERVICES CONSORTIUM)
COMMUNITY ACTION ADVISORY COUNCIL)

Pat Malone, Commissioner



Helping People. Changing Lives.

September 21, 2021

Benton County Board of Commissioners
P. O. Box 3020
Corvallis, OR 97339-3020

Re: Community Services Consortium – Community Action Advisory Council
Member Appointments and Re-Appointments

We request inclusion on an upcoming Board of Commissioners' meeting agenda the appointment and re-appointment of Community Action Advisory Council members, as noted below:

Re-Appointments

Name	CAAC Position	Term Expiration
Vince Adams	Public Appointment – Oregon School Boards Association	September 30, 2020
Kristi Collins	Public Appointment – Early Learning Hub	September 30, 2020
Cookie Johnson	Low-Income Appointment – Marys River Gleaners	September 30, 2019
Donna Holt	Other Major Group – Housing	September 30, 2021
Mark Edwards	Other Major Group – Education	September 30, 2019

New Appointments

Name	CAAC Position	Term Expiration
Miriam G. Cummins	Other Major Group – Culturally Specific Organization	fills vacancy with term expiring September 30, 2021
Luhui Whitebear	At Large Appointment – community member	to be determined

I am requesting appointment of Luhui Whitebear as an additional at large appointment because of the contribution she can make from the perspective of Native Americans in our service region. She can guide us with partnerships to increase our contact with this population demographic and help ensure our programs are accessible to members of the American Indian tribes residing in Linn, Benton, and Lincoln Counties.

If you have any questions concerning this agenda request, please call or email me (541-704-7627 – pmcguire@communityservices.us). Thank you for addressing this request.

Sincerely,

Pegge McGuire, Executive Director
Albany Regional Office
250 Broadalbin St. SW, Suite 2A
Albany, OR 97321
541-704-7627
pmcguire@communityservices.us
www.communityservices.us

Albany Regional Office
250 Broadalbin St. SW, Suite 2A
Albany, OR 97321
541.928.6335

Corvallis Regional Office
917 NW Grant Avenue, Suite B
Corvallis, OR 97330
541.752.1010

Newport Regional Office
120 NW Avery Street
Newport, OR 97365
541.265.8505

Head Start in Lincoln County
2130 SW Lee Street – P. O. Box G
Lincoln City, OR 97367
541.996.3028

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 10/05/21

[View Agenda Tracker](#)

Suggested Placement* BOC Tuesday Meeting

Department* County Counsel

Contact Name* Vance Croney

Phone Extension* 6890

Meeting Attendee Name* Vance Croney

Agenda Item Details

Item Title* Second Reading in the Matter of Amending BCC ch. 39, Transient Lodging Tax

Item Involves* Check all that apply

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

Board/Committee Involvement* ☐ Yes ☒ No

Advertisement* ☐ Yes ☒ No

Issues and Fiscal Impact

Item Issues and Description

**Identified Salient
Issues ***

As originally enacted in 2019, BCC ch. 39, Transient Lodging Tax (TLT) was intended to mirror the City of Corvallis TLT ordinance. At the time, the City was to collect both its TLT and the county's TLT from short-term rentals.

Since its enactment, the Oregon Department of Revenue (DOR) has become the primary tax collector of TLTs around the state. The City of Corvallis is no longer collecting taxes from short-term rentals and it is now necessary to contract with the State for the DOR to assume TLT collection responsibility for the county.

In order to contract with the state, Bcc ch. 39 must be amended to authorize DOR to collect the transient lodging tax on behalf of Benton County. In addition, ch. 39 must be amended to make the penalties and interest charged to late TLTs consistent with state law.

With these changes, DOR can begin collecting TLT revenue on behalf of Benton County as early as October, 2021.

Options *

- (1) Decline to enact Ord. no. 2021-0306.
- (2) Enact Ordinance no. 2021-0306.

Fiscal Impact *

- ☒ Yes
- ☐ No

**Fiscal Impact
Description ***

Enactment of the amendments to BCC ch. 39 will allow the State Department of Revenue to begin collecting transient lodging tax on behalf of Benton County in the last quarter of 2021. If the amendments to BCC ch. 39 are not enacted, DOR cannot collect TLTs on the county's behalf and no TLT revenue will be realized under chapter 39.

2040 Thriving Communities Initiative

Mandated Service? * ☐ Yes ☒ No

2040 Thriving Communities Initiative

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

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

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values Selections * Enable the county to realize revenue from a tax vehicle.

Focus Areas and Vision *

Select all that apply.

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

Explain Focus Areas and Vision Selection * Tax revenue from short-term rentals will be used by the fairgrounds to help offset general fund dollars.

Recommendations and Motions

Item Recommendations and Motions

Staff Enact Ordinance no. 2021-0306

Recommendations *

Meeting Motions *

I move to ...

I move to enact Ordinance no. 2021-0306, amending BCC ch. 39 and to conduct a second reading of the ordinance.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

PH1 CC_BCC ch 39-Transient Lodging Tax ORDINANCE.doc	41KB
PH1 CC_BCC Ch 39 Transient Lodging Tax REDLINED.docx	43.39KB

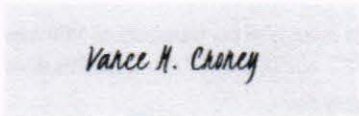
Comments (optional) If you have any questions, please call ext.6800

Department Approver VANCE CRONEY

Department Approval

Comments

Signature



Vance H. Choney

BOC Initial Approval

Approvals Required ☐ Counsel
☐ Finance
☐ HR

County Administrator Approver
JOE KERBY

Comments

County Administrator Approval

Comments

Signature



Joseph Kerby

BOC Final Approval

Comments

Signature



Teresa Farley

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

In the Matter of Amending Benton County)
Code Chapter 39, to Authorize the) **ORDINANCE No. 2021-0306**
Department of Revenue to Collect Tax)

THE BENTON COUNTY BOARD OF COMMISSIONERS HEREBY ORDAIN AS FOLLOWS:

WHEREAS, Benton County enacted BCC ch. 39, Transient Lodging Tax, on July 1, 2019, to assess and collect a local transient lodging tax (TLT) on short-term rentals of up to 30 days, which would include hotels, motels, resorts, inns, bed and breakfasts, cabins, lodges, RV sites and campgrounds, vacation rental houses, apartments and condominiums and any other dwelling unit used for temporary overnight stays; and

WHEREAS, under current Oregon law, the Oregon Department of Revenue may collect the TLT on behalf of local governments, as long as the local ordinance authorizes the state to perform tax collection duties; and

WHEREAS, the amendments to BCC ch. 39 will authorize the Oregon Department of Revenue to collect the TLT on behalf of Benton County and revise the penalty and interest provisions to be consistent with state law; and

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

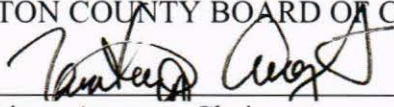
PART I. Short Title. This ordinance shall be known as "Amendment to Benton County Code Chapter 39, Transient Lodging Tax."

PART II. Text Amendment. Benton County Code Chapter 39 is hereby amended as described in the attached Exhibit A.

PART III. Effective Date. The effective date of the amendment to the Benton County Code will be:

1st Reading: September 7, 2021
2nd Reading: October 5, 2021
Effective Date: **November 5, 2021**

BENTON COUNTY BOARD OF COMMISSIONERS



Xanthippe Augerot, Chair

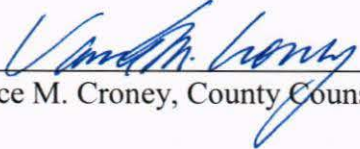


Nancy Wyse, Commissioner



Pat Malone, Commissioner

Approved as to form:



Vance M. Croney, County Counsel

CHAPTER 39

TRANSIENT LODGING TAX

ADMINISTRATION

39.000 Purpose. The purpose of this chapter is to institute a transient lodging tax in Benton County to fund tourism-related facilities and tourism promotion activities. [Ord. 2019-0294]

39.001 Where Tax is Imposed. The tax imposed in this chapter shall apply to all transient lodging located within Benton County, including within the city limits of incorporated cities in Benton County. [Ord. 2019-0294]

39.002 Use of Transient Lodging Tax Funds. The County shall distribute the revenue received from the transient lodging tax, minus any cost to the County in administering this chapter, as follows:

- (1) No less than seventy percent (70%) of all tax revenue received from lodging tax collectors shall be used to fund tourism promotion and tourism-related facilities.
- (2) The balance remaining shall be disbursed to the Benton County general fund to be used for county services. [Ord. 2019-0294]

39.003 Collector Records.

- (1) Every lodging tax collector shall keep records of each transaction involving rent and/or collection of transient lodging tax. All records shall be retained for no less than three (3) years and six (6) months.
- (2) The Chief Financial Officer or designee may examine all records of a lodging tax collector relating to receipt of rent and transient lodging tax and remittance of the tax during normal business hours and may obtain copies of the records to audit returns. [Ord. 2019-0294]

39.004 Authority of Chief Financial Officer. The Chief Financial Officer shall have the power to enforce this chapter, conduct audits, and to adopt rules, regulations, and forms consistent with this chapter. Upon adoption, rules and regulations of general application shall be mailed, or otherwise provided, to all registered lodging tax collectors. [Ord. 2019-0294]

DEFINITIONS

39.100 Definitions. As used in BCC ch. 39:

- (1) **"Board"** means the Benton County Board of Commissioners.

- (2) **"Certificate of Tax Registration"** means the authorizing document issued by the Chief Financial Officer to a provider or intermediary which signifies they are registered as a lodging tax collector in Benton County.
- (3) **"County"** means Benton County.
- (4) **"Intermediary"** means a person, other than a provider, who facilitates the retail sale of transient lodging and:
- (a) Charges for the occupancy of the transient lodging; or
 - (b) Collects the rent from the occupant; or
 - (c) Receives a fee or commission and requires the provider to use an application programming interface, or an otherwise specified third-party entity, to collect the rent.
- (5) **"Lodging Tax Collector"** means a provider or intermediary who has registered with the Chief Financial Officer and has received a Certificate of Tax Registration.
- (6) **"Occupancy"** means the right to the use or possession of any space in transient lodging for dwelling, lodging, or sleeping purposes for up to 30 days.
- (7) **"Occupant"** means any individual who exercises occupancy or is entitled to occupancy in transient lodging for a period of 30 consecutive calendar days or less, counting portions of calendar days as full days. The day an occupant checks out of the lodging shall not be included in determining the 30-day period, if the occupant is not charged rent for that day by the lodging tax collector. Any such individual so occupying space in a lodging shall be deemed to be an occupant until the period of 30 days has expired, unless there is an agreement in writing between the lodging tax collector and the occupant providing for a longer period of occupancy. In determining whether a person is an occupant, uninterrupted periods of time extending both prior and subsequent to the effective date hereof may be considered. A person who pays for lodging on a monthly basis, irrespective of the number of days of such month, shall not be deemed an occupant.
- (8) **"Person"** means any individual, firm, partnership, joint venture, limited liability company, corporation, limited liability partnership, association, host, social club, fraternal organization, fraternity, sorority, public or private dormitory, joint stock company, estate, trust, business trust, receiver, trustee, syndicate, or any other group or combination acting as a unit.
- (9) **"Provider"** means a person who furnishes transient lodging for occupancy to the general public for compensation.
- (10) **"Rent"** means the consideration paid or payable by an occupant for the occupancy of space in transient lodging valued in money, goods, labor, credits, property, or other consideration. If a separate fee is charged for services, goods, or commodities, and the fee is optional, that fee is not included in rent.

(11) **“Chief Financial Officer”** means the individual or department appointed by the Board to collect and administer the tax on behalf of the County.

(12) **“Tax Administrator”** means the Chief Finance Officer, or its designee, which may include the Oregon Department of Revenue. If the county utilizes the Oregon Department of Revenue as its tax administrator, it will comply with ORS 305.620 in that it will follow the rules adopted by the Department of Revenue regarding the administration, collection, enforcement and distribution of transient lodging taxes, even if those rules may differ from its own desired local processes and rules.

Commented [CVM1]: Required by DOR.

(13) **“Tax Return Form”** or **“Return”** means the form authorized by the Chief Financial Officer as the official form to be submitted by occupants in accordance with this chapter.

(14) **“Tourism Promotion”** means:

- (a) Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists; or
- (b) Conducting strategic planning and research necessary to stimulate future tourism development; or
- (c) Operating tourism promotion agencies; or
- (d) Marketing special events and festivals designed to attract tourists.

(15) **“Tourism-Related Facilities”** means:

- (a) A conference center, convention center, or visitor information center; or
- (b) Other improved real property that has a useful life of ten (10) or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.

(16) **“Transient Lodging”** or **“Transient Lodging Facilities”** means:

- (a) Hotel, motel, or inn dwelling units that are used for occupancy by the general public; or
- (b) Spaces used for overnight parking of recreational vehicles, space in a mobile home or trailer park or placement of tents during periods of occupancy by the general public; or
- (c) Houses, duplexes, multiplexes, cabins, condominiums, apartment units, public or private dormitory, fraternity, sorority, public or private club, houseboats, trailers, or other dwelling units, or portions of any of these dwelling units that are used for occupancy by the general public.

(17) **“TLT”** or **“Transient Lodging Tax”** or **“tax”** means the Benton County Transient Lodging Tax authorized herein. [Ord. 2019-0294; [Ord. 2021-0306](#)]

TAX AND COLLECTION

39.200 Tax Rate.

(1) Each lodging tax collector shall pay a TLT in the amount of three percent (3%) of the rent. The occupant shall pay the TLT with the rent to the lodging tax collector. The Chief Financial Officer shall maintain records of all rent charged and TLT payments received. If rent is paid in installments, a proportionate share of the TLT shall be paid by the lodging tax collector to the Chief Financial Officer with each installment unless the lodging tax collector pays the entire amount with the first payment.

(2) For rent collected on portions of a dollar, the first one-third of tax shall be collected on 25 cents through 49 cents, inclusive; the second one-third of tax shall be collected on 50 cents through 74 cents, inclusive; and the third one-third of tax shall be collected on 75 cents to \$1.00. [Ord. 2019-0294]

39.201 Lodging Tax Collector Expense Withholding. Every lodging tax collector liable for collection and remittance of the tax imposed by this chapter may withhold five percent (5%) of all collected TLT revenues to cover the lodging tax collector's expense in collection and remittance of the tax. [Ord. 2019-0294]

39.202 Invoice or Receipts Must List Rate. Bills, receipts, or invoices provided to occupants shall specifically list the TLT and must accurately state the amount of the tax. All amounts listed as TLT on invoices, bills, or receipts must be reported as TLT and, after collection, must be turned over to the County, less the five percent (5%) allotment for lodging tax collector's expense. [Ord. 2019-0294]

39.203 Collection of Tax by Lodging Tax Collector. All lodging tax collectors not otherwise exempted under the terms of this chapter shall collect a tax from any occupants of transient lodging facilities located in Benton County. The tax collected or accrued by the lodging tax collector constitutes a debt owing by the lodging tax collector to the County. [Ord. 2019-0294]

39.204 Deferment of Tax Until Rent is Paid. In all cases of credit or deferred payment of rent, the payment of tax to the lodging tax collector may be deferred until the rent is paid, and the lodging tax collector shall not be liable for the tax until credits are paid or deferred payments are made. [Ord. 2019-0294]

39.205 Remittance; Tax Return Required.

(1) On or before the last day of the month following each calendar quarter, lodging tax collectors shall submit a completed tax return form to the Chief Financial Officer accompanied by remittance of all tax collected for that quarter, less an administration fee in accordance with BCC 39.201. Returns shall show the gross Rents collected, taxable Rents, the total amount of TLT collected, and the amount of the administrative fee retained. Returns shall also show the exempted and excluded rents and the basis for exemptions and exclusions.

(2) The initial return may be completed for less than the three months preceding the due date; thereafter, however, returns shall be made for the applicable quarterly period. [Ord. 2019-0294]

39.206 Due Date; Date of Delivery; Extensions.

(1) All taxes collected by a lodging tax collector under this chapter are payable to the Chief Financial Officer on a quarterly basis and shall be due on the last day of the month following the calendar quarter.

(2) Returns and remittances may be submitted in person or by mail. If the return and remittance is mailed, the postmark shall be considered the date of delivery.

(3) The Chief Financial Officer may extend the time for making any return or remittance of the tax by up to 30 days. No further extension shall be granted, except as authorized by the Board. Any lodging tax collector to whom an extension is granted shall pay interest at the rate of 1 percent per month on the amount of tax due without proration for a fraction of a month. If a return is not filed, and the tax and interest due is not paid by the end of the extension granted, then the interest shall become a part of the tax for computation of penalties described elsewhere in this Chapter. [Ord. 2019-0294]

39.207 Fraud; Refusal to Collect; Evasion. If any lodging tax collector, provider or intermediary fails to collect, report, or remit the tax as required, submits a fraudulent return, or otherwise violates or attempts to violate this chapter, the Chief Financial Officer shall estimate the tax due, and calculate the amount owing for tax remittance, interest and penalties and provide notice to the lodging tax collector, provider or intermediary of the assessment. The determination and notice shall be made and mailed within three (3) years of the discovery by the Chief Financial Officer of the violation. The determination is due and payable upon receipt of notice and shall become final ten (10) business days after the date notice was delivered if no petition for redetermination is filed. [Ord. 2019-0294]

39.208 Lodging Tax Collector Delay.

(1) If the Chief Financial Officer believes that the collection of any tax or any amount of tax required to be collected and paid to the County will be jeopardized by delay, or if any determination will be jeopardized by delay, she or he shall thereupon make a determination of the tax or amount of tax required to be collected, noting the fact upon the determination.

(2) The amount so determined, as provided in this Chapter, shall be immediately due and payable; and the lodging tax collector shall immediately pay same determination to the Chief Financial Officer after service of notice thereof. Provided, however, the lodging tax collector may petition, after payment has been made, for redemption and refund of such determination, if the petition is filed within 10 days from the date of service of notice by the Chief Financial Officer. [Ord. 2019-0294]

39.209 Security for Collection of Tax. The Chief Financial Officer, whenever she or he deems it necessary to insure compliance herewith, may require any lodging tax collector subject thereto to deposit with her or him such security in the form of cash, bond, or other security as the Chief

Financial Officer may determine. The amount of the security shall be fixed by the Chief Financial Officer, but shall not be greater than twice the lodging tax collector's estimated average quarterly liability for the period for which she or he files returns, determined in such manner as the Chief Financial Officer deems proper, or \$5,000, whichever amount is the lesser. The amount of the security may be increased or decreased by the Chief Financial Officer, subject to the limitations provided in this Chapter. [Ord. 2019-0294]

REGISTRATION AND CERTIFICATE OF TAX REGISTRATION

39.300 Registration of Lodging Tax Collector. Every person engaging in, or about to engage in, business as an lodging tax collector, provider or intermediary of transient lodging located in Benton County shall provide a completed registration form to the Chief Financial Officer within fifteen (15) calendar days after commencing business. The registration form shall require the lodging tax collector, provider or intermediary to provide the name of the business, any separate business address, the address of the transient lodging facility, and other information as the Chief Financial Officer may require to implement this chapter. The registration form shall be signed by the provider or intermediary. [Ord. 2019-0294]

39.301 Certificate of Tax Registration. The Chief Financial Officer shall, within ten (10) days after registration, issue without charge a Certificate of Tax Registration to each registrant to collect the tax from the occupant, together with a duplicate thereof for each additional place of business of each registrant. Certificates shall be non-assignable and nontransferable and shall be surrendered immediately to the Chief Financial Officer when the business is sold or transferred or when the transient lodging facility ceases to operate at the location specified in the registration form. [Ord. 2019-0294]

39.302 Certificate of Tax Registration Requirements. Each Certificate of Tax Registration shall be prominently displayed at the transient lodging facility so as to be seen and readily noticeable by all occupants and persons seeking occupancy. The certificate shall include the following:

- (1) The name of the lodging tax collector;
- (2) The address of the transient lodging facility;
- (3) The date upon which the certificate was issued;
- (4) The certificate number as assigned by the Chief Financial Officer; and
- (5) "This Certificate of Tax Registration signifies that the person named on the face hereof has fulfilled the requirements of the transient room tax regulations of chapter 39 of the Benton County Code, by registration with the Benton County Chief Financial Officer for the purpose of collection from occupants the lodging tax imposed by said county and remitting said tax to the Benton County Tax Collector. This certificate does not authorize any person to conduct any unlawful business or to conduct any lawful business in an unlawful manner, or to operate a lodging facility, or other nonexempt dwelling unit, without strictly complying with all local applicable

laws, including, but not limited to, those requiring a permit from any board, commission, department, or office of the county. This certificate does not constitute a permit." [Ord. 2019-0294]

EXEMPTIONS

39.400 Dwellings Exempt from Tax. No tax shall be imposed upon:

- (1) A dwelling unit in a hospital, health care facility, long-term care facility or any other residential facility that is licensed, registered or certified by the Oregon Department of Human Services or the Oregon Health Authority;
- (2) A dwelling unit in a facility providing treatment for drug or alcohol abuse or providing mental health treatment;
- (3) A dwelling unit, the consideration for which is funded through a contract with a government agency and the purpose of which is to provide emergency or temporary shelter;
- (4) A dwelling unit at a nonprofit youth or church camp, nonprofit conference center, or other nonprofit facility. A non-profit lodging facility must be owned by an Internal Revenue Code 501(c) exempt organization and not be operated for a profit; or
- (5) A dwelling unit that is leased or otherwise occupied by the same person for a consecutive period of 30 days or more during the year. The requirements of this subsection are satisfied even if the physical dwelling unit changes during the consecutive period, if:
 - (a) All dwelling units occupied are within the same facility; and
 - (b) The person paying consideration for the transient lodging is the same person throughout the consecutive period. [Ord. 2019-0294]

FINANCIAL PENALTIES AND INTEREST

39.500 Penalties Imposed for Failure to File.

- (1) The lodging tax is delinquent on the first working day of the month following each quarterly payment due date.
- (2) Any lodging tax collector who has not been granted an extension of time for remittance of tax due, and who fails to remit any tax imposed by this Chapter prior to delinquency, shall pay a penalty of 10 percent of the amount of the tax due in the same manner and amount provided under ORS 314.400, as may be amended from time to time, in addition to the amount of the tax.
- (3) Any lodging tax collector who has not been granted an extension of time for remittance of tax due, and who failed to pay any delinquent remittance on or before a period of 30 days following the date on which the remittance first became delinquent, shall pay a second delinquency penalty of 15 percent of the amount of the tax due plus the amount of the tax and the 10 percent

Commented [CVM2]: DOR's Model ordinance section 9, B.

~~penalty first imposed~~ Every penalty imposed, and any interest that accrues, becomes part of the financial obligation required to be paid and remitted to the tax administrator.

Commented [CVM3]: DOR Model ordinance section 9.C.

(4) If the Chief Financial Officer determines that the nonpayment of any remittance due under this chapter is due to fraud or intent to evade the provisions thereof, a penalty of twenty-five percent (25%) of the amount of the tax shall be added thereto, in addition to the penalties stated in subsections (2) and (3) of this section. ~~Taxes, interest and penalties paid to the tax administrator under this section and 39.501 shall be distributed to the county.~~ [Ord. 2019-0294; Ord. 2021-0306]

Commented [CVM4]: DOR model ordinance section 9.D.

39.501 Interest to be Paid for Late Remittance. In addition to the penalties imposed, any lodging tax collector who fails to remit any tax imposed by this Chapter shall pay interest at the rate of one-half of one percent per month or fraction thereof without pro-ratio for portions of a month, on the amount of the tax due, exclusive of penalties, from the date on which the remittance first became delinquent until ~~paid~~ same rate established under ORS 305.220, as amended from time to time, for each month, or fraction of a month, from the time the return to the tax administrator was originally required to be filed at the time of payment. [Ord. 2019-0294]

Commented [CVM5]: DOR model ordinance section 9.A.

39.502 Penalties and Interest to Accrue; Appeal to Board.

(1) Every penalty imposed, and any interest that accrues, becomes a part of the financial obligation required to be paid and remitted to Chief Financial Officer.

(2) Any lodging tax collector or provider who fails to remit the tax herein levied within the time herein stated shall pay the penalties herein stated; provided, however, the lodging tax collector may petition the Board for waiver and refund of the penalty, or any portion thereof, and the Board may, if a good and sufficient reason is shown, waive and direct a refund of the penalty, or any portion thereof. [Ord. 2019-0294]

DEFICIENCIES, DETERMINATIONS AND REFUNDS

39.600 Deficiency Determination.

(1) If the Chief Financial Officer determines the returns are incorrect, the amount required may be computed and determined upon the basis of the facts contained in the return or returns or upon the basis of any information in the possession of the Chief Financial Officer. One or more deficiency determinations may be made of the amount due for one, or more periods, and the amount so determined shall be due and payable immediately upon service of notice as herein provided after which the amount determined is delinquent. Penalties on deficiencies shall be applied as set forth in BCC 39.600-.602.

(2) In reviewing and adjusting returns, the Chief Financial Officer shall offset any amount received in excess of the remittances due against any shortages in remittances. The interest on under payments shall be computed in the manner set forth in BCC 39.600-.602.

(3) Except in the case of fraud or intent to evade the TLT, notice of deficiency determinations shall be issued within three (3) years of the period for which the deficiency determination is made.

(4) The time to remit deficient payment amounts under this section shall be extended if the Chief Financial Officer timely requests a redetermination. [Ord. 2019-0294]

39.601 Redeterminations.

- (1) Any person affected by a determination made under this chapter may file a petition for redetermination with the Chief Financial Officer within ten (10) business days of service of notice of the tax deficiency. A determination becomes final if a petition for redetermination is not timely filed.
- (2) If a petition for redetermination is filed within the allowable period, the Chief Financial Officer shall reconsider the determination and grant an oral hearing if requested. The oral hearing shall be set not less than 20 days, nor more than 50 days from the date the petition was received by the Chief Financial Officer.
- (3) After considering the petition and all available information, the Chief Financial Officer shall issue a redetermination decision and mail the decision to the petitioner. During the redetermination process, the Chief Financial Officer may agree to a compromise of the amount due if there is reasonable evidence to support a compromise.
- (4) The decision of the Chief Financial Officer on redetermination becomes final and payment is due no later than ten (10) business days after the decision is mailed unless the petitioner files an appeal to the Board within that time. The appeal shall also be filed with the Chief Financial Officer. The Board shall conduct a record review of the initial appeal and shall not hold a hearing on the final appeal. The Board's decision shall be final when reduced to writing and mailed to the petitioner, and all amounts due must be paid within ten (10) business days of mailing of the Board's decision. [Ord. 2019-0294]

39.602. Refunds.

- (1) A lodging tax collector may file a claim for refund by filing a claim in writing within three (3) years of payment providing the facts relating to the claim for refund. If the Chief Financial Officer determines that the tax was collected and remitted to the County and the occupant was not required to pay the tax or overpaid, the County shall issue a refund.
- (2) The person claiming the refund shall have the burden of proving the facts that establish the basis for the refund. [Ord. 2019-0294]

ENFORCEMENT

39.700 Legal Right to Collect.

- (1) The County may bring legal action to collect on any amounts owed to the County under this Chapter within three (3) years after remittance is due to the County or within three (3) years after any determination becomes final.
- (2) The County is entitled to collect reasonable attorneys' fee in any legal action brought to collect on amount owed to the County under this Chapter.

(3) The County may seek a judgment lien, or any other lien authorized by law, against any real property owned by the lodging tax collector or provider as to any delinquent remittances owed by the lodging tax collector or provider. [Ord. 2019-0294]

39.701 Lien.

(1) Any tax collected by the lodging tax collector, provider or intermediary but not remitted to the Chief Financial Lodging tax collector in the time required by this chapter, together with the interest and penalties herein provided and the filing fees paid to the Clerk of Benton County and advertising costs which may be incurred when same becomes delinquent as set forth in this chapter, shall constitute a lien on the transient lodging real property. The Chief Financial Officer may record a lien in the county lien record against the transient lodging property and any real property owned by the lodging tax collector, provider or intermediary as to any delinquent remittance by the lodging tax collector, provider or intermediary. The lien is in addition to any other process to secure payment allowed by law.

(2) This lien shall have priority over all other liens and encumbrances of any character. The lien may be foreclosed on and the property sold as may be necessary to discharge the lien in the manner specified in ORS 223.505 through 223.595.

(3) Any lien for taxes shall, upon the payment of all taxes, penalties and interest thereon, be released by the Chief Financial Officer, and the lodging tax collector, provider, intermediary or person making such payment shall receive a receipt stating the full amount of taxes, penalties and interest thereon have been paid and that the lien is thereby released. [Ord. 2019-0294]

39.702 Providers and Intermediaries Jointly Liable for Tax. A lodging tax collector, provider and an intermediary may be held jointly and severally liable for the tax, including any and all penalties and interest provided for in this chapter. [Ord. 2019-0294]

39.703 Fines. Violation of the provisions of this chapter may also be punished in accordance with the provisions of BCC chapter 31. [Ord. 2019-0294]

CHAPTER 39

TRANSIENT LODGING TAX

ADMINISTRATION

39.000 Purpose. The purpose of this chapter is to institute a transient lodging tax in Benton County to fund tourism-related facilities and tourism promotion activities. [Ord. 2019-0294]

39.001 Where Tax is Imposed. The tax imposed in this chapter shall apply to all transient lodging located within Benton County, including within the city limits of incorporated cities in Benton County. [Ord. 2019-0294]

39.002 Use of Transient Lodging Tax Funds. The County shall distribute the revenue received from the transient lodging tax, minus any cost to the County in administering this chapter, as follows:

- (1) No less than seventy percent (70%) of all tax revenue received from lodging tax collectors shall be used to fund tourism promotion and tourism-related facilities.
- (2) The balance remaining shall be disbursed to the Benton County general fund to be used for county services. [Ord. 2019-0294]

39.003 Collector Records.

- (1) Every lodging tax collector shall keep records of each transaction involving rent and/or collection of transient lodging tax. All records shall be retained for no less than three (3) years and six (6) months.
- (2) The Chief Financial Officer or designee may examine all records of a lodging tax collector relating to receipt of rent and transient lodging tax and remittance of the tax during normal business hours and may obtain copies of the records to audit returns. [Ord. 2019-0294]

39.004 Authority of Chief Financial Officer. The Chief Financial Officer shall have the power to enforce this chapter, conduct audits, and to adopt rules, regulations, and forms consistent with this chapter. Upon adoption, rules and regulations of general application shall be mailed, or otherwise provided, to all registered lodging tax collectors. [Ord. 2019-0294]

DEFINITIONS

39.100 Definitions. As used in BCC ch. 39:

- (1) **“Board”** means the Benton County Board of Commissioners.

(2) **“Certificate of Tax Registration”** means the authorizing document issued by the Chief Financial Officer to a provider or intermediary which signifies they are registered as a lodging tax collector in Benton County.

(3) **“County”** means Benton County.

(4) **“Intermediary”** means a person, other than a provider, who facilitates the retail sale of transient lodging and:

- (a) Charges for the occupancy of the transient lodging; or
- (b) Collects the rent from the occupant; or
- (c) Receives a fee or commission and requires the provider to use an application programming interface, or an otherwise specified third-party entity, to collect the rent.

(5) **“Lodging Tax Collector”** means a provider or intermediary who has registered with the Chief Financial Officer and has received a Certificate of Tax Registration.

(6) **“Occupancy”** means the right to the use or possession of any space in transient lodging for dwelling, lodging, or sleeping purposes for up to 30 days.

(7) **“Occupant”** means any individual who exercises occupancy or is entitled to occupancy in transient lodging for a period of 30 consecutive calendar days or less, counting portions of calendar days as full days. The day an occupant checks out of the lodging shall not be included in determining the 30-day period, if the occupant is not charged rent for that day by the lodging tax collector. Any such individual so occupying space in a lodging shall be deemed to be an occupant until the period of 30 days has expired, unless there is an agreement in writing between the lodging tax collector and the occupant providing for a longer period of occupancy. In determining whether a person is an occupant, uninterrupted periods of time extending both prior and subsequent to the effective date hereof may be considered. A person who pays for lodging on a monthly basis, irrespective of the number of days of such month, shall not be deemed an occupant.

(8) **“Person”** means any individual, firm, partnership, joint venture, limited liability company, corporation, limited liability partnership, association, host, social club, fraternal organization, fraternity, sorority, public or private dormitory, joint stock company, estate, trust, business trust, receiver, trustee, syndicate, or any other group or combination acting as a unit.

(9) **“Provider”** means a person who furnishes transient lodging for occupancy to the general public for compensation.

(10) **“Rent”** means the consideration paid or payable by an occupant for the occupancy of space in transient lodging valued in money, goods, labor, credits, property, or other consideration. If a separate fee is charged for services, goods, or commodities, and the fee is optional, that fee is not included in rent.

(11) **“Chief Financial Officer”** means the individual or department appointed by the Board to collect and administer the tax on behalf of the County.

(12) **“Tax Administrator”** means the Chief Finance Officer, or its designee, which may include the Oregon Department of Revenue. If the county utilizes the Oregon Department of Revenue as its tax administrator, it will comply with ORS 305.620 in that it will follow the rules adopted by the Department of Revenue regarding the administration, collection, enforcement and distribution of transient lodging taxes, even if those rules may differ from its own desired local processes and rules.

(13) **“Tax Return Form”** or **“Return”** means the form authorized by the Chief Financial Officer as the official form to be submitted by occupants in accordance with this chapter.

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- (a) Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists; or
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(15) **“Tourism-Related Facilities”** means:

- (a) A conference center, convention center, or visitor information center; or
- (b) Other improved real property that has a useful life of ten (10) or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.

(16) **“Transient Lodging”** or **“Transient Lodging Facilities”** means:

- (a) Hotel, motel, or inn dwelling units that are used for occupancy by the general public; or
- (b) Spaces used for overnight parking of recreational vehicles, space in a mobile home or trailer park or placement of tents during periods of occupancy by the general public; or
- (c) Houses, duplexes, multiplexes, cabins, condominiums, apartment units, public or private dormitory, fraternity, sorority, public or private club, houseboats, trailers, or other dwelling units, or portions of any of these dwelling units that are used for occupancy by the general public.

(17) **“TLT” or “Transient Lodging Tax” or “tax”** means the Benton County Transient Lodging Tax authorized herein. [Ord. 2019-0294; Ord. 2021-0306]

TAX AND COLLECTION

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(2) For rent collected on portions of a dollar, the first one-third of tax shall be collected on 25 cents through 49 cents, inclusive; the second one-third of tax shall be collected on 50 cents through 74 cents, inclusive; and the third one-third of tax shall be collected on 75 cents to \$1.00. [Ord. 2019-0294]

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39.204 Deferment of Tax Until Rent is Paid. In all cases of credit or deferred payment of rent, the payment of tax to the lodging tax collector may be deferred until the rent is paid, and the lodging tax collector shall not be liable for the tax until credits are paid or deferred payments are made. [Ord. 2019-0294]

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(1) On or before the last day of the month following each calendar quarter, lodging tax collectors shall submit a completed tax return form to the Chief Financial Officer accompanied by remittance of all tax collected for that quarter, less an administration fee in accordance with BCC 39.201. Returns shall show the gross Rents collected, taxable Rents, the total amount of TLT

collected, and the amount of the administrative fee retained. Returns shall also show the exempted and excluded rents and the basis for exemptions and exclusions.

(2) The initial return may be completed for less than the three months preceding the due date; thereafter, however, returns shall be made for the applicable quarterly period. [Ord. 2019-0294]

39.206 Due Date; Date of Delivery; Extensions.

(1) All taxes collected by a lodging tax collector under this chapter are payable to the Chief Financial Officer on a quarterly basis and shall be due on the last day of the month following the calendar quarter.

(2) Returns and remittances may be submitted in person or by mail. If the return and remittance is mailed, the postmark shall be considered the date of delivery.

(3) The Chief Financial Officer may extend the time for making any return or remittance of the tax by up to 30 days. No further extension shall be granted, except as authorized by the Board. Any lodging tax collector to whom an extension is granted shall pay interest at the rate of 1 percent per month on the amount of tax due without proration for a fraction of a month. If a return is not filed, and the tax and interest due is not paid by the end of the extension granted, then the interest shall become a part of the tax for computation of penalties described elsewhere in this Chapter. [Ord. 2019-0294]

39.207 Fraud; Refusal to Collect; Evasion. If any lodging tax collector, provider or intermediary fails to collect, report, or remit the tax as required, submits a fraudulent return, or otherwise violates or attempts to violate this chapter, the Chief Financial Officer shall estimate the tax due, and calculate the amount owing for tax remittance, interest and penalties and provide notice to the lodging tax collector, provider or intermediary of the assessment. The determination and notice shall be made and mailed within three (3) years of the discovery by the Chief Financial Officer of the violation. The determination is due and payable upon receipt of notice and shall become final ten (10) business days after the date notice was delivered if no petition for redetermination is filed. [Ord. 2019-0294]

39.208 Lodging Tax Collector Delay.

(1) If the Chief Financial Officer believes that the collection of any tax or any amount of tax required to be collected and paid to the County will be jeopardized by delay, or if any determination will be jeopardized by delay, she or he shall thereupon make a determination of the tax or amount of tax required to be collected, noting the fact upon the determination.

(2) The amount so determined, as provided in this Chapter, shall be immediately due and payable; and the lodging tax collector shall immediately pay same determination to the Chief Financial Officer after service of notice thereof. Provided, however, the lodging tax collector may petition, after payment has been made, for redemption and refund of such determination, if the petition is filed within 10 days from the date of service of notice by the Chief Financial Officer. [Ord. 2019-0294]

39.209 Security for Collection of Tax. The Chief Financial Officer, whenever she or he deems it necessary to insure compliance herewith, may require any lodging tax collector subject thereto to deposit with her or him such security in the form of cash, bond, or other security as the Chief Financial Officer may determine. The amount of the security shall be fixed by the Chief Financial Officer, but shall not be greater than twice the lodging tax collector's estimated average quarterly liability for the period for which she or he files returns, determined in such manner as the Chief Financial Officer deems proper, or \$5,000, whichever amount is the lesser. The amount of the security may be increased or decreased by the Chief Financial Officer, subject to the limitations provided in this Chapter. [Ord. 2019-0294]

REGISTRATION AND CERTIFICATE OF TAX REGISTRATION

39.300 Registration of Lodging Tax Collector. Every person engaging in, or about to engage in, business as an lodging tax collector, provider or intermediary of transient lodging located in Benton County shall provide a completed registration form to the Chief Financial Officer within fifteen (15) calendar days after commencing business. The registration form shall require the lodging tax collector, provider or intermediary to provide the name of the business, any separate business address, the address of the transient lodging facility, and other information as the Chief Financial Officer may require to implement this chapter. The registration form shall be signed by the provider or intermediary. [Ord. 2019-0294]

39.301 Certificate of Tax Registration. The Chief Financial Officer shall, within ten (10) days after registration, issue without charge a Certificate of Tax Registration to each registrant to collect the tax from the occupant, together with a duplicate thereof for each additional place of business of each registrant. Certificates shall be non-assignable and nontransferable and shall be surrendered immediately to the Chief Financial Officer when the business is sold or transferred or when the transient lodging facility ceases to operate at the location specified in the registration form. [Ord. 2019-0294]

39.302 Certificate of Tax Registration Requirements. Each Certificate of Tax Registration shall be prominently displayed at the transient lodging facility so as to be seen and readily noticeable by all occupants and persons seeking occupancy. The certificate shall include the following:

- (1) The name of the lodging tax collector;
- (2) The address of the transient lodging facility;
- (3) The date upon which the certificate was issued;
- (4) The certificate number as assigned by the Chief Financial Officer; and
- (5) "This Certificate of Tax Registration signifies that the person named on the face hereof has fulfilled the requirements of the transient room tax regulations of chapter 39 of the Benton County Code, by registration with the Benton County Chief Financial Officer for the purpose of collection from occupants the lodging tax imposed by said county and remitting said tax to the

Benton County Tax Collector. This certificate does not authorize any person to conduct any unlawful business or to conduct any lawful business in an unlawful manner, or to operate a lodging facility, or other nonexempt dwelling unit, without strictly complying with all local applicable laws, including, but not limited to, those requiring a permit from any board, commission, department, or office of the county. This certificate does not constitute a permit." [Ord. 2019-0294]

EXEMPTIONS

39.400 Dwellings Exempt from Tax. No tax shall be imposed upon:

- (1) A dwelling unit in a hospital, health care facility, long-term care facility or any other residential facility that is licensed, registered or certified by the Oregon Department of Human Services or the Oregon Health Authority;
- (2) A dwelling unit in a facility providing treatment for drug or alcohol abuse or providing mental health treatment;
- (3) A dwelling unit, the consideration for which is funded through a contract with a government agency and the purpose of which is to provide emergency or temporary shelter;
- (4) A dwelling unit at a nonprofit youth or church camp, nonprofit conference center, or other nonprofit facility. A non-profit lodging facility must be owned by an Internal Revenue Code 501(c) exempt organization and not be operated for a profit; or
- (5) A dwelling unit that is leased or otherwise occupied by the same person for a consecutive period of 30 days or more during the year. The requirements of this subsection are satisfied even if the physical dwelling unit changes during the consecutive period, if:
 - (a) All dwelling units occupied are within the same facility; and
 - (b) The person paying consideration for the transient lodging is the same person throughout the consecutive period. [Ord. 2019-0294]

FINANCIAL PENALTIES AND INTEREST

39.500 Penalties Imposed for Failure to File.

- (1) The lodging tax is delinquent on the first working day of the month following each quarterly payment due date.
- (2) Any lodging tax collector who has not been granted an extension of time for remittance of tax due, and who fails to remit any tax imposed by this Chapter prior to delinquency, shall pay a penalty in the same manner and amount provided under ORS 314.400, as may be amended from time to time, in addition to the amount of the tax.

(3) Every penalty imposed, and any interest that accrues, becomes part of the financial obligation required to be paid and remitted to the tax administrator.

(4) Taxes, interest and penalties paid to the tax administrator under this section and 39.501 shall be distributed to the county. [Ord. 2019-0294; Ord. 2021-0306]

39.501 Interest to be Paid for Late Remittance. In addition to the penalties imposed, any lodging tax collector who fails to remit any tax imposed by this Chapter shall pay interest at the same rate established under ORS 305.220, as amended from time to time, for each month, or fraction of a month, from the time the return to the tax administrator was originally required to be filed at the time of payment. [Ord. 2019-0294]

39.502 Penalties and Interest to Accrue; Appeal to Board.

(1) Every penalty imposed, and any interest that accrues, becomes a part of the financial obligation required to be paid and remitted to Chief Financial Officer.

(2) Any lodging tax collector or provider who fails to remit the tax herein levied within the time herein stated shall pay the penalties herein stated; provided, however, the lodging tax collector may petition the Board for waiver and refund of the penalty, or any portion thereof, and the Board may, if a good and sufficient reason is shown, waive and direct a refund of the penalty, or any portion thereof. [Ord. 2019-0294]

DEFICIENCIES, DETERMINATIONS AND REFUNDS

39.600 Deficiency Determination.

(1) If the Chief Financial Officer determines the returns are incorrect, the amount required may be computed and determined upon the basis of the facts contained in the return or returns or upon the basis of any information in the possession of the Chief Financial Officer. One or more deficiency determinations may be made of the amount due for one, or more periods, and the amount so determined shall be due and payable immediately upon service of notice as herein provided after which the amount determined is delinquent. Penalties on deficiencies shall be applied as set forth in BCC 39.600-.602.

(2) In reviewing and adjusting returns, the Chief Financial Officer shall offset any amount received in excess of the remittances due against any shortages in remittances. The interest on under payments shall be computed in the manner set forth in BCC 39.600-.602.

(3) Except in the case of fraud or intent to evade the TLT, notice of deficiency determinations shall be issued within three (3) years of the period for which the deficiency determination is made.

(4) The time to remit deficient payment amounts under this section shall be extended if the Chief Financial Officer timely requests a redetermination. [Ord. 2019-0294]

39.601 Redeterminations.

- (1) Any person affected by a determination made under this chapter may file a petition for redetermination with the Chief Financial Officer within ten (10) business days of service of notice of the tax deficiency. A determination becomes final if a petition for redetermination is not timely filed.
- (2) If a petition for redetermination is filed within the allowable period, the Chief Financial Officer shall reconsider the determination and grant an oral hearing if requested. The oral hearing shall be set not less than 20 days, nor more than 50 days from the date the petition was received by the Chief Financial Officer.
- (3) After considering the petition and all available information, the Chief Financial Officer shall issue a redetermination decision and mail the decision to the petitioner. During the redetermination process, the Chief Financial Officer may agree to a compromise of the amount due if there is reasonable evidence to support a compromise.
- (4) The decision of the Chief Financial Officer on redetermination becomes final and payment is due no later than ten (10) business days after the decision is mailed unless the petitioner files an appeal to the Board within that time. The appeal shall also be filed with the Chief Financial Officer. The Board shall conduct a record review of the initial appeal and shall not hold a hearing on the final appeal. The Board's decision shall be final when reduced to writing and mailed to the petitioner, and all amounts due must be paid within ten (10) business days of mailing of the Board's decision. [Ord. 2019-0294]

39.602. Refunds.

- (1) A lodging tax collector may file a claim for refund by filing a claim in writing within three (3) years of payment providing the facts relating to the claim for refund. If the Chief Financial Officer determines that the tax was collected and remitted to the County and the occupant was not required to pay the tax or overpaid, the County shall issue a refund.
- (2) The person claiming the refund shall have the burden of proving the facts that establish the basis for the refund. [Ord. 2019-0294]

ENFORCEMENT

39.700 Legal Right to Collect.

- (1) The County may bring legal action to collect on any amounts owed to the County under this Chapter within three (3) years after remittance is due to the County or within three (3) years after any determination becomes final.
- (2) The County is entitled to collect reasonable attorneys' fee in any legal action brought to collect on amount owed to the County under this Chapter.

(3) The County may seek a judgment lien, or any other lien authorized by law, against any real property owned by the lodging tax collector or provider as to any delinquent remittances owed by the lodging tax collector or provider. [Ord. 2019-0294]

39.701 Lien.

(1) Any tax collected by the lodging tax collector, provider or intermediary but not remitted to the Chief Financial Lodging tax collector in the time required by this chapter, together with the interest and penalties herein provided and the filing fees paid to the Clerk of Benton County and advertising costs which may be incurred when same becomes delinquent as set forth in this chapter, shall constitute a lien on the transient lodging real property. The Chief Financial Officer may record a lien in the county lien record against the transient lodging property and any real property owned by the lodging tax collector, provider or intermediary as to any delinquent remittance by the lodging tax collector, provider or intermediary. The lien is in addition to any other process to secure payment allowed by law.

(2) This lien shall have priority over all other liens and encumbrances of any character. The lien may be foreclosed on and the property sold as may be necessary to discharge the lien in the manner specified in ORS 223.505 through 223.595.

(3) Any lien for taxes shall, upon the payment of all taxes, penalties and interest thereon, be released by the Chief Financial Officer, and the lodging tax collector, provider, intermediary or person making such payment shall receive a receipt stating the full amount of taxes, penalties and interest thereon have been paid and that the lien is thereby released. [Ord. 2019-0294]

39.702 Providers and Intermediaries Jointly Liable for Tax. A lodging tax collector, provider and an intermediary may be held jointly and severally liable for the tax, including any and all penalties and interest provided for in this chapter. [Ord. 2019-0294]

39.703 Fines. Violation of the provisions of this chapter may also be punished in accordance with the provisions of BCC chapter 31. [Ord. 2019-0294]

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 10/05/21

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Board of Commissioners

Contact Name * Joe Kerby

Phone Extension * 6800

Meeting Attendee Name * Joe Kerby / Andrea Myhre

Agenda Item Details

Item Title * Discussion and Decision Regarding Request from Corvallis Housing First for a Contribution of \$75,000 for Renovations Toward Third Street Commons

Item Involves * Check all that apply

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

Estimated Time * 10 minutes

Board/Committee Involvement *

- ☐ Yes
- ☒ No

Advertisement*

☐ Yes

☒ No

Issues and Fiscal Impact

Item Issues and Description

**Identified Salient
Issues ***

Corvallis Housing First (CHF) is requesting a contribution of \$75,000 to assist with covering unexpected repair costs for Third Street Commons. Third Street Commons, formerly the Budget Inn, was purchased in Winter 2021 by Corvallis Housing First with the help of Oregon Community Foundation (OCF) through Project Turnkey. The facility features 26 rooms that are currently being operated as non-congregate shelter in partnership with Unity Shelter. Operations and case management services are being funded through the Emergency Services CV-2 Grant, made available through the State of Oregon, in partnership with Community Services Consortium, through summer 2022. In total, the Third Street Commons purchase, renovation, and operations project has brought nearly 3.5 million dollars of state and federal funding to address homelessness to our community. Currently, the site is providing shelter and services to 20-25 people each night, including those who are medically fragile and are quarantining due to COVID exposure, with plans to house more individuals as units come back online after renovations. CHF plans to use the site for Permanent Supportive Housing in the future, and has raised nearly 8 million in funding commitments toward future capital costs and development.

The total cost of the needed repairs for Third Street Commons is likely around \$430,000, with \$420,000 already billed for and paid by CHF (see attachment 3). Recognizing the increased list of repairs and associated costs, CHF asked for and received an additional \$100,000 from OCF, in addition to the \$100,000 initially received, as well as \$100,000 from Community Services Consortium. In addition, we asked Benton Community Foundation for help, and they were able to help us connect with a donor who contributed \$25,000 toward these costs. This has still left CHF with a significant gap in funding to cover the cost of repairs, which is why we are asking Benton County to cover at least \$75,000 toward the project.

Options *

- 1) Approve request for \$75,000
- 2) Do not approve the request for \$75,000
- 3) Approve contributing a different amount

Fiscal Impact *

- ☒ Yes
☐ No

**Fiscal Impact
Description ***

The fiscal impact is \$75,000 or otherwise as determined by the Board of Commissioners

2040 Thriving Communities Initiative

Mandated
Service? *

- ☐ Yes
☒ No

2040 Thriving Communities Initiative

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

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

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values Selections *

By contributing to the Third Street Commons project Benton County is assisting with providing sheltering for persons experiencing homelessness which is improving the livability of the Community as well as providing support to people in need of assistance.

Focus Areas and Vision *

Select all that apply.

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

Explain Focus Areas and Vision Selection *

By contributing to the Third Street Commons project Benton County is improving community safety by providing a safe place for people experiencing homeless to stay. In addition, this initial entry into a system of sheltering will provide the opportunity for individual experiencing homelessness to transition into permanent supportive housing.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * The request from Corvallis Housing First is in alignment with one of the five Board of Commissioners stated priorities of addressing Homelessness and Housing insecurity. In addition, providing this financial support to Corvallis Housing First supports the HOPE Advisory Board recommendation #6 in reference to establishing a 24/7/365 sheltering system.

Meeting Motions * I move to ...
I move to approve a \$75,000 contribution to Corvallis Housing First for the purposes of repairs and renovations to Third Street Commons.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

7.1 BOC_CHF Third Street Commons ltr.pdf 1.14MB

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

**Department
Approver**

TERESA FARLEY

Department Approval

Comments

Signature



Teresa Farley

BOC Initial Approval

Approvals Required ☐ Counsel
☐ Finance
☐ HR

County Administrator Approver TERESA FARLEY

Comments

County Administrator Approval

Comments

Signature

Teresa Farley

BOC Final Approval

Comments

Signature

Teresa Farley

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 10/19/21

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Sheriff's Office

Contact Name * Justin Carley

Phone Extension * 6224

Meeting Attendee Name * Justin Carley

Agenda Item Details



Item Title * Approval of 2021 – 2023 Community Corrections Plan and IGA #6152 between State of Oregon and Benton County

Item Involves *

Check all that apply

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

Estimated Time * 15 min

Board/Committee Involvement *
☐ Yes
☒ No

Advertisement*

☐ Yes

☒ No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *	The Oregon Department of Corrections (DOC) requires counties to submit a Community Corrections Plan approved by the Local Public Safety Coordinating Council (LPSCC) and Board of Commissioners (BOC). This biennium, the DOC has asked that the LPSCC submit a letter to the BOC indicating approval of the Community Corrections Plan. The Plan is scheduled to be presented to the LPSCC on October 20, 2021. The Oregon Department of Corrections also requires counties to enter into an Intergovernmental Agreement (IGA) to receive Grant-in-Aid funds for Community Corrections programs. The IGA must be approved by the Board of Commissioners and submitted to the Department of Corrections to receive state grant funding.
Options *	1) Approve 2) Disapprove
Fiscal Impact *	☒ Yes ☐ No
Fiscal Impact Description *	Oregon Department of Corrections funding is necessary to maintain local community corrections programming. Approval of the 2021-2023 Community Corrections Plan and Intergovernmental Agreement #6152 will meet the requirements to receive Grant-in-Aid funds.

2040 Thriving Communities Initiative

**Mandated
Service? ***

☒ Yes
☐ No

2040 Thriving Communities Initiative

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

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

**Mandated Service
Description ***

If this agenda checklist describes a mandated service or other function, please describe here.

COMMUNITY CORRECTIONS

423.475 Findings. The Legislative Assembly finds and declares that:

(1) Passage by the voters of chapter 2, Oregon Laws 1995, has created mandatory minimum penalties for certain violent offenses, and the probable effect thereof will be a significant increase in the demands placed on state secure facilities.

(2) These demands are a shared responsibility of the State of Oregon and its county governments. The state recognizes that it is in a better position than counties to assume responsibility for serious violent offenders and career property offenders.

(3) Counties are willing, in the context of a partnership with the state, to assume responsibility for felony offenders sentenced to a term of incarceration of 12 months or less.

(4) Under the terms of the partnership agreement, the counties agree to assume responsibility for the offenders described in subsection (3) of this section, subject to the state agreeing to provide adequate funding to the counties for this responsibility.

(5) The amendments to statutes made by sections 1a to 5, 7, 8, 9a, 9b, 9c, 10 to 14, 17 to 19 and 22 to 29, chapter 423, Oregon Laws 1995, and the provisions of ORS 423.478, 423.483 and 423.549 and section 5a, chapter 423, Oregon Laws 1995, are intended to acknowledge and implement the terms of the partnership between the state and the counties. [1995 c.423 §1]

423.478 Duties of department and counties; authority of county supervisory authority. (1) The Department of Corrections shall:

(a) Operate prisons for offenders sentenced to terms of incarceration for more than 12 months;

(b) Provide central information and data services sufficient to:

(A) Allow tracking of offenders; and

(B) Permit analysis of correlations between sanctions, supervision, services and programs, and future criminal conduct; and

(c) Provide interstate compact administration and jail inspections.

(2) Subject to ORS 423.483, the county, in partnership with the department, shall assume responsibility for community-based supervision, sanctions and services for offenders convicted of felonies or designated drug-related misdemeanors who are:

- (a) On parole;
- (b) On probation;
- (c) On post-prison supervision;
- (d) Sentenced, on or after January 1, 1997, to 12 months or less incarceration;
- (e) Sanctioned, on or after January 1, 1997, by a court or the State Board of Parole and Post-Prison Supervision to 12 months or less incarceration for violation of a condition of parole, probation or post-prison supervision; or
- (f) On conditional release under ORS 420A.206.

(3) Notwithstanding the fact that the court has sentenced a person to a term of incarceration, when an offender is committed to the custody of the supervisory authority of a county under ORS 137.124 (2) or (4), the supervisory authority may execute the sentence by imposing sanctions other than incarceration if deemed appropriate by the supervisory authority. If the supervisory authority releases a person from custody under this subsection and the person is required to report as a sex offender under ORS 163A.010, the supervisory authority, as a condition of release, shall order the person to report to the Department of State Police, a city police department or a county sheriff's office or to the supervising agency, if any:

- (a) When the person is released;
- (b) Within 10 days of a change of residence;
- (c) Once each year within 10 days of the person's birth date;
- (d) Within 10 days of the first day the person works at, carries on a vocation at or attends an institution of higher education; and
- (e) Within 10 days of a change in work, vocation or attendance status at an institution of higher education.

(4) As used in this section:

(a) "Attends," "institution of higher education," "works" and "carries on a vocation" have the meanings given those terms in ORS 163A.005.

(b) "Designated drug-related misdemeanor" means:

(A) Unlawful possession of a Schedule I controlled substance under ORS 475.752 (3)(a);

(B) Unlawful possession of a Schedule II controlled substance under ORS 475.752 (3)(b);

(C) Unlawful possession of methadone under ORS 475.824 (2)(a);

(D) Unlawful possession of oxycodone under ORS 475.834 (2)(a);

(E) Unlawful possession of heroin under ORS 475.854 (2)(a);

(F) Unlawful possession of 3,4-methylenedioxymethamphetamine under ORS 475.874 (2)(a);

(G) Unlawful possession of cocaine under ORS 475.884 (2)(a); or

(H) Unlawful possession of methamphetamine under ORS 475.894 (2)(a). [1995 c.423 §9; 1997 c.313 §33; 1997 c.433 §9; 1999 c.156 §1; 1999 c.626 §21; amendments by 1999 c.626 §44 repealed by 2001 c.884 §1; 2005 c.567 §12; 2009 c.204 §9; 2009 c.713 §16; 2017 c.706 §17]

423.483 Baseline funding; basis on which county can discontinue participation. (1)

(a) The baseline funding for biennia beginning after June 30, 1999, is the current service level for the expenses of providing management, support services, supervision and sanctions for offenders described in ORS 423.478 (2). At a minimum, each biennium's appropriation must be established at this baseline.

(b) The baseline funding described in paragraph (a) of this subsection:

(A) May not be decreased as a result of a reduction under ORS 137.633.

(B) May not be increased as a result of community-based sanctions, services and programs that are funded under section 53, chapter 649, Oregon Laws 2013.

(2) If the total state community corrections appropriation is less than the baseline calculated under subsection (1) of this section, a county may discontinue participation by written notification to the director 180 days prior to implementation of the change. If a county discontinues participation, the responsibility for correctional services transferred to the county, and the portion of funding made available to the county under ORS 423.530 reverts to the Department of Corrections. In no case does responsibility for supervision and provision of correctional services to misdemeanor offenders revert to the department.

(3) As used in this section, "current service level" means the calculated cost of continuing current legislatively funded programs, phased in programs and increased caseloads minus one-time costs, decreased caseloads, phased out programs and pilot programs with the remainder adjusted for inflation as determined by the Legislative Assembly in its biennial appropriation to the Department of Corrections. [1995 c.423 §6; 1999 c.952 §1; 2013 c.649 §20; 2015 c.140 §2]

Note: The amendments to 423.483 by section 22, chapter 649, Oregon Laws 2013, become operative July 1, 2025. See section 23, chapter 649, Oregon Laws 2013. The text that is operative on and after July 1, 2025, including amendments by section 3, chapter 140, Oregon Laws 2015, is set forth for the user's convenience.

423.483. (1)(a) The baseline funding for biennia beginning after June 30, 1999, is the current service level for the expenses of providing management, support services, supervision and sanctions for offenders described in ORS 423.478 (2). At a minimum, each biennium's appropriation must be established at this baseline.

(b) The baseline funding described in paragraph (a) of this subsection may not be decreased as a result of a reduction under ORS 137.633.

(2) If the total state community corrections appropriation is less than the baseline calculated under subsection (1) of this section, a county may discontinue participation by written notification to the director 180 days prior to implementation of the change. If a county discontinues participation, the responsibility for correctional services transferred to the county, and the portion of funding made available to the county under ORS 423.530 reverts to the Department of

available to the county under ORS 423.530 reverts to the Department of Corrections. In no case does responsibility for supervision and provision of correctional services to misdemeanor offenders revert to the department.

(3) As used in this section, "current service level" means the calculated cost of continuing current legislatively funded programs, phased in programs and increased caseloads minus one-time costs, decreased caseloads, phased out programs and pilot programs with the remainder adjusted for inflation as determined by the Legislative Assembly in its biennial appropriation to the Department of Corrections.

423.486 Costs incurred by county; rules. (1) Beginning in 2012, and every six years thereafter, the Department of Corrections shall conduct a study to determine the actual costs incurred by each county of providing management, support services, supervision and sanctions for offenders described in ORS 423.478 (2).

(2) The department may adopt rules to carry out the provisions of this section. [2009 c.168 §1]

423.490 Department reimbursement of counties for costs incurred pursuant to ORS 813.011; rules. (1) The Legislative Assembly finds and declares that:

(a) In November of 2010, the voters enacted ORS 813.011, which directed the state to fully reimburse counties for the costs of incarcerating persons sentenced under ORS 813.011, including the costs of pretrial incarceration.

(b) Different counties incur different costs of incarceration and many counties incur different costs for different adults in custody within the same facility.

(c) The Legislative Assembly intends to honor the direction given by the voters while also creating an efficient and effective means by which to do so.

(d) Counties and the Department of Corrections have previously agreed that the calculated rate at which the department provides moneys to counties under ORS 423.530 for persons sentenced to 12 months or less incarceration is an efficient and effective means by which to reimburse counties for the costs of their incarceration.

(2) The department shall reimburse counties for the costs of incarcerating persons sentenced under ORS 813.011, including the costs of pretrial incarceration.

(3) The department shall adopt rules prescribing the manner in which a county may submit a claim for reimbursement under this section. The reimbursement shall be calculated using the rate at which the department provides moneys to counties under ORS 423.530 for persons sentenced to 12 months or less incarceration.

(4) Reimbursements made to counties under this section must be made from moneys appropriated to the department for that purpose. [2011 c.598 §3; 2019 c.213 §146]

423.497 National criminal history check. (1) During the intake process, each county shall conduct a national criminal history check on every person incarcerated in the county correctional facility.

(2) The county shall develop policies and procedures to ensure that the results of the national criminal history check are received before an adult in custody is

released.

(3) The state shall reimburse each county for the costs of conducting the national criminal history checks. [2008 c.35 §7; 2019 c.213 §100]

423.500 Definitions for ORS 423.500 to 423.560. As used in ORS 423.500 to 423.560, unless the context requires otherwise:

(1) "Director" means the Director of the Department of Corrections.

(2) "Department" means the Department of Corrections.

(3) "Plan" means the biennial community corrections plan required by ORS 423.535. [1977 c.412 §1a; 1979 c.160 §2; 1987 c.320 §220; 1995 c.423 §1a]

423.505 Legislative policy on program funding. Because counties are in the best position for the management, oversight and administration of local criminal justice matters and for determining local resource priorities, it is declared to be the legislative policy of this state to establish an ongoing partnership between the state and counties and to finance with appropriations from the General Fund statewide community correction programs on a continuing basis. The intended purposes of this program are to:

(1) Provide appropriate sentencing and sanctioning options including incarceration, community supervision and services;

(2) Provide improved local services for persons charged with criminal offenses with the goal of reducing the occurrence of repeat criminal offenses;

(3) Promote local control and management of community corrections programs;

(4) Promote the use of the most effective criminal sanctions necessary to protect public safety, administer punishment to the offender and rehabilitate the offender;

(5) Enhance, increase and support the state and county partnership in the management of offenders; and

(6) Enhance, increase and encourage a greater role for local government and the local criminal justice system in the planning and implementation of local public safety policies. [1977 c.412 §1; 1989 c.607 §1; 1995 c.423 §2]

423.510 [1977 c.412 §2; 1985 c.44 §3; 1985 c.558 §7; repealed by 1995 c.423 §31]

423.515 [1977 c.412 §4; 1987 c.320 §220a; repealed by 1995 c.423 §31]

423.520 Financial grants to counties for community corrections programs. The Department of Corrections shall make grants to assist counties in the implementation and operation of community corrections programs including, but not limited to, preventive or diversionary correctional programs, probation, parole, work release and local correctional facilities and programs for offenders. The

department shall require recipients of the grants to cooperate, to the extent of available information systems resources, in the collection and sharing of data necessary to evaluate the effect of community corrections programs on future criminal conduct. [1977 c.412 §5; 1987 c.320 §221; 1995 c.423 §3; 1997 c.433 §10]

423.523 [2013 c.35 §1; repealed by 2017 c.150 §2]

423.525 Application for financial aid; review of application; rules for program evaluation; use of funds; community corrections manager; modification of plan. (1) A county, group of counties or intergovernmental corrections entity shall apply to the Director of the Department of Corrections in a manner and form prescribed by the director for funding made available under ORS 423.500 to 423.560. The application shall include a community corrections plan. The Department of Corrections shall provide consultation and technical assistance to counties to aid in the development and implementation of community corrections plans.

(2)(a) From July 1, 1995, until June 30, 1999, a county, group of counties or intergovernmental corrections entity may make application requesting funding for the construction, acquisition, expansion or remodeling of correctional facilities to serve the county, group of counties or intergovernmental corrections entity. The department shall review the application for funding of correctional facilities in accordance with criteria that consider design, cost, capacity, need, operating efficiency and viability based on the county's, group of counties' or intergovernmental corrections entity's ability to provide for ongoing operations.

(b)(A) If the application is approved, the department shall present the application with a request to finance the facility with financing agreements to the State Treasurer and the Director of the Oregon Department of Administrative Services. Except as otherwise provided in subparagraph (B) of this paragraph, upon approval of the request by the State Treasurer and the Director of the Oregon Department of Administrative Services, the facility may be financed with financing agreements, and certificates of participation issued pursuant thereto, as provided in ORS 283.085 to 283.092. All decisions approving or denying applications and requests for financing under this section are final. No such decision is subject to judicial review of any kind.

(B) If requests to finance county correctional facility projects are submitted after February 22, 1996, and the requests have not been approved by the department on the date a session of the Legislative Assembly convenes, the requests are also subject to the approval of the Legislative Assembly.

(c) After approval but prior to the solicitation of bids or proposals for the construction of a project, the county, group of counties or intergovernmental corrections entity and the department shall enter into a written agreement that determines the procedures, and the parties responsible, for the awarding of contracts and the administration of the construction project for the approved correctional facility. If the parties are unable to agree on the terms of the written agreement, the Governor shall decide the terms of the agreement. The Governor's decision is final.

(d) After approval of a construction project, the administration of the project shall be conducted as provided in the agreement required by paragraph (c) of this subsection. The agreement must require at a minimum that the county, group of counties or intergovernmental corrections entity shall submit to the department any change order or alteration of the design of the project that, singly or in the aggregate, reduces the capacity of the correctional facility or materially changes

the services or functions of the project. The change order or alteration is not effective until approved by the department. In reviewing the change order or alteration, the department shall consider whether the implementation of the change order or alteration will have any material adverse impact on the parties to any financing agreements or the holders of any certificates of participation issued to fund county correctional facilities under this section. In making its decision, the department may rely on the opinions of the Department of Justice, bond counsel or professional financial advisers.

(3) Notwithstanding ORS 283.085, for purposes of this section, "financing agreement" means a lease purchase agreement, an installment sale agreement, a loan agreement or any other agreement to finance a correctional facility described in this section, or to refinance a previously executed financing agreement for the financing of a correctional facility. The state is not required to own or operate a correctional facility in order to finance it under ORS 283.085 to 283.092 and this section. The state, an intergovernmental corrections entity, county or group of counties may enter into any agreements, including, but not limited to, leases and subleases, that are reasonably necessary or generally accepted by the financial community for purposes of acquiring or securing financing as authorized by this section. In financing county correctional facilities under this section, "property rights" as used in ORS 283.085 includes leasehold mortgages of the state's rights under leases of correctional facilities from counties.

(4) Notwithstanding any other provision of state law, county charter or ordinance, a county may convey or lease to the State of Oregon, acting by and through the Department of Corrections, title to interests in, or a lease of, any real property, facilities or personal property owned by the county for the purpose of financing the construction, acquisition, expansion or remodeling of a correctional facility. Upon the payment of all principal and interest on, or upon any other satisfaction of, the financing agreement used to finance the construction, acquisition, expansion or remodeling of a correctional facility, the state shall reconvey its interest in, or terminate and surrender its leasehold of, the property or facilities, including the financed construction, acquisition, expansion or remodeling, to the county. In addition to any authority granted by ORS 283.089, for the purposes of obtaining financing, the state may enter into agreements under which the state may grant to trustees or lenders leases, subleases and other security interests in county property conveyed or leased to the state under this subsection and in the property or facilities financed by financing agreements.

(5) In connection with the financing of correctional facilities, the Director of the Oregon Department of Administrative Services may bill the Department of Corrections, and the Department of Corrections shall pay the amounts billed, in the same manner as provided in ORS 283.089. As required by ORS 283.091, the Department of Corrections and the Oregon Department of Administrative Services shall include in the Governor's budget all amounts that will be due in each fiscal period under financing agreements for correctional facilities. Amounts payable by the state under a financing agreement for the construction, acquisition, expansion or remodeling of a correctional facility are limited to available funds as defined in ORS 283.085, and no lender, trustee, certificate holder or county has any claim or recourse against any funds of the state other than available funds.

(6) The director shall adopt rules that may be necessary for the administration, evaluation and implementation of ORS 423.500 to 423.560. The standards shall be sufficiently flexible to foster the development of new and improved supervision or rehabilitative practices and maximize local control.

(7) When a county assumes responsibility under ORS 423.500 to 423.560 for correctional services previously provided by the department, the county and the department shall enter into an intergovernmental agreement that includes a local community corrections plan consisting of program descriptions, budget allocation, performance objectives and methods of evaluating each correctional service to be provided by the county. The performance objectives must include, in dominant part,

provided by the county. The performance objectives must include in dominant part reducing future criminal conduct. The methods of evaluating services must include, to the extent of available information systems resources, the collection and analysis of data sufficient to determine the apparent effect of the services on future criminal conduct.

(8) All community corrections plans shall comply with rules adopted pursuant to ORS 423.500 to 423.560, and shall include but need not be limited to an outline of the basic structure and the supervision, services and local sanctions to be applied to offenders convicted of felonies and designated drug-related misdemeanors who are:

- (a) On parole;
- (b) On probation;
- (c) On post-prison supervision;
- (d) Sentenced, on or after January 1, 1997, to 12 months or less incarceration;
- (e) Sanctioned, on or after January 1, 1997, by a court or the State Board of Parole and Post-Prison Supervision to 12 months or less incarceration for a violation of a condition of parole, probation or post-prison supervision; and
- (f) On conditional release under ORS 420A.206.

(9) All community corrections plans shall designate a community corrections manager of the county or counties and shall provide that the administration of community corrections under ORS 423.500 to 423.560 shall be under such manager.

(10) No amendment to or modification of a county-approved community corrections plan shall be placed in effect without prior notice to the director for purposes of statewide data collection and reporting.

(11) The obligation of the state to provide funding and the scheduling for providing funding of a project approved under this section is dependent upon the ability of the state to access public security markets to sell financing agreements.

(12) No later than January 1 of each odd-numbered year, the Department of Corrections shall:

- (a) Evaluate the community corrections policy established in ORS 423.475, 423.478, 423.483 and 423.500 to 423.560; and
- (b) Assess the effectiveness of local revocation options.

(13) As used in this section, "designated drug-related misdemeanor" has the meaning given that term in ORS 423.478. [1977 c.412 §6; 1987 c.320 §222; 1989 c.790 §65; 1995 c.79 §218; 1995 c.423 §§4,4a; 1996 c.4 §§7,8; 1997 c.433 §11; 1999 c.156 §2; 1999 c.952 §2; 2016 c.117 §67; 2017 c.706 §18]

423.530 Procedure for determining amount of financial grants; rules. (1) Financial grants for community corrections pursuant to ORS 423.500 to 423.560 consist of the Grant-in-Aid Program. The Grant-in-Aid Program consists of moneys appropriated to the Department of Corrections for the purposes of management, support services and supervision of offenders described in ORS 423.478 (2). The department shall determine, prior to July 1 of each odd-numbered year, each county's percentage share of the amount appropriated for the purposes of this subsection. Such determination shall be based upon a weighted formula of

workload and population as adopted by the department by rule. In adopting the rule, the department shall consult with a broad based committee including, but not limited to, representatives of the Department of Corrections, local county community corrections, county boards of commissioners and county sheriffs.

(2) Funding received by a county pursuant to ORS 423.500 to 423.560 approved for county corrections programs shall not be reduced by the department except by action of the Legislative Assembly or the Emergency Board. Such reductions shall be made proportionately using the applicable allocation formula. [1977 c.412 §7; 1979 c.160 §1; 1985 c.708 §1; 1987 c.320 §223; 1989 c.613 §1; 1989 c.790 §66; 1993 c.680 §1; 1995 c.423 §5]

423.535 Biennial community corrections plan required; county authority to contract for services. (1) Prior to receiving funds, the county shall have a biennial community corrections plan.

(2) The county and the Department of Corrections shall enter into an intergovernmental agreement referring to the plan.

(3) The county may contract with public or private agencies including, but not limited to, other counties, cities, special districts and public or private agencies for the provision of services to offenders. [1977 c.412 §13; 1987 c.320 §224; 1989 c.613 §2; 1995 c.423 §7]

423.540 Program compliance review by Director of Department of Corrections; effect of failure to comply. The Director of the Department of Corrections shall biennially review a county's compliance with the intergovernmental agreement under ORS 423.500 to 423.560. A county must substantially comply with the provisions of its community corrections intergovernmental agreement and plan established pursuant to ORS 423.525 (7). If the director determines that there are reasonable grounds to believe that a county is not in substantial compliance with the intergovernmental agreement or plan, the director shall contact the county regarding the alleged noncompliance and offer technical assistance to reach compliance. If the county does not resolve the alleged noncompliance, the director shall, after giving the county not less than 30 days' notice, conduct a hearing to ascertain whether there is substantial compliance or satisfactory progress being made toward compliance. After technical assistance is provided and the hearing occurs, the director may suspend any portion of the funding made available to the county under ORS 423.500 to 423.560 until the required compliance occurs. [1977 c.412 §8; 1979 c.487 §14; 1987 c.320 §225; 1995 c.423 §8; 1997 c.715 §5; 2017 c.302 §1]

423.545 [1977 c.412 §9; 1987 c.320 §226; repealed by 1995 c.423 §31]

423.549 State positions in community corrections branch; abolishment; county authority; affected employees; pay. (1) Notwithstanding ORS 236.605 to 236.640, all state positions in the state community corrections branch of the Department of Corrections, the funding for which is transferred to counties, are abolished on January 1, 1997. Counties have sole discretion in the development of methods and means of county community corrections operation under ORS 423.500 to 423.560 including establishment of wages, benefits and working conditions and selection of any employees to operate supervision programs or other services and sanctions under ORS 423.478 and 423.525. The implementation of this section does not

give rise to any bargaining obligation under ORS 243.650 to 243.806. Notwithstanding any collective bargaining agreement, the department shall first offer to any employee so affected and not hired by a county a vacant position in other department branches and operations for which the employee is qualified. This preference lapses 90 days after the operative date of this section. The department has sole discretion in selecting and filling vacant positions from among affected employees having preference.

(2) Notwithstanding subsection (1) of this section, for each month of employment during the period of January 1, 1997, through June 30, 1997, a county shall pay each affected employee hired by the county in regular full-time employment to provide or to support the provision of community corrections programs and services the same minimum gross monthly salary or hourly wage that the affected employee received in state employment immediately prior to termination of the employee's state position. In the event an affected employee formerly employed by the state in a supervisory position is hired by a county in a nonsupervisory position, the county shall pay the affected employee during this period the same minimum gross monthly salary or hourly wage to which an affected employee in the nonsupervisory position would have been entitled to receive in state employment at the top step of the state pay classification for that position immediately prior to its termination. A county shall also provide to each affected employee during this period the same benefits provided to existing county employees performing the same or substantially similar work, giving full consideration to the length of the employee's state service as though the service had been in and for the county. [1995 c.423 §16 (enacted in lieu of 423.550)]

423.550 [1977 c.412 §10; 1987 c.320 §227; 1989 c.607 §3; 1989 c.614 §3; 1993 c.680 §2; repealed by 1995 c.423 §15 (423.549 enacted in lieu of 423.550)]

423.551 [1989 c.614 §5; repealed by 1995 c.423 §31]

423.552 [1989 c.510 §2; repealed by 1995 c.423 §30]

423.553 [1989 c.510 §3; repealed by 1995 c.423 §30]

423.554 [1989 c.510 §§4,5; repealed by 1995 c.423 §30]

423.555 Statewide program evaluation and information system. The Department of Corrections shall establish and operate, with the cooperation and participation of county community corrections agencies, a statewide evaluation and information system to monitor the effectiveness of correctional services provided to criminal offenders under ORS 423.500 to 423.560. To the extent of available information systems resources, the system shall permit ongoing evaluation of apparent correlations between services provided and future criminal conduct. [1977 c.412 §11; 1987 c.320 §228; 1995 c.423 §10; 1997 c.433 §12]

423.557 "Recidivism" defined for statistical evaluations. (1) As used in this section,

"recidivism" means the arrest, conviction or incarceration of a person who has previously been convicted of a crime, if the arrest, conviction or incarceration is for a new crime and occurs:

(a) Three years or less after the date the person was convicted of the previous crime; or

(b) Three years or less after the date the person was released from custody, if the person was incarcerated as a result of the conviction for the previous crime.

(2) When the Oregon Department of Administrative Services, the Department of Corrections, the Oregon Criminal Justice Commission or any other public body as defined in ORS 174.109 conducts a statistical evaluation of the rate at which persons convicted of a crime recidivate, the public body shall include an evaluation of recidivism as that term is defined in subsection (1) of this section. [2013 c.649 §45; 2015 c.143 §1]

Note: 423.557 was enacted into law by the Legislative Assembly but was not added to or made a part of ORS chapter 423 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

423.560 Local public safety coordinating council; duties. (1) The board of county commissioners of a county shall convene a local public safety coordinating council. The council shall include, but need not be limited to:

(a) A police chief selected by the police chiefs in the county;

(b) The sheriff of the county or, if two or more counties have joined together to provide community corrections services, a sheriff selected by the sheriffs in the counties;

(c) The district attorney of the county or, if two or more counties have joined together to provide community corrections services, a district attorney selected by the district attorneys of the counties;

(d) A state court judge, and a public defender or defense attorney, both appointed by the presiding judge of the judicial district in which the county is located;

(e) A director of community corrections, a county commissioner, a juvenile department director, a health director, a mental health director, a representative of community-based nonprofit organizations that provide services to victims of crime and at least one lay citizen, all appointed by the county commissioners;

(f) A city councilor or mayor and a city manager or other city representative, both selected by the cities in the county;

(g) A representative of the Oregon State Police, who is a nonvoting member of the council, selected by the Superintendent of State Police; and

(h) A representative of the Oregon Youth Authority, who is a nonvoting member of the council, selected by the Director of the Oregon Youth Authority.

(2) The boards of county commissioners of two or more counties may jointly convene a single, regional local public safety coordinating council by means of an intergovernmental agreement. Local officials may combine the council with existing local criminal justice advisory councils established under ORS 1.851.

(3) The local public safety coordinating council shall, at a minimum:

(3) The local public safety coordinating council shall, at a minimum,

(a) Develop and recommend to the county board of commissioners a plan for use of:

(A) State resources to serve the local offender population; and

(B) State and local resources to serve the needs of that part of the local offender population who are at least 15 years of age and less than 18 years of age, which plan must provide for coordination of community-wide services involving prevention, treatment, education, employment resources and intervention strategies; and

(b) Coordinate local criminal justice policy among affected criminal justice entities.

(4) Nonvoting members of a local public safety coordinating council may not be counted in determining whether a quorum exists.

(5) If a quorum is present at any meeting of the council, action may be taken by an affirmative vote of a majority of the quorum.

(6) The appointing authorities described in subsection (1) of this section shall fill a vacancy over which they have appointment authority within three months of a vacancy or as soon as possible. [1977 c.412 §12; 1995 c.423 §11; 1997 c.249 §136; 1997 c.698 §1; 2003 c.162 §1; 2007 c.682 §2; 2009 c.286 §1; 2017 c.225 §1]

423.565 Additional duties of public safety coordinating council. In addition to the duties assigned to it under ORS 423.560, the local public safety coordinating council convened by the board of commissioners shall, at a minimum:

(1) Develop and recommend to the county board of commissioners the plan for use of state resources to serve the local youth offender population.

(2) Coordinate local juvenile justice policy among affected juvenile justice entities.

(3) Develop and recommend to the county board of commissioners a plan designed to prevent criminal involvement by youth. The plan must provide for coordination of community-wide services involving treatment, education, employment and intervention strategies aimed at crime prevention.

(4) Create a facility advisory subcommittee when provided with the information described in ORS 169.690. The subcommittee shall be composed of the following persons:

(a) The affected law enforcement officer described in ORS 423.560 (1)(a) or (b);

(b) A district attorney;

(c) A mental health director;

(d) A designee of the city council or county board of commissioners, whichever is affected;

(e) A representative of an organization that advocates on behalf of persons with mental illness; and

(f) A consumer as defined in ORS 430.073.

(5) If a written plan of action has been provided to the council under ORS 165.127.

annually review the plan and, if appropriate, make written recommendations to the affected district attorney for plan improvements. [1995 c.422 §75; 1995 c.423 §11a; 2009 c.121 §2; 2009 c.811 §12; 2012 c.37 §99]

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values Selections *

Benton County Community Corrections (BCCC) believes that treating a Justice-Involved-Individual (JII) as an individual and intentionally assessing risk, effective case planning, and appropriate community referrals are foundational towards positive change, thus reducing recidivism and making our community a safer place. Our office collaborates with community partners to connect individuals on supervision with resources that address issues for treatment, employment, housing, education, and mental health services.

Focus Areas and Vision *

Select all that apply.

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

Explain Focus Areas and Vision Selection *

Benton County Community Corrections (BCCC) is responsible for supervising Justice Involved Individuals (JII's) on probation, parole, post-prison supervision, and short-term transitional leave who reside in Benton County. Each component of our profession – supervision, sanctions, and services – is an important part of holding JII's accountable while protecting the community. BCCC continues to utilize evidence-based principles and practices to focus resources and supervision strategies on the highest risk population who present the greatest risk to the community and who are in the greatest need of support.

Recommendations and Motions

Item Recommendations and Motions

Staff
Recommendations * It is respectfully recommended the Board of Commissioners approve the 2021-2023 Community Corrections Plan and Intergovernmental Agreement #6152 between the State of Oregon and Benton County.

Meeting Motions * I move to ...
I move to approve the 2021-2023 Community Corrections Plan and Intergovernmental Agreement #6152 between the State of Oregon and Benton County.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

CCA PLAN 21-23 (FINAL w updated DOC forms,

2.55MB

Dawn's budget #'s.docx

6152 Benton County GIA Contract Final.pdf

367.14KB

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

Department

JEFRI VANARSDALL

Approver

Department Approval

Comments

Signature

Jeff Van Andall

BOC Initial Approval

Approvals Required ☒ Counsel

☒ Finance

☐ HR

Counsel Approver VANCE CRONEY

Finance Approver DEBBIE PARSONS

County Administrator Approver
JOE KERBY

Comments

Counsel Approval

Comments

Signature

Vance H. Croney

Finance Approval

Comments

Signature

Debbie Parsons

County Administrator Approval

Comments

Signature



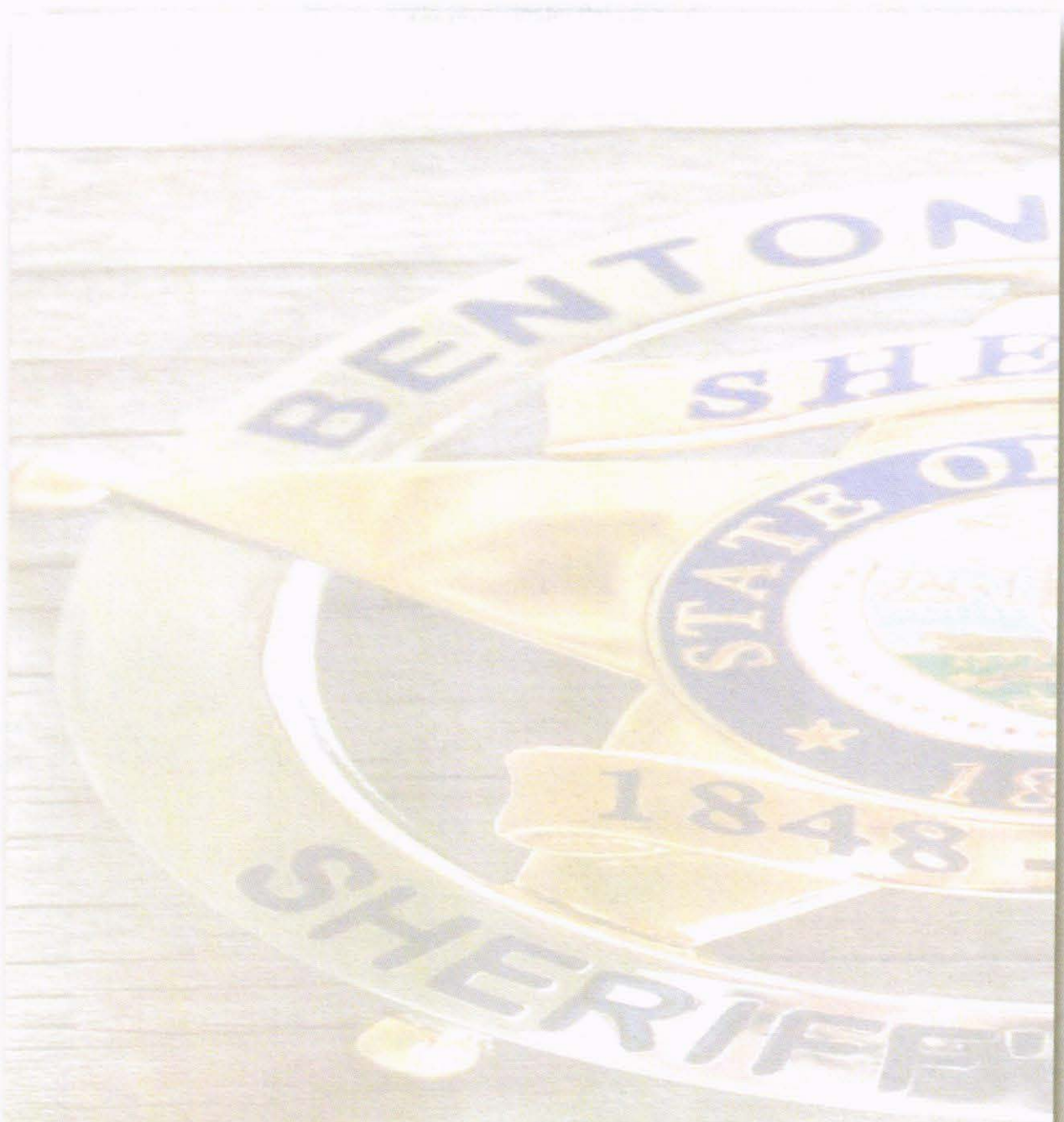
Joseph Kerby

BOC Final Approval

Comments

Signature

Teresa Farley



Benton County Community Corrections Plan

2021 ~ 2023

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Benton County Community Corrections Overview

Benton County Community Corrections (BCCC) is responsible for supervising Justice Involved Individuals (JII's) on probation, parole, post-prison supervision, and short-term transitional leave who reside in Benton County. Each component of our profession – supervision, sanctions, and services – is an important part of holding JII's accountable while protecting the community. BCCC continues to utilize evidence-based principles and practices to focus resources and supervision strategies on the highest risk population who present the greatest risk to the community and who are in the greatest need of support. We believe that treating a JII as an individual and intentionally assessing risk, effective case planning, and appropriate community referrals are foundational towards positive change, thus reducing recidivism and making our community a safer place. Our office collaborates with community partners to connect individuals on supervision with resources that address issues for treatment, employment, housing, education, and mental health services. Adults on supervision are also subject to unannounced contacts, treatment referrals, searches, random urine testing for drug use, or polygraph testing to monitor compliance with conditions of supervision. Contact with JII's becomes progressively less frequent as risk levels decrease.

The 2019-2021 biennium has proven to be challenging on multiple fronts. We have watched the COVID19 pandemic significantly impact our profession, our staff, the individuals we serve, our partners, and our community. For BCCC, we have seen a noticeable reduction in cases supervised due in part to the ongoing COVID19 pandemic. Since mid-March 2020, we have implemented effective practices and protocols in response to the COVID19 pandemic in an effort emphasize employee safety, and at the same time serving the client population on probation and post-prison supervision. Our BCCC staff are trusted to make smart, professional decisions.

In Benton County and state-wide, our office has continued to be forward-thinking as a profession. Specifically, we continue:

- Adhering to evidence-based principles – understanding risk / need / responsivity / fidelity
- Using validated risk assessments
- Developing comprehensive Case Plans
- Making effective use of referrals, interventions, and sanctions
- Involved heavily in re-entry efforts with the Department of Corrections
- Justice Reinvestment efforts
- Focus resources on supervising the highest risk population of JII's
- Not to over expose (supervise) low risk clients to the criminal justice system

To say that the 2019-2021 biennium was a dynamic challenge would be an understatement. Through it all, our dedicated staff continue to rise to the occasion. And despite the uncertainty of the State's Community Corrections funding, our office will continue to prioritize resources, adhere to evidence-based principles, and focus on rehabilitative services for those individuals who pose the greatest risk to the community.

Accomplishments from the 2019 ~ 2021 Biennium

- Successfully navigated the COVID19 pandemic by ensuring smart and realistic practices were put in place for staff and clients.
- Participated in the Benton County Criminal Justice Assessment.
- Justice Reinvestment Grant Programs: enhanced re-entry services for our Transition Program, our Evidence Based Programming, and started the implementation of a Pre-Trial Program in Benton County.
- Hired a new Parole and Probation Officer to conduct Pre-Trial work (this position will move to the Jail for 21-23) and replaced one new Support Staff.
- Continued to conduct in-house evidence-based programming facilitated by specially trained Parole and Probation Officers.

Future Plans heading into the 2021 ~ 2023 Biennium

- Continue to navigate the COVID19 pandemic by ensuring that smart and realistic practices are in place for staff and clients.
- Continue improvement in implementation of in-house Evidence-Based Programming.
- Continue to adhere to evidence based supervision strategies and methods.
- Continue to work with community partners involved with Justice-Involved Individuals.
- Work with legislative leaders and criminal justice partners to explore incentive options and solutions to sustainable baseline funding for Community Corrections.

Benton County Mission

MAKING BENTON COUNTY A BETTER PLACE TO LIVE

Our intention is to make Benton County a better place to live. We bring to our citizenry the authority, structure, and services to respond to public concerns and opportunities; and provide a means for local decision making.

OVERREACHING GOAL

PROMOTE A SAFE AND NURTURING ENVIRONMENT
WHERE FAMILIES AND INDIVIDUALS CAN THRIVE AND PROSPER.

Benton County Sheriff's Office Mission

OUR MISSION ~ We provide professional public safety services with integrity and accountability.

OUR VISION ~ To be a progressive Sheriff's Office that is the cornerstone of public safety in Benton County.

OUR VALUES ~  DUTY  HONOR  COURAGE 

State Accredited since 2009

Benton County Community Corrections Mission

We serve the community by enhancing public safety through the reformation of offenders and the reduction of criminal behavior.

-  Respect the worth and dignity of all individuals
 -  Hold offenders accountable
 -  Identify risk in order to prioritize available resources and sanctions
 -  Utilize evidence-based programs and community partnerships
-

BENTON County

2021-2023 Community Corrections Biennial Plan

Department of Corrections 2575 Center Street NE Salem, Oregon 97301-4667	<i>For Office Use Only</i> Date Received:
Address: 180 NW 5th Street, Corvallis, OR 97330 Telephone: (541) 766-6224 Fax: (541) 766-6758 E-mail: Justin.J.Carley@co.benton.or.us	
Community Corrections Director: Justin Carley Address: 180 NW 5th Street, Corvallis, OR 97330 Telephone: (541) 766-6224 Fax: (541) 766-6758 E-mail: Justin.J.Carley@co.benton.or.us	
Sheriff: Jefri Van Arsdall Address: 180 NW 5th Street, Corvallis, OR 97330 Telephone: (541) 766-6055 Fax: (541) 766-6011 E-mail: Jefri.Vanarsdall@co.benton.or.us	
Jail Manager: John Devaney Address: 180 NW 5th Street, Corvallis, OR 97330 Telephone: (541) 766-6786 Fax: (541) 766-6710 E-mail: John.Devaney@co.benton.or.us	
Supervisory Authority: Jefri Van Arsdall, Sheriff Address: 180 NW 5th Street, Corvallis, OR 97330 Telephone: (541) 766-6055 Fax: (541) 766-6011 E-mail: Jefri.Vanarsdall@co.benton.or.us	
LPSCC Contact: Jodi Robin, WCJC Coordinator Address: 120 NW 4th Street, Room 404, Corvallis, OR 97339-3020 Phone: 541.766.6647 Fax: Email: Jodi.Robin@co.benton.or.us	
<u>Biennial Budget</u>	
State Grant-in-Aid Fund:	3,150,782
Transition Subsidy Fund:	8,486
DOC M57 Supplemental Fund:	124,944
CJC Justice Reinvestment Grant:	398,457
Treatment Transition Fund (Levy):	522,599
Supervision Fees:	140,000
Biennial Carryover (GIA, M57, FSAPP):	1,296,462
Other Fees: POLYGRAPH	14,000
Other State or Federal Grant:	
Other:	
Other:	
<u>Total:</u>	5,655,730

Program Name:	Administration
Program Category:	Administration
Program Description:	The Community Corrections Director is responsible for managing the day-to-day operations of all Community Corrections staff and programs. The Director is also responsible for budget preparation, policy development, community education, liaison with the Willamette Criminal Justice Council (LPSCC), and the development/implementation of new programming. The Community Corrections Director is delegated these responsibilities from the Benton County Sheriff of the Supervising Authority regarding Community Corrections operations. All Local Control and Benton County probation violation warrants are issued by the Director or designee.
Program Objectives:	1. The Director will monitor the budget, Intergovernmental Agreements, personal services contracts, and operational policies and procedures to ensure the Mission is being accomplished as efficiently as possible. 2. The programs will operate within the proposed budget and guidelines of the Community Corrections Plan and ensure adherence to all contracts with the Oregon Department of Corrections. 3. The Director will work closely with the Willamette Criminal Justice Council, the Oregon Association of Community Corrections Directors, and the Oregon Department of Corrections on issues relating to effective community corrections operations. 4. The Director will conduct regular staff meetings and trainings to discuss cases, clarify policies and procedures, analyze program needs, identify training issues, and to facilitate group discussion on corrections-related issues. 5. The Director will track staff training requirements and ensure mandatory trainings are delivered to staff in a timely and effective manner. All certified employees will attend at least 40 hours of relevant training each year; non-certified employees will attend at least 16 hours of relevant training each year.
Method(s) of Evaluation:	Statewide Outcome Measures; internal caseload audits

Monthly Average to be Served: N/A

Type of Offender(s) Served:

- ☐ Probation
☐ Parole/Post-Prison
☐ Local Control

Crime Category:

- ☐ Felony
☐ Misdemeanor

Gender:

- ☐ Male
☐ Female

Risk Level:

- ☐ High
☐ Medium
☐ Low

Which Treatment Provider(s) Will You Use Within This Program?

Provider Name	Treatment Type (ie., Anger Management, Cognitive, DV, Dual Diagnosis, Sex Offender, Inpatient Substance Abuse, or Outpatient Substance Abuse)	What, if any, state dollars are budgeted to the program and how much to each fund? (ie., GIA-\$25,000; M57-\$5,000)

Funding Sources

- ☒ State Grant-In-Aid Fund 415,365
☐ DOC M57 Supplemental Fund _____
☐ County General Fund _____
☐ Supervision Fees _____
☐ Biennial Carryover (GIA, M57, FSAPP) _____

- ☐ Other Fees (revenue)
- ☐ Other State or Federal Grant

Other: Please Identify

- ☐ Beginning Balance

☐

☐

Additional Comments:

Program Name:	Supervision
Program Category:	Supervision
Program Description:	<u>Community Supervision</u> This program provides supervision to adult individuals on parole, post-prison, transitional leave, probation, and conditional discharge residing in Benton County. Supervision includes, but is not limited to: assessment of risk, referrals to treatment and cognitive programming, office contacts, residence checks, GPS monitoring, monitoring and collection of court-ordered financial obligations, imposition of structured sanctions, monitoring for substance abuse, community referrals, and the coordination and supervision of volunteers. <u>Transition Program / County and DOC Pre-Release Planning</u> The Transition Program is designed to enhance public safety through effective transitioning of individuals from state and local custody to the community. The Transition Program Officer is responsible for identifying all persons incarcerated in Oregon Department of Corrections institutions who are scheduled to be released to Benton County on short-term transitional leave (STTL) or parole or post-prison supervision. The Transition Officer conducts reach-ins at approximately 90 days prior to an individual's release. The reach-in process consists of targeted client interaction to prepare releasing inmates from state prisons for long term and productive life change in the community. The purpose is to engage individuals prior to release and provide them with realistic information pertaining to the various facets of re-entry into the community. Our Transition Program coordinates resources such as housing, clothing, transportation, and other community resources to help individuals stabilize in the community. Participants in the reach-in process are educated on evidence-based principles related to risk assessments and available services, and other community resources. The Transition Program also assures that all statutory notifications are met, such as notifications to the Sheriff, District Attorney, Courts, and victims. <u>Benton County Drug Treatment Court</u> The Drug Treatment Court (DTC) provides individuals accused of probation or conditional discharge violations an opportunity to address serious substance abuse issues in an intensely supervised environment. The DTC Program diverts eligible probationers who would otherwise be facing jail or DOC prison sentences and utilizes community resources to address their chronic substance abuse and other related issues. All DTC participants under supervision in Benton County are assigned to a specialized Drug Treatment Court caseload. The supervising officer provides input at weekly DTC staff meetings, attends DTC trainings and planning sessions, and attends weekly DTC court appearances. The Drug Treatment Court Program is a collaborative effort with Benton County Circuit Court, Benton County District Attorney's Office, Benton County Legal Defense Consortium, Benton County Health Department, Benton County Sheriff's Office, Corvallis Police Department, and Benton County Community Corrections. Additional operational and treatment funds have historically been obtained through grants.

	<u>Sex Offender Supervision Program</u> This program enhances community safety through the effective management of individuals convicted of sex offenses. A Parole and Probation Officer with specialized sex offender training is assigned to supervise known sex offenders under supervision in Benton County. The sex offender supervision specialist is responsible for the assessment of all sex offenders using the Static-99R, Stable, and Acute Risk Assessments. Supervision includes referrals to treatment, participating in treatment programming, monitoring treatment progress, collecting DNA samples, coordinating the local Sex Offender Notification Committee, scheduling polygraph examinations, conducting home and office contacts, and other duties related to caseload management. The sex offender specialist is also responsible for community notification, residency restrictions, and other legislative requirements. The sex offender supervision officer represents Benton County Community Corrections at the statewide Sex Offender Supervision Network meetings. Sex offenders who have successfully completed treatment, passed a full disclosure polygraph, and have had no known significant violations may be eligible to be supervised on the low level supervision caseload; sex offenders are not eligible for limited level supervision.
Program Objectives:	1. Serve the community by enhancing public safety through the reformation of offenders and the reduction of criminal behavior. 2. Identify offender risk in order to prioritize available resources and sanctions. 3. Utilize evidence-based programs, community referrals, and community partnerships.
Method(s) of Evaluation:	Statewide Outcome Measures; internal caseload audits

Monthly Average to be Served: 350

Type of Offender(s) Served:

- ☒ Probation
☒ Parole/Post-Prison
☐ Local Control

Crime Category:

- ☒ Felony
☒ Misdemeanor

Gender:

- ☒ Male
☒ Female

Risk Level:

- ☒ High
☒ Medium
☒ Low

Which Treatment Provider(s) Will You Use Within This Program?

Provider Name	Treatment Type (ie., Anger Management, Cognitive, DV, Dual Diagnosis, Sex Offender, Inpatient Substance Abuse, or Outpatient Substance Abuse)	What, if any, state dollars are budgeted to the program and how much to each fund? (ie., GIA-\$25,000; M57-\$5,000)

Funding Sources

- | | |
|--|-----------|
| ☒ State Grant-In-Aid Fund | 2,659,562 |
| ☒ DOC M57 Supplemental Fund | 124,944 |
| ☒ CJC Justice Reinvestment Grant | 308,003 |
| ☐ Treatment Transition Fund (Levy) | |
| ☒ Supervision Fees | 100,000 |
| ☐ Biennial Carryover (GIA, M57, FSAPP) | |
| ☐ Other Fees (revenue) | |
| ☐ Other State or Federal Grant | |

Other: Please Identify

☒ Beginning Balance

1,296,462

Additional Comments:

Program Name:	Sex Offender Program Services
Program Category:	Behavioral Health Tx Services - Sex Offender Tx
Program Description:	<u>Sex Offender Services / Treatment</u> This program provides contracted sex offender treatment services for indigent individuals. All sex offender treatment groups are cognitive-based programs designed to address thinking errors and thereby change behavior. Individuals may be required to pay a portion of treatment services based on a sliding fee scale; no individual is refused services due to inability to pay. Sex offender treatment services include individual assessment and evaluation, a long-term sex offender treatment group, a shorter-term treatment and intervention group for non-paraphilic offenders, individual counseling, and an aftercare group. Sex offenders attend weekly or bi-weekly meetings. The length of time in treatment can range from 9 months to years depending on the individual's risk to the community, and their compliance with treatment and other conditions of supervision. <u>Sex Offender Services / Polygraph Examinations</u> Polygraph examinations are conducted by a contracted polygraph examiner, specially trained and certified to perform this task. Polygraphs are used as a means of supervising sex offenders to deter illegal acts, provide early detection of prohibited conduct, and as a tool in sex offender treatment programming. Sex offenders are required to pass a full sexual history disclosure polygraph in order to successfully complete sex offender treatment. Polygraphs are also given every six months for maintenance compliance for sex offenders engaged in treatment, and yearly for sex offenders who have completed treatment. Specific incident polygraphs are also given when there is suspected prohibited activity. Polygraph examinations may also be used as a supervision tool for individuals convicted of other offenses within the capacity limits of the program. All indigent sex offenders are referred to a contracted polygraph examiner; offenders who have the ability to pay may be referred to a private polygraph examiner.
Program Objectives:	1. All sex offenders will be evaluated by an approved treatment provider and referred to treatment as recommended by the evaluator. 2. Sex offenders will submit to polygraph examination in conjunction with sex offender treatment. 3. Diminish offenders' anti-social attitudes and beliefs. Utilize cognitive behavioral interventions to address offender risk factors. 4. 95% of eligible sex offenders will undergo a polygraph examination every 6 months. 5. 95% of eligible sex offenders involved in the Benton County Sex Offender Treatment Group will undergo a full sexual history disclosure polygraph. 6. 95% of all sex offenders involved in the Benton County Sex Offender Treatment Group will pass a full sexual history disclosure polygraph before successfully completing treatment. 7. 95% of eligible sex offenders who have completed treatment will submit to yearly maintenance polygraph exams.
Method(s) of Evaluation:	Statewide Outcome Measures; internal caseload audits

Monthly Average to be Served: 50

Type of Offender(s) Served:

- ☒ Probation
☒ Parole/Post-Prison
☐ Local Control

Crime Category:

- ☒ Felony
☒ Misdemeanor

Gender:

- ☒ Male
☒ Female

Risk Level:

- ☒ High
☒ Medium
☒ Low

Which Treatment Provider(s) Will You Use Within This Program?

Provider Name	Treatment Type (ie., Anger Management, Cognitive, DV, Dual Diagnosis, Sex Offender, Inpatient Substance Abuse, or Outpatient Substance Abuse)	What, if any, state dollars are budgeted to the program and how much to each fund? (ie., GIA-\$25,000; M57-\$5,000)
John A. Caywood, M.S.	Sex Offender Treatment	

Funding Sources

- ☒ State Grant-In-Aid Fund 31,630
☐ DOC M57 Supplemental Fund
☐ CJC Justice Reinvestment Grant
☐ County General Fund
☒ Supervision Fees 40,000
☐ Biennial Carryover (GIA, M57, FSAPP)
☒ Other Fees (Polygraph) 14,000
☐ Other State or Federal Grant

Other: Please Identify

☐☐☐

Additional Comments:

Program Name:	Subsidy/Transition Services
Program Category:	Transition Services
Program Description:	<u>Subsidy / Transition Services</u> This program provides indigent individuals with short-term financial assistance to ensure a smooth transition from custody to the community. This program may provide financial assistance for transitional housing, food, work-related clothing, haircuts, medication, transportation, education, and crisis intervention. Additionally, the program provides financial assistance to facilitate the placement of certain indigent individuals into residential substance abuse treatment programs. Each case is screened to determine if they pose a substantial risk to public safety. Other non-transitional individual's may be subsidized who have a significant housing need and have demonstrated motivation and compliance.
Program Objectives:	1. Placement of transitional individuals in stable and appropriate housing; increase supervision compliance; increase ability to locate offenders; increase public safety; reduce recidivism. 2. All other related requests for subsidy, including re-entry subsidy requests, will be evaluated and reasonable requests forwarded to the Director for final consideration.
Method(s) of Evaluation:	Statewide Outcome Measures; internal caseload audits

Monthly Average to be Served: 10

Type of Offender(s) Served:

- ☐ Probation
☒ Parole/Post-Prison
☐ Local Control

Crime Category:

- ☒ Felony
☐ Misdemeanor

Gender:

- ☒ Male
☒ Female

Risk Level:

- ☒ High
☒ Medium
☒ Low

Which Treatment Provider(s) Will You Use Within This Program?

Provider Name	Treatment Type (ie., Anger Management, Cognitive, DV, Dual Diagnosis, Sex Offender, Inpatient Substance Abuse, or Outpatient Substance Abuse)	What, if any, state dollars are budgeted to the program and how much to each fund? (ie., GIA-\$25,000; M57-\$5,000)

Funding Sources

- ☐ State Grant-In-Aid Fund
☐ DOC M57 Supplemental Fund
☐ CJC Justice Reinvestment Grant
☐ CJC Treatment Court Grant
☐ County General Fund
☐ Supervision Fees
☐ Biennial Carryover (GIA, M57, FSAPP)
☐ Other Fees (revenue)
☐ Other State or Federal Grant

Other: Please Identify

- ☒ Transition Subsidy Fund

8,486

☐
☐

Additional Comments:

Program Name:	Evidence Based Programming
Program Category:	Other Programs and Services
Program Description:	<u>Evidence Based Programming</u> Evidence-based cognitive behavioral programs are facilitated by specially trained Parole and Probation Officers. The purpose of evidence-based programming is intended to assist individuals through stages of change, building cognitive skills, address related behaviors, and prepare the individual for a pro-social change. The programming is highly interactive and engages participants in curriculum that assists them in examining their thoughts, behavior, and core values. These programs are primarily available to medium and high risk supervised individuals. Evidence-based cognitive behavioral programs will also include Cognitive Behavioral Intervention – Substance Abuse and Employment, Thinking for a Change, and Motivational Enhancement Therapy. Programs are offered several times throughout the year. JII's may be referred to cognitive restructuring programs by the supervising officer with input from the sentencing authority and individual client.
	1. The program objective is to break down resistance to change, increase pro-social decisions and behaviors, and to move toward readiness to complete any required treatment programming.

Method(s) of Evaluation:	Correctional Program Checklist (CPC)
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Monthly Average to be Served: 12

Type of Offender(s) Served:

- ☒ Probation
☒ Parole/Post-Prison
☐ Local Control

Crime Category:

- ☒ Felony
☒ Misdemeanor

Gender:

- ☒ Male
☒ Female

Risk Level:

- ☒ High
☒ Medium
☐ Low

Which Treatment Provider(s) Will You Use Within This Program?

Provider Name	Treatment Type (ie., Anger Management, Cognitive, DV, Dual Diagnosis, Sex Offender, Inpatient Substance Abuse, or Outpatient Substance Abuse)	What, if any, state dollars are budgeted to the program and how much to each fund? (ie., GIA-\$25,000; M57-\$5,000)
Motivational Enhancement Therapy (MET)	Cognitive	
Thinking for Change (T4C)	Cognitive	
Cognitive Behavioral Intervention – Substance Abuse	Cognitive	

Funding Sources

- | | | |
|---|-------|-------|
| ☒ State Grant-In-Aid Fund | 2,000 | _____ |
| ☐ DOC M57 Supplemental Fund | | _____ |
| ☐ CJC Justice Reinvestment Grant | | _____ |
| ☐ County General Fund | | _____ |
| ☐ Supervision Fees | | _____ |
| ☐ Biennial Carryover (GIA, M57, FSAPP) | | _____ |
| ☐ Other Fees (revenue) | | _____ |
| ☐ Other State or Federal Grant | | _____ |
| Other: Please Identify | | |
| ☐ | | _____ |
| ☐ | | _____ |
| ☐ | | _____ |

Additional Comments:

Program Name:	Transition Center
Program Category:	Transition Services
Program Description:	<u>Transition Center</u> The Transition Center is a highly structured, safe, clean and sober living environment designed to house up to six indigent individuals at any given time. The Transition Center is comprised of two apartments and is monitored by a Parole and Probation Officer as well as part-time Case Monitors. The Transition Center is staffed nights and weekends, including holidays. Transition Center residents are required to submit to frequent drug and alcohol testing, daily residence/property checks, mandatory curfew, household cleaning responsibilities, and weekly community service assignments in lieu of rent. Residents must be involved in any recommended programming including substance abuse treatment, sex offender treatment, job search, and cognitive programming. Individuals may remain at the Transition Center approximately 90 days or more providing they are working toward self-sufficiency and in compliance with the program.

Program Objectives:	1. Provide transitional housing and intensive programming to individuals. 2. Evaluate individuals pending release from DOC or Local Control incarceration for placement at the Transition Center. Alternative subsidy funding may be considered only if it is determined the offender is not eligible for the Transition Center or a bed is not available. 3. Residents will perform a minimum of 1,000 hours of community service biennially.
Method(s) of Evaluation:	Internal review / caseload audits

Monthly Average to be Served: 6

Type of Offender(s) Served:

- ☒ Probation
☒ Parole/Post-Prison
☒ Local Control

Crime Category:

- ☒ Felony
☒ Misdemeanor

Gender:

- ☒ Male
☒ Female

Risk Level:

- ☒ High
☒ Medium
☐ Low

Which Treatment Provider(s) Will You Use Within This Program?

Provider Name	Treatment Type (ie., Anger Management, Cognitive, DV, Dual Diagnosis, Sex Offender, Inpatient Substance Abuse, or Outpatient Substance Abuse)	What, if any, state dollars are budgeted to the program and how much to each fund? (ie., GIA-\$25,000; M57-\$5,000)
N/A		

Funding Sources

☒ State Grant-In-Aid Fund

☐ DOC M57 Supplemental Fund

☒ CJC Justice Reinvestment Grant 90,454

☒ Treatment Transition Fund (Levy) 522,599

☐ Supervision Fees

☐ Biennial Carryover (GIA, M57, FSAPP)

☐ Other Fees (revenue)

☐ Other State or Federal Grant

Other: Please Identify

☐
☐
☐

Additional Comments:

Program Name:	Custody/Sanction beds
Program Category:	Custodial/Sanction Beds
Program Description:	<u>Custody/Sanction beds</u> To provide sanctioning capacity for violations of supervision (felony and misdemeanor "designated drug offenders") and sentenced SB1145 offenders.
Program Objectives:	Provide a continuum of sanction and sentence capacity for misdemeanor "designated drug offenders" and felony offenders on probation, parole and post-prison supervision.

Method(s) of Evaluation:	
--------------------------	--

Monthly Average to be Served: 10

Type of Offender(s) Served:

- ☒ Probation
☒ Parole/Post-Prison
☒ Local Control

Crime Category:

- ☒ Felony
☒ Misdemeanor

Gender:

- ☒ Male
☒ Female

Risk Level:

- ☒ High
☒ Medium
☒ Low

Which Treatment Provider(s) Will You Use Within This Program?

Provider Name	Treatment Type (ie., Anger Management, Cognitive, DV, Dual Diagnosis, Sex Offender, Inpatient Substance Abuse, or Outpatient Substance Abuse)	What, if any, state dollars are budgeted to the program and how much to each fund? (ie., GIA-\$25,000; M57-\$5,000)

Funding Sources

- ☐ State Grant-In-Aid Fund
☐ DOC M57 Supplemental Fund
☐ CJC Justice Reinvestment Grant
☐ CJC Treatment Court Grant
☐ County General Fund
☐ Supervision Fees
☐ Biennial Carryover (GIA, M57, FSAPP)
☐ Other Fees (revenue)
☐ Other State or Federal Grant

Other: Please Identify

- ☐
☐
☐

Additional Comments: The Benton County Sheriff's Office provides jail beds for 1145 jail sanctions through County General Fund dollars and is part of the overall Sheriff's Office budget. These jail beds are primarily rental beds at the Northern Oregon Regional Correctional Facilities (NORCOR) located in The Dalles, Oregon.

Program Name:	Work Crew / Community Service
Program Category:	Community Service and Work Crew
Program Description:	<u>Work Crew / Community Service</u> This program provides the placement and monitoring of individuals ordered to perform work crew or community service as a condition of supervision. This program also provides alternative sanctions for individuals who violate the conditions of supervision. Work crew is imposed as a structured intermediate sanction in lieu of jail; individuals who fail to perform work crew are required to serve the days in jail. The work crew program operates through a partnership with the Benton County Jail. Community Corrections provides the Work Crew Coordinator position and administrative oversight, while the Benton County Jail provides the crew supervision. The Work Crew is also

	used as a sanction option for clients who are not on formal supervision (i.e. bench probation, municipal court, etc.). There were several factors that impacted the attendance of the WC during the 2019-21 biennium. From July 2019 through March 2020, the WC only operated at 50% capacity (2 days/week) due to the unexpected resignation of the Work Crew Supervisor (Benton County Fairgrounds employee) in July 2019. In March 2020, the Sheriff's Office assumed the County WC Program and Community Corrections partnered with the Jail to operate the WC Program. In late March 2020, the WC was suspended due to the COVID19 situation. In June 2020, the WC resumed, however only at 50% of capacity due to the COVID19 pandemic.
Program Objectives:	Provide a continuum of sanction and sentence capacity for misdemeanor "designated drug offenders" and felony offenders on probation, parole, and post-prison supervision.
Method(s) of Evaluation:	Internal review / caseload audits

Monthly Average to be Served: 40

Type of Offender(s) Served:	Crime Category:	Gender:	Risk Level:
☒ Probation	☒ Felony	☒ Male	☒ High
☒ Parole/Post-Prison	☒ Misdemeanor	☒ Female	☒ Medium
☐ Local Control			☒ Low

Which Treatment Provider(s) Will You Use Within This Program?

Provider Name	Treatment Type (ie., Anger Management, Cognitive, DV, Dual Diagnosis, Sex Offender, Inpatient Substance Abuse, or Outpatient Substance Abuse)	What, if any, state dollars are budgeted to the program and how much to each fund? (ie., GIA-\$25,000; M57-\$5,000)

Funding Sources

☒ State Grant-In-Aid Fund	42,225
☐ DOC M57 Supplemental Fund	_____
☐ CJC Justice Reinvestment Grant	_____
☐ CJC Treatment Court Grant	_____
☐ County General Fund	_____
☐ Supervision Fees	_____
☐ Biennial Carryover (GIA, M57, FSAPP)	_____
☐ Other Fees (revenue)	_____
☐ Other State or Federal Grant	_____
Other: Please Identify	
☐	_____
☐	_____
☐	_____

BENTON County
2021-2023 Community Corrections Budget Summary

Program Name	Grant in Aid Fund	Inmate Welfare Release Subsidy Fund	County/Other Funds and Fees	Total
Administration (1)	415,365	0	0	415,365
Supervision (4) – Community Supervision, Transition Program/Rel Planning, DTC, SO Supervision	2,659,562	0	1,829,409 (1,296,462 Carryover)	4,488,971
Sex Offender Services (2) – Treatment, Polygraph Exams	31,630	0	54,000	85,630
Subsidy (1) – Subsidy/Transition Services (IWF, Tx Transition)	0	8,486	0	8,486
Other Programs (1) – Evidence Based Programming	2,000	0	0	2,000
Transition Services (1); Transition Center	0	0	613,053	613,053
Work Crew/Community Service	42,225	0	0	42,225
Fund Total	3,150,782	8,486	2,496,462	5,655,730

2021-23 Community Corrections Budget Summary

Program Name	Grant in Aid Fund	Release Subsidy Fund	Other Funds and Fees	Total
Administration	415,365			415,365
Supervision	2,659,562		1,829,409	4,488,971
Sex Offender Services	31,630		54,000	85,630
Subsidy		8,486		8,486
Other Programs: Evidence Based Programming	2,000			2,000
Transition Services (TC)			613,053	613,053
Work Crew/Community Service	42,225			42,225
Total	3,150,782	8,486	2,496,462	5,655,730

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 10/05/21

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Human Resources

Contact Name * Tracy Martineau, HR Director, Tammy Webb, Sr HR Analyst

Phone Extension * 6802

Meeting Attendee Name * Tracy Martineau, HR Director, Tammy Webb, Sr HR Analyst

Agenda Item Details



Item Title * 2021-2022 SALARY SCHEDULE RECOMMENDATIONS FOR NON-REPRESENTED EMPLOYEES

Item Involves * Check all that apply

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

Estimated Time * 15

Board/Committee Involvement * ☐ Yes ☒ No

Advertisement*

☐ Yes

☒ No

Issues and Fiscal Impact

Item Issues and Description

**Identified Salient
Issues ***

1) Personnel Policy 22.2 Periodic Review of Compensation Plan.
The Human Resources Manager shall periodically review the pay plan and, if necessary, make recommend revisions to the Board of Commissioners.

At least annually the Human Resources Manager will determine and recommend to the Board of Commissioners the percentage of change to the pay schedule necessary to maintain pay equity comparable to area economic conditions. With Board of Commissioners' approval the pay schedule may be adjusted upward or downward and employee rates may be adjusted upward or downward by the same amount, not to exceed the maximum rate of the newly assigned grade.

2) The change in the Employment Cost Index (ECI) for the period of July 1, 2020 to June 30, 2021 was 2.9%. The index category the County uses is All Civilian, which includes state, local, nonprofit, and private sectors.

3) The County has an interest in maintaining this connection to the labor market which supports our ability to attract and retain well qualified employees. Our local unemployment rate of 4.1% (July) is currently lower than the state (5.2%) and the national (5.4%) average.

Options *

- 1) Approve the recommendation for a 2.9% ECI adjustment to non-represented employee salary schedule ranges effective July 1, 2021.
- 2) Approve non-represented employee salary schedule adjustment of some other amount.
- 3) Do not approve this recommendation and make no changes to the non-represented employee salary schedule.

Fiscal Impact *

- ☐ Yes
☒ No

2040 Thriving Communities Initiative

Mandated ☐ Yes
Service? * ☒ No

2040 Thriving Communities Initiative

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

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

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values N/A
Selections *

Focus Areas and Vision *

Select all that apply.

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

Explain Focus Areas N/A
and Vision
Selection *

Recommendations and Motions

Item Recommendations and Motions

Staff
Recommendations* The CFO and Human Resources Director recommend approval of the 2.9% ECI adjustment to the non-represented salary schedule ranges for fiscal year 2021-2022, to be effective July 1, 2021.

Meeting Motions* I move to ...
I move to approve a 2.9% adjustment to the non-represented employee salary schedule ranges effective July 1, 2021.

Attachments, Comments, and Submission

Item Comments and Attachments

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

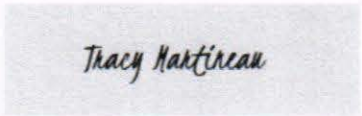
Comments (optional) If you have any questions, please call ext.6800

Department Approver TRACY MARTINEAU

Department Approval

Comments

Signature



Tracy Martineau

BOC Initial Approval

Approvals Required ☒ Counsel

☐ Finance

☐ HR

Counsel Approver VANCE CRONEY

County Administrator Approver
JOE KERBY

Comments

Counsel Approval

Comments

Signature

Vance H. Crisney

County Administrator Approval

Comments

Signature



Joseph Kerby

BOC Final Approval

Comments

Signature



Teresa Farley