

AGENDA

BENTON COUNTY BOARD OF COMMISSIONERS

Tuesday, June 15, 2021

GoToMeeting: <https://global.gotomeeting.com/join/438904301>

or Dial 1 (408) 650-3123 ; Access Code 438-904-301#

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 Emergency Operation and Department Operation Centers – Bryan Lee, Suzanne Hoffman, April Holland, Lili'a Neville, Debbie Parsons
- 4.2 9:30 a.m., 30 minutes – Discuss Property, Liability, Worker's Compensation Insurance Renewal – Mary Otley, Jane Sievers; Finance Services; Steve Uerlings – Barker Uerlings Insurance

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 Renewing of Annual Liquor and Tobacco Licenses for 2021-2022 – *Dale Dawn, Sheriff's Office*
- 5.2 In the Matter of Appointments to the following Advisory Boards and Committees:
 - Fair Board Rick Freeman, Craig Hendrickson
 - Food Service Chelsey Baldwin
- 5.3 Approval of the April 20, 2021 Meeting Minutes
- 5.4 Approval of the April 27, 2021 Meeting Minutes
- 5.5 Approval of the May 4, 2021 Meeting Minutes
- 5.6 Approval of the May 18, 2021 Meeting Minutes

Public Hearings

(Hearings are heard at 11:00 a.m., time certain or as soon thereafter as the matter may be heard)
Those wishing to speak should sign the "Public Comment" sign-in sheet – Thank you.

- PH 1 In the Matter of a Public Hearing to Adopt Resolution No. R2021-007, Supplemental Budget No. 21121 – *Jennifer Ambuehl, Finance Services*
- PH 2 In the Matter of a Public Hearing to Adopt Resolution No. 2021-009, FY 2021-23 County Budget – *Jennifer Ambuehl, Finance Services*

VI. Departmental Reports and Requests

- 6.1 Discussion and Decision to Accept a Right of Way Dedication from Glorietta Bay, LLC, County Road Number 26630 – *Joe Mardis, Public Works*
- 6.2 Discussion and Decision to Approve a Sole Source Contract for Animal Shelter Services – *Sheriff Jef Van Arsdall*
- 6.3 Discussion and Decision to Approve the Home, Opportunity, Planning and Equity (HOPE) Recommendations – *Julie Arena, Health Services*

VII. 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**

Tuesday, June 15, 2021

GoToMeeting link: <https://global.gotomeeting.com/join/438904301>

Livestream: <http://facebook.com/BentonCoGov>
9:00 a.m.

- Present:** **Xanthippe Augerot**, Chair; **Nancy Wyse**, Commissioner; **Pat Malone**, Commissioner; **Vance Croney**, County Counsel; **Joe Kerby**, County Administrator
- Staff:** **Jennifer Ambuehl**, **George Looney**, **Mary Otley**, **Debbie Parsons**, **Jane Sievers**, Finance; **Julie Arena**, **Suzanne Hoffman**, **April Holland**, Health; **Dawn Dale**, **Erica O'Neill**, **Greg Ridler**, **Jef Van Arsdall**, Sheriff's Office; **Teresa Farley**, **Lili'a Neville**, BOC Staff; **Bryan Lee**, Emergency Management; **Joe Mardis**, Public Works; **Erika Milo**, BOC Recorder; **Alyssa Rash**, Public Information Officer; **Gary Stockhoff**, Public Works
- Guests:** **Jim Day**, Gazette-Times; **Janet Larkin**, resident; **Steve Uerlings**, Barker Uerlings Insurance

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

I. Opening:

A. Introductions

B. Announcements

Augerot acknowledged that Benton County is on the historical lands of the Kalapuya people, who signed the Willamette Valley Treaty of 1855 but were removed to reservations in the Coast Range. Living descendants are now part of the Confederated Tribes of Grand Ronde and the Confederated Tribes of the Siletz Indians.

Augerot announced that June 19, 2021 is the Juneteenth holiday, which marks the formal date of the emancipation of slaves in Texas. The local NAACP celebrated Juneteenth, and celebrations will occur around the country.

II. Comments from the Public

No comment was offered.

III. Review and Approve Agenda

No changes were made to the agenda.

IV. Work Session

- 4.1 Update from Emergency Operation and Department Operation Centers –**
Bryan Lee, Emergency Management; Suzanne Hoffman, April Holland, Health Department; Lili'a Neville, Senior Strategic Programs Manager; Debbie Parsons, Finance

Lee reported that staff officially demobilized the County Emergency Operations Center (EOC) on June 11, 2021 and transferred operations to the Health Department Operations Center (DOC). Emergency Management staff are focused on planning for the summer wildfire season.

Malone asked Lee about a Bill that would move State Emergency Management out of the National Guard to be a standalone agency.

Lee replied this has been under discussion for several years and has a good chance of passing in this legislative session. The County has a wildfire evacuation exercise on June 19, 2021 from 9:00 a.m. to 12:00 p.m. Targeted neighborhoods will practice evacuation, and staff will share the wildfire preparedness message.

Augerot asked if the Community Emergency Response Team (CERT) is also involved.

Lee replied that CERT will practice setting up resources and helping evacuees at temporary evacuation points.

Hoffman reported that on June 14, 2021, Health staff activated the DOC for the second time. Hoffman thanked Lee and all EOC staff. To wrap up mass vaccination at Reser Stadium, Samaritan Health Services hosted a closure event at the final clinic on June 10, 2021 to honor everyone who participated and volunteered. Staff will use the Incident Command System structure in the DOC and will streamline operations as needed during the next 90 days.

Holland shared that in the last two weeks, Benton County moved from 63 COVID-19 cases per 100,000 of population to 45 cases, for an average rate of 47.5 cases per 100,000 population. This is below the threshold of 50 cases for the Low Risk category. County efforts are paying off. Zero cases were recorded on June 14, 2021. The overall case positivity rate is 1.6%, which is great news. Over 1,500 doses were administered at the last Reser Clinic on June 10, 2021. Staff are very grateful for collaboration with Oregon State University (OSU) and Samaritan Health Services. In total, 49 Reser clinics provided almost 75,000 doses. Now 63% of all Benton County residents have received at least one dose. However, vaccination rates are not consistent among under-represented groups; staff will focus efforts on increasing vaccine knowledge and confidence to help those with a history of marginalization to feel safe. There has been some progress already.

Today there is a second dose rural clinic at Wren Community Clinic for the communities of Kings Valley and Blodgett, with first dose drop-in availability (second doses will be given at SamCare Corvallis). There is a reader board and outreach. On June 17, 2021 there is a first dose clinic at Linus Pauling Middle School with incentives including \$25 gift cards. Staff are working with the Federal Emergency Management Agency (FEMA) and Oregon Health Authority (OHA) for FEMA to host a drive-through vaccination event in the City of Monroe on July 6-8, 2021 from 2:00 to 8:00 p.m., as well as offshoot clinics in Alsea and Philomath. The Vaccine Confidence Coalition meets today and is working hard on outreach, especially for the June 27, 2021 clinic.

Malone congratulated everyone on the case count. Malone noted that while overall Oregon case rates look good, rates are higher among unvaccinated people, and asked if that is an effective message for unvaccinated people.

Holland responded that promoting vaccination success is one way to encourage people, but one must hedge hopes of reopening with the fact that unvaccinated areas will still have sporadic

outbreaks. The Delta variant may reach Oregon, which is 40-50% more transmissible than the B.1.1.7 variant. Holland has concerns about hospital capacity in areas with low vaccination uptake, while remaining hopeful that Benton County will have sufficient coverage. Some people may not be convinced about the benefit of vaccination unless cases increase again.

Augerot thanked everyone in the Health Department and across the organization who worked in the EOC and clinics, as well as volunteers, partners OSU and Samaritan, and others who supported this great community effort.

Neville reported that the Joint Information Center (JIC) formally demobilized on June 11, 2021, and the Health Information Center (HIC) began on June 14, 2021. Neville and Rash are back in the BOC Office and will assist HIC staff if needed. Staff have mostly moved out of the EOC.

Parsons reported that staff are helping with the EOC to DOC transition. Parsons thanked Ambuehl, who is Finance Section Chief this week. The County has spent about \$1.7 million on vaccine-related costs, not including Health Department/Public Health funding expenditures. As a contractor through OHA, the County is eligible for full FEMA reimbursement of the \$1.7 million. The County had 131 non-Federally Qualified Health Center (FQHC) employees involved in COVID-19 response in 2021 so far, which demonstrates the organization's united effort. Thirteen additional employees were hired for EOC assistance.

At Augerot's request, Parsons described Otley's funding source spreadsheet from last week. The first column shows generic funding; the County has been granted \$34 million, but has not received or spent all of that money. The next column shows what has been spent so far; some items paid on purchase cards may not be included. A column shows what has not been spent, and a column shows expiration dates for various funds. The final section shows all FQHC funds; these are mostly for expansion of services, but the use has not yet been decided. The County needs to determine how to spend the remaining money over the next few months to years. The updated total wages are \$1.3 million.

Augerot noted that some of these funds go to small business, childcare, and other community needs. Most of what remains (over \$18 million) is from the American Rescue Plan Act (ARPA), for which the County is still developing a process.

Hoffman acknowledged that Holland has worked for Benton County for six months. Hoffman thanked County leadership for helping the Health Department with the structure and resources to accomplish the vaccination effort.

Malone expressed pride in the County's effort throughout the pandemic, which has saved lives and prevented serious illnesses; however, the effort is not done.

Kerby noted the contributions of Lee, Holland, Hoffman, Neville, Farley, Milo, Stokes and others attending the meeting. Benton County became number one in Oregon vaccination rates due to hundreds of County employees. Every County employee played a role in COVID-19 response, whether directly or by taking on additional work to support those in the EOC.

4.2 Discuss Property, Liability, Worker's Compensation Insurance Renewal – *Mary Otley, Jane Sievers, Finance Services; Steve Uerlings, Barker Uerlings Insurance*

Augerot noted the Board has the option to formalize this item with a motion, although formal decisions are usually made during the business meeting section rather than the work session.

Uerlings reported that the value of Benton County buildings increased 11.85% in 2020, partly due to market trends, partly due to additions including the 4500 SW Research Way Building and the Lincoln Health Center. The total value of insured buildings rose to \$95 million and contents increased to \$10.8 million. Uerlings will add coverage for the 4500 Building generator and \$350,000 of acquired contents before the policy is issued on July 1, 2021. Since the 4500 Building remodel will be done in stages, the project will be insured in two stages of about \$2.2 million each. Property markets have risen, but insurance provider CIS increased property insurance rates by only 3.51%. The County has \$20 million of earthquake coverage for all city structures and contents.

In 2020, the County changed liability insurance from an aggregate annual deductible to a per claim deductible of \$10,000, which is based on severity rather than frequency of losses; this better suits the County's low claim frequency. Auto liability and auto physical damage premiums decreased because 11 former Dial-a-Bus vehicles were transferred back to being insured by Dial-a-Bus.

Uerlings compared crime coverage pricing from CIS, but recommends staying at \$1 million with Traveler's Insurance for now, although the premium is slightly higher. Uerlings will work with Otley to institute background checks for employees that handle money, a CIS requirement for any claim arising from an employee taking County funds. Once the County establishes this procedure, the insurance can be transferred to CIS at any time. Traveler's did not renew the County's cybercrime policy due to required procedures that the County cannot follow at this time. Uerlings obtained a price quote from Benchmark, a leading cybercrime insurer, and recommended increasing coverage from a \$2 million limit to \$5 million to better match the County's risk. Uerlings will work with Information Technology on policies and procedures including multi-factor authentication for remote access. The total premium for property liability increased \$109,000 (16%) to \$786,736, primarily due to crime coverage.

CIS has exited the workers compensation market, and has arranged for provider SAIF to take over those accounts starting July 1, 2021. SAIF offered two options. One is a guaranteed cost plan with a one-time payment of premium and state assessments which is audited at year-end. The County previously had a retroactive plan, where one pays a basic premium factor (the County paid \$152,000 in 2020), and is billed monthly for claims paid plus a claims handling charge of 20%. With SAIF's reduced premium cost (\$371,000 versus \$564,000 with CIS), it is better for the County to pay guaranteed plan cost, because past losses have been higher than an up-front premium. There will be some additional future workers compensation expenses due to outstanding claims from the last five years. Claims must stay below \$136,000 to reach the cost premium threshold. The County's three-year average (excluding the fatality) is \$130,000; the five-year average including that year is \$367,000.

Responding to a question from Malone, Uerlings explained that Barker Uerlings Insurance is the County's risk management Agent of Record, working with the City of Corvallis, the County, and other insurance carriers to present options to the County. The firm meets regularly with County safety committees, meets with staff on contract issues, and meets with Counsel on claims issues. The firm is paid an annual fee which is negotiated every five years.

Otley has written a draft background check policy which will be reviewed by the Sheriff's Department and the Health Department.

MOTION: Malone moved to accept the recommendations for property and liability coverages and for workers compensation coverage for Fiscal Year 2021-22 as set forth by the Agent of Record. Wyse seconded the motion, which passed 3-0.

V. Consent Calendar

5.1 In the Matter of Renewing of Annual Liquor and Tobacco Licenses for 2021-2022 – Dale Dawn, Sheriff's Office

5.2 In the Matter of Appointments to the following Advisory Boards and Committees:

Fair Board	Rick Freeman, Craig Hendrickson
Food Service	Chelsey Baldwin

5.3 Approval of the April 20, 2021 Meeting Minutes

5.4 Approval of the April 27, 2021 Meeting Minutes

5.5 Approval of the May 4, 2021 Meeting Minutes

5.6 Approval of the May 18, 2021 Meeting Minutes

MOTION: Wyse moved to approve the Consent Calendar of June 16, 2021 without item 5.3. Malone seconded the motion, which passed 3-0.

Wyse requested that a phrase be added to the April 20, 2021 Meeting Minutes to clarify why Wyse abstained from the motion on item 7.2, "Support Letter for Governor's Broadband Initiative and Intergovernmental Agreement (IGA) for Broadband Feasibility Study." Wyse's policy is to read the related material before voting on an item. In this case, the material was sent via email less than one hour before the start of the meeting, which did not allow sufficient time for reading.

Counsel asked if this intent was clearly stated during the April 20, 2021 Meeting.

Wyse affirmed.

Counsel concurred that this was an appropriate addition.

MOTION: Wyse moved to approve Consent Calendar item 5.3 with the following change on page 9 of 10: at the end of the sentence "Wyse expressed support for the project, but prefers not to approve items she has not read", add "as the material was sent via email less than one hour before the start of the meeting." Malone seconded the motion, which passed 3-0.

Chair Augerot recessed the meeting at 10:16 a.m.

Chair Augerot resumed the meeting at 11:01 a.m.

Wyse noted an error in the 911 County Service District (CSD) Meeting agenda. Farley explained that the item had been corrected in the revised CSD packet.

Public Hearings

PH 1 In the Matter of a Public Hearing to Adopt Resolution No. R2021-007, Supplemental Budget No. 21121 – Jennifer Ambuehl, Finance Services

Chair Augerot opened the public hearing at 11:02 a.m.

Staff Report

Ambuehl explained that five funds needed amendment in the 2019-21 biennium budget. The total appropriations increase is \$9,423,528. In the ARPA Fund, General Operations increased \$2 million and Contingency increased \$7,023,528 to establish budget authority for the remainder of the 2019-21 biennium. In the Housing and Urban Development Block Grant Fund, the County anticipates receiving two Community Development Block Grants; Community Services Operations will increase \$400,000 to create authority for the grants. In the Inter-Governmental Services Funds, General Government Operations decreased \$25,000, Transfer to Other Funds decreased \$562,000, and Debt Service increased \$587,000, for a net appropriations change of zero, so that the 4500 SW Research Way Building debt payment comes from the right location. In the Enterprise Operations Fund, Natural Areas, Parks, and Events Department Operations increased \$20,000, offset by a \$20,000 decrease in Contingency for a net appropriation change of zero, to finish improvements at the Adair Clubhouse. In the Trust Fund, Trust Fund Operations increased \$72,000, offset by a \$20,000 decrease in Contingency, for Beazell Memorial Forest road work prior to timber harvest.

Public Comment

No comment was offered.

Chair Augerot closed the public hearing at 11:06 a.m.

MOTION: Malone moved to adopt Resolution #R2021-007 in the matter of Supplemental Budget #21121. Wyse seconded the motion, which **passed 3-0.**

PH 2 In the Matter of a Public Hearing to Adopt Resolution No. 2021-009, Fiscal Year 2021-23 County Budget – Mary Otley, Finance Services

Chair Augerot opened the public hearing at 11:07 a.m.

Staff Report

Otley presented the 2021-23 biennial budget. This budget is similar to what the Board approved at the Budget Committee Meeting on May 10, 2021. The only changes are a transfer of \$133,000 from the General Fund to the Road Fund to pay for the wildlife and Animal and Plant Health Inspection Service funding, and inter-departmental changes in the Health Fund based on overhead costing. No new funds were incorporated. Staff have already identified changes to this budget including State funding for the Health Department, which will be addressed in a future supplemental budget.

Public Comment

No comment was offered.

Chair Augerot closed the public hearing at 11:10 a.m.

MOTION: Malone moved to adopt the Resolution in the matter of adopting a budget, making appropriations and levying taxes for the 2021-23 biennium beginning July 1, 2021. Wyse seconded the motion, which **passed 3-0.**

Augerot thanked Finance staff for a smooth budget process.

VI. Departmental Reports and Requests

6.1 Discussion and Decision to Accept a Right of Way Dedication from Glorietta Bay, LLC, County Road Number 26630 – Joe Mardis, Public Works

Mardis explained that Glorietta Bay is a recreational vehicle and storage development northeast of the City of Philomath on 19th Street. The owners want to dedicate a portion of land along 19th Street to the County, so that the County can widen the road in future to accommodate increased traffic from the development. The area is within the Philomath City limits, but is a County road.

Augerot praised staff for thinking proactively about adhering to Philomath guidelines.

MOTION: Malone moved to accept the right of way dedication from Glorietta Bay LLC for road and utility purposes along 19th Street, County Road Number 26630. Wyse seconded the motion, which **passed 3-0.**

6.2 Discussion and Decision to Approve a Sole Source Contract for Animal Shelter Services – Sheriff Jef Van Arsdall, Animal Control Deputy Erica O'Neill

Van Arsdall requested approval to continue contracting with Heartland Humane Society (HHS) for animal shelter services.

Augerot asked Counsel to provide context, and asked how the relationship with HHS is working.

Counsel noted this is the second example of the impact of the County's new Contract Manual. Any sole source contract with a value over \$100,000 must be approved by the Board. Contracts for sole source which are below that amount can be approved by a Department Head in consultation with Counsel. HHS has been the County's contracted shelter for a long time.

O'Neill has worked with HHS for 13 years and feels there is a good working relationship. Deputies can also bring an animal to the facility after hours.

Augerot observed that the State mandates this service, but only for dogs, and asked how other animals are handled.

O'Neill shared that HHS will accept cats and small livestock such as goats or chickens; other resources are available for large livestock such as cows and horses.

MOTION: Malone moved to approve Order D2020-045 authorizing the use of a sole source exception to the process as described in BCC 2.275 to contract with Heartland Humane Society, dba Heartland Humane Shelter & Care, for animal shelter services for the Benton County Sheriff's Office. Wyse seconded the motion, which **passed 3-0.**

Augerot acknowledged the recent loss of Patrol Deputy Paul Lancaster.

Van Arsdall shared that a memorial event will be held June 26, 2021 at the Linn County Fairgrounds Hall B at 11:30 a.m.

6.3 Discussion and Decision to Approve the Home, Opportunity, Planning and Equity (HOPE) Recommendations – Julie Arena, Health Services

Arena presented final language of the HOPE policy recommendations and the minutes and City staff report from the Corvallis City Council Work Session on May 6, 2021. The City Council accepted the recommendations at the last meeting. Arena is meeting with each Commissioner to discuss priorities.

Malone thanked Arena for these efforts. The one-on-one meeting was helpful.

Arena hopes to hold a meeting before July 1, 2021 to examine where more capacity is needed, discuss joint or individual roles, and discuss implementing the recommendations.

Augerot acknowledged 18 months of work by the HOPE Advisory Committee, thanking Committee members, County staff, and other service providers.

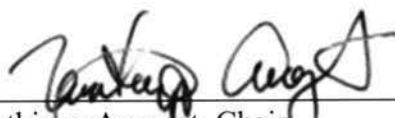
MOTION: Malone moved to accept the Home, Opportunity, Planning and Equity recommendations as adopted by the HOPE Advisory Board to the City of Corvallis and Benton County. Wyse seconded the motion, which **passed 3-0.**

VII. Other

No other business was discussed.

VIII. Adjournment

Chair Augerot adjourned the meeting at 11:13 a.m.



Xanthippe Augerot, Chair



Erika Milo, Recorder

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

4.2WS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 06/15/21

[View Agenda Tracker](#)

Suggested Placement * Work Session

Department * Finance

Contact Name * Mary Otley

Phone Extension * 7666767

Meeting Attendee Name * Mary Otley Jane Sievers,

Agenda Item Details

Item Title * Property, Liability, Worker's Compensation Insurance Renewal discussion

Item Involves * Check all that apply

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

Estimated Time * 30 minutes

Board/Committee Involvement *
☐ Yes
☒ No

Advertisement*

☐ Yes

☒ No

Issues and Fiscal Impact

Item Issues and Description

**Identified Salient
Issues ***

Every year, our agent of record, Steve Uerlings, seeks quotes on our property and liability insurance coverages as well as the workmen's compensation coverage.

Steve Uerlings will be in attendance to discuss the renewal options.

At this time, we do not have any additional information to provide. If it is available, it will be distributed prior to the meeting.

Options *

1. Accept the recommendations.
2. Do not accept the recommendations.
3. Ask for adjustment to the recommendations.

Fiscal Impact *

- ☒ Yes
☐ No

**Fiscal Impact
Description ***

At the time of submitting the checklist, this information is not available

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.

Insurance coverage

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 ***

**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 ***

Recommendations and Motions

Item Recommendations and Motions

Staff Accept the recommendations.
Recommendations *

Work Session I move to ...
Motions * I move to accept the recommendations for property and liability coverages and for workman's compensation coverage for fiscal year 2021-22 as set forth by the Agent of Record.

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**

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

Mary will add the background documents in advance of the meeting to this agenda item once they are received from Steve Uerlings.

Signature

A handwritten signature in cursive script, reading "Joseph Kerby". The signature is written in dark ink on a light-colored, slightly textured background.

BOC Final Approval

Comments

Signature

Teresa Farley

**Property, Liability and
Workers' Compensation Insurance
Renewal Proposal**

July 2021 – 2022



**Steve Uerlings, CIC, ARM, CRM
Senior Vice President**

**Sherri Strandy, CISR
Account Manager**



**BARKER-UERLINGS
INSURANCE**

Corvallis Location
340 NW Fifth Street
Corvallis, OR 97330
541-757-1321
800-284-1321

Albany Location
321 1st Ave. E Suite 1B
Albany, OR 97321
541-248-3698
800-284-1321

June 10, 2021

June 10, 2021

To: Benton County Commissioners
Joe Kerby, County Administrator

From: Steve Uerlings, CIC, ARM, CRM
Account Executive - Insurance Agent of Record

Re: Property, Liability & Workers' Compensation Insurance Renewals

As Agent of Record for Benton County, we are pleased to recommend the following program for the Property, Liability & Workers' Compensation Insurance coverage that renews on July 1, 2021. These recommendations are made after careful analysis of all available options:

Property & Excess Earthquake

We recommend that the County renew its Property, Equipment Breakdown and Scheduled Equipment insurance with **City County Insurance Services (CIS)** for an annual premium of **\$185,727**. The property coverage with City County Insurance Services provides \$10 million limits for Earthquake and Flood coverage. The County began purchasing an additional \$10 million in Excess Earthquake coverage from CIS in 2008, and the premium noted above includes the higher Earthquake and Flood limits again this year. Overall, this is an increase of \$22,790 or 13.99% over the premium from last year, property rates trended up this year for CIS by 3.51%, the total values increased by 11.85% on Buildings and 3.18% on Contents. We have added the New Lincoln Health Center building for \$4,100,000 and contents of \$350,000. Also included is the remodeling of the Fiserv building for \$4,300,000. The remodeling will be in two phases, so this premium may go down with the phasing of the values.

Tort Liability & Automobile Insurance

We recommend the County renew its Tort, Automobile Liability and Physical Damage Insurance with **City County Insurance Services (CIS)** with a **\$10,000** Per Claim Liability Deductible for an annual premium of **\$546,124**. This is an increase of \$55,832 or 11.39% over the premium for last year. Automobile Liability and Physical Damage premiums have gone down with the transfer of 11 autos to Dial-A-Bus that occurred on May 1, 2021.

Crime

We received quotes from Travelers (current carrier) and CIS, with optional limits of \$500,000 and \$1,000,000. Due to the pending change in the Finance Director, we are recommending increasing the limit to \$1,000,000. Currently background checks are not being done on any employee who handles money. CIS would exclude any losses if an employee who had prior dishonesty issues and the County should have been aware of it by performing background checks. Staff is working on changing this practice, but it is not in place as of July 1st.

Based on this we recommend renewing with **Travelers** at the \$1,000,000 limit for an annual renewal premium **\$8,060**. This is an increase of \$2,860 or 51.76%, primarily due to increased limit, crime and cyber liability claims worldwide. CIS provides a base limit of \$50,000 in their General and Auto Liability policy, but their Excess is more expensive and not as broad as Travelers. This provides coverage for required notification expenses, fines and penalties as the result of a data breach. Also provides Cyber Extortion Expenses if your system was compromised.

Miscellaneous Bonds

There is a separate surety bond for the Benton County Fair Board placed with **Travelers** that has an annual premium of **\$326**. This will be the first installment of a three-year bond which will expire on 07/01/2024.

Cyber Liability

The Cyber insurance industry has had some major changes due to claim activity. Your current carrier Travelers will not be renewing your coverage due to changes in their underwriting. We looked at CIS who would provide \$1,000,000 of coverage, but again you do not meet their underwriting standards. We recommend placing your coverage with **Benchmark** at a \$5,000,000 limit with a \$50,000 retention / deductible for an annual premium of **\$46,499**. This is \$28,424 over last year, but much higher limits.

Workers' Compensation

CIS elected to get out of providing Workers' Compensation to its members and arranged to have SAIF Corporation pick up the coverage as of July 1st. Based on past loss experience we are recommending going with **SAIF** on a Guaranteed Cost Basis, rather than a "Loss Sensitive Retro Plan" for an annual premium and DCBS assessments of **\$289,804**.

Summary

The premium for the 2021 - 2022 Property, Liability & Bond renewal with CIS, Travelers and Benchmark (not including workers' compensation) totals **\$786,736** an increase of \$109,906 or 16.24% as compared to the expiring policy year.

The premium for the 2021 - 2022 Workers' Compensation is **\$289,804** an increase of \$133,268 or 85.14% over the Initial Contribution last year.

Thank you;

Steve Uerlings

Steve Uerlings, CIC, ARM, CRM
Account Executive

BENTON COUNTY
PROPERTY INSURANCE RENEWAL ANALYSIS
FOR THE PERIOD 7/1/2021 - 7/1/2022

As of 6/10/2021

COVERAGE	2020 - 2021 CIS	2021 - 2022 CIS	% Change
Property	\$140,226	\$162,914	16.18%
Building Limit	\$85,240,028	\$95,343,776	(1) 11.85%
Contents Limit	\$10,535,382	\$10,870,382	(1) 3.18%
Property in the Open	\$1,289,762	\$1,346,000	(1) 4.36%
Mobile Equipment Limit	\$3,010,903	\$2,570,450	-14.63%
Valuable Papers all other locations	\$100,000	\$100,000	
Additional Valuable Papers at the Courthouse	\$150,000	\$150,000	
Deductible	\$5,000	\$5,000	
Earthquake	\$15,000	\$15,000	
Limit	\$10,000,000	\$10,000,000	
Deductible	\$25,000	\$25,000	
Flood (limits & deductibles vary by flood zone)	\$2,500	\$2,500	
Limit	\$10,000,000	\$10,000,000	
Deductible	\$25,000	\$25,000	
Excess Earthquake & Flood (2)	\$35,000	\$35,000	(2)
Limit	\$10,000,000	\$10,000,000	
Deductible	Excess over CIS	Excess over CIS	
Equipment Breakdown	Included	Included	
Limit	Per SOV	Per SOV	
Deductible	\$5,000	\$5,000	
Endorsements - Net of discounts	n/a	n/a	
TOTAL PROPERTY PREMIUM	\$192,726	\$215,414	
CIS Risk Management Allowance	(\$19,272.58)	(\$21,541.36)	
CIS Multi-Line Credit	(\$10,516.93)	(\$8,145.68)	
TOTAL NET PROPERTY PREMIUM	\$162,936	\$185,727	
Overall rate per \$100 of values =	\$0.1649	\$0.1707	
Percentage change in rate	3.51%		
Total Dollar Change		\$22,790	
Total Percentage Change		13.99%	

Footnotes:

1) Property changes in values due to New Lincoln Health Center building of \$4.1M, contents of \$350K and Builder's Risk coverage for FISERV bldg of \$4.3M plus 3% trending.

2) Annual premium for \$10M Excess Earthquake and Flood coverage (excluding Flood Zones A, V and Shaded X).

BENTON COUNTY
LIABILITY INSURANCE RENEWAL ANALYSIS
FOR THE PERIOD 7/1/2021 - 7/1/2022
\$10,000 Per Claim Deductible

As of 05/06/21

COVERAGE	2020-2021 CIS	2021-2022 CIS	Multi Line Credit	RM Fee Credit	High Risk Activity	Net Premium	% Change
Tort, Public Officials and Law Enforcement Liability	\$365,998	\$504,817	(\$25,241)	(\$50,482)	\$0	\$429,095	17.24%
Limit per Occurrence	\$10,000,000	\$10,000,000					
Annual Aggregate	\$30,000,000	\$30,000,000					
Liability Deductible	\$10,000	\$10,000					
Cyber Liability	Included	Included				Included	
Limit	\$50,000	\$50,000					
Automobile Liability	\$70,685	\$77,106	(\$3,855)	(\$7,711)	\$0	\$65,540	-7.28%
Limit	\$10,000,000	\$10,000,000					
Uninsured Motorists Limit	\$200,000	\$200,000					
Deductible	See above	See above					
Auto Physical Damage	\$53,610	\$60,576	(\$3,029)	(\$6,058)	\$0	\$51,489	-3.96%
Comprehensive deductible	\$1,000	\$1,000					
Collision deductible	\$1,000	\$1,000					
TOTAL	\$490,292	\$642,499	(\$32,125)	(\$64,250)		\$546,124	

Total Dollar Change
Total Percentage Change

\$55,832
11.39%

**BENTON COUNTY
CRIME AND FAIR BOND RENEWAL ANALYSIS
FOR THE PERIOD 7/1/2021 - 7/1/2022**

As of 6/10/2021

COVERAGE	2020-2021 Travelers \$500,000 Limit	2021-2022 Travelers \$500,000 Limit	2021-2022 Travelers \$1,000,000 Limit	2021-2022 CIS \$500,000 Limit	2021-2022 CIS \$1,000,000 Limit
Governmental Crime	\$5,200	\$6,328	\$8,060	\$2,528	\$3,498
Carrier	Travelers	Travelers	Travelers	CIS	CIS
Employee Dishonesty	\$500,000	\$500,000	\$1,000,000	\$500,000	\$1,000,000
Forgery & Alteration	\$500,000	\$500,000	\$1,000,000	\$500,000	\$1,000,000
Computer Fraud	\$500,000	\$500,000	\$1,000,000	\$500,000	\$1,000,000
Computer Program and Data Restoration Expense	\$50,000	\$50,000	\$50,000	N/A	N/A
Funds Transfer Fraud	\$500,000	\$500,000	\$1,000,000	\$500,000	\$1,000,000
Deductible for all coverages above	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Social Engineering Fraud	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Deductible	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Benton County Fairboard	\$326	\$326	\$326	\$326	\$326
Carrier	Travelers	Travelers	Travelers	Travelers	Travelers
Limit	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
Deductible	None	None	None	None	None
Total Crime and Bonds	\$5,526	\$6,654	\$8,386	\$2,854	\$3,824
Premium \$ Change		\$1,128	\$2,860	-\$2,672	-\$1,702
Premium % Change		20.41%	51.76%	-48.35%	-30.80%

Footnotes:

CIS will put this exclusion on the coverage:

"Coverage is void if the member knew or should have known by background checks, if an employee had a prior theft on record."

**BENTON COUNTY
CYBER RENEWAL ANALYSIS
FOR 7/1/2021 - 7/1/2022**

As of 6/10/2021

COVERAGE	2020 - 2021 Travelers \$1,000,000 Limit	2021 - 2022 Benchmark \$1,000,000 Limit	Retention	2021 - 2022 Benchmark \$2,000,000 Limit	Retention	2021 - 2022 Benchmark \$5,000,000 Limit	Retention
Cyber Liability	\$18,075	\$22,697		\$30,365		\$46,499	
Liability							
Privacy and Security	\$2,000,000	\$1,000,000	\$25,000	\$2,000,000	\$25,000	\$5,000,000	\$50,000
Payment Card Costs	\$2,000,000	\$1,000,000	\$25,000	\$2,000,000	\$25,000	\$5,000,000	\$50,000
Media	Not Covered	\$1,000,000	\$25,000	\$2,000,000	\$25,000	\$5,000,000	\$50,000
Regulatory Proceedings	\$1,000,000	\$1,000,000	\$25,000	\$2,000,000	\$25,000	\$5,000,000	\$50,000
Breach Response							
Privacy Breach Notification	1,000,000 impacted parties	\$1,000,000	\$25,000	\$2,000,000	\$25,000	\$5,000,000	\$50,000
Computer and Legal Experts	\$1,000,000	Included		Included		Included	
Betterment	\$100,000	N/A		N/A		N/A	
Cyber Extortion	\$1,000,000	\$1,000,000	\$25,000	\$2,000,000	\$25,000	\$5,000,000	\$50,000
Data Restoration	\$500,000	\$1,000,000	\$25,000	\$2,000,000	\$25,000	\$5,000,000	\$50,000
Public Relations	\$500,000	N/A		N/A		N/A	
Cyber Crime							
Social Engineering Fraud	\$100,000	\$250,000	\$25,000	\$250,000	\$25,000	\$250,000	\$50,000
Telecom Fraud	\$100,000	N/A		N/A		N/A	
Business Loss							
Business Interruption	\$1,000,000	\$1,000,000	\$25,000	\$2,000,000	\$25,000	\$5,000,000	\$50,000
Dependent Business Interruption	\$100,000	\$1,000,000	\$25,000	\$2,000,000	\$25,000	\$5,000,000	\$50,000
Dependent Business Interruption - System Failure	\$100,000	N/A		N/A		N/A	
Dependent Business Interruption - Outsource Provider	\$100,000	N/A		N/A		N/A	
Dependent Business Interruption - Outsource Provider - System Failure	\$100,000	N/A		N/A		N/A	
Reputation Harm	\$250,000	\$500,000	12 hours	\$1,000,000	12 hours	\$2,500,000	12 hours
System Failure	\$1,000,000	\$1,000,000	\$25,000	\$2,000,000	\$25,000	\$5,000,000	\$50,000
Contingent System Failure	\$1,000,000	\$1,000,000	\$25,000	\$2,000,000	\$25,000	\$5,000,000	\$50,000
Total	\$18,075	\$22,697		\$30,365		\$46,499	
	Premium Change	\$4,622		\$12,290		\$28,424	
	Percentage Change	25.57%		68.00%		157.26%	

Footnotes:

Due to change in underwriting standards you are no longer eligible for Travelers Cyber.

**BENTON COUNTY
INSURANCE PREMIUM RENEWAL SUMMARY
FOR 7/1/2021 - 7/1/2022**

As of 6/10/2021

	2020 - 2021 CIS \$10,000 Per Claim Ded	2021 - 2022 CIS \$10,000 Per Claim Ded	% Change
<u>Coverage</u>			
Property Including Excess EQ & Flood	\$ 162,936	\$ 185,727	13.99%
Tort Liability	\$ 365,998	\$ 429,095	17.24%
Auto Liability	\$ 70,685	\$ 65,540	-7.28%
Auto Physical Damage	\$ 53,610	\$ 51,489	-3.96%
Total Net CIS Premiums	\$ 653,229	\$ 731,851	12.04%
Crime @ \$1,000,000 & Bond Premiums	\$ 5,526	\$ 8,386	51.76%
Cyber Premium @ \$5,000,000	\$ 18,075	\$ 46,499	157.26%
TOTAL ANNUAL PREMIUMS	\$ 676,830	\$ 786,736	
Risk Management Consulting Services	\$ 21,000	\$ 21,000	0.00%
Total Dollar Change		\$109,906	
Total Percentage Change		16.24%	

Benton County
Workers' Compensation Renewal Analysis
For the Period 7/1/2021 to 7/1/2022

As of 6/10/2021

Class
Code **Classification**

5191	Office Machine Install/Service
5506	Street/Road Maintenance
7024J	Vessel Operations
7720	Law Enforcement
7720V	Court-Mandated Workers
8380	Garage/Shop Operations
8411	Public Safety Volunteers
8411S	Volunteer Search & Rescue
8810	Office Clerical
8820	Attorneys (et al)
8831	Animal Control
8832	Health Clinic
8835	Nursing - Home Health & Drivers
9015	Building Maintenance/Lifeguards
9016	Fairgrounds & Drivers
9102	Parks Maintenance
9410	County Employees NOC
Total Payroll	

2020 - 2021	2020 - 2021	
Payrolls	CIS Rate	Premium
\$537,586	\$1.00	\$5,371
\$513,677	\$8.98	\$46,136
\$20,590	\$3.29	\$677
\$6,808,122	\$4.08	\$277,690
\$69,808	\$4.08	\$2,847
\$655,892	\$3.45	\$22,632
\$367,200	\$1.83	\$6,732
\$95,000	\$1.83	\$1,742
\$10,008,208	\$0.09	\$9,278
\$1,648,500	\$0.14	\$2,377
\$62,321	\$1.58	\$982
\$9,769,625	\$0.56	\$54,339
\$1,462,426	\$3.76	\$54,980
\$373,195	\$3.70	\$13,800
\$209,740	\$3.12	\$6,546
\$235,482	\$4.72	\$11,109
\$2,504,614	\$1.90	\$47,467
\$35,341,986		
		\$564,703
		Included
		\$564,703
		0.77
		\$434,822
		0.35
		\$152,188
		\$36,960
		(\$32,612)
		\$156,536

2021 - 2022	2021 - 2022	
Payrolls	SAIF Rate	Premium
\$424,425	0.71	\$3,013
\$442,953	4.68	\$20,730
\$18,812	2.90	\$546
\$7,197,162	2.84	\$204,399
\$60,000	2.84	\$1,704
\$606,781	2.02	\$12,257
\$300,000	1.05	\$3,150
\$80,000	1.05	\$840
\$10,491,879	0.11	\$11,541
\$1,832,452	0.11	\$2,016
\$65,068	1.04	\$677
\$10,790,911	0.26	\$28,056
\$1,614,036	1.83	\$29,537
\$340,839	2.54	\$8,657
\$210,637	1.97	\$4,150
\$242,568	2.74	\$6,646
\$2,839,301	1.19	\$33,788
\$37,557,824		
		\$371,707
		\$3,345
		\$375,052
		0.84
		\$315,044
		1.00
		\$315,044
		(\$54,533)
		\$260,511
		\$5,634
		\$23,659
		\$289,804

2021 - 2022	2021 - 2022	
Payrolls	SAIF Rate	Premium
\$424,425	0.71	\$3,013
\$442,953	4.68	\$20,730
\$18,812	2.90	\$546
\$7,197,162	2.84	\$204,399
\$60,000	2.84	\$1,704
\$606,781	2.02	\$12,257
\$300,000	1.05	\$3,150
\$80,000	1.05	\$840
\$10,491,879	0.11	\$11,541
\$1,832,452	0.11	\$2,016
\$65,068	1.04	\$677
\$10,790,911	0.26	\$28,056
\$1,614,036	1.83	\$29,537
\$340,839	2.54	\$8,657
\$210,637	1.97	\$4,150
\$242,568	2.74	\$6,646
\$2,839,301	1.19	\$33,788
\$37,557,824		
		\$371,704
		\$3,345
		\$375,049
		0.84
		\$315,041
		0.306
		\$96,403
		\$5,634
		\$28,606
		\$130,643

Manual Premium
Increased Employer's Liability
Subject Premium
Experience Modification
Modified Premium
Initial Contribution Factor
Standard Premium
Premium Discount
Guaranteed Cost
Terrorism & Catastrophe Premiums
Oregon DCBS Assessment
Multi-line Credit
Initial Contribution and Assessments

\$ Change \$133,268
% Change 85.14%

\$ Change (\$25,893)
% Change -16.54%

Benton County
WC Retro Plan Comparison
2021 - 2022

As of 6/10/2021

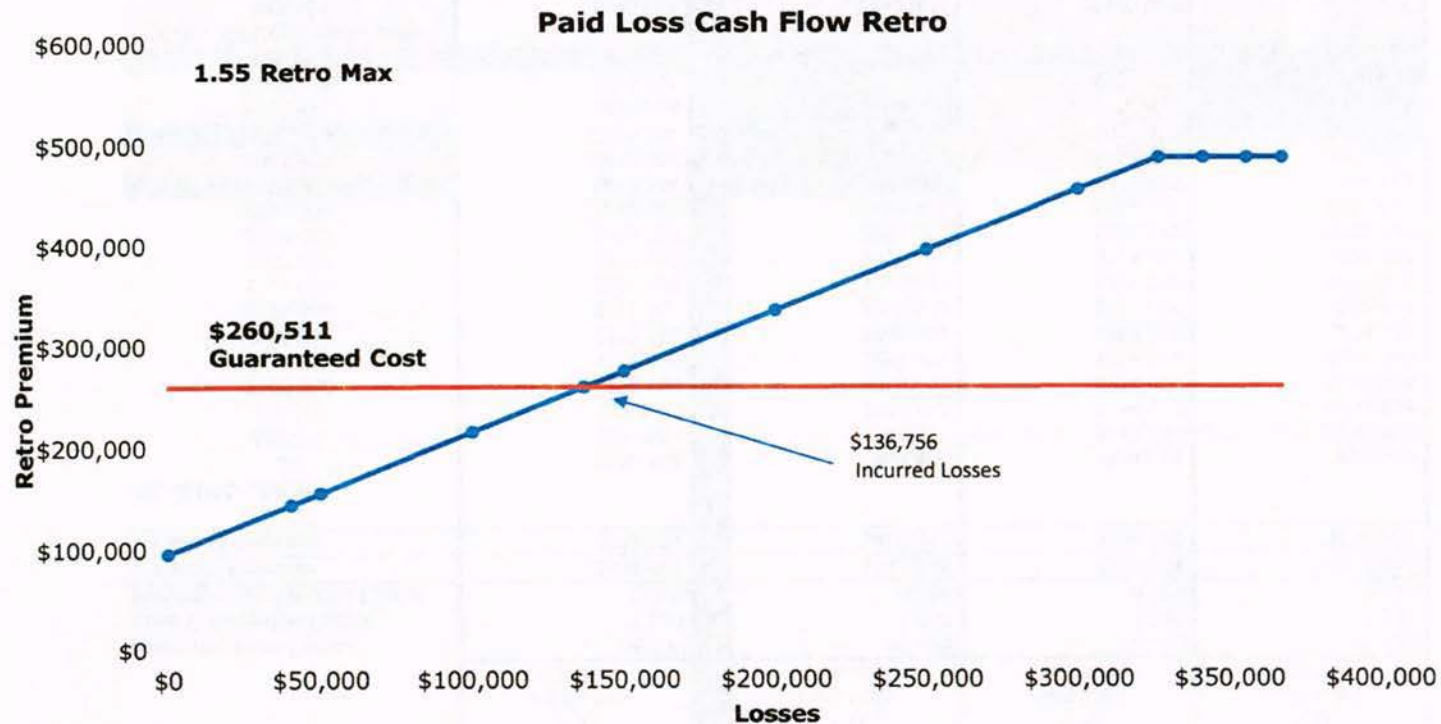
	2020 - 2021		2021 - 2022	
	CIS 1 Yr Paid Loss 1.10 Max	SAIF 1 Yr Paid Loss 1.55 Max	SAIF 1 Yr Paid Loss 1.60 Max	SAIF 1 Yr Paid Loss 1.65 Max
Basic Premium Factor	35.00%	30.60%	30.00%	29.50%
Loss Conversion Factor	1.200	1.200	1.200	1.200
Monthly Loss Deferral Factor	0.00%	0.26%	0.26%	0.26%
Standard Premium	\$434,822	\$315,044	\$315,044	\$315,044
Maximum Premium	\$478,304	\$488,318	\$504,070	\$519,823
INCURRED LOSSES				
\$0	\$152,188	\$96,403	\$94,513	\$92,938
\$40,411	\$200,681	\$144,897	\$143,006	\$141,431
\$50,000	\$212,188	\$156,403	\$154,513	\$152,938
\$100,000	\$272,188	\$216,403	\$214,513	\$212,938
\$136,757	\$316,296	\$260,511	\$258,622	\$257,046
\$138,332	\$318,186	\$262,402	\$260,511	\$258,936
\$139,644	\$319,761	\$263,976	\$262,086	\$260,511
\$150,000	\$332,188	\$276,403	\$274,513	\$272,938
\$200,000	\$392,188	\$336,403	\$334,513	\$332,938
\$250,000	\$452,188	\$396,403	\$394,513	\$392,938
\$300,000	\$512,188	\$456,403	\$454,513	\$452,938
\$326,596	\$478,304	\$488,318	\$486,428	\$484,853
\$341,298	\$478,304	\$488,318	\$504,072	\$502,496
\$355,738	\$478,304	\$488,318	\$504,072	\$519,824
\$367,347	\$478,304	\$488,318	\$504,072	\$519,824
Maximum	\$478,304	\$488,318	\$504,070	\$519,823
2020 - 2021 Incurred Losses				
\$40,411	\$200,681	\$144,897	\$143,006	\$141,431
5 Yrs Ave Losses - 2019				
\$130,017	\$308,209	\$252,424	\$250,534	\$248,959
5 Yrs Ave Losses				
\$367,347	\$478,304	\$488,318	\$504,070	\$519,823
Losses to Reach Maximum		\$326,596	\$341,298	\$355,738
Losses to Reach Disc. Prem		\$136,757	\$138,332	\$139,644
Premium Change		(\$55,784)	(\$57,675)	(\$59,250)
Premium Savings Due to Max			(\$1,890)	(\$3,465)
Increased Maximum Losses			\$15,752	\$31,504
Premium Assessments	Maximum	\$43,553	\$44,958	\$46,363
	Minimum	\$8,598	\$8,430	\$8,289

WORKERS' COMPENSATION 1.55 Max Retro

RETRO PLAN COMPARISON
Policy Period: 07-01-2021 to 07-01-2022

Retro	1.55	Loss Conversion Factor	1.20
Standard Premium	\$ 315,044	Guaranteed Cost Premium*	\$260,511
Basic Premium Factor	0.306	Maximum losses	\$326,596
Basic Premium	\$96,403	Break Even Losses:	
Monthly Loss Deferral Factor	0.0026	To reach Standard Premium	\$182,200
Maximum Premium	488,318	To reach Guarantee Cost	\$136,756

*Standard Premium-premium volume discount [DCBS and TRIA/DTEC not included]



Estimated Retro Premium = Basic Premium + (Insured Losses x Loss Conversion Factor)
To evaluate the effectiveness of your retrospective policy, compare your retro premium to the guaranteed cost plan

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 06/15/21

[View Agenda Tracker](#)

Suggested Placement* BOC Tuesday Meeting

Department* Sheriff's Office

Contact Name* Dawn Dale

Phone Extension* 6884

Meeting Attendee Name* Dawn Dale

Agenda Item Details

Item Title* Renewal of Annual Liquor and Tobacco Licenses for 2021-22

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 Consent Calendar

Board/Committee Involvement* ☐ Yes ☒ No

Advertisement* ☐ Yes ☒ No

Issues and Fiscal Impact

Item Issues and Description

**Identified Salient
Issues ***

Local government can review the renewal of liquor licenses and tobacco endorsements, and may make one of the following recommendations to the OLCC:

☐ The local government can file an unfavorable recommendation with the commission with a statement of the grounds for the unfavorable recommendation; or

☐ The local government can file a request for additional time with the commission that sets forth the reason additional time is needed by the local government, a statement that the local government is considering making an unfavorable recommendation on the application, and the specific grounds on which the local government is considering making an unfavorable recommendation.

☐ The local government can file an unfavorable recommendation with the OLCC along with a statement of the grounds for the unfavorable recommendation. Grounds for an unfavorable recommendation would be based on an applicant committing violations as outlined in ORS 471.313 (4) (5) (Grounds for refusing to issue license). If the OLCC does not receive communication from the local government within 60 days after notice is given, they will proceed as though a favorable recommendation was given.

Options *

1. File a favorable recommendation with the OLCC regarding this application.
2. Request OLCC to grant additional time to study the application prior to making a recommendation.
3. File an unfavorable recommendation with the OLCC along with a statement of the grounds for the unfavorable recommendation.

Fiscal Impact *

- ☐ Yes
- ☒ No

2040 Thriving Communities Initiative

Mandated
Service? *

- ☒ Yes
☐ No

2040 Thriving Communities Initiative

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

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

Mandated Service
Description *

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

ORS 471.166 Local government recommendations on license issuance and renewal. (1) The Oregon Liquor Control Commission may require that every applicant for issuance or renewal of a license under this chapter acquire a written recommendation from the governing body of the county if the place of business of the applicant is outside an incorporated city, and from the city council if the place of business of the applicant is within an incorporated city. The commission may take such written recommendation into consideration before granting or refusing the license. (3) If the commission requires that an applicant for renewal of a license acquire the written recommendation of a local government under this section, the commission shall give notice to the local government when an application is due for renewal of the license. If the local government files a favorable recommendation with the commission within 60 days after the notice is given, the commission shall proceed with consideration of the application. The commission shall proceed with consideration of the application as though the local government had made a favorable recommendation unless within 60 days after notice is given to the local government: (a) The local government files an unfavorable recommendation with the commission with a statement of the grounds for the unfavorable recommendation; or (b) The local government files a request for additional time with the commission that sets forth the reason additional time is needed by the local government, a statement that the local government is considering making an unfavorable recommendation on the application, and the specific grounds on which the local government is considering making an unfavorable recommendation.

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values
Selections *

N/A

**Focus Areas and
Vision ***

Select all that apply.

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

**Explain Focus Areas
and Vision
Selection ***

Recommendations and Motions

Item Recommendations and Motions

Staff Sheriff Jef Van Arsdall respectfully recommends the approval of the endorsement
Recommendations * of the liquor and tobacco license applications.

Meeting Motions * I move to ...
The Board of Commissioners has reviewed and endorses the liquor and tobacco license renewal applications for the period of July 1, 2021 through June 30, 2022 as presented.

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.

Liquor License List and OLCC applications 2021.pdf 6.29MB

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

**Department
Approver**

GREG RIDDLER

Department Approval

Comments

Signature

Greg Ridler

BOC Initial Approval

Approvals Required ☒ Counsel
☐ Finance
☐ HR

Counsel Approver VANCE CRONEY

County Administrator Approver
JOE KERBY

Comments

Counsel Approval

Comments

Signature

Vance H. Choney

County Administrator Approval

Comments

Signature



Joseph Kerby

BOC Final Approval

Comments

Signature

Teresa Farley

2021-22 Benton County Liquor License Applications

Alpine Tavern**
25200 Alpine Rd
Monroe, OR 97456

Blodgett Country Store**
21412 HWY 20
Blodgett, OR 97326

City Limits
5800 NW HWY 99W
Corvallis, OR 97330

Country Market & Deli
310 NW 53rd Street
Corvallis, OR 97330

Deb's Café*
185 W. Main
Alsea, OR 97324

Garland Nursery LLC*
5470 NE HWY 20
Corvallis, OR 97330

Gathering Together Farm*
25159 Grange Hall Rd
Philomath, OR 97370

Golf City/ The Pub*
2115 NE Hwy 20
Corvallis, OR 97330

Greenberry Store & Tavern*
29974 HWY 99 W
Corvallis, OR 97330

Jacksons Food Stores #108
655 North Albany Rd NW
Albany, OR 97321

John Boy's Alsea Mercantile
186 E Main
Alsea, OR 97324

Kings Valley Store **
39088 Kings Valley Store
Monmouth, OR 97361

RFP Family Store
27678 HWY 99W
Corvallis, OR 97333

Siuslaw Brewing*
16558 Alsea Hwy
Alsea, OR 97324

Spring Hill Country Club*
155 Country Club Lane NW
Albany, OR 97321

The Golf Club of Oregon*
905 Springhill Dr. NW
Albany, OR 97321

The Woodsman
529 Main St
Philomath, OR 97370

*** Liquor License Only**

**** Copies of application not available
as of 6/3/20**

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is June 10, 2021.

License Type: OFF-PREMISES SALES	District: 3	License: 312561	Premises: 4011	Code: 227
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FRENCHAY INVESTMENTS LLC
5800 HWY 99W
CORVALLIS, OR 97330

Licensee(s)

FRENCHAY INVESTMENTS LLC

Tradename

CITY LIMITS
5800 HWY 99W
CORVALLIS OR 97330

Operational Questions:

(1) List contact information for the business.	Phone Number: 541-745-7194 Email: HILICLIVE@COMCAST.NET					
(2) List all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are <u>not liquor related</u> for any owner of the business. Attach additional sheet of paper to back of form if needed.	<table><thead><tr><th>Name</th><th>Offense</th><th>Date</th><th>City/State</th><th>Result</th></tr></thead><tbody></tbody></table>	Name	Offense	Date	City/State	Result
Name	Offense	Date	City/State	Result		
(3) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES & EXPLAIN:					
(4) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES & EXPLAIN:					
(5) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacturer?	☒ NO ☐ YES					

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2021. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is June 10, 2021.

License Type: OFF-PREMISES SALES	District: 3	License: 314987	Premises: 7618	Code: 227
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QNAM INC
310 NW 53RD ST
CORVALLIS, OR 97330

Licensee(s)

QNAM INC

Tradename

COUNTRY MARKET & DELI
310 NW 53RD ST
CORVALLIS OR 97330

Operational Questions:

(1) List contact information for the business.	Phone Number: (541) 954-1196 Email: <u>Qnam@7618@yahoo.com</u>										
(2) List all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are <u>not liquor related</u> for any owner of the business. Attach additional sheet of paper to back of form if needed.	<table border="1"> <thead> <tr> <th>Name</th> <th>Offense</th> <th>Date</th> <th>City/State</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">N/A</td> </tr> </tbody> </table>	Name	Offense	Date	City/State	Result	N/A				
Name	Offense	Date	City/State	Result							
N/A											
(3) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES & EXPLAIN:										
(4) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES & EXPLAIN:										
(5) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacturer?	☒ NO ☐ YES										

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Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is June 10, 2021.

License Type: LIMITED ON-PREMISES SALES	District: 3	License: 313175	Premises: 48227	Code: 226
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DEB'S CAFE LLC
185 W MAIN
ALSEA, OR 97324

Licensee(s) **DEB'S CAFE LLC**

Server Education Designee(s)
LINDBERG, DEBRA K 5/15/2024

Tradename **DEB'S CAFE**
185 W MAIN
ALSEA OR 97324

Operational Questions:

(1) If there has been a change in your Server Education Designee please list the new person's full name and date of birth.

Name Debra Lindberg
DOB 3-11-69

(2) List contact information for the business.

Phone Number: 503-487-4424
Email: debsapt12@yahoo.com

(3) List all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are not liquor related for any owner of the business. Attach additional sheet of paper to back of form if needed.

Name	Offense	Date	City/State	Result
none				

(4) List Insurance Company and Policy #. Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of **NO LESS THAN \$300,000**.

Insurance Company National Fire & Marine
Policy # 12PRM07-1635-02

(5) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?

☒ NO ☐ YES ☐ EXPLAIN:

(6) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?

☒ NO ☐ YES ☐ EXPLAIN:

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Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

55714
55715

Your Due Date For Renewal is June 10, 2021.

License Type: OFF-PREMISES SALES	District: 3	License: 312590	Premises: 43589	Code: 227
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GARLAND NURSERY LLC
5470 NE HWY 20
CORVALLIS, OR 97330

Licensee(s)

GARLAND NURSERY LLC

Tradename

GARLAND NURSERY
5470 NE HWY 20
CORVALLIS OR 97330

Operational Questions:

(1) List contact information for the business.

Phone Number: 541 753 6601

Email: erica@garlandnursery.com

(2) List all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are not liquor related for any owner of the business. Attach additional sheet of paper to back of form if needed.

Name	Offense	Date	City/State	Result

(3) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?

☒ NO ☐ YES & EXPLAIN:

(4) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?

☒ NO ☐ YES & EXPLAIN:

(5) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacturer?

☐ NO ☒ YES

IF COVID PROTOCOLS ALLOW

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Copy for Benton County

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is June 10, 2021.

License Type: OFF-PREMISES SALES	District: 3	License: 312593	Premises: 41669	Code: 227
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GATHERING TOGETHER FARM INC
25159 GRANGE HALL RD
PHILOMATH, OR 97370

Licensee(s)

GATHERING TOGETHER FARM INC

Tradename

GATHERING TOGETHER FARM
25159 GRANGE HALL RD
PHILOMATH OR 97370

Operational Questions:

(1) List contact information for the business.	Phone Number: <u>541.929.4273</u> Email: <u>gtf@gatheringtogetherfarm.com</u>										
(2) List all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are <u>not liquor related</u> for any owner of the business. Attach additional sheet of paper to back of form if needed.	<table border="1"> <thead> <tr> <th>Name</th> <th>Offense</th> <th>Date</th> <th>City/State</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">NA</td> </tr> </tbody> </table>	Name	Offense	Date	City/State	Result	NA				
Name	Offense	Date	City/State	Result							
NA											
(3) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☐ EXPLAIN:										
(4) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☐ NO ☒ YES ☐ EXPLAIN: <u>Take out only due to Covid</u> <u>Restrictions for now</u> <u>Will re-open once 50% capacity allowed</u>										
(5) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacturer?	☒ NO ☐ YES										

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Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is June 10, 2021.

License Type: LIMITED ON-PREMISES SALES	District: 3	License: 314361	Premises: 41670	Code: 226
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GATHERING TOGETHER FARM INC
25159 GRANGE HALL RD
PHILOMATH, OR 97370

Licensee(s) **GATHERING TOGETHER FARM INC**

Server Education Designee(s)
CANCHOLA-ORTIZ, MELISSA 3/2/2021



Tradename

GATHERING TOGETHER FARM
25159 GRANGE HALL RD
PHILOMATH OR 97370

Operational Questions:

(1) If there has been a change in your Server Education Designee please list the new person's full name and date of birth.	Name <u>Markin Valley Landis</u> DOB <u>1/8/1996</u>										
(2) List contact information for the business.	Phone Number: <u>541-929-4273</u> Email: <u>gtf@gatheringtogetherfarm.com</u>										
(3) List all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are <u>not liquor related</u> for any owner of the business. Attach additional sheet of paper to back of form if needed.	<table border="1"> <thead> <tr> <th>Name</th> <th>Offense</th> <th>Date</th> <th>City/State</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">N/A</td> </tr> </tbody> </table>	Name	Offense	Date	City/State	Result	N/A				
Name	Offense	Date	City/State	Result							
N/A											
(4) List Insurance Company and Policy #. Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of NO LESS THAN \$300,000 .	Insurance Company <u>OREGON MUTUAL</u> Policy # <u>OMD 553343</u>										
(5) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES & EXPLAIN: <u>Take out only due to COVID restrictions for now</u> <u>Re-open once 50% capacity is allowed</u>										
(6) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES & EXPLAIN:										

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Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is June 10, 2021.

License Type: OFF-PREMISES SALES	District: 3	License: 312661	Premises: 4009	Code: 227
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HAYS ENTERPRISES INC
2115 NE HWY 20
CORVALLIS, OR 97330

Licensee(s)

HAYS ENTERPRISES INC

Tradename

GOLF CITY / THE PUB
2115 NE HWY 20
CORVALLIS OR 97330

Operational Questions:

(1) List contact information for the business.	Phone Number: 541-753-6213 Email: par3god@aol.com										
(2) List all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are <u>not liquor related</u> for any owner of the business. Attach additional sheet of paper to back of form if needed.	<table><thead><tr><th>Name</th><th>Offense</th><th>Date</th><th>City/State</th><th>Result</th></tr></thead><tbody><tr><td colspan="5">none</td></tr></tbody></table>	Name	Offense	Date	City/State	Result	none				
Name	Offense	Date	City/State	Result							
none											
(3) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES & EXPLAIN:										
(4) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES & EXPLAIN:										
(5) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacturer?	☒ NO ☐ YES										

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Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is June 10, 2021.

License Type: LIMITED ON-PREMISES SALES	District: 3	License: 312662	Premises: 4009	Code: 226
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HAYS ENTERPRISES INC
2115 NE HWY 20
CORVALLIS, OR 97330

Licensee(s) **HAYS ENTERPRISES INC**

Server Education Designee(s)
HAYS, JAMES W 5/14/2025

Tradename **GOLF CITY / THE PUB**
2115 NE HWY 20
CORVALLIS OR 97330

Operational Questions:

(1) If there has been a change in your Server Education Designee please list the new person's full name and date of birth.

Name James W Hays
DOB _____

(2) List contact information for the business.

Phone Number: 541-753-6213

Email: pac3god@aol.com

(3) List all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are **not liquor related** for any owner of the business. Attach additional sheet of paper to back of form if needed.

Name	Offense	Date	City/State	Result
None				

(4) List Insurance Company and Policy #. Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of **NO LESS THAN \$300,000**.

Insurance Company

Monterey Insurance Company

Policy # 27-SSA-3-1350562

(5) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?

☒ NO ☐ YES & EXPLAIN:

(6) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?

☒ NO ☐ YES & EXPLAIN:

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Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is June 10, 2021.

License Type: FULL ON-PREMISES SALES	District: 3	License: 312616	Premises: 4002	Code: 225
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GREENBERRY STORE & TAVERN LLC
29974 HWY 99 W
CORVALLIS, OR 97333

Licensee(s) **GREENBERRY STORE & TAVERN LLC**

Server Education Designee(s)
AYRES, VIVIAN J 3/21/2022

Tradename **GREENBERRY STORE & TAVERN**
29974 HWY 99 W
CORVALLIS OR 97333

Operational Questions:

(1) If there has been a change in your Server Education Designee please list the new person's full name and date of birth.	Name <u>AYRES, VIVIAN J</u> DOB <u>03/21/1972</u>										
(2) List contact information for the business.	Phone Number: <u>541-752-3796</u> Email: <u>vjayres@yahoo.com</u>										
(3) List all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are <u>not liquor related</u> for any owner of the business. Attach additional sheet of paper to back of form if needed.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Offense</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">City/State</th> <th style="text-align: left;">Result</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="height: 100px;"> </td> </tr> </tbody> </table>	Name	Offense	Date	City/State	Result					
Name	Offense	Date	City/State	Result							
(4) List Insurance Company and Policy #. Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of NO LESS THAN \$300,000.	Insurance Company <u>Northfield Insurance Company</u> Policy # <u>WS448089</u>										
(5) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES • EXPLAIN:										
(6) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES • EXPLAIN:										

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Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is June 10, 2021.

License Type: OFF-PREMISES SALES	District: 3	License: 312615	Premises: 4002	Code: 227
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GREENBERRY STORE & TAVERN LLC
29974 HWY 99 W
CORVALLIS, OR 97333

Licensee(s)

GREENBERRY STORE & TAVERN LLC

Tradename

GREENBERRY STORE & TAVERN
29974 HWY 99 W
CORVALLIS OR 97333

Operational Questions:

(1) List contact information for the business.	Phone Number: <u>541-752-3796</u> Email:					
(2) List all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are <u>not liquor related</u> for any owner of the business. Attach additional sheet of paper to back of form if needed.	<table><thead><tr><th>Name</th><th>Offense</th><th>Date</th><th>City/State</th><th>Result</th></tr></thead><tbody></tbody></table>	Name	Offense	Date	City/State	Result
Name	Offense	Date	City/State	Result		
(3) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES & EXPLAIN:					
(4) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES & EXPLAIN:					
(5) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacturer?	☒ NO ☐ YES					

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Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is June 10, 2021.

License Type: OFF-PREMISES SALES	District: 3	License: 312711	Premises: 36265	Code: 227
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JACKSONS FOOD STORES INC
3450 COMMERCIAL CT
MERIDIAN, ID 83642

Licensee(s)

JACKSONS FOOD STORES INC

Tradename

JACKSONS FOOD STORES #108
655 N ALBANY RD NW
ALBANY OR 97321

COPY
original copy sent to OLCC

Operational Questions:											
(1) List contact information for the business.	Phone Number: <u>508-884-1658</u> Email: <u>Cindy.burnett@jacksons.com</u>										
(2) List all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are <u>not liquor related</u> for any owner of the business. Attach additional sheet of paper to back of form if needed.	<table border="1"><thead><tr><th>Name</th><th>Offense</th><th>Date</th><th>City/State</th><th>Result</th></tr></thead><tbody><tr><td colspan="5" style="text-align: center;">NA</td></tr></tbody></table>	Name	Offense	Date	City/State	Result	NA				
Name	Offense	Date	City/State	Result							
NA											
(3) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☐ EXPLAIN:										
(4) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☐ EXPLAIN:										
(5) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacturer?	☒ NO ☐ YES										

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Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is June 10, 2021.

License Type: OFF-PREMISES SALES	District: 3	License: 312743	Premises: 3998	Code: 227
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JOHN BOYS ALSEA MERCANTILE INC
PO BOX 26
ALSEA, OR 97324

Licensee(s)

JOHN BOYS ALSEA MERCANTILE INC

Tradename

JOHN BOY'S ALSEA MERCANTILE
186 E MAIN
ALSEA OR 97324

Operational Questions:

(1) List contact information for the business.

Phone Number: 503 457 4462

Email: John.Boys@alsea.com

Name	Offense	Date	City/State	Result

(2) List all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are not liquor related for any owner of the business. Attach additional sheet of paper to back of form if needed.

(3) Were there any changes of ownership (i.e.: add drop partners, change to corporations, etc.) not reported to the OLCC in the last year?

☒ NO ☐ YES ☐ EXPLAIN

(4) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?

☒ NO ☐ YES ☐ EXPLAIN

(5) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacturer?

☒ NO ☐ YES

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2021. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is June 10, 2021.

License Type: OFF-PREMISES SALES	District: 3	License: 313555	Premises: 37712	Code: 227
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RFP'S FAMILY STORE LLC
27678 HWY 99W
CORVALLIS, OR 97333

Licensee(s)

RFP'S FAMILY STORE LLC

Tradename

RFP FAMILY STORE
27678 HWY 99W
CORVALLIS OR 97333

Operational Questions:

(1) List contact information for the business.	Phone Number: <u>541-738-1152</u> Email: <u>JBRFP1@Gmail.com</u>										
(2) List all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are <u>not liquor related</u> for any owner of the business. Attach additional sheet of paper to back of form if needed.	<table border="1" style="width: 100%;"><thead><tr><th style="text-align: left;">Name</th><th style="text-align: left;">Offense</th><th style="text-align: left;">Date</th><th style="text-align: left;">City/State</th><th style="text-align: left;">Result</th></tr></thead><tbody><tr><td colspan="5" style="height: 100px;"></td></tr></tbody></table>	Name	Offense	Date	City/State	Result					
Name	Offense	Date	City/State	Result							
(3) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES & EXPLAIN:										
(4) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES & EXPLAIN:										
(5) Will you be holding beer or wine tastings at your location, other than those conducted by a manufacturer?	☒ NO ☐ YES										

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2021. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is 06/10/2021

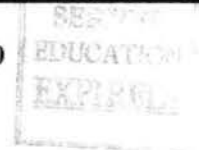
License Type: BREWERY - PUBLIC HOUSE	District: 3	License: 312954	Premises: 54822	Code: 202
---	--------------------	------------------------	------------------------	------------------

MILLER, DUANE O
16558 ALSEA HWY
ALSEA, OR 97324

Licensee(s) **MILLER, DUANE O 5/9/2020**

Server Education Designee(s)

Tradename **SIUSLAW BREWING**
16558 ALSEA HWY
ALSEA OR 97324



Operational Questions:

(1) If there has been a change in your Server Education Designee please list the new person's full name and date of birth.

Name _____
DOB _____

(2) List contact information for the business.

Phone Number: 541-740-1606
Email: _____

(3) List all arrests or convictions for any crime, violation, or infraction of any law during the last 18 months even if they are not liquor related for any owner of the business. Attach additional sheet of paper to back of form if needed.

Name	Offense	Date	City/State	Result

(4) List Insurance Company and Policy #. Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of **NO LESS THAN \$300,000**.

Insurance Company
Scottsdale Insurance
Policy # CPS 7242188

(5) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?

☒ NO ☐ YES ☐ EXPLAIN:

(6) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?

☒ NO ☐ YES ☐ EXPLAIN:

IMPORTANT: Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. YOUR LICENSE EXPIRES ON 06/30/2021. If you do not renew before this date, you must stop selling or serving alcohol immediately. NO EXCEPTIONS! Selling or serving alcohol with an expired license is a crime.

Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is June 10, 2021.

<i>License Type:</i> FULL ON-PREMISES SALES CLU	<i>District:</i> 3	<i>License:</i> 313720	<i>Premises:</i> 3497	<i>Code:</i> 225
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SPRING HILL MANAGEMENT LLC
155 COUNTRY CLUB LN NW
ALBANY, OR 97321

Licensee(s)

SPRING HILL MANAGEMENT LLC

Server Education Designee(s)
PELTIER, MATTHEW S 5/25/2021

Tradename

SPRING HILL COUNTRY CLUB
155 COUNTRY CLUB LN NW
ALBANY OR 97321

Operational Questions:

(1) If there has been a change in your Server Education Designee please list the new person's full name and date of birth.	Name <u>Matthew S. Peltier</u> DOB <u>09/15/1971</u>																				
(2) List contact information for the business.	Phone Number: <u>541-990-6512</u> Email: <u>matt@albany-golf.com</u> or <u>controller@albany-golf.com</u>																				
(3) List all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are not liquor related for any owner of the business. Attach additional sheet of paper to back of form if needed.	<table border="1"> <thead> <tr> <th>Name</th> <th>Offense</th> <th>Date</th> <th>City/State</th> <th>Result</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Offense	Date	City/State	Result															
Name	Offense	Date	City/State	Result																	
(4) List Insurance Company and Policy #. Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of NO LESS THAN \$300,000 .	Insurance Company <u>Cincinnati Insurance- Baker-Uerlings Company</u> Policy # <u>0558965</u>																				
(5) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☐ EXPLAIN:																				
(6) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☐ EXPLAIN:																				

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Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is June 10, 2021.

License Type: LIMITED ON-PREMISES SALES	District: 3	License: 312739	Premises: 7576	Code: 226
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J R GOLF SERVICES INC
905 SPRINGHILL DR NW
ALBANY, OR 97321

Licensee(s) **J R GOLF SERVICES INC**

Server Education Designee(s)
LITTLE, MICHAEL A 4/15/2021



Tradename **THE GOLF CLUB OF OREGON**
905 SPRINGHILL DR NW
ALBANY OR 97321

Operational Questions:

(1) If there has been a change in your Server Education Designee please list the new person's full name and date of birth.	Name <u>Renewed 5/1/21</u> DOB _____										
(2) List contact information for the business.	Phone Number: <u>541-928-8338</u> Email: <u>NA</u>										
(3) List all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are <u>not liquor related</u> for any owner of the business. Attach additional sheet of paper to back of form if needed.	<table border="1"> <thead> <tr> <th>Name</th> <th>Offense</th> <th>Date</th> <th>City/State</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td><u>[Signature]</u></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Offense	Date	City/State	Result	<u>[Signature]</u>				
Name	Offense	Date	City/State	Result							
<u>[Signature]</u>											
(4) List Insurance Company and Policy #. Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of NO LESS THAN \$300,000 .	Insurance Company <u>Nationwide</u> Policy # <u>ACP CPPD 3019710648</u>										
(5) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES ☐ EXPLAIN:										
(6) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES ☐ EXPLAIN:										

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Oregon Liquor Control Commission
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522
License Renewal Application

Your Due Date For Renewal is June 10, 2021.

License Type: FULL ON-PREMISES SALES	District: 3	License: 311082	Premises: 4007	Code: 225
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KIMNANG CORPORATION
3724 NE 145TH AVE
PORTLAND, OR 97230

Licensee(s) KIMNANG CORPORATION

Server Education Designee(s)
KHAOSANGA, KIM 11/13/2021

Tradename THE WOODSMAN
529 MAIN ST
PHILOMATH OR 97370

Operational Questions:											
(1) If there has been a change in your Server Education Designee please list the new person's full name and date of birth.	Name <u>Kim Khaosanga</u> DOB <u>11/11/54</u>										
(2) List contact information for the business.	Phone Number: <u>503 888 9065</u> Email: _____										
(3) List all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last 18 months even if they are <u>not liquor related</u> for any owner of the business. Attach additional sheet of paper to back of form if needed.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Offense</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">City/State</th> <th style="text-align: left;">Result</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center; height: 50px;">N/A</td> </tr> </tbody> </table>	Name	Offense	Date	City/State	Result	N/A				
Name	Offense	Date	City/State	Result							
N/A											
(4) List Insurance Company and Policy #. Under ORS 471.295 (2), you are required to maintain a Liquor Liability policy of NO LESS THAN \$300,000.	Insurance Company <u>OREGON Mutual Insurance</u> Policy # <u>BSP706052</u>										
(5) Were there any changes of ownership (i.e.: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	☒ NO ☐ YES • EXPLAIN: _____										
(6) Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	☒ NO ☐ YES • EXPLAIN: _____										

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

**In the Matter of Appointments to the) ORDER No. D2021-046
BENTON COUNTY FAIR 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:

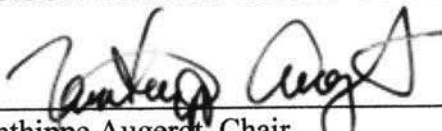
<u>Name</u>	<u>Appointed & Position</u>
Rick Freeman	Appointed: 06/15/21 Expires: 12/31/23 Position: 5
Craig Hendrickson	Appointed: 06/15/21 Expires: 12/31/23 Position: 7

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

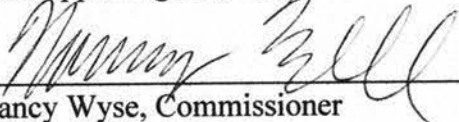
Adopted this 15th day of June, 2021.

Signed this 15th day of June, 2021.

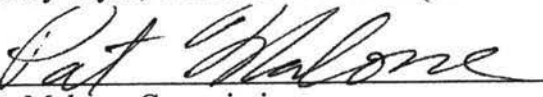
BENTON COUNTY BOARD OF COMMISSIONERS



Xanthippe Augerot, Chair



Nancy Wyse, Commissioner



Pat Malone, Commissioner

**BENTON COUNTY
FAIR BOARD**

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1	Carl Chambers	Begin: 01/01/19 Expire: 12/31/21	1 st Term	01/02/18 12/17/19 reappt'd
2	Trudy Overlin	Begin: 01/01/19 Expire: 12/31/21	2 nd Term	04/19/16 01/15/19 reappt'd
3	Heather Stevens	Begin: 01/01/19 Expire: 12/31/21	2 nd Term	02/07/17 12/17/19 reappt'd
4	Darrell Oakes	Begin: 01/01/21 Expire: 12/31/23	2 nd Term	01/02/18 12/22/20 reappt'd
5	Rick Freeman	Begin: 01/01/21 Expire: 12/31/23	Partial Term	06/15/21
6	Mark Baumgartner	Begin: 01/01/19 Expire: 12/31/21	2 nd Term	02/04/14 12/15/15 reappt'd 01/15/19 reappt'd
7	Craig Hendrickson	Begin: 01/01/21 Expire: 12/31/23	Partial Term	06/15/21
4-H Ex-officio	Chance Olufson Cameryn Greenough			Not Appointed Not Appointed

STAFF: Lynne McKee, Fairgrounds Manager – 541-766-6090
RECORDER: Nancy Swain, Fairgrounds – 541-766-6088
TERM LIMIT: Three years, January 1 – December 31
MEMBERS: Seven members, Benton County residents
MEETS: Third Monday of the month, Fairgrounds, 6 pm. 541-766-6521
No Meeting in August

In the Matter of Appointment to the) ORDER #D2021-047
FOOD SERVICE ADVISORY COMMITTEE)

Pat Malone
Pat Malone, Commissioner

**BENTON COUNTY
FOOD SERVICE ADVISORY COMMITTEE
(FSAC)**

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1 Food Service Industry	Mark Tibbetts	Begin: 07/01/18 Expire: 06/30/21	Partial Term	07/16/19
2 General Public	John McEvoy	Begin: 07/01/18 Expire: 06/30/21	Partial Term	10/20/20
3 Food Service Industry	Jeffrey P. Franzoia	Begin: 07/01/19 Expire: 06/30/22	4 th Term	01/05/10 07/01/13 reappt'd 07/05/16 reappt'd 08/06/19 reappt'd
4 General Public	Chelsey Baldwin	Begin: 07/01/19 Expire: 06/30/22	Partial Term	06/15/21
5 Food Service Industry	Carol Lee Woodstock	Begin: 07/01/20 Expire: 06/30/23	2 nd Term	07/18/17 08/04/20 reappt'd
6 Food Service Industry	Barbara Eveland	Begin: 07/01/17 Expire: 06/30/20	6 th Term	04/02/02 07/15/14 reappt'd 07/18/17 reappt'd
7 Food Service Industry	Chris Heuchert	Begin: 07/01/17 Expire: 06/30/20	2 nd Term	03/19/13 07/15/14 reappt'd 07/18/17 reappt'd

STAFF: Bill Emminger, Deputy Administrator of Environmental Health, 541-766-6842

RECORDER: Paula Felipe, Environmental Health, 541-766-6766

MEMBERS: 5 members from food service industry
2 members from general public

TERM LIMIT: 3 years, no span designated; July 1 – June 30

MEETINGS: Meets quarterly on the second Monday of the second month of the quarter, 2:00 pm – 4:00 pm;
Benton County Sunset Building, Mary's Peak Meeting Room (2nd floor)

BOC Agenda Checklist Master

PH 1

Agenda Placement and Contacts

Suggested Agenda Date 06/15/21

[View Agenda Tracker](#)

Suggested Placement* BOC Tuesday Meeting

Department* Finance

Contact Name* Jenn Ambuehl

Phone Extension* 6257

Meeting Attendee Name* Jenn Ambuehl

Agenda Item Details

Item Title* Supplemental Budget 21121

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* 15-20

Board/Committee Involvement* ☐ Yes ☒ No

Advertisement *

☒ Yes

☐ No

Names/Dates of Publications

List each publication name and date

Intend to publish notice of public hearing no less than 5 days prior to meeting in Gazette Times.

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

Five funds require amendment of the budget in the 2019-21 biennium. All actions have been combined into a single Supplemental Budget package.

Please see the attached PDF for the list of actions

Options *

- 1) Approve as proposed
- 2) Modify and approve
- 3) Hold for further Discussion
- 4) Do not approve

Fiscal Impact *

- ☒ Yes
☐ No

Fiscal Impact Description *

The total of these actions increase appropriations by \$9,423,528.

Please see attached PDF for fiscal impact.

2040 Thriving Communities Initiative

**Mandated
Service? ***

- ☒ Yes
☐ No

2040 Thriving Communities Initiative

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

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

**Mandated Service
Description ***

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

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

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

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

Values and Focus Areas

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

Core Values *

Select all that apply.

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

**Explain Core Values
Selections ***

NA

**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 N/A
and Vision
Selection *

Recommendations and Motions

Item Recommendations and Motions

Staff
Recommendations * Financial Services staff recommends approval of Supplemental Budget 21121 as presented.

Meeting Motions * I move to ...
I move to adopt Resolution #R2021-007 in the matter of Supplemental Budget #21121.

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.

Supplemental Budget 21121.pdf 868.55KB

FIN_Resolution Supplemental Budget 21121.docx 18.43KB

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

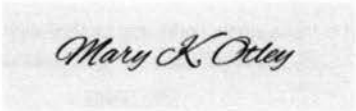
Department
Approver

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

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

**In the Matter of Supplemental)
Number 21121 Amending)
the 2019-21 Biennium Budget)** **RESOLUTION #R2021-007**

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

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

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

THEREFORE, BE IT RESOLVED, that Fund and Program appropriations of the 2019-21 biennial budget are adjusted as listed below:

In the American Rescue Plan Fund (107):

General Government (10) Operations is increased \$2,000,000
Contingency is increased \$7,023,528

HUD Block Grant Fund (114):

Community Services (35) Operations is increased \$400,000

Intra-Governmental Services Fund (514):

General Government (10) Operations is decreased \$25,000
Transfers is decreased \$562,000
Debt Service is increased \$587,000

Enterprise Operations Fund (520):

Natural Areas, Parks & Events (50) Operations is increased \$20,000
Contingency is decreased \$20,000

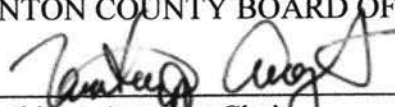
Trust Fund (805):

Trust (45) Operations is increased \$72,000
Contingency is decreased \$72,000

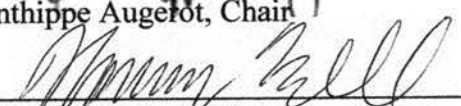
Adopted this 15th day of June, 2021.

Signed this 15th day of June, 2021.

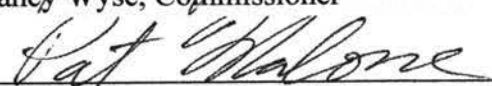
BENTON COUNTY BOARD OF COMMISSIONERS



Xanthippe Augerot, Chair



Nancy Wyse, Commissioner



Pat Malone, Commissioner

THAT, the Board finds that the Benton County Sheriff's Office has contracted with Heartland Humane Society dba Heartland Human Shelter & Care, an Oregon Nonprofit Corporation since 2002 for Animal Shelter Services, and

THAT, the Board finds that any competitive contracting process would not result in competitive bids as no other agency is able and willing to provide these specific and detailed services; and

THAT, the Board finds that this contract over the four-year contract will result in a amount greater than \$100,000, thus requiring approval by the Board of Commissioners, and

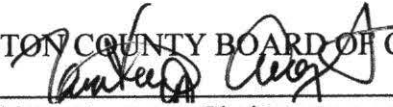
THAT, the Board finds the Benton County Sheriff's Office requests a sole source exemption to the RFP or written intermediate procurement process pursuant to BCC 2.725.

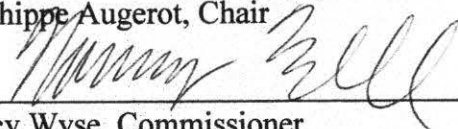
NOW, THEREFORE, IT IS HEREBY ORDERED, based on the findings above, that the Benton County Board of Commissioners authorizes use of the sole source exemption to the RFP process, as described in BCC 2.725, to contract with the Heartland Humane Society, Inc. for animal shelter services for the Benton County Sheriff's Office as described above.

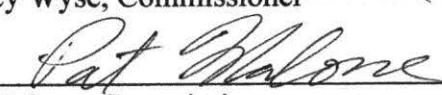
Adopted this 15th day of June, 2021.

Signed this 15th day of June, 2021.

BENTON COUNTY BOARD OF COMMISSIONERS


Xanthippe Augerot, Chair


Nancy Wyse, Commissioner


Pat Malone, Commissioner

Approved as to form:


Vance M. Croney, County Counsel

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 06/15/21

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Finance

Contact Name * Jenn Ambuehl

Phone Extension * 6257

Meeting Attendee Name * Mary Otley, Jenn Ambuehl, Jane Sievers

Agenda Item Details

Item Title * Benton County Public Hearing on adoption of the 2021-23 Budget

Item Involves *

Check all that apply

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

Estimated Time * 20-30 minutes

Board/Committee Involvement *
☒ Yes
☐ No

**Name of
Board/Committee**

Benton County Budget Committee

Advertisement *

☒ Yes

☐ No

**Names/Dates of
Publications**

List each publication name and date

Public Hearing notice advertised in Gazette

Times Wednesday June 9, 2021

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

The public hearing is the final stage of the budget adoption process required by Oregon Local Budget Law. The Budget Committee heard department presentations and deliberated during 5 sessions in May. They approved the proposed budget with modifications and maximum property tax rates on May 10, 2021.

A notice for this public hearing and a summary of the budget was published as required by law. The notice and summary was posted to the county website along with a summary of changes to the approved budget.

The Board of Commissioners after conducting the public hearing may adopt the budget approved by the budget committee, or make changes within certain limits. The Board of Commissioners may not increase any Fund by more than 10% and cannot increase the tax rate beyond the limits established by the Budget Committee. The budget must be adopted by midnight June 30, 2021 for funds to be legally expended on July 1st.

Since the approval by the Budget Committee, there have been a small amount of modifications to the budget. A summary of the proposed changes are attached. All recommended modifications are within the limits permitted by Oregon Local Budget Law.

Attachment:

2021-23 Budget modifications

Options *

1. Adopt the budget with modifications as recommended by the Budget Manager
2. Adopt the budget without modifications as approved by the Budget Committee
- 3) Adopt the budget with changes determined by the Board of Commissioners (but within the 10% Fund and tax rate limits allowed by statute).

Fiscal Impact *

☒ Yes

☐ No

Fiscal Impact Description *

This establishes the budget for the 2021-23 biennium as required by law.

2040 Thriving Communities Initiative

**Mandated
Service? ***

- ☒ Yes
☐ No

2040 Thriving Communities Initiative

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

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

**Mandated Service
Description ***

If this agenda checklist describes a mandated service or other function, please describe here.
ORS 294.456 Governing body to adopt budget, make appropriations, declare and categorize property tax amount or rate.

Values and Focus Areas

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

Core Values *

Select all that apply.

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

**Explain Core Values
Selections ***

N/A

**Focus Areas and
Vision ***

Select all that apply.

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

**Explain Focus Areas
and Vision
Selection ***

N/A

Recommendations and Motions

Item Recommendations and Motions

- Staff**
- Recommendations *** The CFO recommends adoption including all proposed modifications to the Approved budget. The submitted resolution contains all changes to the Approved budget described in the attachments. If the Board of Commissioners makes additional amendments prior to adoption, the Appropriation Resolution would require modification before signing.
- Meeting Motions *** I move to ...
to adopt the resolution in the matter of adopting a budget, making appropriations and levying taxes for the 2021-23 biennium beginning 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.

21-23 Budget modifications.pdf 155.48KB

Biennium FY21-23 Budget RESOLUTION.xlsx 16.61KB

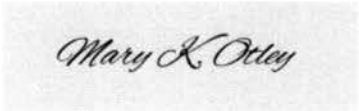
Comments (optional) If you have any questions, please call ext.6800

Department MARY OTLEY
Approver

Department Approval

Comments

Signature



Mary K. Otley

BOC Initial Approval

Approvals Required ☒ Counsel

☐ Finance

☐ HR

Counsel Approver VANCE CRONEY

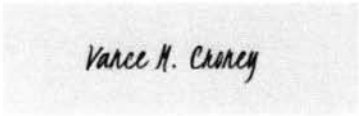
County Administrator Approver
JOE KERBY

Comments

Counsel Approval

Comments

Signature



Vance H. Choney

County Administrator Approval

Comments

Signature



Joseph Kerby

BOC Final Approval

Comments

Signature



Teresa Farley

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

**In the Matter of Adopting a Budget,)
Making Appropriations and Levying)
Taxes for the Biennium Beginning)
July 1, 2021 and Ending June 30, 2023)**

RESOLUTION No. R2021-009

BE IT RESOLVED that the Benton County Board of Commissioners hereby adopts the budget approved by the Budget Committee of Benton County on May 10, 2021, and amended by this Board as provided for in ORS 294.456, and

BE IT RESOLVED that the amounts for the Biennium beginning July 1, 2021 and for the purposes shown below are hereby appropriated as follows:

General Fund (001)		\$ 117,305,233
Operating Programs:		
General Government	\$ 28,853,354	
Public Safety	28,674,518	
Health	26,186,659	
Justice Service	12,924,756	
Community Service	701,375	
Cultural and Educational	251,440	
Parks and Natural Resources	4,420,343	
Transfers to Other Funds	7,435,831	
Contingency	<u>7,856,957</u>	
Reserves for Future	4,471,083	
General Fund Unappropriated Balance	<u>5,000,000</u>	
Total General Fund Budget (Memorandum Only)	126,776,316	
Road Fund (102)		25,113,952
Operating Program		
Public Works	23,723,553	
Contingency	<u>1,390,399</u>	
County School Fund (103)		844,100
Operating Program		
Cultural and Educational	844,100	
Fair Fund (106)		2,721,821
Operating Program		
Cultural and Educational	2,124,911	
Contingency	<u>596,910</u>	

American Rescue Plan Fund (107)		18,147,056
Operating Program		
General Government	10,000,000	
Contingency	<u>8,147,056</u>	
Local Option Levy Fund (108)		21,579,524
Operating Programs:		
General Government	2,456	
Public Safety	8,786,879	
Health	522,433	
Justice Service	1,674,555	
Transfers to Other Funds	8,439,951	
Contingency	<u>2,153,250</u>	
Land Corner Preservation (110)		436,150
Operating Program		
Public Works	277,854	
Contingency	<u>158,296</u>	
HUD Block Grant Fund (114)		214,000
Operating Program		
Community Services	214,000	
Oregon Health Plan Fund (118)		720,000
Transfer to Other Funds	720,000	
Court Security Fund (119)		116,363
Operating Program:		
Justice Services	116,363	
Title III Projects Fund (120)		19,125
Operating Program:		
General Government	19,125	
Special Transportation Fund (126)		11,674,927
Operating Program		
Community Services	7,556,713	
Contingency	<u>4,118,214</u>	
Cemetery Operations Fund (128)		68,040
Operating Program:		
General Government	45,516	
Transfer to Other Funds	14,000	
Contingency	<u>8,524</u>	

Debt Service Fund (215)		4,548,100
Operating Program:		
General Government	1,800	
Debt Service Principle & Interest	<u>4,546,300</u>	
Debt Service Reserve	<u>3,351,900</u>	
Total Debt Service Fund Budget (Memorandum Only)	<u>7,900,000</u>	
General Capital Improvement Fund (300)		3,042,269
Operating Program		
Capital Improvements	3,042,269	
Management Services Fund (510)		13,181,984
Operating Program:		
General Government	13,034,410	
Contingency	<u>147,574</u>	
Treasury Mangement Fund (511)		1,925,000
Operating Program:		
General Government	1,925,000	
Employee Benefit Trust Fund (512)		24,081,100
Operating Program:		
General Government	19,554,354	
Contingency	<u>4,526,746</u>	
Intragovernmental Services Fund (514)		23,629,867
Operating Programs:		
General Government	14,509,903	
Public Safety	1,621,656	
Debt Service Principle & Interest	2,236,751	
Transfer to Other Funds	1,381,544	
Contingency	<u>3,880,013</u>	
Reserve For Future	<u>371,250</u>	
Total Intragovernmental Fund Budget (Memorandum Only)	<u>24,001,117</u>	
Health Management Services Fund (515)		8,894,308
Operating Program:		
Health	8,894,308	
Enterprise Operations Fund (520)		4,940,097
Operating Programs:		
General Government	3,644,428	
Parks and Natural Resources	249,666	
Transfer to Other Funds	691,831	
Contingency	<u>354,172</u>	

Benton Community Health Center Fund (521)		55,889,605
Operating Program:		
Health	51,949,783	
Debt Service Principle & Interest	113,200	
Contingency	<u>3,826,622</u>	
East Linn Health Center Fund (522)		9,052,858
Operating Program:		
Health	7,317,187	
Transfer to Other Funds	1,435,670	
Contingency	<u>300,001</u>	
Trust Fund (805)		1,104,223
Operating Programs:		
General Government	-	
Public Safety	222,154	
Justice Services	81,200	
Cultural & Educational	32,630	
Trust	568,342	
Transfer to Other Funds	59,140	
Contingency	<u>140,757</u>	
Tax Title Land Fund (810)		507,600
Operating Program:		
Trust	95,000	
Contingency	<u>412,600</u>	
TOTAL APPROPRIATIONS ALL FUNDS		<u>349,757,302</u>
Total Reserve for Future		8,194,233
Total Unappropriated Balance All Funds		<u>5,000,000</u>
Total Budget all Funds (Memorandum Only)		<u>\$ 362,951,535</u>
RECAP OF TOTAL APPROPRIATIONS BY PROGRAM (ALL FUNDS)		
General Government	\$	137,988,312
Public Safety		41,436,886
Public Works		25,550,102
Health		102,342,213
Justice Services		14,891,076
Community Services		13,088,469
Cultural and Educational		3,849,991
Expendable Trust		1,953,400
Parks and Natural Resources		5,614,584
Capital Improvements		<u>3,042,269</u>
Total Appropriations - All Programs	\$	<u>349,757,302</u>
Unappropriated Balance - All Programs		13,194,233

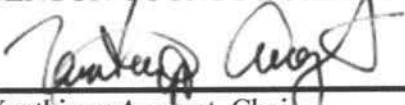
BE IT RESOLVED that the Benton County Board of Commissioners hereby levies the taxes provided for in the adopted budget and that these taxes are hereby levied and assessed upon all taxable property within Benton County. The allocation and categorization subject to the limits of the Oregon Constitution make up the aggregate levy stated below:

	Subject to the General Government Limitation	Excluded from Limitation
TAX ALLOCATION (TAX YEAR 2021)		
General Fund (001)		
Permanent Rate	\$2.2052 per \$1,000 AV	0
Local Option Levy Fund (108)		
Local Option Levy Rate	\$0.9000 per \$1,000 AV	0
Total Tax Rate	\$3.1052 per \$1,000 AV	0
TAX ALLOCATION (TAX YEAR 2022)		
General Fund (001)		
Permanent Rate	\$2.2052 per \$1,000 AV	0
Local Option Levy Fund (108)		
Local Option Levy Rate	\$0.9000 per \$1,000 AV	0
Total Tax Rate	\$3.1052 per \$1,000 AV	0

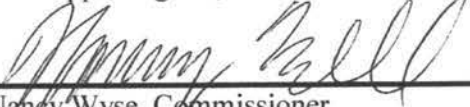
ADOPTED this 15th day of June, 2021.

SIGNED this 15th day of June, 2021.

BENTON COUNTY BOARD OF COMMISSIONERS



Xanthippe Augerot, Chair



Nancy Wyse, Commissioner



Pat Malone, Commissioner

2021-23 Benton County Budget - By Fund

	Approved	Adjusted
General	\$ 126,776,316	\$ 126,776,316
Road	24,980,952	25,113,952
School	844,100	844,100
Fair	2,721,821	2,721,821
American Rescue Plan	18,147,056	18,147,056
Local Option	21,579,524	21,579,524
Land Corner	436,150	436,150
HUD Block Grant	214,000	214,000
Oregon Health Plan	720,000	720,000
Court Security	116,363	116,363
Title III	19,125	19,125
Special Transportation	11,674,927	11,674,927
Cemetery	68,040	68,040
Debt Service	7,900,000	7,900,000
Capital Improvement	3,042,269	3,042,269
Management Services	13,181,984	13,181,984
Intragovernmental Services	24,001,117	24,001,117
Health Management	8,894,308	8,894,308
Enterprise Operations	4,940,097	4,940,097
Benton Health Center	56,182,345	55,889,605
East Linn Health Center	9,052,858	9,052,858
Treasury Management	1,925,000	1,925,000
Trust	1,104,223	1,104,223
Tax Title Land	507,600	507,600
Employee Benefits	24,081,100	24,081,100
	<u>\$ 363,111,275</u>	<u>\$ 362,951,535</u>

Summary of changes to the approved 2021-23 Biennium Budget

Description	Revenue	Expenditures
Road Fund		
Increase Transfer from General Fund	133,000	-
Increase expenditures for APHIS	-	88,000
Increase expenditures for AWPP	-	45,000
Net change to the Road Fund from the approved budget	133,000	133,000
Benton Health Center Fund		
Increase revenue - Dept Cost Plan Charge	55,631	-
Decrease Transfer revenue from 522	(348,371)	-
Decrease Dept Cost Allocation expenses	-	(292,740)
Net change to the Benton Health Center Fund from the approved budget	(292,740)	(292,740)
East Linn Health Center Fund		
Increase Dept Cost Allocation expenses	-	348,371
Decrease Transfer expense to 521	-	(348,371)
Net change to the East Linn Health Center Fund from the approved budget	-	-
Net change in all funds from approved budget	\$ (159,740)	\$ (159,740)

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 06/15/21

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Public Works

Contact Name * Joe Mardis

Phone Extension * 6285

Meeting Attendee Name * Joe Mardis

Agenda Item Details

Item Title * Acceptance of a right of way dedication from Glorietta Bay LLC for road and utility purposes along 19th Street, County Road Number 26630

Item Involves * Check all that apply

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

Estimated Time * 15 minutes

Board/Committee Involvement *
☐ Yes
☒ No

Advertisement *

☐ Yes

☒ No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *	The County is requiring the owner of, Glorietta Bay LLC, Scott Lepman, to dedicate right of way for road and utility purposes to widen the existing County right of way to 65 feet to insure the County and the City of Philomath have enough right of way for future traffic needs. See the location of the right of way on the attached maps.
Options *	1) Accept the Right of Way Dedication for Road and Utility Purposes. 2) Deny the Right of Way Dedication for Road and Utility Purposes.
Fiscal Impact *	☒ Yes ☐ No
Fiscal Impact Description *	The right of way dedication for road and utility purposes was granted by the owners at no cost to the Benton County road fund.

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.

This is a requirement per the Benton County Development Code to promote development for providing access to communities.

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 ***

Buy creating a way to provide for the future right of way, the county can provide for better livable communities and efficiently connect property to other places.

**Focus Areas and
Vision ***

Select all that apply.

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

**Explain Focus Areas
and Vision
Selection ***

This is right of way to provide better access to other communities. The dedication for road and utility purposes will provide right of way for better access for traffic and pedestrians.

Recommendations and Motions

Item Recommendations and Motions

Staff
Recommendations * Staff recommends that the Board of Commissioners accept the right of way dedication for road utility purposes.

Meeting Motions * I move to ...
I move to accept the right of way dedication from Glorietta Bay LLC for road and utility purposes along 19th Street, County Road Number 26630.

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.

map right of way dedication 19th St..pdf 314.26KB

Dedication - Right of way on 19th Street.pdf 224.76KB

Comments (optional) Originals are in interoffice mail to you. Originals, after Chair signs, need to be returned to department and Joe will record.

If you have any questions, please call ext.6800

Department Approver GARY STOCKHOFF

Department Approval

Comments

Signature



Gary A Stockhoff

BOC Initial Approval

Approvals Required ☒ Counsel
☒ Finance
☐ HR

Counsel Approver VANCE CRONEY

Finance Approver MARY OTLEY

County Administrator Approver
JOE KERBY

Comments

Counsel Approval

Comments

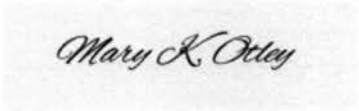
Signature

Vance H. Cheney

Finance Approval

Comments

Signature



Mary K. Otley

BOC Final Approval

Comments

Signature

Teresa Farley

County Administrator Approval

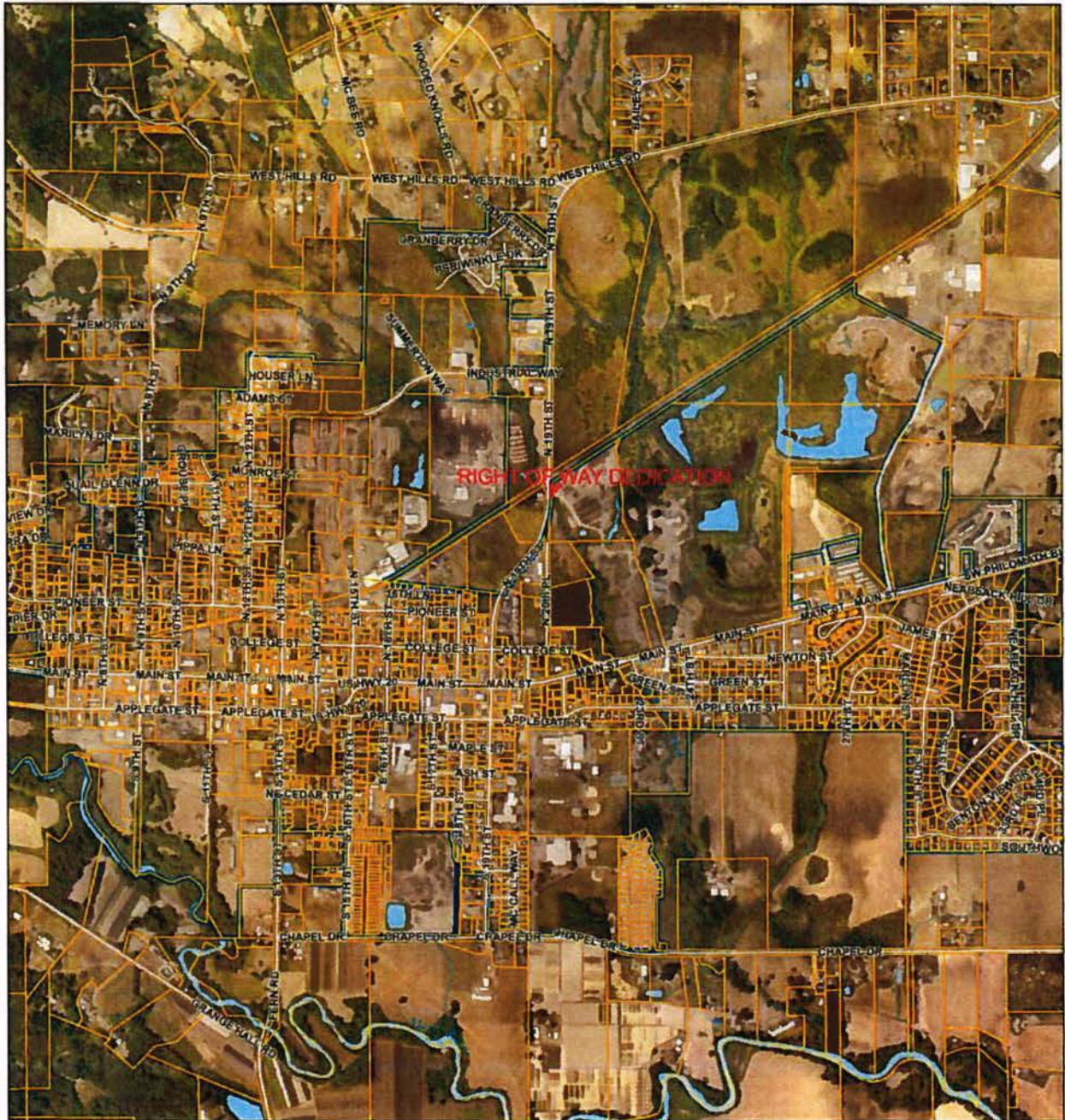
Comments

Signature



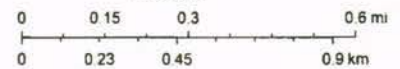
Joseph Kerby

RIGHT OF WAY DEDCIATION 19TH ST



5/24/2021, 10:25:37 AM

1:18,056



Benton County, Oregon, County of Benton, Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, Esri, HERE, U.S. Forest Service

Benton County, Oregon
MAY NOT BE SUITABLE FOR LEGAL ENGINEERING OR SURVEY PURPOSES

After Recording
Return to:
Benton County Public Works
360 SW Avery Avenue
Corvallis, OR 97333

T. 12 S., R. 6 W., S. 12.
Tax Lot 200
19 Street
County Road # 26630

RIGHT OF WAY DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS THAT Glorietta Bay LLC, an Oregon limited liability company, hereby dedicate unto Benton County, a political subdivision of the State of Oregon, a tract of land for road and utility purposes, from that parcel described in 2019-583369 of the Benton County Oregon Deed Records; described as follows:

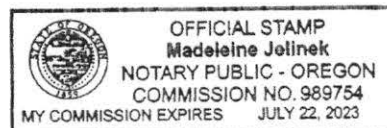
See Exhibit "A" Attached

Dated this 12th day of May, 2021.



Dedicator (Grantor)

STATE OF Oregon)
County of Linn) ss.

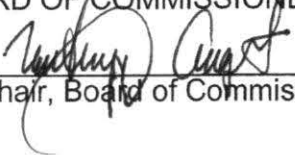


This record was acknowledged before me on May 12th, 2021
by Scott Lepman as owner of Glorietta Bay
LLC, an Oregon limited liability company.



NOTARY PUBLIC

ACCEPTED BY BENTON COUNTY
BOARD OF COMMISSIONERS

By: 
Chair, Board of Commissioners

Date: 17 June 2021

EXHIBIT 'A'

5' WIDE RIGHT OF WAY DEDICATION

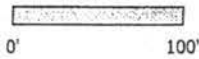
A STRIP OF LAND BEING FIVE FEET IN WIDTH AND LOCATED IN THE NORTHEAST QUARTER OF SECTION 12, TOWNSHIP 12 SOUTH, RANGE 6 WEST OF THE WILLAMETTE MERIDIAN, IN THE CITY OF PHILOMATH, BENTON COUNTY, STATE OF OREGON AND BEING MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHERN PACIFIC RAILROAD AND N. 19TH STREET, POINT MARKED BY THE IRON ROD LABELED 'C' ON C.S. 8199, THENCE SOUTH 02°53'00" WEST ALONG THE EASTERN LIMIT OF THE SIXTY FEET WIDE RIGHT OF WAY, 164.91 FEET; THENCE SOUTH 87°27'06" EAST 5.00 TO THE EASTERN LIMIT OF A SEVENTY FEET WIDE RIGHT OF WAY; THENCE NORTH 02°53'00" EAST 168.23' TO THE SOUTH LINE OF THE SOUTHERN PACIFIC RAILROAD; THENCE SOUTH 59°18'34" WEST 6.00 FEET TO THE POINT OF BEGINNING.



EXPIRES: 12-31-2022

Udell Engineering & Land Surveying, LLC
63 East Ash Street, Lebanon, OR 97355
Ph: 541-451-5125 • Fax: 541-451-1366



N 20TH PL

**UDELL ENGINEERING
AND
LAND SURVEYING, LLC**
63 EAST ASH ST.
LEBANON, OREGON, 97355
541-451-5125

Public Notice and Notice of Public Hearing

Benton County is eligible to apply for a 2020 Community Development Block Grant from the Business Oregon. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for emergency childcare assistance to low-to-moderate income county residents.

The state expects to receive approximately \$13 million in new federal funds during 2021 for grants to non-entitlement cities and counties for eligible projects. The maximum grant that a city or county can receive under the COVID-19 Impact Assistance Program for child and student care activities is \$250,000. Benton County is preparing an application for a 2021 Community Development Block Grant from the Business Oregon for Low-to-Moderate Student Assistance for students residing in rural Benton County. It is estimated that the proposed project will benefit at least 100 persons, of whom at least 51% will be low or moderate income.

A public hearing will be held by the Benton County Board of Commissioners at noon on June 22, 2021. All meetings will be conducted virtually via GoTo Meeting. Meeting links are available at <https://www.co.benton.or.us/meetings>. The purpose of this hearing is for the Board of Commissioners to obtain citizen views and to respond to questions and comments about: community development and housing needs, especially the needs of low- and moderate-income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project; and the proposed project.

Written comments are also welcome and must be received by June 16, 2021 at 205 NW Fifth. Both oral and written comments will be considered by the **board of commissioners** in deciding whether to apply.

The location of the hearing is accessible to persons with disabilities. Please contact **Teresa Farley** at 541-766-6890 if you will need any special accommodations to attend or participate in the meeting.

More information about Oregon Community Development Block Grants, the proposed project, and records about Benton County's past use of Community Development Block Grant funds is available for public reviewed during regular office hours. Advance notice is requested. If special accommodations are needed, please notify Mary Otley, CFO at 541-766-6767 or mary.k.otley@co.benton.or.us so that appropriate assistance can be provided.

Permanent involuntary displacement of persons or businesses is not anticipated as a result from the proposed project. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low- and moderate-income housing that is demolished or converted to another use will be replaced.

Aviso Público y Aviso de Audiencia Pública

El Condado Benton es elegible para aplicar a la beca Bloque de Desarrollo Comunitario 2021 (2021 Community Development Block) de Business Oregon. La beca de Bloque de Desarrollo Comunitario viene del Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (U.S. Department of Housing and Urban Development) Las becas se pueden utilizar para asistencia de emergencia para el cuidado de niños para residentes del condado de ingresos bajos a moderados.

El estado espera recibir aproximadamente \$ 13 millones en nuevos fondos federales durante el 2021 para becas a ciudades y condados sin derechos para proyectos elegibles. La beca máxima que una ciudad o condado puede recibir bajo el Programa de Asistencia de Impacto COVID-19 para actividades de cuidado de niños y estudiantes es de \$ 250,000. El Condado Benton está preparando una solicitud para la beca 2021 Bloque de Desarrollo Comunitario de Business Oregon para baja a moderada asistencia estudiantil para estudiantes que residen en el área rural del Condado Benton. Se estima que el proyecto propuesto beneficiará al menos a 100 personas, de las cuales al menos el 51% serán de ingresos bajos o moderados.

La Junta de Comisionados del Condado de Benton llevará a cabo una audiencia pública al mediodía del 22 de junio de 2021. Todas las reuniones se llevarán a cabo virtualmente a través de GoTo Meeting. Los enlaces para las reuniones están disponibles en <https://www.co.benton.or.us/meetings>. El propósito de esta audiencia es que la Junta de Comisionados obtenga opiniones de los ciudadanos y responda a preguntas y comentarios sobre: desarrollo comunitario y necesidades de vivienda, especialmente las necesidades de personas de ingresos bajos y moderados, así como otras necesidades en la comunidad que podría ser asistida con una beca del Bloque de Desarrollo Comunitario; y el proyecto propuesto.

Los comentarios escritos también son bienvenidos y deben recibirse antes del 16 de junio de 2021 en 205 NW Fifth. La **junta de comisionados** considerará tanto los comentarios orales como los escritos para decidir si se aplicará.

El lugar de la audiencia es accesible para personas con discapacidades. Comuníquese con **Teresa Farley** al 541-766-6890 si necesita alguna adaptación especial para asistir o participar en la reunión.

Más información sobre las becas del Bloque de Desarrollo Comunitario de Oregon, el proyecto propuesto y los registros sobre el uso anterior del Condado Benton de los fondos de la beca del Bloque de Desarrollo Comunitario, están disponibles para revisión pública durante horarios de oficina. Se solicita notificación previa. Si se necesitan adaptaciones especiales, notifique a Mary Otley, directora financiera al 541-766-6767 o mary.k.otley@co.benton.or.us para que se le pueda proporcionar la asistencia adecuada.

No se prevé el desalojo involuntario permanente de personas o empresas como resultado del proyecto propuesto. Si el desalojo se vuelve necesario, se examinarán alternativas para minimizar el desalojo y proporcionar los beneficios requeridos / razonables a los desalojados. Se reemplazará cualquier vivienda de ingresos bajos y moderados que sea demolida o convertida para otro uso.

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 06/15/21

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Sheriff's Office

Contact Name * Jef Van Arsdall

Phone Extension * 6055

Meeting Attendee Name * Jef Van Arsdall

Agenda Item Details

Item Title * Contract for Animal Shelter Services - Sole Source

Item Involves * ☐ Check all that apply

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

Estimated Time * 15 minutes

Board/Committee Involvement * ☐ Yes
☒ No

Advertisement*

☐ Yes

☒ No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

The Benton County Sheriff's Office would like the Contract Review Board to grant a sole source approval to contract for Animal Shelter Services from Heartland Humane Society, dba Heartland Human Shelter & Care. The County has a current contract with Heartland Humane Society and has been using them since 2002.

Under BCC9.105 (2) Animal Control Program and Deputy requires the County to maintain or contract for the maintenance of an animal shelter where all animals which are subject to impoundment may be safely and humanely kept.

The Undersheriff reached out to the County Animal Control Program Manager to identify which animal shelter/welfare companies in Benton County could provide very detailed and specific services. The outreach resulted in only one entity, Heartland Humane Society, dba Heartland Human Shelter & Care.

This contract over the four four-year term will result in an amount greater than \$100,000, thus requiring approval by the Board of Commissioners.

A competitive contracting process would not result in competitive bids as no other agency is able and willing to provide these services.

Options *

1. Approve exception to the Benton County Code Chapter 2 to contract with Heartland Humane Society, dba Heartland Humane Shelter & Care for animal shelter services for Benton County Sheriff's Office.

2. Do not approve exception to the Benton County Code Chapter 2 to contract with Heartland Humane Society, dba Heartland Humane Shelter & Care for animal shelter services for Benton County Sheriff's Office.

Fiscal Impact *

- ☒ Yes
- ☐ No

Fiscal Impact Description *

The four year contract is \$220,560. The FY 2021-23 budget for animal shelter care has been approved by the budget committee in the amount of \$107,016.

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.

BCC9.105 (2) Animal Control Program and Deputy requires the County to maintain or contract for the maintenance of an animal shelter where all animals which are subject to impoundment may be safely and humanely kept.

BBC 2.725 Purchasing from Sole Source, Single Seller –A department may purchase a particular product or service available from only one source, after documenting the procurement file with findings of current market research to support the determination that the product is available from only one seller or source. The department's findings shall also include: (a) A brief description of the contract or contracts to be covered including contemplated future purchases; (b) Description of the product or service to be purchased; and (c) The reasons the department is seeking this procurement method, which shall include any of the following: (A) Efficient utilization of existing goods requires the acquisition of compatible goods or services; or (B) That the goods or services required for the exchange of software or data with other public or private entities are available from only one source; or (C) The particular goods or services are for use in a pilot or an experimental project. (D) Other findings that support the conclusion that the goods or services are available from only one source.

BBC 9.320 (2) Disposition of Impounded Dogs - An impounded dog with a valid license shall be disposed of in the following manner: (a) The Animal Control Program or its designated agent shall attempt to notify the owner by phone or personal contact. (b) If the dog is not redeemed within twenty-four (24) hours of impoundment, the Animal Control Program shall notify the owner by regular and certified mail at the owner's last known address that the dog must be redeemed within three (3) days of receipt of notice or it will be sold or destroyed. (c) If the notice sent by certified mail returns unsigned and the dog is not redeemed by its owner, the dog may be sold or destroyed immediately.

ORS 609.090 (2) - All dogs impounded under this section shall be held in an adequate and sanitary pound to be provided by the county governing body from the general fund or out of funds obtained from dog licenses and from the redemption of dogs so impounded. However, in lieu of the establishment of a dog pound, the county governing body may contract for the care of the dogs. Unless claimed by its keeper, a dog shall be impounded for at least three days if the dog is without a license or identification tag and for at least five days if it has a license or identification tag. A reasonable effort shall be made to notify the keeper of a dog before the dog is removed from impoundment.

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 sheriff recommends the Benton County Board of Commissioners grant the exception to the Benton County Code Chapter 2 to contract from a sole source vendor.

Meeting Motions* I move to ...
I move to approve Order D2020-XXX authorizing the use of a sole source exception to the process as described in BCC 2.275 to contract with Heartland Humane Society, dba Heartland Humane Shelter & Care for animal shelter services for the Benton County Sheriff's Office.

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.

SH_Animal Shelter Svcs -Sole Source Approval
ORDER.docx

22.79KB

Comments (optional)

If you have any questions, please call ext.6800

Department
Approver

GREG RIDDLE

Department Approval

Comments

Signature



Greg Ridler

BOC Initial Approval

Approvals Required ☒ Counsel
☒ Finance
☐ HR

Counsel Approver VANCE CRONEY

Finance Approver MARY OTLEY

County
Administrator
Approver JOE KERBY

Comments

Counsel Approval

Comments

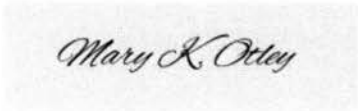
Signature

Vance H. Choney

Finance Approval

Comments

Signature



Mary K. Otley

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 Granting Sole	)	
Source Approval to Contract for	)	ORDER NO. D2021-045
Animal Shelter Services	)	

THAT, the above-entitled matter comes now for the consideration of the Benton County Board of Commissioners, a request for sole source exemption pursuant to BCC 2.725 of the Benton County Contract Code; and

THAT, the Board of Commissioners find that the Benton County Sheriff's Office is looking to have Animal Shelter Services that provides an efficient, well-maintained, fully staffed, incorporates sound techniques of kennel science, disease control and sanitation in a professional manner, to care for all Benton County dogs brought to the shelter to serve all areas of Benton County except for the area within the city limits of Corvallis; and

THAT, the Board finds that the Benton County Sheriff's Office desires to provide spay and neuter services for dogs to the citizens of Benton County. Shelter shall spay or neuter all animals prior to sale to public; and

THAT, the Heartland Humane Society has a staff and facilities capable of providing the services which the County wishes to fill and desires to provide these services to and on behalf of the Benton County Sheriff's Office, and

THAT, the Undersheriff reached out to the County Animal Control Program Manager to identify which animal shelter/welfare companies in Benton County could provide very detailed and specific services. The outreach resulted in only one entity, Heartland Humane Society, dba Heartland Human Shelter & Care, and

THAT, the Board finds that those detailed and specific services include; shelter will be open 28 hours a week to the public and the shelter will be able to answer messages, take in strays or release dogs to their owners 38 hours per week, and provide all personnel and equipment for the operations of an animal shelter to standards, accept and care for all stray dogs within the county, and

THAT, the Board finds that a dog without an identification tag or current license is brought to the animal shelter, it will be held not less than three (3) working days, as required by ORS 609.090(2). The shelter will call and get the name and information of the owner and then attempt to notify the owner by phone, personal contact, and mail. If the Shelter is unsuccessful and the dog is not redeemed by its owner, the Shelter may destroy or sell the dog immediately, pursuant to BCC 9.320 (2), and

THAT, the Board finds that any dog released, in writing, to the Shelter by its owner for the specific purpose of euthanasia may be destroyed immediately or, in the alternative, sold to any person. If any dog presented to the animal shelter in a condition of serious injury, disease

or displays aggressive behavior for which the prolonging of life can only add to the suffering of the dog, increase the possibility of infection to other animals housed at the shelter, or cause extreme harm to others at the discretion of the director of the shelter or in the director's absence, an aide authorized to make such decision, may be destroyed immediately, and

THAT, the Board finds that the shelter must maintain an Activity Log in which shall be recorded the date, time, and manner of receipt of every dog presented at the shelter, the name and address of the person(s) presenting the dog to the shelter, the date, time, and manner of notification of the owner of each dog with an identification tag or current license, the amount of board fees, license, penalty, and euthanasia fees collected for each dog, the name and address of each dog purchaser or claimant and the date, time, and manner of disposition of every dog. Such log shall be submitted monthly to the County, and

THAT, the Board finds that shelter must maintain records, documents, and any other evidence that sufficiently and properly substantiates all direct and indirect costs expended in the operation and maintenance of the animal shelter. The Shelter must provide a detailed monthly operating statement accounting for all income and expenses in the operation of the animal shelter. Expenses for the operation and maintenance of the animal shelter will be borne by the Shelter, and

THAT, the Board finds that shelter must maintain the records, reports, and all supporting documents required shall be subject, during normal operating hours, to inspection, review, or audit by County personnel or other person(s) authorized by the County. These records shall be retained by the Shelter for a period not less than three (3) years from the last day of the agreement period, and

THAT, the Board finds that the shelter must maintain insurance acceptable to the county and remain in full force and effect throughout the term of the contract, and

THAT, the Board finds that if the shelter employs one or more workers as defined in ORS 656.027 and such workers are subject to the provisions of ORS Chapter 656, the shelter shall maintain currently valid workers' compensation insurance covering all such workers during the entire period of this contract, and

THAT, the Board finds that the shelter's impoundment, and license fees shall be set by the Benton County Board of Commissioners, and

THAT, the Board finds that the services being performed by the shelter and all results thereof shall be subject to review by the County at any time upon request and timely notice to the Shelter, and

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 06/15/21

[View Agenda Tracker](#)

Suggested Placement* BOC Tuesday Meeting

Department* Health Services

Contact Name* Julie Arena

Phone Extension* 541-243-3269

Meeting Attendee Name* Julie Arena

Agenda Item Details

Item Title* Home, Opportunity, Planning and Equity (HOPE) Recommendations

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 Home Opportunity, Planning and Equity (HOPE) Advisory Board, with community member and community partner input, developed recommendations intended to create a system of services and sheltering for our unhoused community members thereby impacting the livability of our community. The recommendations include improving access to health and supportive services for vulnerable communities.
Options *	1. Accept the HOPE recommendations as adopted by the HOPE Advisory Board to the City of Corvallis and Benton County. 2. Do not accept the HOPE recommendations as adopted by the HOPE Advisory Board to the City of Corvallis and Benton County.
Fiscal Impact *	☒ Yes ☐ No
Fiscal Impact Description *	Implementing the HOPE Board's recommendations will require resources in the form of staff time and financial investments. The magnitude of these investments has not been determined yet.

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 *

The HOPE recommendations are intended to create a system of services and sheltering for our unhoused community members thereby impacting the livability of our community. The recommendations include improving access to health and supportive services for vulnerable communities.

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 *

Improving services and sheltering for unhoused people addresses the negative impacts to individual and community safety, as well as the impacts to our natural areas. Increasing permanent supportive housing units is one of the HOPE recommendations that is directly linked to housing and growth.

Recommendations and Motions

Item Recommendations and Motions

Staff
Recommendations * Accept the HOPE recommendations.

Meeting Motions * I move to ...
I move to accept the Home, Opportunity, Planning and Equity recommendations as adopted by the HOPE Advisory Board to the City of Corvallis 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.

- | | |
|---|-----------|
| 1. HOPE Policy Recommendations 4-28-21
APPROVED.pdf | 237.93KB |
| 2. City staff report from May 6 Council work
session.pdf | 1014.31KB |
| 3. CC 05-06-2021 Minutes Work Session.pdf | 415.39KB |

Comments (optional)

1. "HOPE Policy recommendations" final language on pages 6-17
 2. "City staff report from May 6 Council work session" pages 1-5. (NOTE: this city staff report was based on the last draft of the recommendations, not the final approved language. There was some confusion based on the draft language.)
 3. "CC 05-06-2021 Minutes Work Session" pages 1-4 are the notes from the City Council discussion of the City staff report.
- If you have any questions, please call ext.6800

**Department
Approver**

SUZANNE HOFFMAN

Department Approval

Comments

Signature



Suzanne Hoffman

BOC Initial Approval

Approvals Required ☒ Counsel
☒ Finance
☐ HR

Counsel Approver VANCE CRONEY

Finance Approver MARY OTLEY

County Administrator Approver
JOE KERBY

Comments

Counsel Approval

Comments

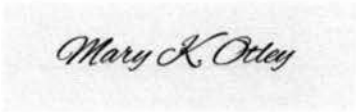
Signature

A rectangular box containing a handwritten signature in black ink. The signature is a stylized, cursive letter 'K'.

Finance Approval

Comments

Signature



Mary K. Otley

County Administrator Approval

Comments

Signature



Joseph Kerby

BOC Final Approval

Comments

Signature

Teresa Farley

HOPE Advisory Board Policy Recommendations from Spring 2021

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

Values: all of these policy recommendations to the City of Corvallis and Benton County support the HOPE Board's overarching goal to transition people out of homelessness. These recommendations are grounded in a data-driven approach, are supported by research on successful systems, reflect gaps in our system of housing and services, are informed by community feedback that includes clients experiencing homelessness, and prioritize our vulnerable populations, community safety for all, and racial and ethnic justice.

Background: In summer of 2020, the HOPE Board conducted a gap analysis of all available services in Corvallis and greater Benton County. The Board collected all available data from homeless service providers and social service providers working to prevent homelessness to understand where we have safety concerns, racial and ethnic inequalities, and vulnerable populations. Finally, the Board researched successful systems of housing and supportive services to transition people out of homelessness. In Fall 2020, the Board prioritized four main topic areas based on this data-driven, systems-level approach with a focus on equity:

- 1) Align and coordinate existing services with a focus on improving data collection and collaboration for individuals experiencing homelessness or in behavioral health crisis;
- 2) Establish a sheltering system for all populations that is accessible 24/7/365 days per year, as well as a Resource Center to support coordinated entry into publicly funded assistance programs;
- 3) Expand transitional options for housing with a focus on notice, communication, and engagement with neighborhoods and the larger community; and
- 4) Increase permanent supportive housing to provide stable housing for our chronically homeless community members.

Community Engagement: in November and December 2020, the Board engaged the community throughout Benton County to receive feedback on these four priority topics. The public feedback directly shaped these draft policy recommendations to incorporate community sentiments on these topics. Public engagement included online surveys, multiple virtual meetings specifically dedicated to HOPE feedback, Board attendance at various community meetings to include different sectors and perspectives, and in-person client surveying conducted by nine service providers in Benton County serving individuals in need or experiencing homelessness.

In April 2021, the Board received community feedback on the final draft of policy recommendations. Community feedback was provided via survey on the HOPE community engagement website in April 2021 and at a virtual public forum on Tuesday April 13th from 4-6pm. Homeless service providers at four different locations supported in-person focus groups with clients experiencing homelessness to provide their perspective on these draft recommendations.

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1. Facilitate and coordinate data improvement efforts with community partners.....	8
2. Work with providers to create metrics for successful program goals.....	8
3. Prioritize collaboration and coordination of providers and partners with routine meetings for improved care coordination facilitated by a full-time staff member.	9
4. Collaborate with social service and health care partners to increase the number of paid, full-time case managers to support people transitioning out of homelessness.	9
5. Pursue implementation of a crisis response team and collect data on the scope and scale of need for crisis response	10
6. Provide organizational capacity to facilitate and coordinate providers in establishing a 24/7/365 Sheltering System for all populations with onsite resources at shelter locations to transition people out of homelessness.....	10
7. Facilitate and support the creation of a Resource Center.....	14
8. Explore and investigate the need and the barriers to accessing housing for individuals and their families in our community whose past history has impacted their ability to secure housing.....	14
9. Provide routine communication, notice, and opportunities for community involvement on the topic of homelessness services.....	15
10. Increase development or acquisition of affordable housing units for permanent supportive housing (PSH) by 20 new units per year for the next eight years to add at a minimum 160 new units of PSH in Benton County.....	15
11. Increase available rental/income assistance options.	16
12. Increase supportive services and stable funding streams to provide services to residents at more affordable housing locations.....	17

Overview of Public Feedback and Edits to Draft Recommendations in Spring 2021

The Board did not conduct community engagement in April 2021 on the first three recommendations focused on capacity to implement the twelve policy recommendations. We have reorganized to highlight these three organizational, funding, and state-level components at the beginning.

- A. Organizational capacity is essential to facilitate and further develop these recommendations in partnership with community-based organizations. Organizational capacity also needs to be built within social service organizations to manage and provide the services over the long term.
- B. Funding recommendations
- C. Legislative Advocacy for statewide leadership and funding

Messaging on these first three critical components for implementation (A, B, C) is key based on the public feedback.

Original Policy Recommendations – summary of public feedback and April 2021 edits

1. Facilitate and coordinate data improvement efforts with community partners.
 - a. Public feedback: the most supported recommendation.
 - b. Changes made: none.
2. Work with providers to create metrics to measure program success.
 - a. Public feedback: well-supported, no changes needed.
 - b. Changes made: none.
3. Adopt the Hub Model of care coordination as a framework for doing business that coordinates existing partners to provide the best possible service to individuals.
 - a. Public feedback: the term “Hub Model” is not well understood, more explanation is needed of this model. Clients and service providers would like the flexibility for individuals to be able to attend a meeting like this if they want to and can. A pre-meeting between clients and their case manager before the main meeting can gauge the person’s desired outcomes and needs.
 - b. Changes made: describing the meeting and its purpose instead of using the term “hub” since it has confused clients and the general community. Adding flexibility to allow for the client to attend if they would like to be present.
4. Paid, full-time staff are needed as case managers to support people transitioning out of homelessness. Case managers should have commensurate experience and background that reflects the people they are serving from a cultural perspective and based on lived-experience.
 - a. Public feedback: clarify the city/county role and the need for case managers all over the county.
 - b. Changes made: wording edited to clarify the city/county role and the need for more case managers in Corvallis and throughout the county.
5. Pursue the feasibility and implementation of a crisis response team.

- a. Public feedback: resounding support for the concept. Lots of support for a non-law enforcement response and lots of support for a co-response with mental health and law enforcement together. Lots of questions about the data on this need.
 - b. Changes made: add a data collection recommendation to understand the magnitude of the need for crisis response and potential cost savings from this model. Add a co-response recommendation based on public feedback.
- 6. Benton County needs a 24/7/365 Emergency Sheltering System for all populations with onsite resources at any shelter location to transition people out of homelessness.
 - a. Public feedback: many worries about attracting people here/being a magnet for services, location(s) that don't negatively impact businesses, neighborhoods, and parks, having a requirement to work on transitioning/self-sufficiency/responsibility once stabilized. The urgency of a place for tent and car campers to go – from the client and community-wide perspectives. If folks can stay here 24/7 while they work on transitioning, let's call this a shelter system instead of an emergency shelter.
 - b. Changes made: terminology updated to remove "emergency" from the Sheltering System title since individuals will be assigned that bed space for a period of time while they work with a case manager (they do not have to leave during the day like the historical emergency shelter locations). Major addition: a recommendation about the most urgent need being a place to move tent and vehicle campers where it is not illegal so they can stabilize and work on transitioning out of homelessness.
- 7. Facilitate and support the creation of a Resource Center.
 - a. Public feedback: lots of confusion about whether or not this already exists. Lots of fear about tax increases to fund it. Sentiment about attracting people here and only wanting to help people "from here." Need to stress the statewide advocacy for funding for all counties to provide services.
 - b. Changes made: updated description to address transit needs and working toward self-sufficiency.
- 8. Establish referral pathways to transitional and permanent housing resources for serious criminal offenders (sex offenders, felony convictions, etc.).
 - a. Public feedback: people misinterpreted this wording to think that the Board wanted a pipeline of ex-convicts to find housing here.
 - b. Changes made: edited wording to mention criminal history AND other history that makes it difficult to secure housing. More investigation needed to understand the magnitude of the need and explore solutions.
- 9. Routine communication, notice, and community involvement need to happen on the topic of homelessness services.
 - a. Public feedback: community would like a way to give feedback directly to city and county instead of only to service providers. They would like accountability in funding decisions based on community feedback.
 - b. Changes made: added in a recommendation to create a mechanism for public feedback directly to city and county about funding for social service providers.
- 10. Increase development or acquisition of affordable housing units for permanent supportive housing (PSH) by 20 new units per year for the next eight years to add at a minimum 160 new units of PSH in Benton County. "New" can be new construction or conversion of existing units to

PSH units. PSH is necessary for a small portion of our unhoused community who need permanent support to remain stably housed.

- a. Public feedback: worries about increased utility, water, and property tax bills.
 - b. Changes made: updated terminology to indicate new funding sources from grant opportunities that already exist but that the county has not had the staffing capacity to apply for, disburse, oversee, and manage.
11. Increase available rental/income assistance options.
- a. Public feedback: lots of general support. Some worries about increased utility, water, and property tax bills. The need for overall messaging about how rental support/vouchers are funded is important.
 - b. Changes made: none.
12. Increase supportive services and stable funding streams to provide services to residents at more affordable housing locations.
- a. Public feedback: some worries about increased utility, water, and property tax bills. The need for overall messaging about how these services are funded is important.
 - b. Changes made: none.

Recommendations to Implement Policies

The following three recommendations (A, B, C) apply to recommendations 1-12. The Board did not do community engagement on the first three recommendations to implement the policy recommendations.

- A. Organizational capacity is needed to work on and implement these recommendations, and organizational capacity needs to be built within social service organizations to manage and provide the services.
1. **Organizational capacity to implement these recommendations means prioritizing homelessness and pro-active housing solutions within existing city and county departments and increasing capacity with additional staff to work on, coordinate, and implement these recommendations on homelessness** (whether that capacity is built internally or contracted out). No new solutions can be successfully implemented without new staff whose job it is to work on the topic of homelessness. The following functions are needed to implement these recommendations: project management, coordination and outreach, land use planning, and grants management (grant writing, contracting, grant administration, oversight, reporting).
 - i. Specifically, a team is needed to research and pursue sites for sheltering, permanent supportive housing, and service locations. The type of work that DLR has done for the Criminal Justice Systems Improvement Project is needed to research sites, zoning, and other parameters to provide site-specific options for city/county leadership and service providers to make informed choices about where to locate the different components of a sheltering system, resource center, transitional living options, and permanent supportive housing.
 - ii. Coordination capacity is needed to routinely convene city and county staff (and community based organizations) who all interact with individuals who are experiencing homelessness: parks, public works, health department, community development department, fire, and police. For example, health department staff give out tents and supplies that are being thrown away by parks staff.
 - iii. This increased capacity to manage homeless issues by the City and County also includes directing departments to prioritize coordination internally on the topic of homelessness by making homeless response part of their annual work plan.
 - iv. Regional outreach and coordination with adjacent cities and counties is needed to provide communication, collaboration, and regional approaches to addressing homelessness.
 2. **Invest in building organizational capacity at organizations that can manage all components of these recommendations** and work to support and successfully transition people out of homelessness. Invest in building organizational capacity by supporting and collaborating with groups that have demonstrated efforts to provide services in Benton County. If no local organizations wish to build and grow organizational capacity, recruit an organization to Benton County who can provide these services.
 - i. Other suggestions: expand the capacity of organizations that successfully are stabilizing people by adding microshelters at their locations. For example, Community Outreach Inc.

(COI), Corvallis Housing First (CHF), and Unity Shelter have successful models of housing case management to transition people out of homelessness. Increase their capacity with funding for positions and microshelters at available locations.

- ii. Capacity must be built for organizations to serve Benton County residents outside of Corvallis.

B. Funding recommendations

Explore state, federal, and private funding to expand organizational capacity to work on these topics and to fund the implementation and permanent provision of all these recommended services. In partnership with providers, assess current funding streams to ensure funding is not being taken away from existing services but that additional funding is pursued. Allocate resources to organizations that work toward implementing these policy recommendations. Prioritize resource allocation based on community feedback.

1. Grant writing capacity at the city/county is needed to access additional funds that are available but are not being applied for.
2. County pursue additional funds from Community Development Block Grant in county areas and in partnership with municipalities who have not explored this funding option.
3. County explore SAMHSA funding for transitional housing for individuals with a behavioral health diagnosis who do not fall into the SPMI population, new Transient Lodging Tax funding, and private foundations such as Meyer Memorial Trust, Oregon Community Foundation, McKenzie River Gathering, and Benton Community Foundation. If the state-controlled Medicaid 1115 waiver allows funding for housing case managers, county pursue additional capacity for housing case managers.
4. County explore cost/benefit of adopting a Construction Excise Tax. Local jurisdictions can levy a tax of up to 1 percent of the permit value on residential construction, and levy a tax with no cap on the permit value of commercial and industrial construction. For instance, the City of Corvallis levies a tax of 1% on residential construction and 1.5% on commercial and industrial construction. State law governs how the revenue can be used. Some is restricted for uses such as developing affordable housing and providing down payment assistance, and some is unrestricted.
5. Allocate local and state resources to programs that work to implement these recommendations.
6. Prioritize investment based on public feedback and cost effective allocations of limited public resources. The community supports the following options (beyond just normal brick-and-mortar housing) in the following descending order:
 - i. Microshelters
 - ii. Emergency shelter
 - iii. RV/car camping
 - iv. Tent camping.

C. Legislative Advocacy

1. County and City elected officials must continue to advocate for statewide leadership on local requirements for shelter beds in each county with accompanying state funding to support those required beds. This state requirement and funding is needed to address worries about migration of people to areas with services from other areas.
2. State and federal funding for all of these topics must continue to be advocated for by city and county elected officials and by the League of Cities and Association of Counties once these recommendations are adopted.
3. City and County explore partnership with OSU and counterparts in Lane County (Lane, Eugene, Springfield, and University of Oregon) to lobby for a state law allowing local tax revenue from Pac-12 events and on-campus sales to address the affordable housing impacts from the university population. The tax revenue would be split between the universities and the local municipalities to fund subsidized housing for low-income students and affordable housing for the surrounding community.

Policy Recommendations to the City of Corvallis and Benton County Spring 2021

1. Facilitate and coordinate data improvement efforts with community partners.

Description: Work with providers to improve data collection/tracking and to reduce duplicative data entry and data management. Data collection efforts will include a human services coalition model that is a statewide model: service providers come together to say what their priorities are and how they would implement them. Implementation is recommended immediately and could be accomplished with an existing staff person.

Background: coordinated data collection and analysis of community-wide data support communities' efforts to end homelessness by understanding which individuals continue to cycle into homelessness and which providers and partners continue to interact with them. Best practices from a trauma-informed care perspective are to reduce the number of times an individual must recount their history and circumstances to access assistance.

2. Work with providers to create metrics for successful program goals.

Description: successful program metrics assist with tracking which services deploy successful interventions in transitioning people out of homelessness. Implementation can be immediate with existing staff person.

Background: success metrics will help funders understand the value of their funding decisions, help us communicate with the community, and allow us to continually adapt and refine services to achieve the desired transition from homelessness for as many people as possible.

3. Prioritize collaboration and coordination of providers and partners with routine meetings for improved care coordination facilitated by a full-time staff member.

More research is needed to explore which model(s) to recommend for convening community partners. The HOPE Board is forming a work group to research care coordination models to recommend.

Description: The HOPE Board recommends convening providers and partners at routine meetings to coordinate care for individuals with high and complex needs on a case-by-case basis. The purpose of this coordination is to bring together partners to improve the lives of individuals who are interacting with multiple systems. This model of care coordination has been referred to as “case conferencing,” Frequent Users Systems Engagement (FUSE), and also the “Hub model” of care coordination. The Board will research these models to make an informed recommendation on which one to adopt.

Implementation: can be done immediately if an existing staff person is available, until an FTE can be budgeted for this role. The staff position to coordinate these meetings should be full-time and could be a health navigator, case manager, community health worker, or program coordinator. This same staff position is needed to do an assessment of funding streams: with input from city/county and providers, to assess all available funding streams coming into Benton County (including Corvallis) that fund this work to blend funding streams.

Geographic service area suggestion: the details and frequency can be decided by the participants, but based on public feedback we recommend having routine meetings for Corvallis-centric clients, South Benton clients, and Philomath/West Benton clients (and other geographic regions as needed).

Background: Hub spokes needed at the table should be diverse and culturally-versed: Benton County Health Department (BCHD), Corvallis Daytime Drop-in Center (CDDC), Unity Shelter, Community Outreach Inc. (COI), Unity Shelter, Corvallis Housing First (CHF), the Center Against Rape and Domestic Violence (CARDV), Samaritan, Inter-community Health Network-Coordinated Care Organization (IHN-CCO), Jackson Street Youth Services (JSYS) when needed, the state Department of Health Service (DHS), Tribal liaisons, case managers, Casa Latinos Unidos (CLU), Philomath Community Services (PCS), South Benton Food Pantry (SBFP), Job training/vocational rehab, law enforcement/first responders, crisis response team members, Street Outreach Response Team (SORT) members, social security/disability advocacy, faith-based community volunteers, Older Adult Behavioral Health Initiative to do system-level coordination, Oregon Cascades West Council of Governments (OCWCOG). Any other provider who can provide access to services for a person in need.

4. Collaborate with social service and health care partners to increase the number of paid, full-time case managers to support people transitioning out of homelessness.

Description: there is a need for more case managers with experience and backgrounds that reflects the people they are serving from a cultural perspective and based on lived-experience.

- a. County: work with IHN-CCO and Samaritan on workforce capacity for housing case managers, peer support specialists, and social service providers to utilize funding from Medicaid and SAMHSA block grant resources.
- b. County: in addition to increased case managers in Corvallis, rural areas outside of Corvallis also need additional mobile/regional staff to support people's housing needs and transition out of homelessness.
- c. City and county work with OSU, LBCC, and any other local educational institutions on expanding internship workforce capacity from student populations.

Background: case management is vital to support the transition out of homelessness. Not enough case managers are available in our community to support the need.

- 5. Pursue implementation of a crisis response team and collect data on the scope and scale of need for crisis response.

Description: HOPE recommends a non-police intervention for crisis situations due to homelessness and behavioral health issues. A co-response with behavioral health professionals and law enforcement is also needed depending on the situation. Coordination with street outreach and harm reduction is vital to ensure collaboration with overlapping populations.

Background: HOPE's research, data, and community feedback fully support ongoing efforts to implement a Crisis Response Team to redirect calls from law enforcement and provide team partnerships with law enforcement when an officer is necessary. We recognize that ongoing efforts are occurring with the Criminal Justice Systems Improvement project and the Willamette Criminal Justice Council. We recommend continuing to pursue implementation in those existing forums with experts on the topic of crisis response.

- 6. Provide organizational capacity to facilitate and coordinate providers in establishing a 24/7/365 Sheltering System for all populations with onsite resources at shelter locations to transition people out of homelessness.

This organizational capacity is needed to determine possible sites for sheltering, the logistics of implementation, and the ongoing funding from sources that minimize the use of general fund dollars. (See the first recommendation A for details on the organizational capacity needed in the form of project coordination, project management, land use planning, and grant writing.)

Description: any shelter needs space for warming/cooling from the elements during the day. Individuals are assigned a bed space that is theirs 24/7 while they work with a case manager on transition. Emergency sheltering 24/7/365 with onsite resources is referred to as a "navigation center" in pending legislation (HB 2004 and HB 2006, 2021 Session).

- a. **We recommend the following six components of a sheltering system to address safety concerns for different populations:** congregate male, congregate female, non-congregate sheltering (like motel rooms or microshelters), managed tent camping, managed car/RV/trailer camping, and mobile service delivery to alternate locations. The team working to implement this

sheltering system should look at available current and historic data to fine-tune the recommended estimates.

b. **Initial Estimates of Need for Sheltering are as follows:**

1. **Women:** 40 congregate beds based on historical data from the women's shelter. This estimate includes the existing 20-25 beds at the women's shelter which may not be able to remain in its existing location and cannot operate 365 days/per year at that location given youth programming.
2. **Men:** 60 congregate beds based on historical data from the men's shelter. This estimate includes the capacity at the men's location which may not be able to remain in its existing location given flood plain concerns and space constraints.
3. **Non-congregate sheltering units** for people who cannot be in men/women dorms (non-binary and trans individuals, couples, people who cannot be in congregate settings due to medical fragility or behavioral health disorders, people with pets, and family units): 40 units based on HOPE survey data on trans and non-binary needs and feedback from providers regarding couples and individuals with a child. We recommend single-unit sheltering options, such as motel room style units and/or microshelters, to provide this non-congregate capacity. The microshelter design needs to be expanded to accommodate a double bed or bunk beds for couples and family units.
4. **RV/Trailer and car camping:** we do not have a good estimate of this need based on our current data system. At Pioneer Park, 30 applications (representing about 60 people) were submitted. At Pioneer Park, 15 RV spaces and 9 car spaces were occupied. All 11 spots at the Fairgrounds were full with 21 individuals camping in cars and RVs. Based on these locations alone, at least 40 RV and car camping spaces are needed.
5. **Managed Camping:** between 80-120 individuals are camping in close proximity to the hygiene center, on ODOT property, and in the skate park. These estimates may decrease with more available shelter beds. A site for managed tent and vehicle camping is the most urgent need based on feedback from folks experiencing homelessness, providers, and the broader community of business owners and other citizens.

Recommended components of a Sheltering System:

1. **Shelter Accessibility:**
 - a. Shelter is accessible 24/7/365.
 - b. Shelter is low barrier upon arrival to get individuals off the street. Options are available, but not required, for individual involvement to support the location while they work on transitioning, such as doing laundry, cleaning, or helping to provide food.
 - c. Necessary components at any emergency sheltering location: walking and biking access, public transportation access, and safety. Safety concerns for everyone involved need to be addressed. Security, lighting, fire code, and immediate access for emergency personnel must be considered.
2. **Shelter facilities and onsite services:** necessary services at any shelter location include showers, bathrooms, drinking water, food provided on-site (to minimize need to travel to multiple locations for food), laundry, wifi, lockers for items for those in congregate shelter,

mail service, and office space for meeting with providers like a case manager, mental health and addiction support person, and someone who can help enroll people in assistance programs.

3. **Shelter is temporary** and is not a permanent housing solution. The duration of a person's stay will vary based on their needs, their progress with a case manager, and availability of an appropriate transitional or permanent option.
4. **A limited overflow area is needed** at any sheltering location for people who show up with a tent or car/RV. Tent and car/RV camping is time limited, and the individual must engage to transition to another option. RV sites must have gray and black water dump hookups for appropriate hygiene. The overflow area is under the supervision of the host organization.
5. **Hygiene and basic needs services accessible to any individuals**, even those not staying in the shelter system: an area for warming/cooling from the elements where someone can be 365 days/year who is experiencing homelessness to minimize the need to go to multiple locations throughout the day to stay warm or get cool. There must be hygiene facilities, wifi, lockers, and food services that are accessible to individuals to balance the negative impacts on our natural areas and waterways for those without access to basic hygiene.
6. **Definitions:**
 - a. **Managed Emergency Tent Camping:** a specific, designated area where emergency camping in tents is under the direct control of an organization with boundaries, amenities, and direct supervision. The organization provides tents and pallets to elevate the tents and is responsible for the condition of tents. The organization designates tent placement with consideration for emergency service accessibility. Campers have access to hygiene, water, trash, and resources. To transition people out of tent camping, emergency tent camping has time limits for every individual camper with evaluation of that person's progress towards securing transitional or permanent housing on a case-by-case basis. Case management to work on transitioning to stable housing must be provided for all persons. The tent camping is limited in number based on staffing capacity to provide case management. Allowing an area for managed emergency tent camping will address the safety and environmental health concerns of unmanaged camping and allow for enforcement of illegal tent camping elsewhere.
 1. Unmanaged tent camping is not supported by the public feedback due to concerns of fire, individual safety, community safety, litter, noise, and visibility. Having a designated area for managed and supported camping addresses these community concerns.
 2. We recognize there are individuals who will not engage in case management to transition out of homelessness. Appropriate interventions need to be available for those who cannot engage due to behavioral health conditions, such as crisis response and respite. Pretrial justice services and additional jail capacity are

needed for those who break the law. (We recognize there are current efforts to improve crisis response, respite, and additional criminal justice services.)

- b. **Managed emergency RV, trailer, and car camping area:** a specific, designated area where emergency camping in vehicles is under the direct control of an organization. The organization designates vehicle placement with consideration for emergency service accessibility. Vehicle campers have access to hygiene, water, trash, and resources. RV sites must have gray and black water dump hookups for appropriate hygiene. Mobile service delivery capacity can make it possible to support distributed sites at multiple smaller locations throughout the county.

Background:

- a. **Challenges:** implementing this recommended emergency sheltering system will take time, resources, and political will. There are challenges with site identification, concentration of populations living in poverty, and the need for separation of some populations for safety.
- b. **Leadership:** there needs to be collaboration of leadership with providers and with the city and county supporting project management for project design and site planning to insure the following issues are addressed:
 - 1. Geographic locations and siting options.
 - 2. Adequate public transportation schedule to support client needs.
 - 3. Service providers must be included as leaders to determine adequate spacing between populations. Suggestions from providers include separate floors, separate buildings, and/or microshelter rows for different populations.
 - 4. Capacity is needed to research and explore available geographic areas in Corvallis, the urban growth boundary around Corvallis, and the county areas surrounding the urban growth boundary to find all possible locations for the different components for a sheltering system.

Phased Implementation to bolster Emergency Sheltering System: all of the components outlined for an emergency sheltering system will take staff capacity and time to be implemented. While the city and county work to build the organizational capacity and sustainable funding to support the long-term vision of implementing these components, the city and county must facilitate and support the enhancement of service capacity for these most urgent needs:

- 1. The men's shelter must be open 24/7/365 with additional service providers meeting with men onsite to transition them to transitional or permanent supportive housing.
- 2. The City of Corvallis and County, in partnership with IHN, Samaritan, and other service providers, should facilitate building the capacity for mobile service delivery to distributed microshelters, RV/trailer/car camping, and managed tent camping locations. This mobile service delivery can serve populations both within Corvallis urban growth boundary and the greater Benton County areas that have expressed the need for access to services.
- 3. The most urgent need voiced by clients and providers is a safe place to locate their tent or vehicle so they can stabilize, access services, secure a job, and transition out of homelessness. Basic needs of safety, sleep, food, and hygiene need to be met first before people can work on transitioning out of camping. This is also the most urgent need voiced by community members

who are housed – addressing the unmanaged tent and vehicle camping throughout the community by having a place for managed camping in tents and vehicles so they do not continue to disperse and move from one street or natural area to another.

[End of Emergency Sheltering recommendation]

7. Facilitate and support the creation of a Resource Center.

Description: the Resource Center should have office space for providers from different organizations to meet with people, enroll them in programs, and work on improving their economic stability with sufficient means to meet their needs. The city and county should facilitate and support the collaboration between the providers to choose the best location options and determine who will occupy and manage this Resource Center. Must have public transit, walking, and biking access. A dedicated shuttle service from shelter locations around the community will support access beyond just public transit.

- i. Ideal location: capacity is needed to research and explore available geographic areas in Corvallis, the urban growth boundary around Corvallis, and the county areas surrounding the urban growth boundary (similar to the work DLR has done for criminal justice components sites). Best options would be co-located adjacent to or very near some sheltering. Second best is very short walking distance. Also possible would be a shuttle system from shelter locations to the resource center.

Background: supporting co-location of service providers from multiple organizations decreases the travel and number of different locations people must go to meet their needs. Having some shared space at one location does not mean that an organization entirely relocates their operation. It means that representatives from different organizations are co-located to coordinate care in one location. Most clients have to travel to multiple places (between 5-10 different geographic locations) to enroll in the numerous programs available to them. The Resource Center can have office space for service providers like Community Services Consortium (CSC), Council of Governments (COG), United Way, county health navigators to enroll people in OHP, housing case managers to work on transitioning people out of homelessness, assistance with vital records (drivers license, social security card, etc.), assistance with applying for and accessing disability and social security income, job assistance, veterans programs, space for representatives from the Center Against Rape and Domestic Violence (CARDV), Jackson Street Youth Services (JSYS), Community Outreach Inc. (COI), Casa Latinos Unidos, Tribal liaison, NAACP representative, Unity Shelter, Corvallis Housing First, Linn Benton Housing Authority, other housing entities, state entities like DHS, etc.

8. Explore and investigate the need and the barriers to accessing housing for individuals and their families in our community whose past history has impacted their ability to secure housing.

Description: people with past criminal histories, bad credit scores, and previous evictions continue to be disqualified from housing and remain unhoused. Housing assistance for people with conviction histories is lacking once they do not qualify for support from county Parole and Probation.

Background: individuals with difficult histories end up living in their cars or RVs throughout the community. These individuals and their families are already a part of our community. There is a lack of data on the need for referrals for this population, although it is a known need based on provider feedback. Explore and investigate this issue further.

9. Provide routine communication, notice, and opportunities for community involvement on the topic of homelessness services.

Description: this recommendation has three components for two-way communication and community involvement:

- a. Routine monthly email updates that people can sign up to receive. These updates should include news and reports about services, community-based organizations, decisions made on the topic of homelessness, how to get involved, etc. Regional updates are needed that include all of Benton County. Corresponding updates can be posted and archived on the HOPE website. Implementation should be immediate.
 - b. Quarterly public forum to provide verbal updates, answer community questions about recent updates, provide dialogue, and have a community conversation beyond the 10 minute comment period at each HOPE meeting. Recommend a minimum two hours. Implementation should be immediate.
 - c. A notice requirement to neighborhoods and businesses with opportunities for involvement for any new services or new transitional locations approved or funded by the city or county. The intent of this notice and involvement requirement is to provide ample time and opportunity for community engagement.
 1. Organizations funded by the city or county or approved to provide social services or transitional housing must provide routine opportunities for two-way communication and a mechanism to provide feedback for neighbors and nearby businesses. City/county establish a mechanism for community members to provide feedback on services and organizations directly to the city and county provider (via email, website, and postal option) instead of only to the service provider. City/county track community feedback for improved accountability and to make informed decisions about future funding allocations. Organizations will forward any neighborhood feedback to city and county funders to evaluate future funding decisions and encourage resolving issues with neighbors.
 2. Community-wide notice should also be provided in the routine monthly community-wide communication.
10. Increase development or acquisition of affordable housing units for permanent supportive housing (PSH) by 20 new units per year for the next eight years to add at a minimum 160 new units of PSH in Benton County.

Description: permanent supportive housing (PSH) is necessary for a small portion of our unhoused community who need permanent support to remain stably housed. "New" units can be new

construction or conversion of existing units to PSH units. Increasing PSH will decrease the number of chronically homeless individuals in the community and result in cost savings.

(<https://endhomelessness.org/wp-content/uploads/2017/06/Cost-Savings-from-PSH.pdf>)

- a. Develop a framework for awarding currently available grant funds that encourages, incentivizes, or requires, when possible, a certain percentage of PSH units in housing projects seeking affordable housing funding from the City of Corvallis.
 1. County pursue additional grant funding streams to increase PSH units in greater Benton County to implement this recommendation.
- b. Coordination with City and County Community Development (CD) Departments is necessary to support this work. CD Departments should actively facilitate and encourage local organizations' applications for grant funding and technical assistance from evidence-based approaches (for instance, state-level OHCS funding and technical assistance from The Corporation for Supportive Housing).
 1. County collaborate with other cities in the county to increase PSH units outside of Corvallis.
- c. City/county evaluate non-traditional zoning and code solutions to respond to the need for more permanent living options:
 1. Permanent tiny home villages.
 - a. Emerald Village in Eugene has 22 permanent tiny homes on 1.1 acres:
<https://www.squareonevillages.org/emerald>
 - b. Peace village in development with 36 units on 1.7 acres:
<https://www.squareonevillages.org/peace>
 2. Accessory dwelling units (ADU) should be made allowable and more easily achievable. (Corvallis already allows ADUs; county code changes are needed.)
 3. Motels converted to permanent living.

11. Increase available rental/income assistance options.

Description:

- a. Increasing the number of place-based section 8 assistance in Benton County is a priority. Linn Benton Housing Authority (LBHA) needs to include place-based assistance in their annual plan to accomplish this goal. Work with LBHA to increase projects in rural parts of Benton County in support of more affordable PSH projects like the newest one in Lebanon.
- b. City/county proactively pursue all sources of rent subsidies with community partners, including opportunities with the Veterans Administration, the state of Oregon, and rent subsidies. For example: establish a consistent resource to help people navigate the process to access social security and disability financial assistance. People with disabilities and elderly individuals are disproportionately represented in the homeless data. Programs like ASSIST and SOAR can be contracted with to expand the resources here to help people access disability and social security benefits.
- c. Engage with culturally specific and culturally responsive organizations to help connect communities of color to rental/income programs and ensure that program parameters are

aligned with the needs of communities of color. Establish a consistent resource to coordinate with Tribal Housing Authorities to provide referrals and connect Native American individuals with Tribal resources, such as housing vouchers, assistance, and support services.

Background: place-based Section 8 assistance definition: the Section 8 program provides rent assistance to eligible households. The amount of the assistance varies with household income and is capped by HUD rules that define an area's "Fair Market Rent." The Section 8 Program can be delivered in two ways: as a voucher the recipient household uses to pay a portion of their rent, or as "placed-based" assistance in which the assistance is attached to a specific housing unit. The Section 8 voucher program involves being on a waiting list for years. Having to wait years for help doesn't work very well for people who are without housing now and have a disability that puts their health and well-being at risk. Place-based assistance works better than a voucher because an eligible person can move in as soon as there's a vacancy. For this reason, place-based Section 8 assistance is critically important to the development and provision of PSH.

12. Increase supportive services and stable funding streams to provide services to residents at more affordable housing locations.

Description:

- a. City and County facilitate and coordinate collaboration among community partner organizations to expand PSH units as part of their behavioral health responsibility. (Existing providers: DevNW, Commonwealth, Corvallis Housing First, county health staff.)
- b. County continue to facilitate increasing supportive services however possible by leveraging Medicaid funding for non-county staff to provide behavioral health support, case management, peer support, and counseling/medication assistance. Case management is the most critical component to prioritize.
 - i. County Alcohol and Drug resources can increase their in-the-field work to do diagnoses that will allow for more resources for case management following the 1115 waiver.
- c. County facilitate collaboration with Medicaid insurance (IHN-CCO) and Samaritan to support more behavioral health services onsite at more permanent supportive housing units.

TO: City Council for May 6, 2021, Council Work Session
FROM: Mark W. Shepard, P.E., City Manager *MWS*
DATE: April 28, 2021
SUBJECT: Council Policies on Houselessness



STRATEGIC OPERATIONAL PLAN PRIORITY: E-9B, Refine the City Council's policies for houseless support services.

Action Requested:

Staff recommends Council continue the discussion of the Strategic Operational Plan Council action item to clarify policy direction regarding houseless support services in preparation for the joint meeting with the Benton County Commissioners on May 20, 2021.

Discussion:

The Council held their second work session regarding policies concerning the unhoused on April 22nd. At the April 22 Council Work Session, the Council:

- Received the survey results from other cities regarding funding and policies.
- Received information on the typical roles of cities, counties, states and the federal government regarding social services and addressing unhoused individuals.
- Discussed and narrowed the Council's policy direction, to focus City efforts on "roofs" for the houseless.

The Council's direction from the April 22 work session has provided greater clarity regarding the Council's policy priorities and desired role for the City when working with Benton County and other service providers to address the needs of the unhoused. During the April 22nd work session the Council identified the City's primary role in addressing the needs of the unhoused as providing 'roofs'. This direction helps the City take the next step of defining where to focus our efforts and resources.

HOPE Recommendations

The HOPE recommendations cover data, facility, and service needs. The Council's direction from the April 22 work session clarified that the City should be focusing on a broad range of housing. The staff report for the April 22 work session included information about potential roles for the City regarding supporting/providing housing. This information is provided again here:

- Construction of affordable housing
- Providing regulations that allow a broad range of housing
- Providing regulations that allow the siting of social services
- CDBG capital support for social services

Specifically this work can include assisting in siting and funding construction of a shelter, supporting transitional housing, incentivizing and funding low income housing, and pursuing land use policies that support more affordable housing across the entire housing spectrum in the City.

The Council's direction to focus on a broad definition of housing provides a solid foundation to review the current draft HOPE recommendations and prepare for the meeting with the Benton County Commissioners on May 20th. The Council direction facilitates viewing the HOPE recommendations from four perspectives:

1. Those that cities should **lead**.
2. Those that cities should work on **jointly** with the County.
3. Those that cities provide a **supporting role** to the County.
4. Those that cities **do not have a significant role in providing**.

Clarifying and communicating the role of cities in Benton County will allow cities, the County, and service providers to focus on each of their core functions and tap into the appropriate resources to address the HOPE recommendations in a strategic manner.

Benton County is a small county with approximately 94,665 population (2020). There are five cities in the County and Corvallis is the largest city at 59,730 population or about 63% of the County's population. 19,300 people or about 20% of the population lives in unincorporated areas, often in close proximity of the 5 cities. Although the items listed as "City Leads" often apply to all of the cities in Benton County, the relative size of Corvallis in relation to other cities means that certain larger facilities would likely to be located within or near the Corvallis Urban Growth Boundary, either inside or in close proximity to the City limits.

Following are the draft HOPE recommendations identified by the lead role¹:

Cities Lead:

10. *Increase development or acquisition of affordable housing units for permanent supportive housing (PSH) by 20 new units per year for the next eight years to add at a minimum 160 new units of PSH in Benton County. "New" can be new construction or conversion of existing units to Draft updated 4/26/2021 5 PSH units. PSH is necessary for a small portion of our unhoused community who need permanent support to remain stably housed.*

Permanent Supportive Housing is a critical need throughout the County. Traditionally, most of the permanent supportive housing in the County has been provided within the City of Corvallis, but the need for PSH occurs everywhere. PSH can occur in many different forms and locations to meet the variety of needs that create houselessness.

The specificity of the amount and timeline should not just be an arbitrary or aspirational number. Although it is possible that there could be a Budget Inn or Van Buren House sized project created every year, that would be unlikely. Instead there may be years when there is a large project that produces a larger number of units and other years when the PSH total count may be smaller, but divided up amongst smaller group homes throughout the County.

¹ Role includes the work of agencies and partners and not just direct expenditures or actions by the lead government. For instance, the County created Community Services Consortium and the Linn-Benton Housing Authority and therefore the activities of these two entities would be considered as supporting the County role. On the other hand, the City helped create the entity that is now DevNW to develop affordable housing in the community and region and therefore the activities of DevNW and other affordable housing developers will often be considered part of the city role in the community they are developing within. For small cities or unincorporated areas, the County also takes on the roles normally associated with cities.

The goal also lacks detail like understanding whether the intent is that the City of Corvallis would be expected to produce all 20 units every year or its proportionate share of 13 units with the 7 others occurring throughout the rest of the County.

PSH of this scale will not be able to be funded completely by the City or County and therefore there will need to be understanding of financial resources, competitive nature of the outside funding sources, available land or prospective projects and coordination between the lead governments and the entities that will actually be constructing the units before numbers and timelines are agreed to. One key to success for this goal is to have community partners with enough organizational capacity to acquire sites, assemble complex financing packages and be successful in competing against projects in other parts of the state.

It may be better to indicate that PSH should be made a priority for funding until 160 new units are created across the County. This would allow funding to be redirected from other existing programs towards PSH and signal to the development community that PSH projects will be at the front of the line for funding without creating arbitrary goals and timelines that have not been feasibility tested.

Due to the small size of the cities in the rest of the County and the large amount of County residents in the unincorporated areas around Corvallis, it may make sense to enter into a cooperative agreement with the County, similar to the Economic Development Office model, where the City could provide the housing development technical expertise to projects throughout the county. This would also provide a much broader array of lots and price points for PSH, providing an increased chance that PSH sites will be able to be acquired on a regular basis and PSH residents have an array of PSH choices so that case workers are able to better match the PSH context to the resident's unique needs.

Joint Effort:

2. *Work with providers to create metrics to measure program success.*

The City should work with providers to develop and track targets and metrics specific for the development of the items that are related to cities' roles and funding priorities. The County should undertake a similar effort for areas under its responsibility.

5. *Pursue the feasibility and implementation of a crisis response team.*

The Corvallis Police Department has been working with the Benton County Health Department to develop a pilot crisis response program that will provide support for individuals experiencing mental health issues. The pilot plan refocuses existing resources in the Police Department and Benton County Health Department. The pilot program will be launched in the summer of 2021. The program will be evaluated and modified as appropriate and as resources remain available.

8. *Routine communication, notice, and community involvement need to happen on the topic of homelessness services.*

The City can participate with the County and service providers to provide regular and appropriate communications on the topic of houseless services. It would be appropriate to apply IAP2 principles to the communication plan.

11. Increase available rental/income assistance options

Rental assistance is a role that is generally a County role that is administered through CSC and the LBHA. Cities' roles in the partnership is to develop sufficient affordable housing options that rental assistance can be used. The City of Corvallis also works through its tenant information hub to direct tenants with financial challenges to agencies that can potentially provide rental assistance. On a related note, the City of Corvallis also has a low income assistance program for the City services bill that can reduce the housing costs for low income individuals.

Cities Support the County:

- 3. Adopt the Hub Model of care coordination as a framework for doing business that coordinates existing partners to provide the best possible service to individuals.*

Although this concept falls under the County's traditional areas of responsibility, the cities need to support this by providing regulations that allow the siting of social services necessary to support the Hub Model of care coordination.

- 6. Benton County needs a 24/7/365 Emergency Sheltering System for all populations with onsite resources at any shelter location to transition people out of homelessness*

The cities can support this by providing regulations that allow a broad range of housing and by providing regulations that allow the siting of social services. The cities could also participate in capital funding to support construction of a shelter. Larger shelter facilities would be anticipated to be located within the City of Corvallis or in the nearby Urban Fringe due to the population size of Corvallis. However, other sheltering concepts such as microshelters, managed camping, RV camping, etc. could be appropriate to locate throughout the County since they can be scaled appropriately for smaller communities or unincorporated areas.

- 7. Facilitate and support the creation of a Resource Center.*

A Resource Center is part of Benton County's Criminal Justice Improvements project that will be presented to the voters in May of 2022. The City of Corvallis can support this effort by providing regulations that allow this use to occur at whatever site is selected by Benton County.

- 9. Establish referral pathways to transitional and permanent housing resources for serious criminal offenders (sex offenders, felony convictions, etc.).*

Cities traditionally have the role of providing regulations that allow for a variety of group homes and other types of facilities that serve as resources for these challenging populations. The County would likely have a more direct role both in terms of its case management role but also its corrections role. City law enforcement would also be a partner for referring individuals who need assistance.

- 12. Increase supportive services and stable funding streams to provide services to residents at more affordable housing locations.*

Providing and funding ongoing supportive services is a role for the County and other service providers. This is not a typical role for cities. However, cities can assist the effort by creating

more affordable housing locations where services can be provided. The City of Corvallis can provide technical assistance to other cities and the unincorporated area to establish more stable affordable housing funding streams through additional Construction Excise Tax participation throughout the County.

Not a City activity:

3. *Facilitate and coordinate data improvement efforts with community partners.*

Data regarding the houseless and the services they employ would come from those providing the services and case management. However, the City and County would both welcome more transparency into the community partner data in order to better evaluate the effectiveness of government activities and funding.

4. *Paid, full-time staff are needed as case managers to support people transitioning out of homelessness. Case managers should have commensurate experience and background that reflects the people they are serving from a cultural perspective and based on lived-experience*

This is not a city activity, but Corvallis staff does support more case manager capacity being built at the County and community partners. Lack of case management reduces the effectiveness of all programs, including the roles that are typically the responsibility of cities.

Recommendation:

Staff recommends the Council discuss the above grouping of the HOPE draft recommendations and come to a consensus regarding the Council's identified role for the City as we head into the discussion regarding the HOPE recommendations with Benton County on May 20, 2021.

Budget Impact:

Further discussion will be required regarding funding options and priorities. The City, County, and service providers clarifying roles and responsibilities will enable the City Council to discuss which City roles are priorities. Resource limitations will require the Council to prioritize which actions to move forward. The clarifying of roles and identification of priorities will provide a foundation for discussing funding options for moving the City's work forward.

Attachments:

Attachment CC-A: HOPE Draft Recommendations

HOPE Advisory Board Policy Recommendations from Spring 2021

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

Values: all of these policy recommendations to the City of Corvallis and Benton County support the HOPE Board's overarching goal to transition people out of homelessness. These recommendations are grounded in a data-driven approach, are supported by research on successful systems, reflect gaps in our system of housing and services, are informed by community feedback that includes clients experiencing homelessness, and prioritize our vulnerable populations, community safety for all, and racial and ethnic justice.

Background: In summer of 2020, the HOPE Board conducted a gap analysis of all available services in Corvallis and greater Benton County. The Board collected all available data from homeless service providers and social service providers working to prevent homelessness to understand where we have safety concerns, racial and ethnic inequalities, and vulnerable populations. Finally, the Board researched successful systems of housing and supportive services to transition people out of homelessness. In Fall 2020, the Board prioritized four main topic areas based on this data-driven, systems-level approach with a focus on equity:

- 1) Align and coordinate existing services with a focus on improving data collection and collaboration for individuals experiencing homelessness or in behavioral health crisis;
- 2) Establish a sheltering system for all populations that is accessible 24/7/365 days per year, as well as a Resource Center to support coordinated entry into publicly funded assistance programs;
- 3) Expand transitional options for housing with a focus on notice, communication, and engagement with neighborhoods and the larger community; and
- 4) Increase permanent supportive housing to provide stable housing for our chronically homeless community members.

Community Engagement: in November and December 2020, the Board engaged the community throughout Benton County to receive feedback on these four priority topics. The public feedback directly shaped these draft policy recommendations to incorporate community sentiments on these topics. Public engagement included online surveys, multiple virtual meetings specifically dedicated to HOPE feedback, Board attendance at various community meetings to include different sectors and perspectives, and in-person client surveying conducted by nine service providers in Benton County serving individuals in need or experiencing homelessness.

In April 2021, the Board received community feedback on the final draft of policy recommendations. Community feedback was provided via survey on the HOPE community engagement website in April 2021 and at a virtual public forum on Tuesday April 13th from 4-6pm. Homeless service providers at four different locations supported in-person focus groups with clients experiencing homelessness to provide their perspective on these draft recommendations.

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Overview of Public Feedback and Edits to Draft Recommendations in Spring 2021

The Board did not conduct community engagement in April 2021 on the first three recommendations focused on capacity to implement the twelve policy recommendations. We have reorganized to highlight these three organizational, funding, and state-level components at the beginning.

- A. Organizational capacity is essential to facilitate and further develop these recommendations in partnership with community-based organizations. Organizational capacity also needs to be built within social service organizations to manage and provide the services over the long term.
- B. Funding recommendations
- C. Legislative Advocacy for statewide leadership and funding

Messaging on these first three critical components for implementation (A, B, C) is key based on the public feedback.

Original Policy Recommendations – summary of public feedback and April 2021 edits

1. Facilitate and coordinate data improvement efforts with community partners.
 - a. Public feedback: the most supported recommendation.
 - b. Changes made: none.
2. Work with providers to create metrics to measure program success.
 - a. Public feedback: well-supported, no changes needed.
 - b. Changes made: none.
3. Adopt the Hub Model of care coordination as a framework for doing business that coordinates existing partners to provide the best possible service to individuals.
 - a. Public feedback: the term “Hub Model” is not well understood, more explanation is needed of this model. Clients and service providers would like the flexibility for individuals to be able to attend a meeting like this if they want to and can. A pre-meeting between clients and their case manager before the main meeting can gauge the person’s desired outcomes and needs.
 - b. Changes made: describing the meeting and its purpose instead of using the term “hub” since it has confused clients and the general community. Adding flexibility to allow for the client to attend if they would like to be present.
4. Paid, full-time staff are needed as case managers to support people transitioning out of homelessness. Case managers should have commensurate experience and background that reflects the people they are serving from a cultural perspective and based on lived-experience.
 - a. Public feedback: clarify the city/county role and the need for case managers all over the county.
 - b. Changes made: wording edited to clarify the city/county role and the need for more case managers in Corvallis and throughout the county.
5. Pursue the feasibility and implementation of a crisis response team.

- a. Public feedback: resounding support for the concept. Lots of support for a non-law enforcement response and lots of support for a co-response with mental health and law enforcement together. Lots of questions about the data on this need.
 - b. Changes made: add a data collection recommendation to understand the magnitude of the need for crisis response and potential cost savings from this model. Add a co-response recommendation based on public feedback.
6. Benton County needs a 24/7/365 Emergency Sheltering System for all populations with onsite resources at any shelter location to transition people out of homelessness.
 - a. Public feedback: many worries about attracting people here/being a magnet for services, location(s) that don't negatively impact businesses, neighborhoods, and parks, having a requirement to work on transitioning/self-sufficiency/responsibility once stabilized. The urgency of a place for tent and car campers to go – from the client and community-wide perspectives. If folks can stay here 24/7 while they work on transitioning, let's call this a shelter system instead of an emergency shelter.
 - b. Changes made: terminology updated to remove "emergency" from the Sheltering System title since individuals will be assigned that bed space for a period of time while they work with a case manager (they do not have to leave during the day like the historical emergency shelter locations). Major addition: a recommendation about the most urgent need being a place to move tent and vehicle campers where it is not illegal so they can stabilize and work on transitioning out of homelessness.
7. Facilitate and support the creation of a Resource Center.
 - a. Public feedback: lots of confusion about whether or not this already exists. Lots of fear about tax increases to fund it. Sentiment about attracting people here and only wanting to help people "from here." Need to stress the statewide advocacy for funding for all counties to provide services.
 - b. Changes made: updated description to address transit needs and working toward self-sufficiency.
8. Establish referral pathways to transitional and permanent housing resources for serious criminal offenders (sex offenders, felony convictions, etc.).
 - a. Public feedback: people misinterpreted this wording to think that the Board wanted a pipeline of ex-convicts to find housing here.
 - b. Changes made: edited wording to mention criminal history AND other history that makes it difficult to secure housing. More investigation needed to understand the magnitude of the need and explore solutions.
9. Routine communication, notice, and community involvement need to happen on the topic of homelessness services.
 - a. Public feedback: community would like a way to give feedback directly to city and county instead of only to service providers. They would like accountability in funding decisions based on community feedback.
 - b. Changes made: added in a recommendation to create a mechanism for public feedback directly to city and county about funding for social service providers.
10. Increase development or acquisition of affordable housing units for permanent supportive housing (PSH) by 20 new units per year for the next eight years to add at a minimum 160 new units of PSH in Benton County. "New" can be new construction or conversion of existing units to

PSH units. PSH is necessary for a small portion of our unhoused community who need permanent support to remain stably housed.

- a. Public feedback: worries about increased utility, water, and property tax bills.
 - b. Changes made: updated terminology to indicate new funding sources from grant opportunities that already exist but that the county has not had the staffing capacity to apply for, disburse, oversee, and manage.
- 11. Increase available rental/income assistance options.
 - a. Public feedback: lots of general support. Some worries about increased utility, water, and property tax bills. The need for overall messaging about how rental support/vouchers are funded is important.
 - b. Changes made: none.
- 12. Increase supportive services and stable funding streams to provide services to residents at more affordable housing locations.
 - a. Public feedback: some worries about increased utility, water, and property tax bills. The need for overall messaging about how these services are funded is important.
 - b. Changes made: none.

Recommendations to Implement Policies

The following three recommendations (A, B, C) apply to recommendations 1-12. The Board did not do community engagement on the first three recommendations to implement the policy recommendations.

- A. Organizational capacity is needed to work on and implement these recommendations, and organizational capacity needs to be built within social service organizations to manage and provide the services.
1. **Organizational capacity to implement these recommendations means prioritizing homelessness and pro-active housing solutions within existing city and county departments and increasing capacity with additional staff to work on, coordinate, and implement these recommendations on homelessness** (whether that capacity is built internally or contracted out). No new solutions can be successfully implemented without new staff whose job it is to work on the topic of homelessness. The following functions are needed to implement these recommendations: project management, coordination and outreach, land use planning, and grants management (grant writing, contracting, grant administration, oversight, reporting).
 - i. Specifically, a team is needed to research and pursue sites for sheltering, permanent supportive housing, and service locations. The type of work that DLR has done for the Criminal Justice Systems Improvement Project is needed to research sites, zoning, and other parameters to provide site-specific options for city/county leadership and service providers to make informed choices about where to locate the different components of a sheltering system, resource center, transitional living options, and permanent supportive housing.
 - ii. Coordination capacity is needed to routinely convene city and county staff (and community based organizations) who all interact with individuals who are experiencing homelessness: parks, public works, health department, community development department, fire, and police. For example, health department staff give out tents and supplies that are being thrown away by parks staff.
 - iii. This increased capacity to manage homeless issues by the City and County also includes directing departments to prioritize coordination internally on the topic of homelessness by making homeless response part of their annual work plan.
 - iv. Regional outreach and coordination with adjacent cities and counties is needed to provide communication, collaboration, and regional approaches to addressing homelessness.
 2. **Invest in building organizational capacity at organizations that can manage all components of these recommendations** and work to support and successfully transition people out of homelessness. Invest in building organizational capacity by supporting and collaborating with groups that have demonstrated efforts to provide services in Benton County. If no local organizations wish to build and grow organizational capacity, recruit an organization to Benton County who can provide these services.
 - i. Other suggestions: expand the capacity of organizations that successfully are stabilizing people by adding microshelters at their locations. For example, Community Outreach Inc.

(COI), Corvallis Housing First (CHF), and Unity Shelter have successful models of housing case management to transition people out of homelessness. Increase their capacity with funding for positions and microshelters at available locations.

- ii. Capacity must be built for organizations to serve Benton County residents outside of Corvallis.

B. Funding recommendations

Explore state, federal, and private funding to expand organizational capacity to work on these topics and to fund the implementation and permanent provision of all these recommended services. In partnership with providers, assess current funding streams to ensure funding is not being taken away from existing services but that additional funding is pursued. Allocate resources to organizations that work toward implementing these policy recommendations. Prioritize resource allocation based on community feedback.

1. Grant writing capacity at the city/county is needed to access additional funds that are available but are not being applied for.
2. County pursue additional funds from Community Development Block Grant in county areas and in partnership with municipalities who have not explored this funding option.
3. County explore SAMHSA funding for transitional housing for individuals with a behavioral health diagnosis who do not fall into the SPMI population, new Transient Lodging Tax funding, and private foundations such as Meyer Memorial Trust, Oregon Community Foundation, McKenzie River Gathering, and Benton Community Foundation. If the state-controlled Medicaid 1115 waiver allows funding for housing case managers, county pursue additional capacity for housing case managers.
4. County explore cost/benefit of adopting a Construction Excise Tax. Local jurisdictions can levy a tax of up to 1 percent of the permit value on residential construction, and levy a tax with no cap on the permit value of commercial and industrial construction. For instance, the City of Corvallis levies a tax of 1% on residential construction and 1.5% on commercial and industrial construction. State law governs how the revenue can be used. Some is restricted for uses such as developing affordable housing and providing down payment assistance, and some is unrestricted.
5. Allocate local and state resources to programs that work to implement these recommendations.
6. Prioritize investment based on public feedback and cost effective allocations of limited public resources. The community supports the following options (beyond just normal brick-and-mortar housing) in the following descending order:
 - i. Microshelters
 - ii. Emergency shelter
 - iii. RV/car camping
 - iv. Tent camping.

C. Legislative Advocacy

1. County and City elected officials must continue to advocate for statewide leadership on local requirements for shelter beds in each county with accompanying state funding to support those required beds. This state requirement and funding is needed to address worries about migration of people to areas with services from other areas.
2. State and federal funding for all of these topics must continue to be advocated for by city and county elected officials and by the League of Cities and Association of Counties once these recommendations are adopted.
3. City and County explore partnership with OSU and counterparts in Lane County (Lane, Eugene, Springfield, and University of Oregon) to lobby for a state law allowing local tax revenue from Pac-12 events and on-campus sales to address the affordable housing impacts from the university population. The tax revenue would be split between the universities and the local municipalities to fund subsidized housing for low-income students and affordable housing for the surrounding community.

Policy Recommendations to the City of Corvallis and Benton County Spring 2021

1. Facilitate and coordinate data improvement efforts with community partners.

Description: Work with providers to improve data collection/tracking and to reduce duplicative data entry and data management. Data collection efforts will include a human services coalition model that is a statewide model: service providers come together to say what their priorities are and how they would implement them. Implementation is recommended immediately and could be accomplished with an existing staff person.

Background: coordinated data collection and analysis of community-wide data support communities' efforts to end homelessness by understanding which individuals continue to cycle into homelessness and which providers and partners continue to interact with them. Best practices from a trauma-informed care perspective are to reduce the number of times an individual must recount their history and circumstances to access assistance.

2. Work with providers to create metrics for successful program goals.

Description: successful program metrics assist with tracking which services deploy successful interventions in transitioning people out of homelessness. Implementation can be immediate with existing staff person.

Background: success metrics will help funders understand the value of their funding decisions, help us communicate with the community, and allow us to continually adapt and refine services to achieve the desired transition from homelessness for as many people as possible.

3. Convene providers at routine meetings for improved care coordination facilitated by a full-time staff member.

Description: This model brings together different providers and partners at routine meetings to coordinate care for individuals with high and complex needs on a case-by-case basis. The purpose of this model is to bring together partners to improve the lives of individuals who are interacting with multiple systems. This model of care coordination has been referred to as “case conferencing,” Frequent Users Systems Engagement (FUSE), and also the “Hub model” of care coordination. This model should allow for flexibility for the client to be able to attend if they would like to or not attend if they do not wish to or are unable to do so. A pre-meeting with a case manager and the client is needed prior to the all-provider meeting to assess the client’s ability and interest in attending and their goals for progress to inform the coordination.

The staff position to coordinate these meetings should be full-time and could be a health navigator, case manager, community health worker, or program coordinator. This same staff position is needed to do an assessment of funding streams: with input from city/county and providers, to assess all available funding streams coming into Benton County (including Corvallis) that fund this work to blend funding streams.

Implementation: can be done immediately if an existing staff person is available, until an FTE can be budgeted for this role.

Hub spokes needed at the table should be diverse and culturally-versed: Benton County Health Department (BCHD), Corvallis Daytime Drop-in Center (CDDC), Unity Shelter, Community Outreach Inc. (COI), Unity Shelter, Corvallis Housing First (CHF), the Center Against Rape and Domestic Violence (CARDV), Samaritan, Inter-community Health Network-Coordinated Care Organization (IHN-CCO), Jackson Street Youth Services (JSYS) when needed, the state Department of Health Service (DHS), Tribal liaisons, case managers, Casa Latinos Unidos (CLU), Philomath Community Services (PCS), South Benton Food Pantry (SBFP), Job training/vocational rehab, law enforcement/first responders, crisis response team members, Street Outreach Response Team (SORT) members, social security/disability advocacy, faith-based community volunteers, Older Adult Behavioral Health Initiative to do system-level coordination, Oregon Cascades West Council of Governments (OCWCOG). Any other provider who can provide access to services for a person in need.

Geographic service area suggestion: the details and frequency can be decided by the Hub participants, but based on public feedback we recommend having routine monthly Hub meetings for Corvallis-centric clients, South Benton clients, and Philomath/West Benton clients (and other geographic regions as needed).

Background: This model is similar to the former Benton County Adult Services Team and the current Homeless and Vulnerable Patients Workgroup convened by Samaritan.

4. Collaborate with social service and health care partners to increase the number of paid, full-time case managers to support people transitioning out of homelessness.

Description: there is a need for more case managers with experience and backgrounds that reflects the people they are serving from a cultural perspective and based on lived-experience.

- a. County: work with IHN-CCO and Samaritan on workforce capacity for housing case managers, peer support specialists, and social service providers to utilize funding from Medicaid and SAMHSA block grant resources.
- b. County: in addition to increased case managers in Corvallis, rural areas outside of Corvallis also need additional mobile/regional staff to support people's housing needs and transition out of homelessness.
- c. City and county work with OSU, LBCC, and any other local educational institutions on expanding internship workforce capacity from student populations.

Background: case management is vital to support the transition out of homelessness. Not enough case managers are available in our community to support the need.

5. Pursue implementation of a crisis response team and collect data on law enforcement response to unhoused individuals to understand the magnitude of responses and cost savings from a crisis response team..

Description: HOPE recommends a non-police intervention for crisis situations due to homelessness and behavioral health issues. A co-response with behavioral health professionals and law enforcement is also needed depending on the situation. Coordination with street outreach and harm reduction is vital to ensure collaboration with overlapping populations.

Background: HOPE's research, data, and community feedback fully support ongoing efforts to implement a Crisis Response Team to redirect calls from law enforcement and provide team partnerships with law enforcement when an officer is necessary. We recognize that ongoing efforts are occurring with the Criminal Justice Systems Improvement project and the Willamette Criminal Justice Council. We recommend continuing to pursue implementation in those existing forums with experts on the topic of crisis response.

6. Provide organizational capacity to facilitate and coordinate providers in establishing a 24/7/365 Sheltering System for all populations with onsite resources at shelter locations to transition people out of homelessness.

This organizational capacity is needed to determine possible sites for sheltering, the logistics of implementation, and the ongoing funding from sources that minimize the use of general fund dollars. (See the first recommendation A for details on the organizational capacity needed in the form of project coordination, project management, land use planning, and grant writing.)

Description: any shelter needs space for warming/cooling from the elements during the day. Individuals are assigned a bed space that is theirs 24/7 while they work with a case manager on transition. Emergency sheltering 24/7/365 with onsite resources is referred to as a "navigation center" in pending legislation (HB 2004 and HB 2006, 2021 Session).

- a. **We recommend the following six components of a sheltering system to address safety concerns for different populations:** congregate male, congregate female, non-congregate sheltering (like motel rooms or microshelters), managed tent camping, managed car/RV/trailer camping, and mobile service delivery to alternate locations. The team working to implement this sheltering system should look at available current and historic data to fine-tune the recommended estimates.
- b. **Initial Estimates of Need for Sheltering are as follows:**
 1. **Women:** 40 congregate beds based on historical data from the women's shelter. This estimate includes the existing 20-25 beds at the women's shelter which may not be able to remain in its existing location and cannot operate 365 days/per year at that location given youth programming.
 2. **Men:** 60 congregate beds based on historical data from the men's shelter. This estimate includes the capacity at the men's location which may not be able to remain in its existing location given flood plain concerns and space constraints.
 3. **Non-congregate sheltering units** for people who cannot be in men/women dorms (non-binary and trans individuals, couples, people who cannot be in congregate settings due to medical fragility or behavioral health disorders, people with pets, and family units): 40 units based on HOPE survey data on trans and non-binary needs and feedback from providers regarding couples and individuals with a child. We recommend single-unit sheltering options, such as motel room style units and/or microshelters, to provide this non-congregate capacity. The microshelter design needs to be expanded to accommodate a double bed or bunk beds for couples and family units.
 4. **RV/Trailer and car camping:** we do not have a good estimate of this need based on our current data system. At Pioneer Park, 30 applications (representing about 60 people) were submitted. At Pioneer Park, 15 RV spaces and 9 car spaces were occupied. All 11 spots at the Fairgrounds were full with 21 individuals camping in cars and RVs. Based on these locations alone, at least 40 RV and car camping spaces are needed.
 5. **Managed Camping:** between 80-120 individuals are camping in close proximity to the hygiene center, on ODOT property, and in the skate park. These estimates may decrease with more available shelter beds. A site for managed tent and vehicle camping is the most urgent need based on feedback from folks experiencing homelessness, providers, and the broader community of business owners and other citizens.

Recommended components of a Sheltering System:

1. **Shelter Accessibility:**
 - a. Shelter is accessible 24/7/365.
 - b. Shelter is low barrier upon arrival to get individuals off the street. Options are available, but not required, for individual involvement to support the location while they work on transitioning, such as doing laundry, cleaning, or helping to provide food.
 - c. Necessary components at any emergency sheltering location: walking and biking access, public transportation access, and safety. Safety concerns for everyone involved need to be addressed. Security, lighting, fire code, and immediate access for emergency personnel must be considered.

2. **Shelter facilities and onsite services:** necessary services at any shelter location include showers, bathrooms, drinking water, food provided on-site (to minimize need to travel to multiple locations for food), laundry, wifi, lockers for items for those in congregate shelter, mail service, and office space for meeting with providers like a case manager, mental health and addiction support person, and someone who can help enroll people in assistance programs.
3. **Shelter is temporary** and is not a permanent housing solution. The duration of a person's stay will vary based on their needs, their progress with a case manager, and availability of an appropriate transitional or permanent option.
4. **A limited overflow area is needed** at any sheltering location for people who show up with a tent or car/RV. Tent and car/RV camping is time limited, and the individual must engage to transition to another option. RV sites must have gray and black water dump hookups for appropriate hygiene. The overflow area is under the supervision of the host organization.
5. **Hygiene and basic needs services accessible to any individuals**, even those not staying in the shelter system: an area for warming/cooling from the elements where someone can be 365 days/year who is experiencing homelessness to minimize the need to go to multiple locations throughout the day to stay warm or get cool. There must be hygiene facilities, wifi, lockers, and food services that are accessible to individuals to balance the negative impacts on our natural areas and waterways for those without access to basic hygiene.
6. **Definitions:**
 - a. **Managed Emergency Tent Camping:** a specific, designated area where emergency camping in tents is under the direct control of an organization with boundaries, amenities, and direct supervision. The organization provides tents and pallets to elevate the tents and is responsible for the condition of tents. The organization designates tent placement with consideration for emergency service accessibility. Campers have access to hygiene, water, trash, and resources. To transition people out of tent camping, emergency tent camping has time limits for every individual camper with evaluation of that person's progress towards securing transitional or permanent housing on a case-by-case basis. Case management to work on transitioning to stable housing must be provided for all persons. The tent camping is limited in number based on staffing capacity to provide case management. Allowing an area for managed emergency tent camping will address the safety and environmental health concerns of unmanaged camping and allow for enforcement of illegal tent camping elsewhere.
 1. Unmanaged tent camping is not supported by the public feedback due to concerns of fire, individual safety, community safety, litter, noise, and visibility. Having a designated area for managed and supported camping addresses these community concerns.

2. We recognize there are individuals who will not engage in case management to transition out of homelessness. Appropriate interventions need to be available for those who cannot engage due to behavioral health conditions, such as crisis response and respite. Pretrial justice services and additional jail capacity are needed for those who break the law. (We recognize there are current efforts to improve crisis response, respite, and additional criminal justice services.)
- b. **Managed emergency RV, trailer, and car camping area:** a specific, designated area where emergency camping in vehicles is under the direct control of an organization. The organization designates vehicle placement with consideration for emergency service accessibility. Vehicle campers have access to hygiene, water, trash, and resources. RV sites must have gray and black water dump hookups for appropriate hygiene. Mobile service delivery capacity can make it possible to support distributed sites at multiple smaller locations throughout the county.

Background:

- a. **Challenges:** implementing this recommended emergency sheltering system will take time, resources, and political will. There are challenges with site identification, concentration of populations living in poverty, and the need for separation of some populations for safety.
- b. **Leadership:** there needs to be collaboration of leadership with providers and with the city and county supporting project management for project design and site planning to insure the following issues are addressed:
 1. Geographic locations and siting options.
 2. Adequate public transportation schedule to support client needs.
 3. Service providers must be included as leaders to determine adequate spacing between populations. Suggestions from providers include separate floors, separate buildings, and/or microshelter rows for different populations.
 4. Capacity is needed to research and explore available geographic areas in Corvallis, the urban growth boundary around Corvallis, and the county areas surrounding the urban growth boundary to find all possible locations for the different components for a sheltering system.

Phased Implementation to bolster Emergency Sheltering System: all of the components outlined for an emergency sheltering system will take staff capacity and time to be implemented. While the city and county work to build the organizational capacity and sustainable funding to support the long-term vision of implementing these components, the city and county must facilitate and support the enhancement of service capacity for these most urgent needs:

1. The men's shelter must be open 24/7/365 with additional service providers meeting with men onsite to transition them to transitional or permanent supportive housing.
2. The City of Corvallis and County, in partnership with IHN, Samaritan, and other service providers, should facilitate building the capacity for mobile service delivery to distributed microshelters, RV/trailer/car camping, and managed tent camping locations. This mobile service delivery can serve populations both within Corvallis urban growth boundary and the greater Benton County areas that have expressed the need for access to services.

3. The most urgent need voiced by clients and providers is a safe place to locate their tent or vehicle so they can stabilize, access services, secure a job, and transition out of homelessness. Basic needs of safety, sleep, food, and hygiene need to be met first before people can work on transitioning out of camping. This is also the most urgent need voiced by community members who are housed – addressing the unmanaged tent and vehicle camping throughout the community by having a place for managed camping in tents and vehicles so they do not continue to disperse and move from one street or natural area to another.

[End of Emergency Sheltering recommendation]

7. Facilitate and support the creation of a Resource Center.

Description: the Resource Center should have office space for providers from different organizations to meet with people, enroll them in programs, and work on improving their economic stability with sufficient means to meet their needs. The city and county should facilitate and support the collaboration between the providers to choose the best location options and determine who will occupy and manage this Resource Center. Must have public transit, walking, and biking access. A dedicated shuttle service from shelter locations around the community will support access beyond just public transit.

- i. Ideal location: capacity is needed to research and explore available geographic areas in Corvallis, the urban growth boundary around Corvallis, and the county areas surrounding the urban growth boundary (similar to the work DLR has done for criminal justice components sites). Best options would be co-located adjacent to or very near some sheltering. Second best is very short walking distance. Also possible would be a shuttle system from shelter locations to the resource center.

Background: supporting co-location of service providers from multiple organizations decreases the travel and number of different locations people must go to meet their needs. Having some shared space at one location does not mean that an organization entirely relocates their operation. It means that representatives from different organizations are co-located to coordinate care in one location. Most clients have to travel to multiple places (between 5-10 different geographic locations) to enroll in the numerous programs available to them. The Resource Center can have office space for service providers like Community Services Consortium (CSC), Council of Governments (COG), United Way, county health navigators to enroll people in OHP, housing case managers to work on transitioning people out of homelessness, assistance with vital records (drivers license, social security card, etc.), assistance with applying for and accessing disability and social security income, job assistance, veterans programs, space for representatives from the Center Against Rape and Domestic Violence (CARDV), Jackson Street Youth Services (JSYS), Community Outreach Inc. (COI), Casa Latinos Unidos, Tribal liaison, NAACP representative, Unity Shelter, Corvallis Housing First, Linn Benton Housing Authority, other housing entities, etc.

8. Explore and investigate the need and the barriers to accessing housing for individuals and their families in our community whose past history has impacted their ability to secure housing.

Description: people with past criminal histories, bad credit scores, and previous evictions continue to be disqualified from housing and remain unhoused. Housing assistance for people with conviction histories is lacking once they do not qualify for support from county Parole and Probation.

Background: individuals with difficult histories end up living in their cars or RVs throughout the community. These individuals and their families are already a part of our community. There is a lack of data on the need for referrals for this population, although it is a known need based on provider feedback. Explore and investigate this issue further.

9. Provide routine communication, notice, and opportunities for community involvement on the topic of homelessness services.

Description: this recommendation has three components for two-way communication and community involvement:

- a. Routine monthly email updates that people can sign up to receive. These updates should include news and reports about services, community-based organizations, decisions made on the topic of homelessness, how to get involved, etc. Regional updates are needed that include all of Benton County. Corresponding updates can be posted and archived on the HOPE website. Implementation should be immediate.
- b. Quarterly public forum to provide verbal updates, answer community questions about recent updates, provide dialogue, and have a community conversation beyond the 10 minute comment period at each HOPE meeting. Recommend a minimum two hours. Implementation should be immediate.
- c. A notice requirement to neighborhoods and businesses with opportunities for involvement for any new services or new transitional locations approved or funded by the city or county. The intent of this notice and involvement requirement is to provide ample time and opportunity for community engagement.
 1. Organizations funded by the city or county or approved to provide social services or transitional housing must provide routine opportunities for two-way communication and a mechanism to provide feedback for neighbors and nearby businesses. City/county establish a mechanism for community members to provide feedback on services and organizations directly to the city and county provider (via email, website, and postal option) instead of only to the service provider. City/county track community feedback for improved accountability and to make informed decisions about future funding allocations. Organizations will forward any neighborhood feedback to city and county funders to evaluate future funding decisions and encourage resolving issues with neighbors.
 2. Community-wide notice should also be provided in the routine monthly community-wide communication.

10. Increase development or acquisition of affordable housing units for permanent supportive housing (PSH) by 20 new units per year for the next eight years to add at a minimum 160 new units of PSH in Benton County.

Description: permanent supportive housing (PSH) is necessary for a small portion of our unhoused community who need permanent support to remain stably housed. “New” units can be new construction or conversion of existing units to PSH units. Increasing PSH will decrease the number of chronically homeless individuals in the community and result in cost savings.

(<https://endhomelessness.org/wp-content/uploads/2017/06/Cost-Savings-from-PSH.pdf>)

- a. Develop a framework for awarding currently available grant funds that encourages, incentivizes, or requires, when possible, a certain percentage of PSH units in housing projects seeking affordable housing funding from the City of Corvallis.
 1. County pursue additional grant funding streams to increase PSH units in greater Benton County to implement this recommendation.
- b. Coordination with City and County Community Development (CD) Departments is necessary to support this work. CD Departments should actively facilitate and encourage local organizations’ applications for grant funding and technical assistance from evidence-based approaches (for instance, state-level OHCS funding and technical assistance from The Corporation for Supportive Housing).
 1. County collaborate with other cities in the county to increase PSH units outside of Corvallis.
- c. City/county evaluate non-traditional zoning and code solutions to respond to the need for more permanent living options:
 1. Permanent tiny home villages.
 - a. Emerald Village in Eugene has 22 permanent tiny homes on 1.1 acres:
<https://www.squareonevillages.org/emerald>
 - b. Peace village in development with 36 units on 1.7 acres:
<https://www.squareonevillages.org/peace>
 2. Accessory dwelling units (ADU) should be made allowable and more easily achievable. (Corvallis already allows ADUs; county code changes are needed.)
 3. Motels converted to permanent living.

11. Increase available rental/income assistance options.

Description:

- a. Increasing the number of place-based section 8 assistance in Benton County is a priority. Linn Benton Housing Authority (LBHA) needs to include place-based assistance in their annual plan to accomplish this goal. Work with LBHA to increase projects in rural parts of Benton County in support of more affordable PSH projects like the newest one in Lebanon.
- b. City/county proactively pursue all sources of rent subsidies with community partners, including opportunities with the Veterans Administration, the state of Oregon, and rent

subsidies. For example: establish a consistent resource to help people navigate the process to access social security and disability financial assistance. People with disabilities and elderly individuals are disproportionately represented in the homeless data. Programs like ASSIST and SOAR can be contracted with to expand the resources here to help people access disability and social security benefits.

- c. Engage with culturally specific and culturally responsive organizations to help connect communities of color to rental/income programs and ensure that program parameters are aligned with the needs of communities of color. Establish a consistent resource to coordinate with Tribal Housing Authorities to provide referrals and connect Native American individuals with Tribal resources, such as housing vouchers, assistance, and support services.

Background: place-based Section 8 assistance definition: the Section 8 program provides rent assistance to eligible households. The amount of the assistance varies with household income and is capped by HUD rules that define an area's "Fair Market Rent." The Section 8 Program can be delivered in two ways: as a voucher the recipient household uses to pay a portion of their rent, or as "placed-based" assistance in which the assistance is attached to a specific housing unit. The Section 8 voucher program involves being on a waiting list for years. Having to wait years for help doesn't work very well for people who are without housing now and have a disability that puts their health and well-being at risk. Place-based assistance works better than a voucher because an eligible person can move in as soon as there's a vacancy. For this reason, place-based Section 8 assistance is critically important to the development and provision of PSH.

- 12. Increase supportive services and stable funding streams to provide services to residents at more affordable housing locations.

Description:

- a. City and County facilitate and coordinate collaboration among community partner organizations to expand PSH units as part of their behavioral health responsibility. (Existing providers: DevNW, Commonwealth, Corvallis Housing First, county health staff.)
- b. County continue to facilitate increasing supportive services however possible by leveraging Medicaid funding for non-county staff to provide behavioral health support, case management, peer support, and counseling/medication assistance. Case management is the most critical component to prioritize.
 - i. County Alcohol and Drug resources can increase their in-the-field work to do diagnoses that will allow for more resources for case management following the 1115 waiver.
- c. County facilitate collaboration with Medicaid insurance (IHN-CCO) and Samaritan to support more behavioral health services onsite at more permanent supportive housing units.

Updated Situation – Net Amounts

Approx. Cost (Million)

✓ Correctional Facility (120-bed)	\$50
✓ Crisis Respite Center	\$4 - \$14 (incl. State grant submission)
✓ New Courthouse / DA Offices	\$34 (net of CCC&I funds)
✓ Law Enforcement Building (BCSO)	\$16.6 (net of sale of LEB to City)
• Sheriff's Office	\$16
• P&P	\$4.6
✓ Standalone EOC	\$7.6 (incl. State grant submission)
✓ Historic Courthouse	<u>\$15 - \$35</u>
	\$127.2 – 147.2