



AGENDA

(Chair May Alter the Agenda)

BENTON COUNTY BOARD OF COMMISSIONERS

Tuesday, April 5, 2022

GoToMeeting: <https://meet.goto.com/347357221>

or Dial [1 \(872\) 240-3212](tel:18722403212); *Access Code* 347357221#

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

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 – COVID Department Operation Centers Update –
Suzanne Hoffman, April Holland; Health Department

4.2 9:30 a.m., 30 minutes – Quarterly Update from Cascades West Council of
Governments – *Ryan Vogt, Molly Murphy; COG*

4.3 10:00 a.m., 30 minutes – Report on 1st Quarter Biennium and Capital
Improvement Projects – *Rick Crager, Chief Financial Officer*

BUSINESS MEETING

V. Consent Calendar

- 5.1 In the Matter of Appointing Advisory Board and Committee Members:
 - Fair Board Aurora Jensen
 - Disposal Site & Solid Waste Chuck Gilbert, Mark Yeager
- 5.2 In the Matter of Appointment to the Road District:
 - North F Road David Wiger
- 5.3 In the Matter of Establishing an Administrative Specialist 2 Position for the Board of Commissioners – *Joe Kerby, County Administrator*
- 5.4 In the Matter of Ratifying a Support Letter to Senators Wyden and Merkley Regarding a Funding Request for an Electric Vehicle Charging Station – *Joe Kerby, County Administrator*
- 5.5 In the Matter of Ratifying a Support Letter to Senators Wyden and Merkley Regarding the South Corvallis Food Hub Project – *Xanthippe Augerot, Commissioner*

VI. Proclamations

- 6.1 In the Matter of Proclaiming April 2022 National County Government Month – *JoeHahn, Equity, Diversity & Inclusion Coordinator; Teresa Farley, BOC Staff*

VII. Departmental Reports and Requests

- 7.1 Discussion and Decision to Approve the Affirmative Action Plan – *Eric Wolke, Human Resources*
- 7.2 Discussion and Decision to Approve an Acceptance of Easement from Northernwood, LLC – *Joe Mardis, Public Works*
- 7.3 Discussion and Decision to Approve an Acceptance of a Release of Covenant – Franson Property – *Joe Mardis, Public Works*

VIII. New Business

- 8.1 Discussion and Decision Approving the County Assessment Function Funding Assistance (CAFFA) Grant Funding – *Rick Crager, Jane Sievers, Finance Services; Tami Tracy, Assessor*

IX. 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."

MINUTES OF THE MEETING
BENTON COUNTY BOARD OF COMMISSIONERS
GoToMeeting link: <https://meet.goto.com/347357221>
Livestream: <http://facebook.com/BentonCoGov>
Tuesday, April 5, 2022, 9:00 a.m.

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

Staff: **Jen Ambuehl**, **Rick Crager**, **Jane Sievers**, Financial Services; **Larry Bogan**, **Teresa Farley**, BOC Staff; **Dawn Dale**, **John Pegg**, **Jef Van Arsdall**, Sheriff's Office; **Cindy D'Angiolillo**, **Suzanne Hoffman**, **April Holland**, Health; **JoeHahn**, Equity, Diversity and Inclusion; **Joe Mardis**, Public Works; **Tracy Martineau**, **Eric Wolke**, Human Resources; **Erika Milo**, BOC Recorder; **Matt Wetherell**, Juvenile

Guests: **Molly Murphy**, **Ryan Vogt**, Oregon Cascades West Council of Governments

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

I. Opening

A. Introductions

B. Announcements

Wyse recognized the passing of former County Commissioner Barbara Ross, who served from 1977 to 1985. In addition, Ross served as State Representative from 1993 to 2001. Ross worked with a number of Corvallis community-based organizations and will be missed.

Augerot noted that Ross was a major figure in Corvallis and Benton County (BC) communities for a number of years and was a good mentor to anyone entering local politics, especially young women.

Malone worked with Ross for a number of years and has fond memories of Ross' celebrations and gatherings. Ross was adept at identifying candidates and issues, such as homelessness, that Corvallis and BC should focus on.

II. Comments from the Public

No comments were offered.

III. Review and Approve Agenda

The following item was removed under V. Consent Calendar:

- 5.5 In the Matter of Ratifying a Support Letter to Senators Wyden and Merkley Regarding the South Corvallis Food Hub Project – Xanthippe Augerot, Commissioner**

IV. Work Session

- 4.1 COVID-19 Department Operation Centers Update – Suzanne Hoffman, April Holland, Health Department**

Holland provided an update on COVID-19 cases. Rates from the nation and BC decreased significantly from a winter rise; the sub-variant of Omicron BA.2 is similar to Omicron but is more transmissible. The CDC estimated BA.2 has become the dominant variant in US. The indoor masking requirement ended March 12 statewide; and in BC, cases have started to increase slightly. There was a total of 37 cases for the week of March 13; last week there were 87 cases, with a case rate of 92 per 100k beds. It is too soon to determine whether this is the start of a much smaller wave of BA-2, or more BA-1.1, the original Omicron. Hospitalizations remain low; though following newer CDC community levels, BC and much of country are still considered low community level. Statewide yesterday, 99 people were hospitalized for COVID-19, compared to 1,130 at the peak of this Omicron stage. Region 2 hospitals were also much lower; 11 people total, down from 205. Currently, BC has among the highest reported case rates in the state. Cases for the past two weeks include people from all age groups; known outbreaks did not contribute heavily. Later today, BC will receive a weekly report with demographics of cases. Without an outbreak in a high-risk setting, it is more difficult to pinpoint because BC does not have individual case investigation at this time, so the county is conferring with partners. BC encourages vaccination and booster doses, consider reducing risks by increasing ventilation, wearing masks in indoor public places, good hygiene, and staying home when sick.

The week of March 28, Oregon clinicians received permission to give boosters to individuals age 50 and over, as well as people age 12 to 49. Current resources for vaccines are local providers, pharmacies, SamCare by appointment, calling the COVID-19 call center, and the county's new round of clinics April 22 through April 24. CDC community levels reflect a low level in BC, as BC has not had an increase in hospitalizations. BC encourages those in certain groups to consider additional precautions. People who are immune-compromised, age 64 or older, or unvaccinated are urged to continue wearing masks in indoor public spaces.

Malone appreciated the understanding that COVID is not over in BC, even though the mask mandate ended in most places. Interest was expressed in the County's message to the community regarding recommendations for staying healthy. The message to keep masks on hand and increase ventilation is important.

4.2 Quarterly Update from the Oregon Cascades West Council of Governments (COG) – Ryan Vogt, Molly Murphy, COG

Vogt explained that in 2021, COG decided to examine data on how BC impacts local communities through COG services. The report includes COG's footprint in each county. In the past, BC has not always promoted COG's smaller programs. The County provides matching funds to draw down 100:1 Federal matching funds. BC was contracted by Corvallis on Bias Incident Response (BIR); BC brought on a contractor from Colorado, Xylo. The first meeting was held yesterday, and there will be a project plan soon. COG shared JoeHahn's information with the contractor, who may meet with JoeHahn this week. COG is hiring, especially in senior services.

Augerot appreciated the narrative form of the update. Regarding the Stand by Me program: COG mentioned AmeriCorps grant success, but Augerot is aware there is also a matching component. The Board will discuss a BC contribution toward those funds at the April 11 Goal Setting meeting. Augerot noted the new staff member of the Veterans Services Outreach (VSO) and hopes staff can resume working in person soon. There has been a great deal of turnover in that office, and there is more to do proactively not just reactively.

Vogt indicated COG is moving into Corvallis office space for easier face-to-face interviews with veterans. Murphy prioritizes face-to-face contact; and although COG is not officially open, in person appointments are being done now. BC received a large grant of American Rescue Plan Act (ARPA) funds; this will allow COG to have a fulltime staff for the next few years. BC has covered most of the \$30,000 ask, the grant is \$125,000, and the new total will be about \$7,000 over two years for each of the three counties.

Wyse thanked Murphy for the report and is pleased the BIR reporting project is advancing. During Wyse's tenure on the Corvallis City Council, COG voted to initiate that project.

Malone asked about transportation now that one of the planners is on leave. Vogt replied several planners will take on additional responsibilities, but Jenny Glass will still be the main point of contact.

Malone asked for Murphy's perspective on conversations with Community Services Consortium (CSC) and integrating functions. Vogt replied there are weekly conversations with Peggy McGuire regarding this subject. COG General Services directors (Information Technology, Finance, and Human Resources) will now meet monthly with their counterparts from CSC to discuss changes and goals. If COG discusses new policy/practice or new software, both COG and CSC should be communicating. At some point, the two organizations will operate as one, and the Board can decide whether to make that formal. There have been discussions about co-housing with CSC and the Oregon Department of Human Services for some time; as employees return to in-person work, that progress is imminent. Discussions about a one-stop-shop in Corvallis is still evolving, including a coming decision about who will participate. COG has been working on a universal eligibility conversation with CSC: COG can provide information to them about SNAP recipients; having met that threshold, recipients may be eligible for CSC's utility assistance. Murphy expressed hope that conversation will occur in the next month or so. COG has also written into the draft budget a project manager with 50% of time dedicated to a project plan and project work on joining the two agencies.

Malone agreed a project manager makes sense and asked if Vogt was referring to Corvallis DHS. Vogt clarified that DHS District 4 is the same service area (Linn, Benton, and Lincoln Counties) that hired a new manager. COG toured some space at a new Department of Human Services (DHS) building (a virtual eligibility center with most staff now teleworking).

Malone asked whether Oregon DHS, located near BC's own Kalapuya building, had any space available. Vogt indicated DHS has a wing and will ask Bolete to contact Malone.

Murphy highlighted a new VSO program hire in November, Mark Lapinskus. COG is conducting interviews this week for a second fulltime VSO employee to replace a half-time position.

Malone noted that regarding transportation, Corvallis Transit System bus service is currently every two hours on Research Way; more staffing in the DHS building makes additional service easier to justify as the main problem is a lack of bus drivers. He asked that the Commissioners received regular updates.

4.3 Report on First Quarter Biennium and Capital Improvement Projects – Rick Crager, Chief Financial Officer

Crager indicated a desire to provide information that is helpful but not overly detailed and offers a benchmark presentation on trends and for the Financial Services Department to be apprised of the Board's preferences. Crager reviewed the departments and funding sources and where the County is for expenditures against approved budgets.

Ambuehl demonstrated a newly revised format for financial reporting, including a presentation of County budget expenditures and revenue for the period July 1, 2021 to December 31, 2021. Regarding revenue, the budget beginning balance (fund balance) for the entire County budget 2021-2023: 68% of the beginning fund balance is restricted (by law, contract, policy, or grant agreements for specific purposes) and 32% may be used for any purpose. The beginning balance continues to grow, and the unrestricted balance is 10% higher than projected. Property taxes and state taxes came in higher last biennium, primarily due to alcohol and marijuana sales during the pandemic. Regarding resources (revenues): the first quarter threshold is 25% (using this for general benchmarking only, though there are exceptions such as the collection of property taxes, because BC collects the majority of those annually.)

Regarding the budgeted revenue by fund type, the bulk falls under equal major governmental funds:

- general fund
- local option levy fund
- ARPA fund
- road fund

Enterprise funds and the internal service funds are at 22% and 20% of budget. The graphic shows the fiduciary funds at 0%, though it has a revenue budget of \$1.6m; which is insignificant compared to the total county budget.

Revenue budget to actual:

- blue bars on the graph show the 2021-2023 budget;
- green shows actual through December 31, 2021;
- the yellow line recognizes the percent of actuals compared to the budget.

General Revenue: 41% of the budget has been collected to date. The white line is the threshold marker of 25% for a visual understanding of status regarding collection. The total of all resources received is at 25% of the budget.

Ambuehl explained the Expenditures category by department was performed using the 25% comparison benchmark. Most departments are under 25%. Fleet exceeded the 25% threshold line at 28%; and East Linn Health Center is at 25%. AFSCME retroactive payments are not included in these figures. For further details on percentages, see page 2 of the expenditure document in the meeting packet.

Crager noted these good trends create opportunities. Vacancies are also a factor. COVID-19 has meant less travel. Financial Services will explore this further, may be able to advance certain agendas or initiatives as the county develops additional budget capacity.

Ambuehl showed the actual revenue to expense for the entire county budget. The Quarter One statistics revenue is at 25% and expenditures at 19%. Property tax collection skews those

numbers. Without that, both revenue and expenditure are at about 19%. Regarding Fleet Services: revenue is 3% higher than expenditures (this does not include beginning balance transfers etc.). Internal Fleet is doing well. External Fleet still needs to be monitored as previously discussed. External Fleet revenue is 4% under expenditures. Financial Services removed equipment purchases for other agencies from this category (making it even higher than 28%).

Crager noted many conversations with Kerby, working closely with Gary Stockhoff and Keith Nicholson (of BC Fleet) and George Looney, business analyst. Crager is still talking with Public Works about how best to cost out External Fleet; collectively some progress has been made and have focused on these areas:

- how a cost is applied to a particular business;
- if there are opportunities to improve the methodology;
- if some costs should be swapped external for internal.

BC will firm up a bit more in next quarter. If still trending this way in the second quarter, BC should discuss ways to improve this via fees etc.

Ambuehl reported on the East Linn Health Center, looking at revenue to expenditure in terms of actuals. East Linn Clinic revenue is 6% less than expenditures at the close of Quarter One. Currently, the restricted balance is keeping the fund in a state of surplus. It remains on watch status; probably a timing issue, but needs examination.

Crager mentioned the Health Center is very different from other governmental activities. A large amount of accounts receivable likely are not received yet, it takes time to process through insurance companies.

Malone liked the format and noted the right level of detail and asked about the staffing status of Fleet. Crager replied Fleet is down one mechanic, so there is continuous recruitment. Fleet may soon be down a second employee. Revenue generation is a challenge due to staffing status.

Ambuehl noted ARPA has not yet been expended, so that will be a big driver of actual expense.

Augerot was pleased with this format, it highlights the information BC needs most; need to look at too low spend rates over time as well and to look at trends over time, getting to know the seasonality of some of the ebbs and flows of funding

Crager noted assuming most typically spend at the 25% level, but there could be reasons to spend more, such as property tax revenue. Once Financial Services gets a sense of seasonal activity, it can adjust the threshold. Crager moved on to the beginning balance composition chart: \$22.7 million is unrestricted funds and also how Financial Services measures whether BC can take on debt. Financial Services estimated at \$20m in unrestricted funds, but the actual number was higher than anticipated, \$22.7m. That was noted as a positive, it is the county's financial reserves; the county can issue debt or use those funds directly.

Malone noted once the seasonality is determined, there could be comparisons of last year versus this year for identification of typical patterns. Crager replied the previous two years are not good comparators due to the pandemic, but Financial Services can do that in future.

Wyse was pleased with the helpful slides in the presentation; the information in the packet is solid, and noted there might be a future email discussion with additional thoughts on formats.

Ambuehl moved to the next category, Capital Improvement Projects (CIP): the adopted CIP was just under \$3m. On December 31, 2021, \$5,192 had been expended. Many changes since the budget adoption, which will be reflected in second quarter reporting. BC has had a CIP meeting, and made some changes to plan (some projects were moved to ARPA or were no longer needed, freeing up and reallocating funding to other projects). Due to COVID-19, the start of some projects has been slowed.

Crager wants to meet with the committee in summer 2022 to discuss progress. This is a great deal of money to put towards simple, 'shovel-ready' projects when BC could be focusing on areas such as the Emergency Operations Center (EOC). Crager would like to determine if BC will be able to move these in the next 15 months as this funding does not carry over. Instead, a discussion about projects that are 'shovel-ready,' simple is preferable. Crager expressed positivity about the facilities component, those dollars are well within spending, and noted these are married with Kalapuya, ARPA dollars. Natural Areas, Parks, and Event projects, roads, and bridge may be areas of investigation or additional project opportunities.

Augerot noted in the future it would be helpful to see all CIP projects in terms of general fund-allocated CIP funds and any ARPA funding BC might have. Ambuehl asked if the Board wanted to see an updated list of all projects, some of which are fully funded by internal service funds; or the ARPA and General Fund portion of CIP. Augerot expressed interest in seeing information using a number limit threshold or other criteria. Ambuehl indicated a mockup can be sent to Kerby to share with the Board. Crager noted Financial Services could begin with all CIP-approved funding projects and the funds attached to those major projects.

Malone asked how soon BC can see a first eighth or quarter report. Malone also asked about the Public Works Evacuation Route; the County was tasked with design work, how close to completion is that? As a member of the CIP committee, Malone would like updates at least every three months. Crager replied as was discussed at the last CIP Committee meeting, the Committee would like direction on how much information to bring to the Board.

Augerot would like to consider the frequency of information. Every six months for a general report is good but she prefers to hear updates on high-level projects more frequently. Is this the typical rhythm report, four months after the period, or can the Commissioners receive timelier and more frequent updates? Ambuehl explained the intent was three months, but scheduling matters arose; Financial Services will attempt to expedite this information to the Board. The first and third quarters would be quicker turnarounds relative to the second and fourth quarters, which are year-end. Augerot indicated a desire to be proactive regarding an actionable timeframe. Crager replied this is the formal financial review per policies, but there are many other opportunities for a quick look at trends.

Kerby expressed hesitation around this report being calendar-quarterly (instead of biennium quarterly); but considering workload, six months of a quarter is a good cadence. Kerby issued a cautionary note about staffing and stated that BC should continue to aim for quarterly updates. If the Board wants to highlight certain CIP at Goal Setting or department meetings, that can be done. Many projects on CIP budget are infrastructure and will not begin until summer.

Wyse recessed the meeting at 10:30 a.m.

Wyse reconvened the meeting at 10:37 a.m.

V. Consent Calendar

- 5.1 **In the Matter of Appointing Advisory Board and Committee Members:**
Fair Board **Aurora Jensen**
Disposal Site & Solid Waste **Chuck Gilbert, Mark Yeager**
- 5.2 **In the Matter of Appointment to the Road District: North F Road David Wiger**
- 5.3 **In the Matter of Establishing an Administrative Specialist 2 Position for the Board of Commissioners – Joe Kerby, County Administrator**
- 5.4 **In the Matter of Ratifying a Support Letter to Senators Wyden and Merkley Regarding a Funding Request for an Electric Vehicle Charging Station – Joe Kerby, County Administrator**
- 5.5 **In the Matter of Ratifying a Support Letter to Senators Wyden and Merkley Regarding the South Corvallis Food Hub Project – Xanthippe Augerot, Commissioner**

MOTION: Malone moved to approve the Consent Calendar of April 4, 2022 removing item 5.5. Augerot seconded the motion, which **passed 3-0.**

Augerot stated the reason Agenda Item 5.5 was removed is that the deadline was March 31; instead of a letter from the Commissioners, Augerot independently sent a letter. That was not the County's preference; Kerby will contact Corvallis-Benton Economic Development Office to prevent future occurrences.

VI. Proclamations

- 6.1 **In the Matter of Proclaiming April 2022 National County Government Month – JoeHahn, Equity, Diversity & Inclusion Coordinator; Teresa Farley, BOC Staff**

JoeHahn explained Farley is entering part-time retirement and has performed excellent service for Benton County. Farley has been a critical part of the proclamations process, and JoeHahn appreciates all of her work. Bogan will now take on this role.

Farley read aloud the proclamation.

Malone noted that given last two years of the COVID-19 pandemic, this proclamation is appropriate recognition and vision for the future.

MOTION: Malone moved to proclaim April 2022 National County Government Month in Benton County, Proclamation P2022-004. Augerot seconded the motion, which **passed 3-0.**

Kerby recognized Farley for 16 years of exemplary service, as a stabilizing force during COVID-19, for wearing multiple hats, and expressed pride at having worked with Farley.

Wyse noted attendance at Benton County meetings before becoming a Commissioner and Farley always being welcoming and helpful.

VII. Departmental Reports and Requests

7.1 Discussion and Decision to Approve the Affirmative Action Plan (AAP) – *Eric Wolke, Human Resources*

Wyse explained the Plan was not in the packet until this morning (April 5, 2022), but the Commissioners had been able to review it at a previous Work Session on March 15, 2021.

Wolke noted addition of a diversity statement, updated workforce data, and an organizational chart; removed duplicate Equity, Diversity & Inclusion (EDI) statement as Augerot requested. Kerby asked that JoeHahn review the AAP; on March 28, 2022 JoeHahn reviewed. Wolke has asked JoeHahn to be more involved in this process. Wolke will start looking at next biennium near end of this year and will include JoeHahn then. Human Resources has also included JoeHahn in recruitment huddles to advise on outreach. BC wants not only to diversify the applicant pools, but get County jobs in front of as many people as possible.

Augerot thanked Wolke for incorporating the Board's suggestions and bringing JoeHahn into the process.

Malone indicated it is reassuring to have JoeHahn engaged in these conversations in a challenging environment; JoeHahn is focused on Board goals.

MOTION: Malone moved to adopt the 2021-23 AAP. Augerot seconded the motion, which **passed 3-0.**

7.2 Discussion and Decision to Approve an Acceptance of Easement from *Northernwood, LLC – Joe Mardis, Public Works*

Mardis reported on the 19th Street area of Philomath. There is a planned office park in that location; BC engineers reviewed plans but left out some wetlands along the road. A ditch and culvert must be put in for a future sidewalk, as well as a retaining wall. That issue was resolved, but the easement is needed for the County to maintain this future structure in a County right-of-way. The owner is making the improvements. BC will maintain those structures until the City of Philomath expands into that area.

MOTION: Malone moved to accept the easement granted to Benton County by Northernwood, LLC for a drainage way and culvert. Augerot seconded the motion, which **passed 3-0.**

7.3 Discussion and Decision to Approve an Acceptance of a Release of *Covenant – Franson Property – Joe Mardis, Public Works*

Mardis noted a large tree in the community of Blodgett was in the right-of-way. BC wanted to put a covenant on the right-of-way with the owner caring for the tree. However, the new owner cut it down and has requested that the covenant be released.

MOTION: Malone moved to release the covenant, recorded as document 2017-563344, from the property described and owned by Timothy and Kelly Franson. Augerot seconded the motion, which **passed 3-0.**

VIII. New Business

**8.1 Discussion and Decision Approving the County Assessment Function
Funding Assistance (CAFFA) Grant Funding – Rick Crager, Jane Sievers,
Finance Services; Tami Tracy, Assessment**

Sievers presented annual CAFFA grant application for Fiscal Year 2022-23: \$3,015,421 in funding that will generate an estimated \$421,000 for the fiscal year to cover about 18 percent of the cost of assessment and taxation functions.

MOTION: Augerot moved to approve the Fiscal Year 2022-2023 CAFFA Grant Document, certifications, and resolution as presented, authorize the Chief Financial Officer to digitally sign the online documents on behalf of the Board of Commissioners, and submit to the Oregon Department of Revenue. Malone seconded the motion, which **passed 3-0.**

Augerot asked about any legislative processes within the State helping counties to pay for this. Sievers and Crager indicated they had not heard anything but would follow up.

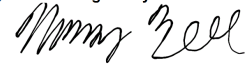
Kerby welcomed Bogan, whose first day with the County was April 4; Bogan will be responsible for agenda checklists for Board Meetings.

IX. Other

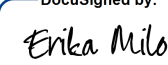
No other business was discussed.

X. Adjournment

Chair Wyse adjourned the meeting at 11:03 a.m.

DocuSigned by:

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Nancy Wyse, Chair

DocuSigned by:

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Erika Milo, Recorder

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

MEMORANDUM

DATE: April 5, 2022
TO: Benton County Commissioners
FROM: Ryan Vogt, Executive Director
RE: OCWCOG Benton County Updates

Community and Economic Development Update

The CED team welcomes new staff Mary Bach-Jackson, CED Planner (Geographic Information Systems/GIS)

We also said “see you soon” to Nick Meltzer, Transportation Manager, who is taking a leave of absence through August 2022 to accompany his wife on an academic sabbatical in Sweden.

Transportation

Corvallis Area Metropolitan Planning Organization (CAMPO)

- Held two virtual open house events in early January reviewing the draft Regional Transportation Plan and encouraging members of the public to provide input.
- Adopted Regional Transportation Plan in February.
- Participated on the Corvallis Open Streets planning committee.
- Submitted semi-annual report on CAMPO activities to State and Federal partners.
- Drafted the Unified Planning Work Program.
- Submitted letter to Oregon Transportation Commission with recommendations for spending flexible funds from the Infrastructure Investment and Jobs Act.

Transportation Projects

Mobility Hub Design

- Project team held first workshop with stakeholders and follow up design meetings are scheduled. Project is on track to complete conceptual design in early April.

Seamless Transit Experience

- Transit Royale app will be provided for all app users within the region allowing for exclusive features including options to help you find an ideal journey in Transit’s trip planner, providing a timely heads up on holidays and planned service adjustments, and a theme that matches the transit system’s identity.

Training Center

- Driver trainings have been at or near capacity December – February including January’s trainings held in Toledo.

Transportation Options

- Over 150 responses received for the transportation options survey that will help guide future work plans.

Cascades West Ride Line

79,073 individuals in Linn, Benton and Lincoln are eligible for transportation assistance. 3,285 Ride Line (non-emergent medical transportation) clients received transportation or reimbursement from December 2021 through February 2022. Most services are for physical, mental, and dental health.

	Trips	Clients
Linn County	23,295	1,857
Benton County	6,825	632
Lincoln County	6,986	700
All other counties	761	96
Regionally	37,867	3,285

Oregon Health Plan Enrollment by County - for August 2021

	IHN-CCO	OHP - FFS	Other CCO's	Managed Care	Total Enrollment by County
Linn County	39,129	4,037	828	0	43,994
Benton County	16,005	1,672	40	0	17,717
Lincoln County	15,517	1,825	20	0	17,362
Total Enrollment by Plan	70,651	7,534	888	0	79,073

Cascades West Business Lending

- Working on a new loan in Benton County
- Updated marketing materials to push Coronavirus Aid Relief and Economic Security (CARES) loans with deadline of July 2022

Planning

Cascades West Economic Development District (CWEDD)

- Granted \$12,450 more of CARES funds to Corvallis & Lebanon Chambers for conference room upgrades
- Continued work on Business Registry access to emails and phone numbers at State level. Forming a working group to draft legislation working with the Secretary of State's office. Working group will include Business Oregon, League of Oregon Cities, Resource Education and Agriculture Leadership (REAL), Corvallis/Benton Economic Development Office (EDO), and OCWCOG.
- Invited to write a childcare grant with Corvallis/Benton EDO. Submitted application March 4th requesting \$139,000 for a pilot project with LBCC, OSU, and OCWCOG.
- Continued convening Childcare Working Group for Linn, Benton, & Lincoln Counties.

CWEDD signed Letters of Support for these programs across the region:

- Neighbors for Kids, a nonprofit located in Depoe Bay, for a grant application to USDA Rural Development Community Facility Grant Program to enhance the parking area at their center for serving youth, families, staff, and volunteers. The parking lot will also serve as a dedicated emergency tsunami evacuation area.
- Regional Accelerator and Innovation Network (RAIN), a nonprofit serving entrepreneurs for a grant application to USDA Rural Business Development Grant Program, bring entrepreneurial support programs to the rural entrepreneurs in Lane, Linn, and Benton Counties.
- NW Oregon Works (NOW) for an Economic Development Administration Good Jobs Challenge grant that would provide investments in maritime, healthcare, and advanced manufacturing in Linn, Benton, and Lincoln Counties.
- Oregon Mass Timber Coalition for an Economic Development Administration Build Back Better Phase 2 grant for up to \$100 million in investments in research and development of timber products, workforce investments in forestry, manufacturing and construction industries, forest restoration and affordable housing construction.

Land Use & Planning Projects

- Cascades West Regional Consortium selected EcoNW to complete the Wetland Mitigation Feasibility Study.

Senior, Disability and Community Services Update

Developing Partnerships to Streamline Access to Services for Shared Consumers

Community Services Consortium

The positive impacts of our continued and growing connection with Community Services Consortium (CSC) have been well spotlighted over the past couple of weeks. In February a workgroup made up of teams from both agencies, worked together to streamline and support consumers accessing benefits from both agencies. The first step was COG leadership sharing a list of current Supplemental Nutritional Assistance Program (SNAP) recipients with CSC. This list will be cross referenced and assessed by CSC staff to see whether those participants were eligible for Utility Assistance Programs at that agency. Though pulling the data and correlating the information has been a challenge, the result will be a letter explaining the Utility Assistance Program being sent to over 6000 low-income individuals across the region. Additionally, a process

was developed so consumers applying for SNAP from this point forward will be offered Utility Assistance if they are interested. These consumers will experience a warm transfer to CSC staff for follow-up. The workgroup has plans to continue to meet monthly to address and break down a variety of obstacles (both big and small) that our joint consumers may face.

Oregon Department of Human Services - Self Sufficiency

In 2021 Oregon Department of Human Services (ODHS) tasked Self-Sufficiency Programs (SSP), Aging and People with Disability (APD), and Area Agency on Aging (AAA) partners with connecting on a district level to develop District Engagement Plans to better support Oregonians in applying and obtaining benefits through the new ONE Eligibility system. For AAA staff this work was necessary to support the consumers we serve, the most vulnerable of the population.

District 4 leadership (AAA and SSP) and Lead workers met in December of that same year to start a discussion:

- Identifying efforts already in place: interagency meetings, case staffing meetings, Lead worker meetings.
- Brainstorming activities that would be impactful such as using universal language, embedding staff in different branches, and attending one another's unit/all staff meetings.
- Addressing barriers to work through to connect more effectively.

Questions that needed to be addressed:

- How will each office regardless of Program background ensure there are individuals with knowledge to provide answers and process applications for Oregonians choosing to engage at that location?
- How will knowledge and resources be shared in a way to build greater expertise and share information to ensure staff feel supported in the work they are doing in their community?
- How will we ensure Oregonians are met with a level of customer service and standardization where they feel respected and served regardless of the program or location they chose to communicate with?
- How will leaders and supervisors work to build greater community engagement across programs, acting as a larger agency rather than programmatic portions for eligibility?
- What barriers do you have to making your plan happen and what solutions or opportunities?

An Eligibility Engagement Workgroup was developed to address equity in workload and impact to smaller offices, how the supervision and onboarding of cohoused employees takes place, equipment and technology needs, timeline, and how to have ongoing connection and conversation. The workgroup was specifically focused on cohousing of eligibility staff to support knowledge sharing related to the different programs (SNAP, ERDC, TANF, MAGI, non-MAGI) that are now administered across agencies. Other positions such as case managers may want to participate in future job shadowing opportunities. This idea will be discussed at a future date.

The plan for cohousing eligibility leadership and CSC staff is to begin mid-March with district management and Lead workers going first and line eligibility staff participating later in the month. As a lead district in this work, we will be sharing with the Board, lessons learned and the joys and trials of this experiment. I am excited our district has embraced working together to better support Oregonians in need.

Stand By Me - Oregon (\$BM-OR)

\$BM-OR is a new financial empowerment program at OCWCOG that replicates the Stand By Me -Delaware program, a proven coaching model that helps provide financial stability to individuals and families.

- A Collective Impact Model, \$BM-OR provides the framework, training, and coordination of financial coaches and Implementation Partners; actual coaching is conducted by these local, well-known partners with high foot traffic. These organizations serve our current target audience (low-to-middle income individuals and families, and our Latinx community).
- Currently, we are partnered internally within various programs at Oregon Cascades West Council of Governments, Kidco Head Start, Strengthening Rural Families, Center Against Rape and Domestic Violence (CARDV) and CSC's Head Start Program in Lincoln County. We have a total of ten trained \$BM coaches and five managers working on \$BM-OR at this time.
- On April 15, 2022, a \$BM volunteer information session will be hosted by Corvallis Community Center (C3), at 11:00 am in the Oak Room. More information can be found at <https://archives.corvallisoregon.gov/public/ElectronicFile.aspx?dbid=0&docid=2737376>, page 60.
- This past month \$BM-OR was awarded \$125,000 in AmeriCorps American Rescue Plan grant funding for April 1, 2022 – March 31, 2024. These funds will be used specifically to hire full time administrative staff for the program. This position will be housed at OCWCOG to coordinate and train personalized \$BM coaches to create a budget, reduce debt, build savings, and improve credit for residents of Linn, Benton, and Lincoln Counties.

Senior Health Insurance Benefits Assistance (SHIBA)

SHIBA has a long history of providing Medicare beneficiaries accurate, understandable, and educational counseling in Benton County where it draws from a pool of retirees from OSU educators with backgrounds in pharmacy and related health services. Local seniors and people with disabilities eligible for Medicare benefits are beneficiaries of the SHIBA program.

Due to ever-changing healthcare laws and provider regulations, finding the right plan is often confusing. This is concerning for a population where uninformed decisions regarding premiums costs, various Advantage options or missed Medicare Open Enrollment deadlines can lead to hefty penalties. A state-certified SHIBA counselor can help mitigate these issues, review plans on a yearly basis, and help protect those with limited incomes.

- Counselors in Benton County serve at C3 and, if requested, in Monroe and Philomath or via telephone.
- From October 1 – December 31, 2021, a total of 256 clients were provided free Medicare counseling in Benton County:
 - 97321 (N. Albany) – 25
 - 97324 (Alsea) – 4
 - 97326 (Blodgett) – 5
 - 97333 (Corvallis) - 50
 - 97330 (Corvallis) – 142

- 97370 (Philomath) – 28
- 97456 (Monroe) – 2
- Of these, 48 were identified and screened for LIS (Limited Income Subsidy), often called “Extra Help” with their Part D Prescription Drug Program.

Bias Response Project

OCWCOG is pleased to update it is wrapping up its search for a consultant for the Bias Response work and hope to have a contract finalized this week. As a reminder:

This contract shall be for the purpose of researching and facilitating discussions around the feasibility of a regional Bias Response System, and the subsequent public and regional support for a more localized system. Contractor will research bias response programs and approaches, research existing trainings, help facilitate community forums, and staff scheduled events which focus on Diversity, Equity, Racial Justice and Bias. Research and data will include communities and unincorporated areas within the geographic boundaries of Linn, Benton, and Lincoln Counties.

Key points of interest:

- OCWCOG has an IGA with City of Corvallis for the research; although funded by the City, research is tri-County;
- Team leads on OCWCOG side are Alicia Lucke (CSP) and Stephanie Nappa (CED); working across departments within agency. Leads will work to convene groups together.
- Contractor is out of state, has extensive Diversity Equity and Inclusion outreach experience, and has engaged communities in languages other than English. Strong research and objective data collection experience was indicated on proposal, via reference checks, and recent meet and greet. Contractor will lead the research, cataloging and interviewing of community groups around bias, associated policies and interest in a response system.
- Contractor is Disadvantaged Business Enterprise (DBE), Emerging Business Enterprise (EBE), Women Business Enterprise (WBE) and Small Business Enterprise (SBE) certified.
- A project page with updates will be live by March 31st, and will send out once it's up and going.

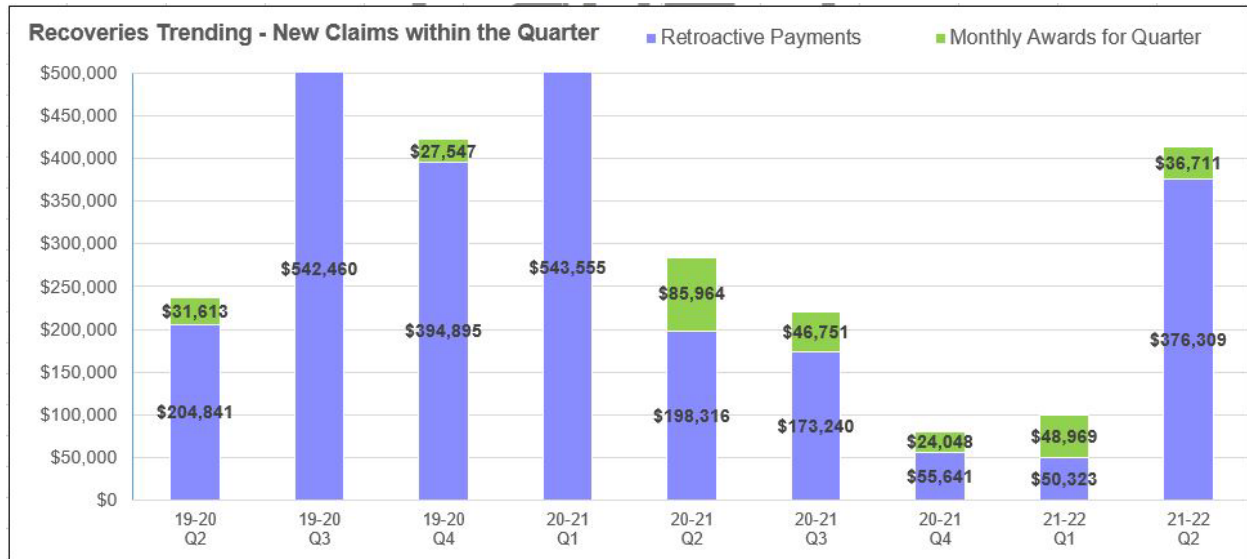
Veteran Services Office Update

This report covers Quarter 2 of Fiscal Year (FY) 2021-2022, from October 1st through December 31st. In response to the COVID-19 pandemic and subsequent safety measures implemented, the Corvallis office was closed to the public on March 23, 2020. All County Veteran Services Office (CVSO) staff were either deployed to work remotely or redeployed to an alternate office location. All scheduled interviews with Veteran clients were moved to tele-interviews. As of this report, the office continues to conduct business remotely. It should also be noted that in response to COVID19 and social distancing guidelines, and a delay of records being updated by ODVA this quarter, in turn creates an image of our recoveries trending to be lower than normal.

Recoveries

Recoveries are the calculated amounts of Veterans Administration (VA) dollars paid direct to Veterans due to efforts of CVSO. Oregon Department of Veterans' Affairs (ODVA) requires reporting new dollars being brought into the County through monthly awards and retroactive awards made during the current reporting period only. The chart below reflects new quarter

claims. Due to COVID19 and a delay of records being updated by ODVA, this quarter's numbers are not accurately reflected.

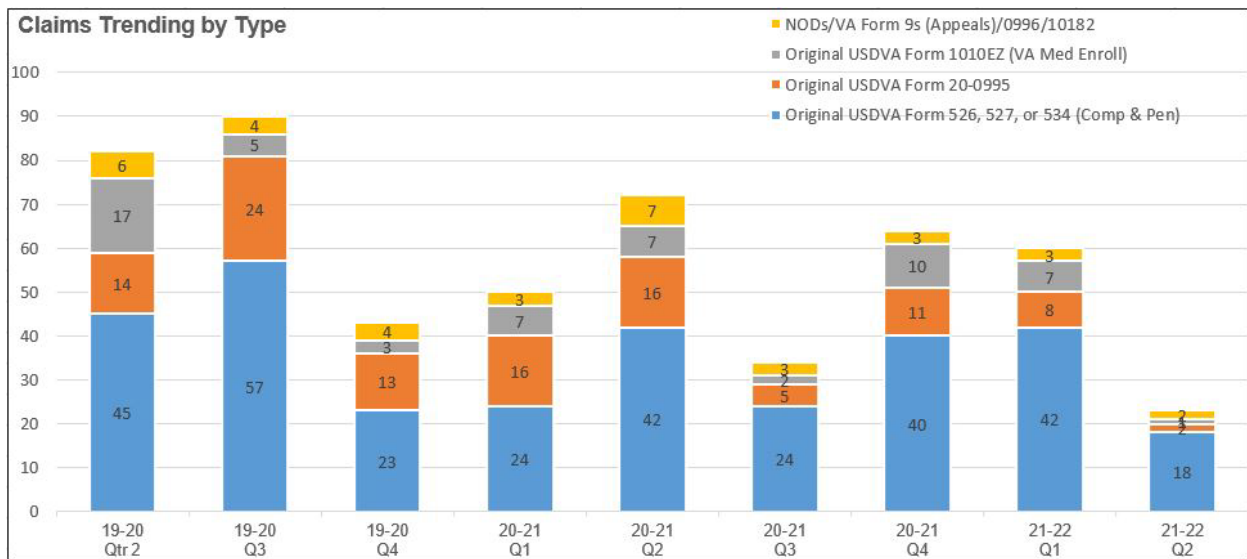


Monthly Awards for 19-20 Quarter 3: \$46,733

Monthly Awards for 20-21 Quarter 1: \$7,736

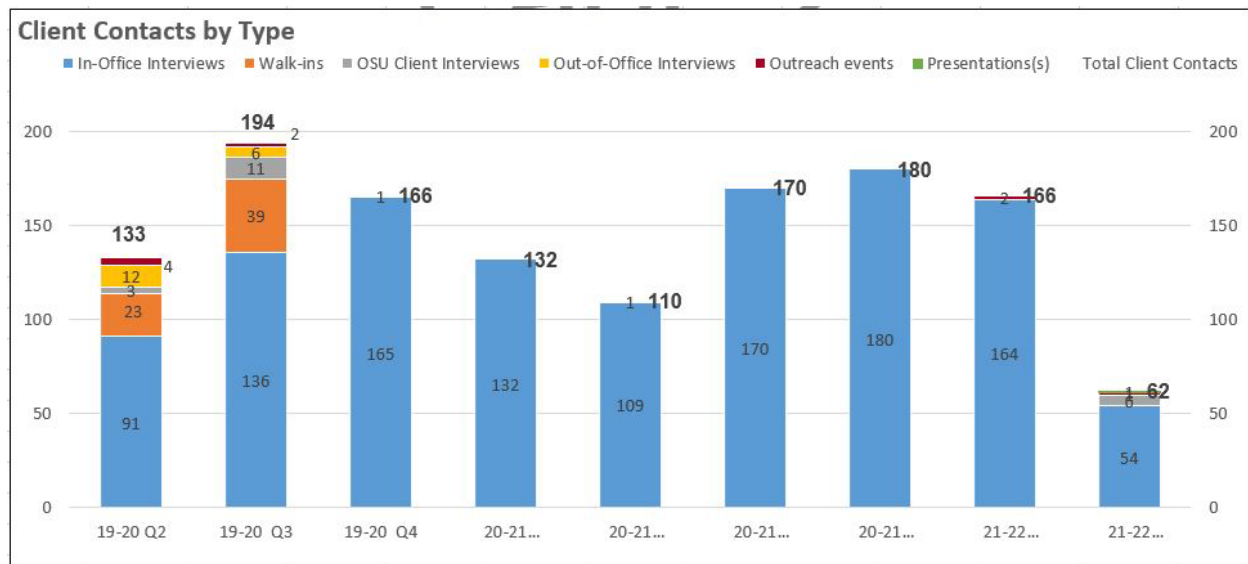
Claims

A total of 23 claims were filed over the Quarter. This decrease from previous quarters was expected due to COVID19 and staffing changes this quarter.



Interviews

A total of 60 client interviews were conducted over the quarter, along with 1 outreach event, and 6 interviews at OSU. VSO's conducted these 60 interviews over the phone working remotely. The decrease in total interviews this quarter is due to COVID19 and in person outreach and out of office interviews being halted to comply with social distancing guidelines and for the safety of staff and clients.



While the physical office was closed mid-March in response to the COVID-19 pandemic, staff are still serving clients remotely. The number of calls for assistance remains steady, and support normally given to a walk-in client is now being delivered electronically (whether by phone or email), and will continue to be considered a “walk-in” contact point.

Outreach (Presentations and Events)

The Benton County Veteran Service Office attended the following events and presentations this quarter:

- OSU Student Veteran Resource Fair
- Cold Weather Gear for Unhoused Veterans

Out-of-office outreach appointments at the locations listed below have been put on hiatus until Executive Order 20-12 is lifted. The CVSO continues to take appointments by phone.

- 1st Wednesday: Boy Scout Lodge, Philomath
- 2nd Wednesday: Snell Hall, OSU main campus, Corvallis
- 3rd Wednesday: American Legion Hall, Monroe
- 4th Wednesday: Hewlett Packard (HP), Corvallis

In person interviews at OSU were resumed in October 2021. VSO's meet with student Veterans once a month on campus.

Service to Veterans

- Staff continue participation in Vet-Net and local Operation Welcome Home meetings as they are scheduled.
- In addition to claims support, the CVSO assisted Veteran clients with the following needs by providing referrals to other programs:
 - Housing Assistance – 24;
 - Medical and Dental Assistance – 20;
 - Crisis Navigation – 4;
 - Financial Assistance – 10; and
 - Assistance with other Benefits – 60.

Training

- ODVA Annual Training Conference – Molly and Linda
- ODVA New VSO Training – Mark
- Oregon Suicide Prevention Conference – Molly

Office Updates

- New Hire:
 - Mark Lapinskas, AVSO hired Nov. 2022

Veteran Highlight

I am the newly hired Assistant Veteran Service Officer for Oregon Cascades West Council of Governments and I am excited to be a part of this great team helping veterans. I grew up in New Hampshire and I am a veteran of US Coast Guard and also the NH Army National Guard. I was stationed in several interesting locations such as Alaska and Maine. My career has taken me to management positions with Fortune 500 companies in Loss Prevention and Operations, to being elected the mayor of a small community in Idaho. I have also had the pleasure of a 16 year career serving several communities in the law enforcement profession with the unique opportunity to serve on Kwajalein Atoll in the Marshall Islands. My two sons and I moved from Idaho to Dallas in November of 2016 and we have found that we enjoy the location very much given all the coast and mountains have to offer. Michael is now completing his Associates degree this December and Matthew is a freshman in high school. My hobbies include exploring the coast and the mountains among others. I look forward to working with the organization and meeting all of you when I able.



- END OF DOCUMENT -

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 04/05/22

View [Agenda Tracker](#)

Suggested Placement * Work Session

Department * Finance

Contact Name * Jenn Ambuehl

Phone Extension * 6257

Meeting Attendee Name * Jenn Ambuehl/Rick Crager

Agenda Item Details



Item Title * 1st Quarter Biennium Financial & Capital Improvement Report

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

Board/Committee Involvement * ☐ Yes ☒ No

Advertisement *

☐ Yes
☐ No

Item Issues and Description	
Identified Salient Issues *	Every biennium quarter (six months) a summary status of the County Budget and actual performance is reviewed with the board. In addition to the financial review, an update on Capital Improvement Projects is provided. Reporting is for the period of 7/1/2021 - 12/31-2021, and should equate to approximately 25% of the biennium budget.
	Attached is summary level information on the status of the entire County Budget as a whole. The first two pages provide overview of budget to actuals for both revenue and expenditures. Please note that two departments have been highlighted for being at or above the 25% threshold. These will be discussed during the work session. The following two pages provide summary level information for both the General Fund and Local Option Levy Fund. These two funds are highlighted due to the more discretionary nature of resources. Please note that there are two departments highlighted on the General Fund, Financial Services and Information Technology, and one department highlighted on the Local Option Levy, Non-Departmental. A brief explanation is at the bottom left of each of the appropriate pages.
Options *	The last document provides a brief overview of the Capital Improvement projects that have general fund contributions. These are the projects that were included in the adopted budget and expenditures are through 12/31/2021. Changes have been made since the budget adoption, but those changes will not be reflected until the Quarter 2 report at the close of Fiscal Year 2022.
	N/A Discussion Only
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.
Mandated by County Financial Policy - Section 5.1

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 * N/A. Informational purpose only

Work Session
Motions * I move to ...
N/A. Informational purpose only

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

2021-23 Financial Report Q1.pdf

118.91KB

CIP Quarter 1.pdf

85.43KB

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

Department

RICHARD CRAGER

Approver

Comments

Signature

Rick Crager

BOC Initial Approval

Approvals Required ☐ Counsel
☐ Finance
☐ HR

County Administrator Approver TERESA FARLEY

Comments

Comments

Signature

Teresa Faltyg

Comments

Signature

Teresa Foley

Biennium Budget 2021-2023 - Revenue

Source	Major Government Funds				Enterprise Funds			Internal Funds	Fiduciary Funds		Total Budget	Actuals ₃	%
	General Fund	Local Option Levy Fund	Road Fund	Other Funds ₁	Benton Clinic Fund	E. Linn Clinic Fund	Enterprise Operation Fund	Internal Services Fund ₂	Trust Fund	Tax, Title, Land Fund			
General Revenue	\$ 52,825,363	\$ 17,479,579	\$ 20,000	\$ 1,775,850	\$ 78,000	\$ 106,376	\$ 1,500	\$ 1,916,900	\$ 10,930	\$ 7,600	\$ 74,222,098	\$ 30,634,718	41%
Charges for Service	10,429,511	-	1,308,800	6,868,449	35,471,869	4,606,030	4,498,597	53,695,250	98,622	-	116,977,128	24,413,320	21%
Operating Grant/Contribution	27,722,656	399,945	20,571,152	23,178,401	13,532,038	3,373,452	201,000	77,200	512,328	-	89,568,172	14,962,315	17%
Capital Grant/Contribution	177,433	-	1,975,000	-	-	-	-	-	-	-	2,152,433	511,474	24%
Subtotal	91,154,963	17,879,524	23,874,952	31,822,700	49,081,907	8,085,858	4,701,097	55,689,350	621,880	7,600	282,919,831	70,521,826	25%
Transfers	9,288,015	-	239,000	4,849,480	3,572,670	-	50,000	5,934,602	-	-	23,933,767	3,472,738	14.51%
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	15,558	0.00%
Unrestricted Balance	17,000,000	3,700,000	-	-	-	-	-	-	-	-	20,700,000	22,743,429	
Restricted Balance	12,395,081	-	1,000,000	15,211,663	3,850,000	967,000	189,000	12,592,157	486,714	500,000	47,191,615	49,065,440	
Total	\$ 129,838,059	\$ 21,579,524	\$ 25,113,952	\$ 51,883,843	\$ 56,504,577	\$ 9,052,858	\$ 4,940,097	\$ 74,216,109	\$ 1,108,594	\$ 507,600	\$ 374,745,213	145,818,991	39%

1. Includes the following funds: County School, Fair, American Rescue Plan, Land Corner Preservation, Special Grant, Oregon Health Plan, Court Security, Forest Payment, Special Transportation, Cemetery Operations, Debt Service, Capital Improvement

2. Includes the following funds: Management Services, Treasury Management, Employee Benefit Trust, Intragovernmental Services, Health Management Services

3. Actuals through 12/31/2021

Biennium Budget 2021-2023 - Expense

Department	Major Government Funds				Enterprise Funds			Internal Funds	Fiduciary Funds		Total Budget	Actuals ₃	%
	General Fund	Local Option Levy Fund	Road Fund	Other Funds ₁	Benton Clinic Fund	E. Linn Clinic Fund	Enterprise Operation Fund	Internal Services Fund ₂	Trust Fund	Tax, Title, Land Fund			
Board of Commisioners	\$ 5,487,076	\$ -	\$ -	\$ 62,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,549,701	\$ 1,288,653	23%
Community Development	5,316,540	-	-	-	-	-	-	-	-	-	5,316,540	1,115,579	21%
Assessment	4,760,612	-	-	-	-	-	-	-	-	-	4,760,612	1,096,527	23%
District Attorney	7,851,512	1,029,402	-	-	-	-	-	-	323,069	-	9,203,983	1,738,086	19%
Juvenile	4,402,999	645,153	-	-	-	-	-	-	-	-	5,048,152	1,071,438	21%
Law Enforcement	28,984,065	8,786,879	-	126,355	-	-	-	1,629,256	140,885	-	39,667,440	8,456,841	21%
Records	1,266,845	-	-	-	-	-	-	-	-	-	1,266,845	290,987	23%
Elections	1,554,055	-	-	-	-	-	-	-	-	-	1,554,055	306,773	20%
Public Health	28,490,964	522,433	-	-	-	-	-	8,894,308	-	-	37,907,705	7,101,134	19%
Public Works	-	-	23,723,553	8,564,468	-	-	-	-	-	-	32,288,021	4,465,991	14%
Fleet Services	-	-	-	-	-	-	3,560,148	4,139,954	-	-	7,700,102	2,165,764	28%
Facilities	-	-	-	612,000	-	-	84,280	11,167,950	-	-	11,864,230	2,669,423	22%
Natural Areas, Parks & Events	4,481,143	-	-	2,204,627	-	-	249,666	-	135,676	-	7,071,112	1,298,030	18%
Non-Departmental	8,875,859	2,456	-	18,547,699	-	-	-	-	296,201	-	27,722,215	2,296,411	8%
Human Resources	-	-	-	-	-	-	-	2,841,515	12,866	-	2,854,381	654,993	23%
Financial Services	1,051,895	-	-	44,069	-	-	-	25,154,458	-	95,000	26,345,422	5,137,653	20%
County Counsel	820,705	-	-	-	-	-	-	-	-	-	820,705	175,463	21%
Information Technology	604,918	-	-	-	-	-	-	7,844,790	-	-	8,449,708	1,619,744	19%
Benton Health Center	-	-	-	-	52,564,755	-	-	-	-	-	52,564,755	11,341,408	22%
East Linn Health Center	-	-	-	-	-	7,317,187	-	-	-	-	7,317,187	1,795,086	25%
Subtotal	103,949,188	10,986,323	23,723,553	30,161,843	52,564,755	7,317,187	3,894,094	61,672,231	908,697	95,000	295,272,871	56,085,985	19%
Transfers	8,560,831	8,439,951	-	794,800	-	1,435,670	691,831	1,381,544	59,140	-	21,363,767	3,472,738	16%
Debt Service	-	-	-	4,546,300	113,200	-	-	2,236,751	-	-	6,896,251	603,569	9%
Reserves	4,471,083	-	-	3,351,900	-	-	-	371,250	-	-	8,194,233		
Contingency	7,856,957	2,153,250	1,390,399	13,029,000	3,826,622	300,001	354,172	8,554,333	140,757	412,600	38,018,091		
Unappropriated	5,000,000										5,000,000		
Total	\$ 129,838,059	\$ 21,579,524	\$ 25,113,952	\$ 51,883,843	\$ 56,504,577	\$ 9,052,858	\$ 4,940,097	\$ 74,216,109	\$ 1,108,594	\$ 507,600	\$ 374,745,213	60,162,292	16%

1. Includes the following funds: County School, Fair, American Rescue Plan, Land Corner Preservation, Special Grant, Oregon Health Plan, Court Security, Forest Payment, Special Transportation, Cemetary Operations, Debt Service, Capital Improvement

2. Includes the following funds: Management Services, Treasury Management, Employee Benefit Trust, Intragovernmental Services, Health Management Services

3. Actuals through 12/31/2021

GENERAL FUND REVENUE & EXPENSE

Biennium Budget 2021-2023 - Revenue

Source	General Fund		
	Budget	Actuals ₁	Percentage ₂
General Revenue	\$ 52,825,363	\$ 21,880,116	41%
Charges for Service	10,429,511	2,321,445	22%
Operating Grant/Contribution	27,722,656	4,287,838	15%
Capital Grant/Contribution	177,433	-	0%
Subtotal	91,154,963	28,489,399	31%
Transfers	9,288,015	2,137,023	23%
Loan Proceeds	-	-	0%
Unrestricted Balance	17,000,000	19,916,775	117%
Restricted Balance	12,395,081	11,102,692	90%
Total	\$ 129,838,059	\$ 61,645,888	47%

1. Actuals through 12/31/2021

2. Threshold for time period is 25%

Biennium Budget 2021-2023 - Expense

Source	General Fund		
	Budget	Actuals ₁	Percentage ₂
Board of Commissioners	\$ 5,487,076	1,289,084	23%
Community Development	5,316,540	1,116,634	21%
Assessment	4,760,612	1,096,527	23%
District Attorney	7,851,512	1,454,524	19%
Juvenile	4,402,999	974,088	22%
Law Enforcement	28,984,065	6,392,077	22%
Records	1,266,845	290,987	23%
Elections	1,554,055	306,773	20%
Public Health	28,490,964	5,148,552	18%
Natural Areas, Parks & Events	4,481,143	816,644	18%
Non-Departmental	8,875,859	1,674,408	19%
Financial Services	1,051,895	272,620	26%
County Counsel	820,705	175,463	21%
Information Technology	604,918	170,265	28%
Subtotal	103,949,188	21,178,646	20%
Transfers	8,560,831	1,326,829	15%
Debt Service	-		
Reserves	4,471,083		
Contingency	7,856,957		
Unappropriated	5,000,000		
Total	\$ 129,838,059	\$ 22,505,476	17%

Information Technology

*1 annual subscription payment @35%

Financial Services

result of reorganization & movement of staff

LOCAL OPTION LEVY FUND REVENUE & EXPENSE

Biennium Budget 2021-2023 - Revenue

Source	Local Option Levy Fund		
	Budget	Actuals ₁	Percentage ₂
General Revenue	\$ 17,479,579	\$ 8,078,460	46%
Charges for Service	-	-	0%
Operating Grant/Contribution	399,945	-	0%
Capital Grant/Contribution	-	-	0%
Subtotal	17,879,524	8,078,460	45%
Transfers	-	-	0%
Loan Proceeds	-	-	0%
Unrestricted Balance	3,700,000	2,826,654	76%
Restricted Balance	-	-	0%
Total	\$ 21,579,524	\$ 10,905,114	51%

1. Actuals through 12/31/2021

2. Threshold for time period is 25%

Non-Departmental

Tax refunds that were not in budget
adjust in next supplemental budget**Biennium Budget 2021-2023 - Expense**

Source	Local Option Levy Fund		
	Budget	Actuals ₁	Percentage ₂
District Attorney	1,029,402	222,008	22%
Juvenile	645,153	97,350	15%
Law Enforcement	8,786,879	1,999,760	23%
Public Health	522,433	87,459	17%
Non-Departmental	2,456	897	37%
Subtotal	10,986,323	2,407,475	22%
Transfers	8,439,951	2,071,622	25%
Debt Service	-		
Reserves	-		
Contingency	2,153,250		
Unappropriated	-		
Total	\$ 21,579,524	\$ 4,479,097	21%



**Benton
County**

OREGON

2021-2023 Biennium

First Quarter Financial Report
July 1, 2021 – December 31, 2021

Revenue

- Beginning Balance
 - Composition
 - Budget vs. Actual
- Resources
 - By Fund Type
 - By Source Type – 25% threshold

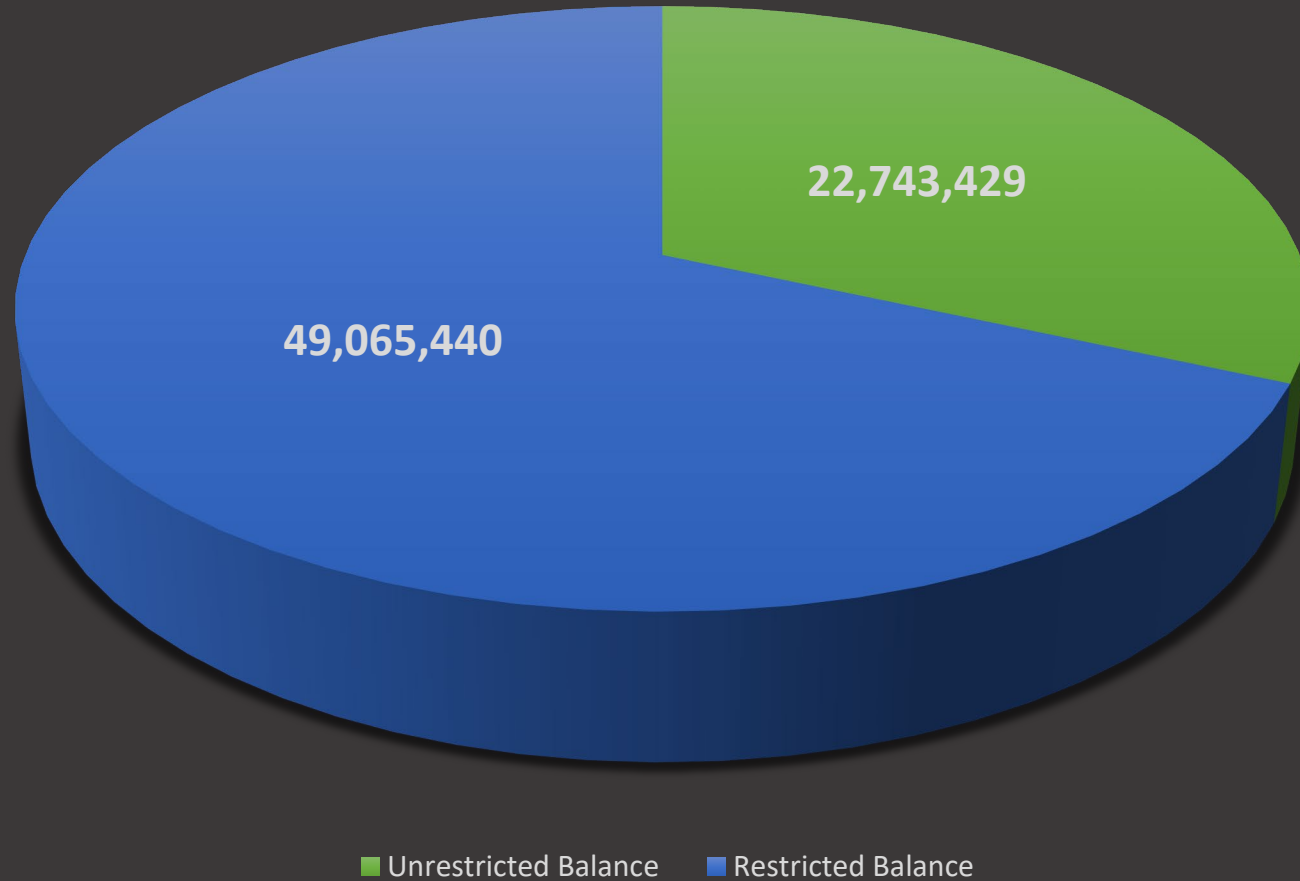


Beginning Balance

Also referred to as Fund Balance

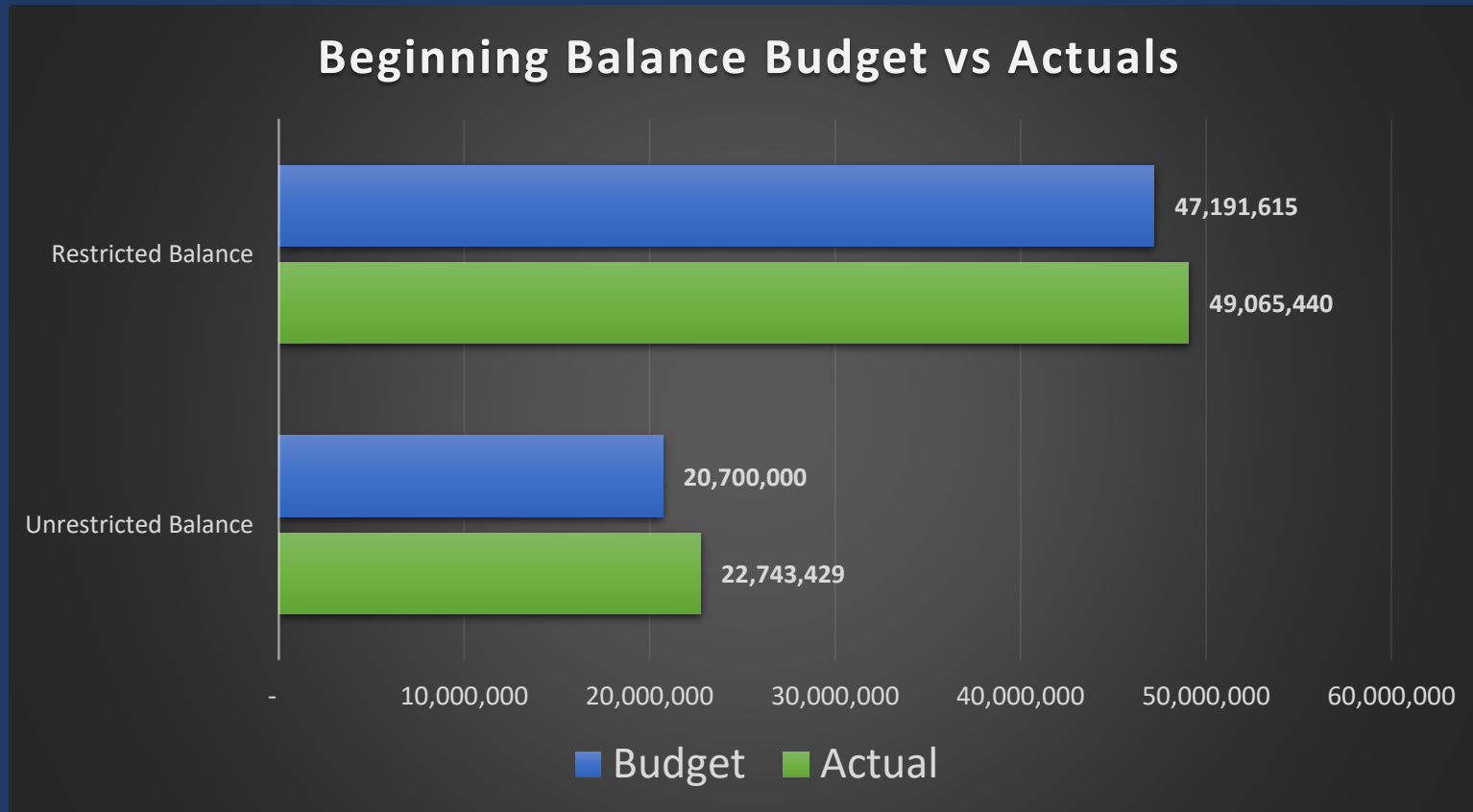


Beginning Balance Composition



68% of balance is restricted in nature

32% of balance may be used for any purpose



Balance continues to grow

Unrestricted Balance 10% higher than anticipated

Allows County to maintain healthy reserves

Resources

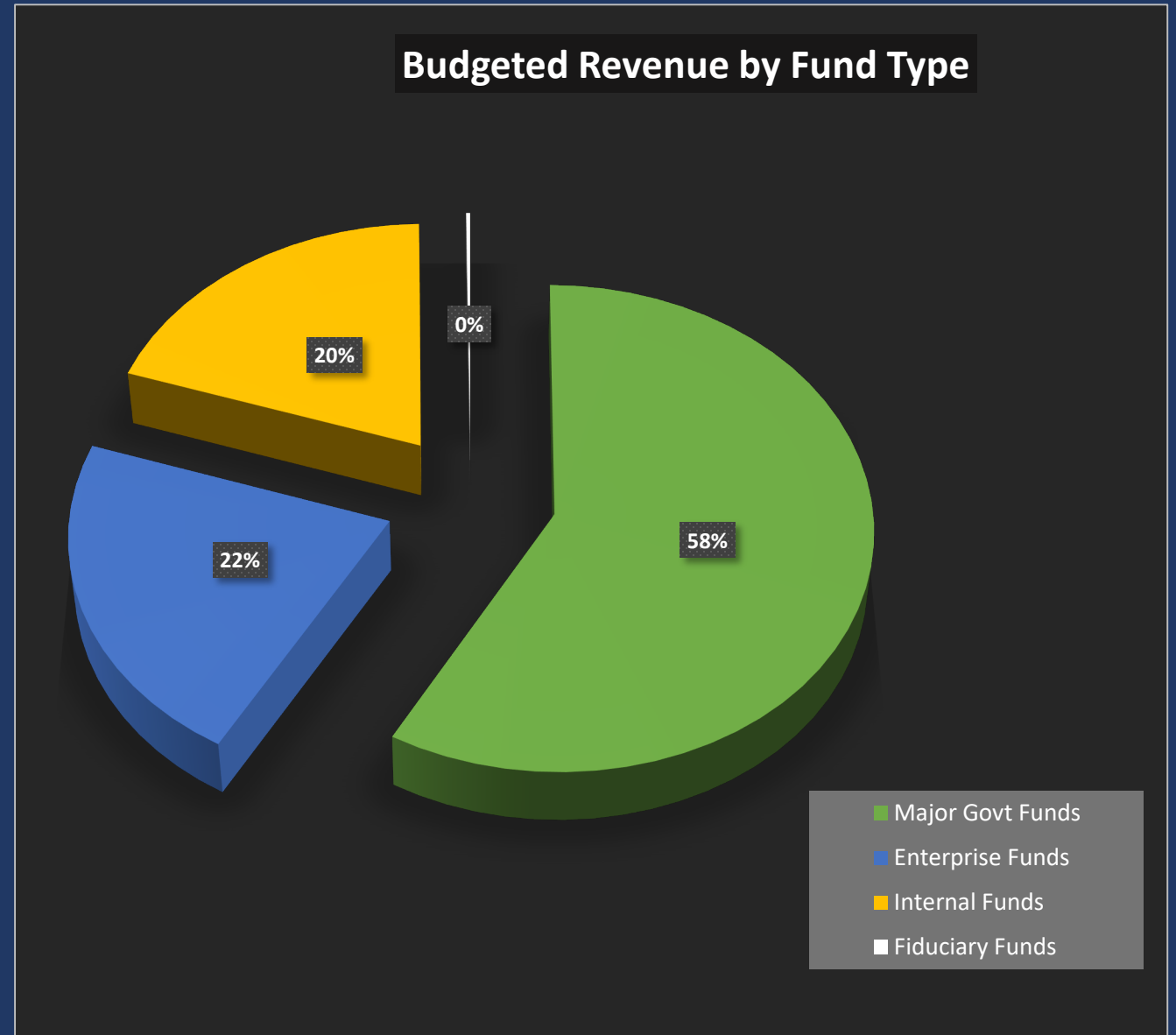
1st Quarter Threshold – 25%



Excludes Transfers,
Loan Proceeds and
Fund Balance

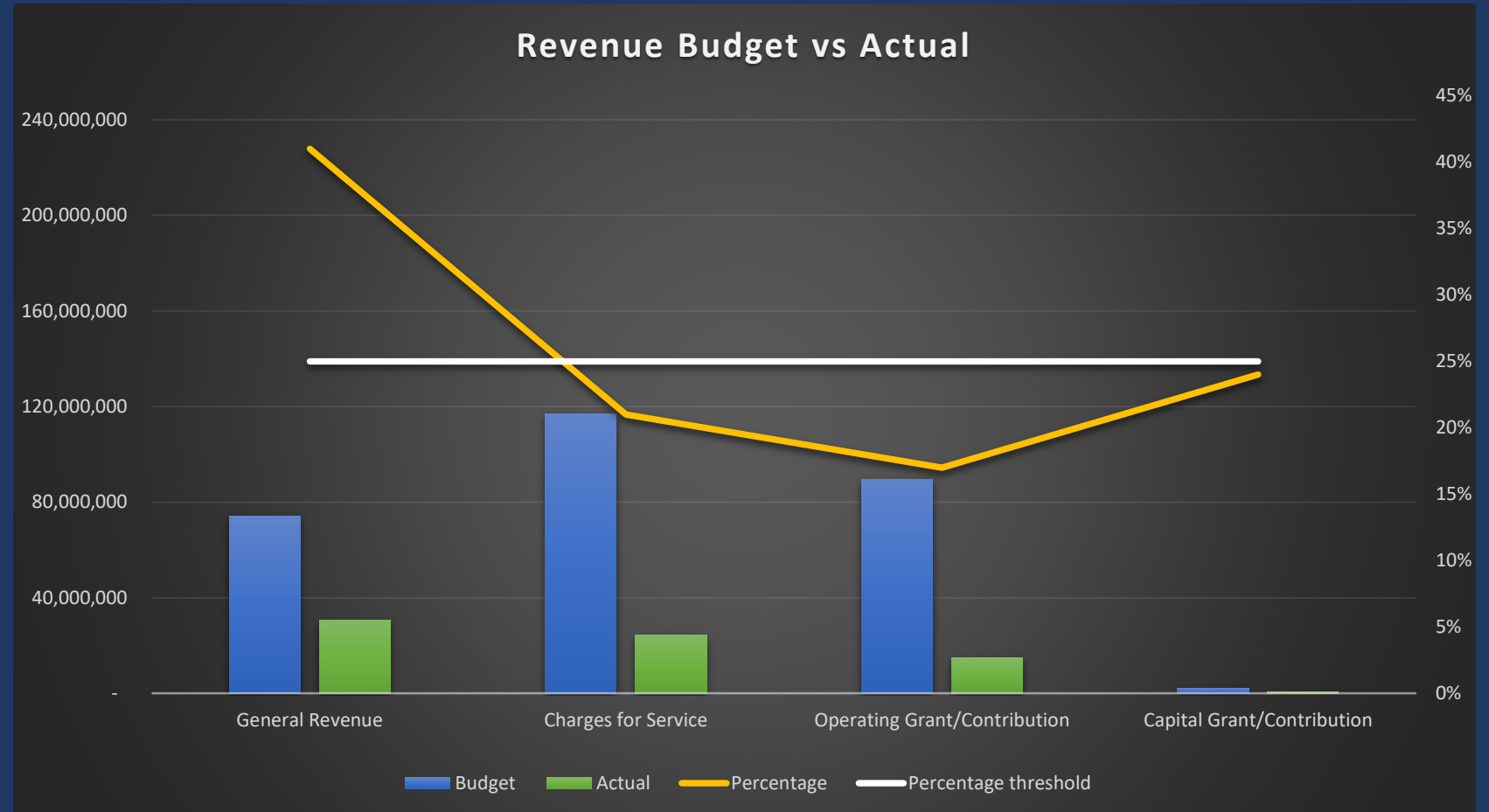
Major Governmental
Funds include
General, Local Option
Levy, ARPA and more

Detailed listing of Fund types provided on Quarter 1 report



Excludes Transfers,
Loan Proceeds and
Fund Balance

Total of all resources
received to date at
25% of budget



Expenditure

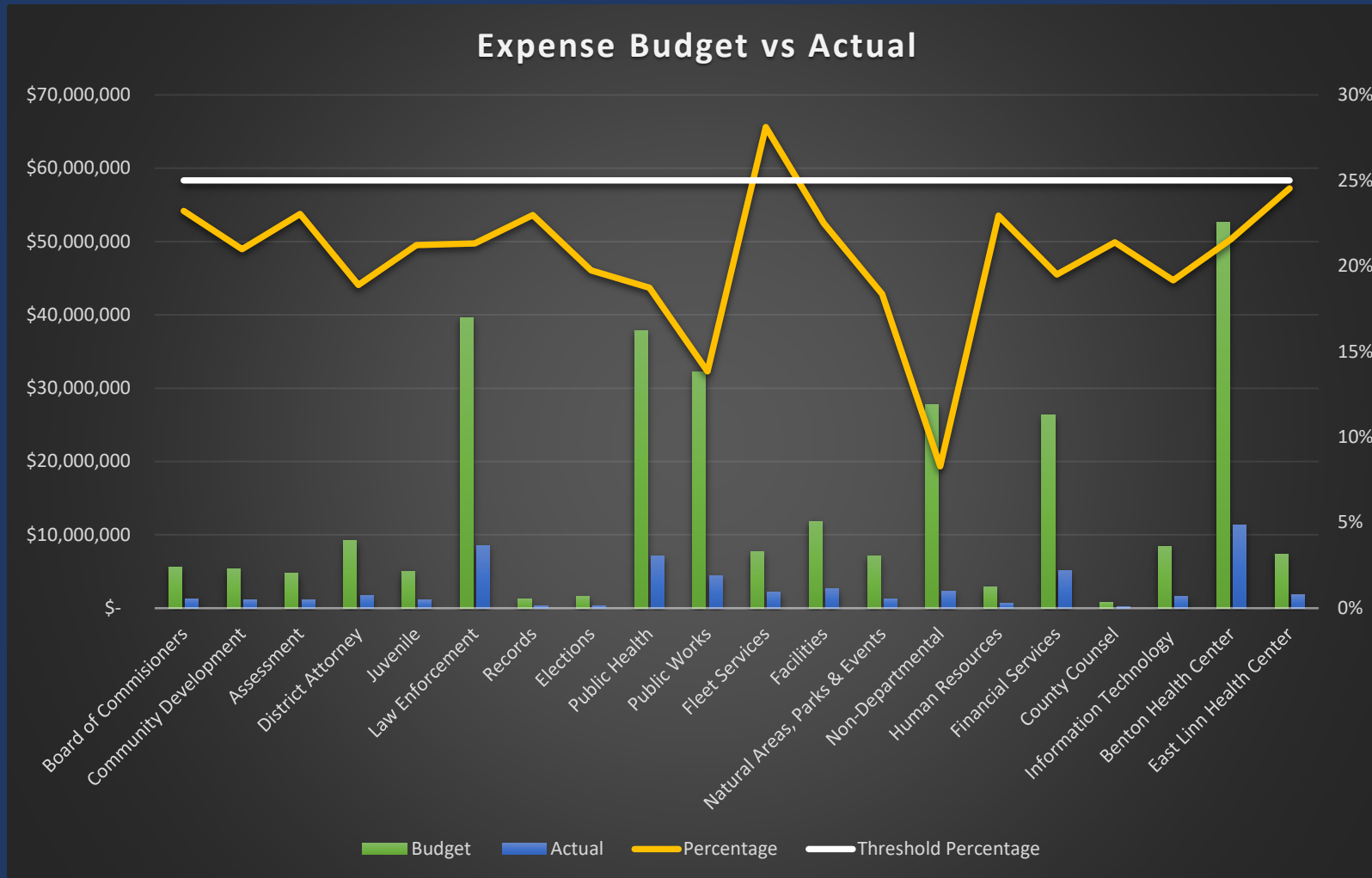
- Expenditures
 - By Department– 25% threshold
 - Comparison to Revenue



Expenditures

1st Quarter Threshold – 25%



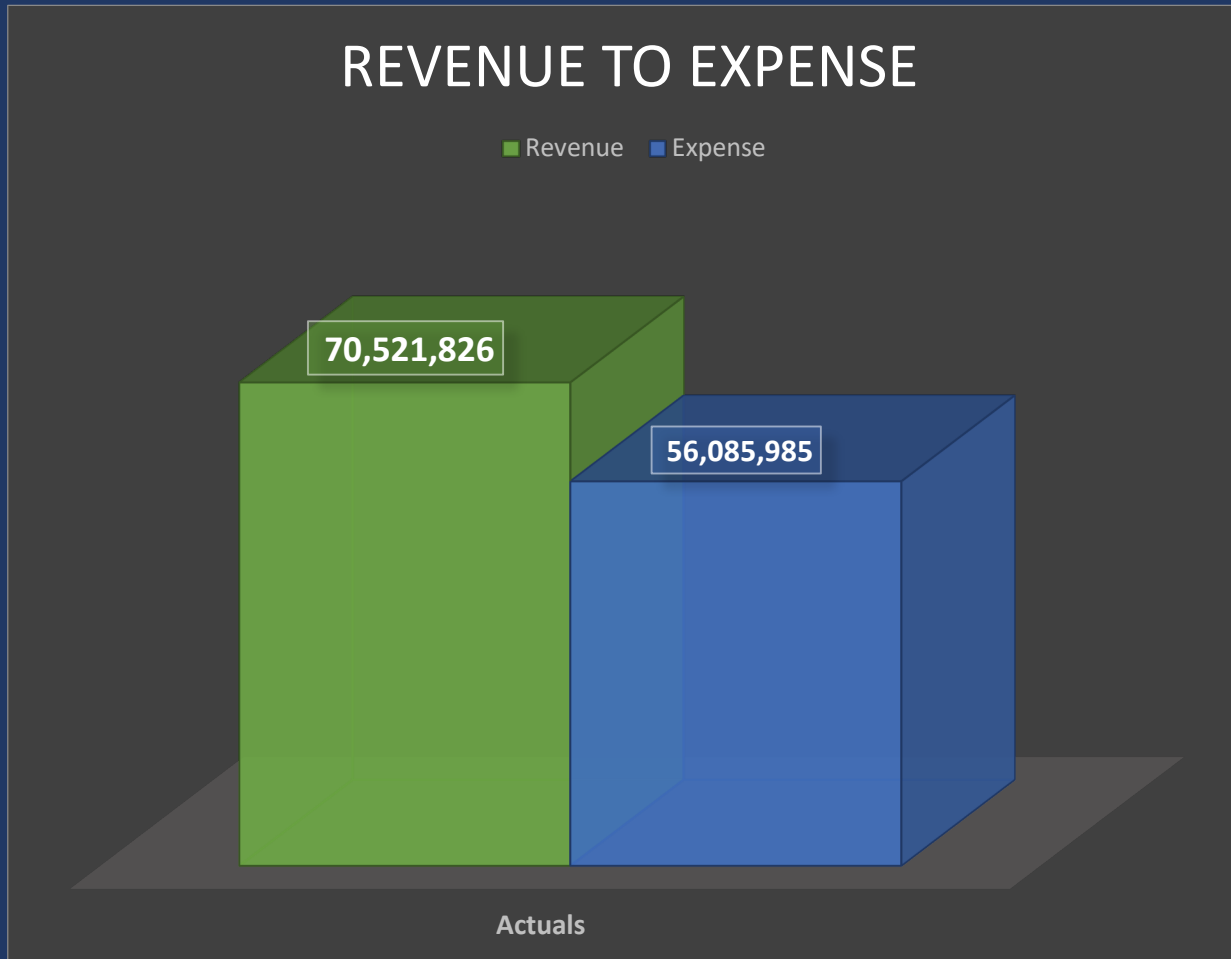


Items to watch:

- **Fleet Services – 28%**
 - Breakout slides to follow
- **East Linn HC – 25%**
 - Breakout slides to follow

Important Information

- AFSCME retro payments are not included in these figures
- Does not include Transfers or Debt Service



Quarter 1 Stats

- Revenue – 25%
- Expenditure – 19%
- If Property tax collections is removed revenue trends at 19%

Does not include Beginning Balance, Transfers, Loan Proceeds or Debt Service

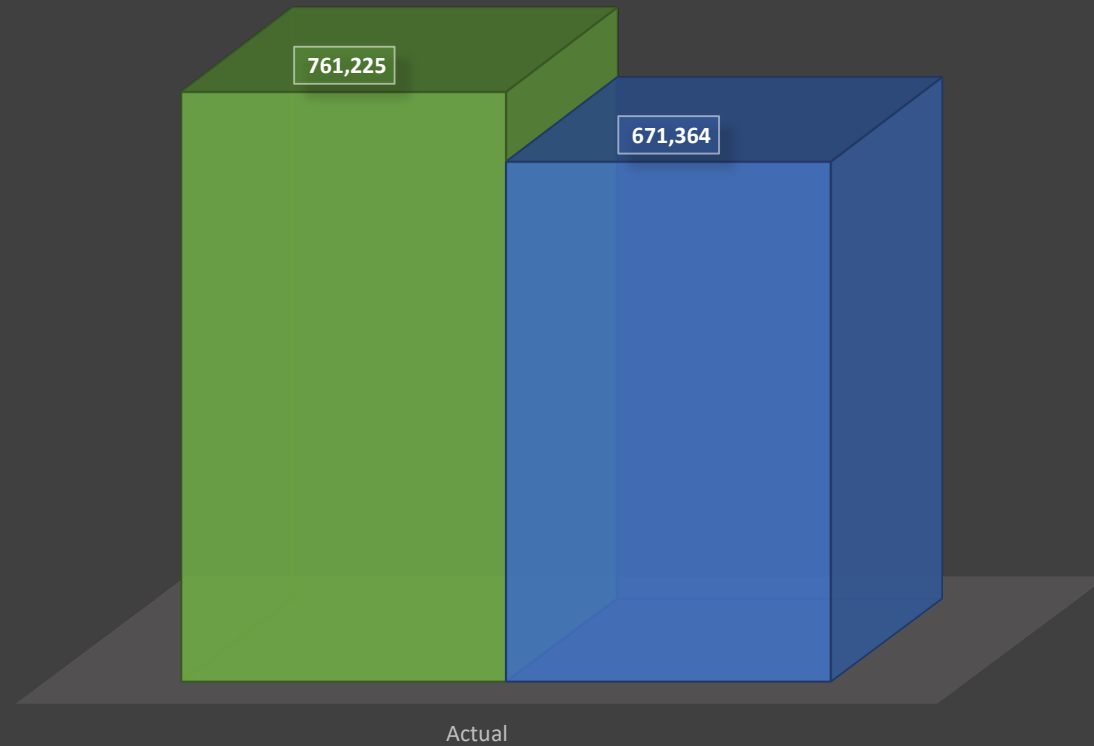
Fleet Services

- Internal
 - Revenue to Expenditure
- External
 - Revenue to Expenditure



INTERNAL FLEET REVENUE TO EXPENSE

■ Revenue ■ Expense



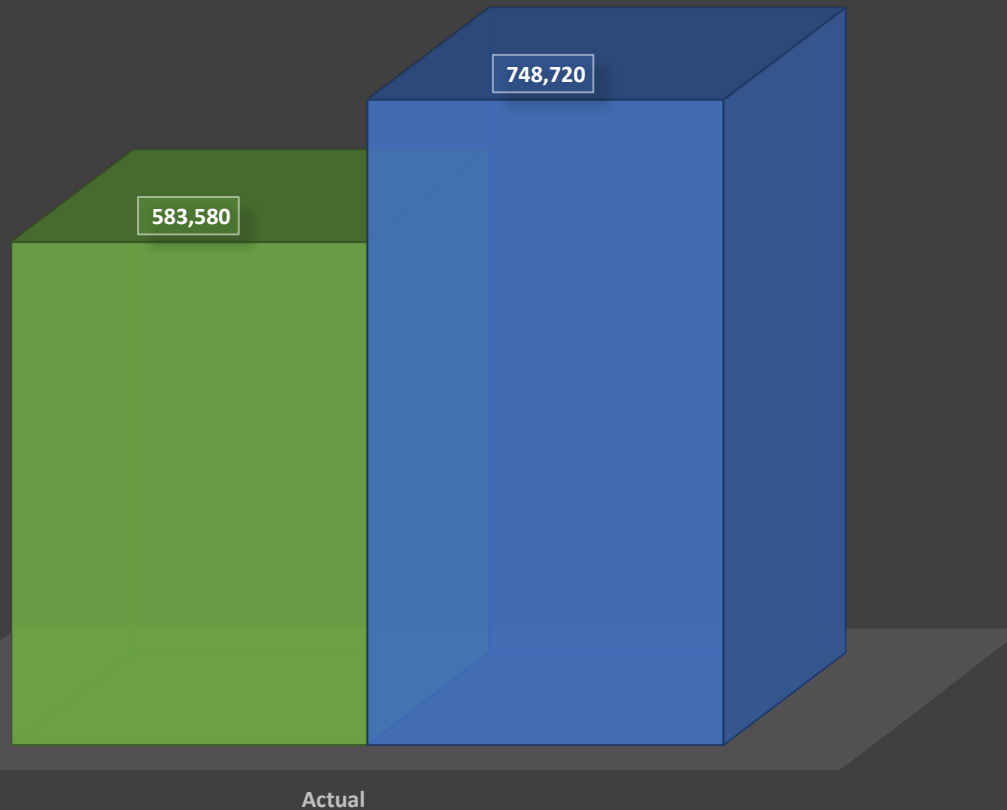
Quarter 1 Stats

- Revenue – 26%
- Expenditure – 23%

Does not include Beginning Balance, Transfers, Loan Proceeds or Debt Service

EXTERNAL FLEET REVENUE TO EXPENDITURE

■ Revenue ■ Expense



Quarter 1 Stats

- Revenue – 19%
- Expenditure – 23%

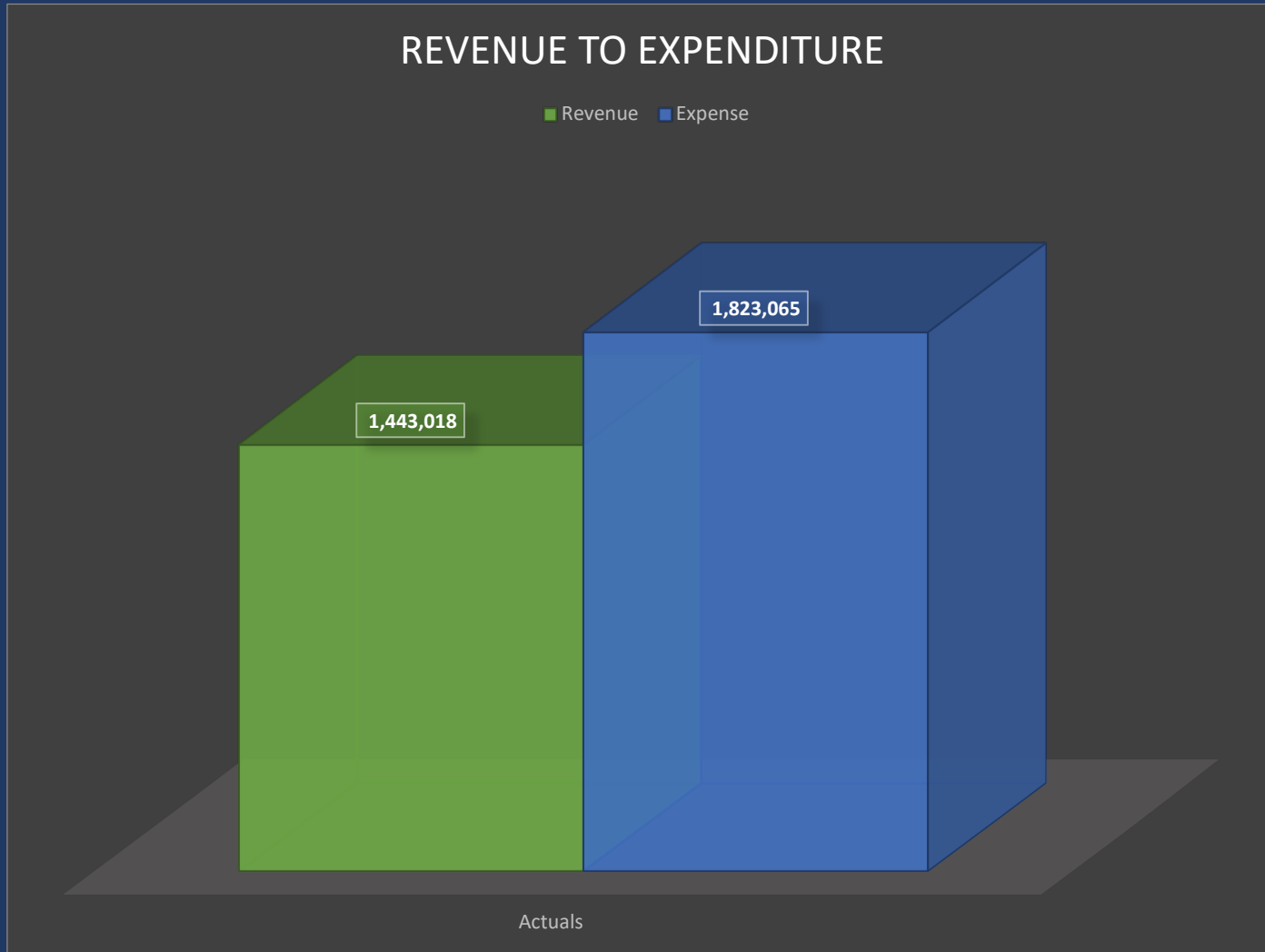
Removed equipment purchases for other agencies from Revenue & Expenditure

Does not include Beginning Balance, Transfers, Loan Proceeds or Debt Service

East Linn Health Center

- Revenue to Expenditure





Quarter 1 Stats

- Revenue – 19%
- Expenditure – 25%

Current expenditures are exceeding current revenues

- Restricted balance is currently keeping the fund in a state of surplus

Does not include Beginning Balance, Transfers, Loan Proceeds or Debt Service

GENERAL FUND PROJECTS - December 2021

CAPITAL IMPROVEMENT PROJECTS	ADOPTED BUDGET	EXPENDITURES THROUGH 12/31/21	% of Budget Expended
Board of Commissioners			
Downtown Solar	\$ 62,625	\$ -	0%
Total General Fund allocation	62,625	-	0%
Facilities			
4500 Research Way HVAC	250,000	-	0%
4500 Research Way Phase 2	875,000	-	0%
Non 4500 Research Way Transition Costs	245,000	-	0%
Total General Fund allocation	1,370,000	-	0%
Natural Areas, Parks & Events			
Adair Master Plan	65,000	-	0%
Campbell Restroom	70,000	439	1%
Jackson Frazier Boardwalk	100,000	4,314	4%
N. Albany Park Final Design	50,000	-	0%
N. Albany Restroom	100,000	-	0%
Salmonberry Restroom	70,000	439	1%
Total General Fund allocation	455,000	5,192	1%
Public Works			
Evacuation Routes	70,000	-	0%
Total General Fund allocation	70,000	-	0%
Road & Bridge			
Chapel Drive Bikeway	100,948	-	0%
Hubbard Bridge Replacement	400,300	-	0%
Path Scenic Hickory	123,179	-	0%
Surface Preservation	300,000	-	0%
Total General Fund allocation	924,427	-	0%
Benton Area Transit			
Buses	117,000	-	0%
Total General Fund allocation	117,000	-	0%
Subtotal General Fund Allocation	\$ 2,999,052	\$ 5,192	0.2%

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

**In the Matter of Appointment to the) ORDER No. D2022-039
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 individual has indicated a willingness
to serve on this board:

<u>Name</u>	<u>Appointed & Position</u>
Aurora Jensen	Appointed: 04/05/22 Expires: 12/31/24 Position: 3

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

Adopted this 5th of April, 2022.

Signed this 5th of April, 2022.

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Pat Malone, Commissioner

Xanthippe Augerot, Commissioner

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

**In the Matter of Appointment to the) ORDER No. D2022-039
BENTON COUNTY FAIR BOARD)**

THE ABOVE ENTITLED MATTER COMING NOW FOR THE CONSIDERATION
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IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individual has indicated a willingness
to serve on this board:

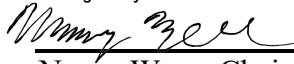
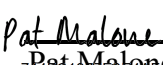
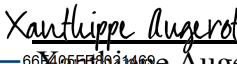
<u>Name</u>	<u>Appointed & Position</u>
Aurora Jensen	Appointed: 04/05/22 Expires: 12/31/24 Position: 3

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

Adopted this 5th of April, 2022.

Signed this 5th of April, 2022.

BENTON COUNTY BOARD OF COMMISSIONERS

DocuSigned by:  8439417848F40D5	Nancy Wyse, Chair
DocuSigned by:  7440137140E0A	Pat Malone, Commissioner
DocuSigned by:  6074055F8921409	Xanthippe Augerot, Commissioner

BENTON COUNTY FAIR BOARD

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1	Kristi Schrock	Begin: 01/01/22 Expire: 12/31/24	1 st Term	12/21/21
2	Trudy Overlin	Begin: 01/01/22 Expire: 12/31/24	2 nd Term	04/19/16 01/15/19 reappt'd 01/04/22 reappt'd
3	Aurora Jensen	Begin: 01/01/22 Expire: 12/31/24	Partial Term	04/05/22
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	VACANT (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	Chloe Hendrickson			Not Appointed Not Appointed

STAFF: Lynne McKee, Fairgrounds Manager – 541-766-6090

RECORDER: Elizabeth Gustin, Fairgrounds – 541-766-6088

TERM LIMIT: Three years, January 1 – December 31

MEMBERS: Seven members, Benton County residents

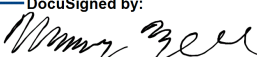
MEETS: Third Monday of the month, Fairgrounds, 6 pm. 541-766-6521
No Meeting in August

**BENTON COUNTY
FAIR BOARD**

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1	Kristi Schrock	Begin: 01/01/22 Expire: 12/31/24	1 st Term	12/21/21
2	Trudy Overlin	Begin: 01/01/22 Expire: 12/31/24	2 nd Term	04/19/16 01/15/19 reappt'd 01/04/22 reappt'd
3	Aurora Jensen	Begin: 01/01/22 Expire: 12/31/24	Partial Term	04/05/22
4	Darrell Oakes	Begin: 01/01/21 Expire: 12/31/23	2 nd Term	01/02/18 12/22/20 reappt'd
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4-H Ex-officio	Chloe Hendrickson			Not Appointed Not Appointed

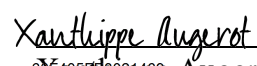
STAFF: Lynne McKee, Fairgrounds Manager – 541-766-6090
RECORDER: Elizabeth Gustin, Fairgrounds – 541-766-6088
TERM LIMIT: Three years, January 1 – December 31
MEMBERS: Seven members, Benton County residents
MEETS: Third Monday of the month, Fairgrounds, 6 pm. 541-766-6521
No Meeting in August

Xanthippe Augerot, Commissioner

DocuSigned by:

8365251784347474
Nancy Wyse, Chair

DocuSigned by:

74765631784347474
Pat Malone, Commissioner

DocuSigned by:

6X4055591784347474
Xanthippe Augerot, Commissioner

**BENTON COUNTY
DISPOSAL SITE ADVISORY COMMITTEE
(DSAC)**

POSITION	NAME/ADDRESS	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1	Chuck Gilbert	Begin: 01/01/21 Expire: 12/31/23	Partial Term	04/05/22
2	Deborah Gile	Begin: 01/01/22 Expire: 12/31/24	1 st Term	07/16/19 Reappt'd 12/21/21
3	Ken Eklund	Begin: 01/01/22 Expire: 12/31/24	1 st Term	12/21/21
4	John McEvoy	Begin: 01/01/20 Expire: 12/31/22	Partial Term	10/20/20
5	Linda Brewer	Begin: 01/01/21 Expire: 12/31/23	1 st Term	12/22/20
6	Marge Popp	Begin: 01/01/21 Expire: 12/31/23	Partial Term	02/01/22
7	Joel Geier	Begin: 01/01/21 Expire: 12/31/23	Partial Term	02/01/22
8	Mark Yeager	Begin: 01/01/20 Expire: 12/31/22	Partial Term	04/05/22
9	VACANT	Begin: 01/01/12 Expire: 12/31/14		
10	VACANT	Begin: 01/01/09 Expire: 12/31/11		
11 Designated Permittee: Republic Services (Coffin Butte Landfill)	Ian McNab	Begin: 01/01/18 Expire: 12/31/19	Partial Term	03/01/16 01/15/19 reappt'd

STAFF: Daniel Redick, Community Development, 541-766-6014

RECORDER: Linda Ray, 541-766-0250 **(Contact)**

MEMBERS: 10 members, Benton County residents; 1 Designated Permittee (2 year term)
TERM LIMIT: 3 yrs same as SWAC; No span designated except for employee of permittee-2 years, January 1-December 31

MEETINGS: Meets every 4th Wednesday, 6:30 pm;
Benton County Sunset Building, Mary's Peak Meeting Room (2nd floor)

Page 49 of 224
BENTON COUNTY
DISPOSAL SITE ADVISORY COMMITTEE
(DSAC)

POSITION	NAME/ADDRESS	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1	Chuck Gilbert	Begin: 01/01/21 Expire: 12/31/23	Partial Term	04/05/22
2	Deborah Gile	Begin: 01/01/22 Expire: 12/31/24	1 st Term	07/16/19 Reappt'd 12/21/21
3	Ken Eklund	Begin: 01/01/22 Expire: 12/31/24	1 st Term	12/21/21
4	John McEvoy	Begin: 01/01/20 Expire: 12/31/22	Partial Term	10/20/20
5	Linda Brewer	Begin: 01/01/21 Expire: 12/31/23	1 st Term	12/22/20
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8	Mark Yeager	Begin: 01/01/20 Expire: 12/31/22	Partial Term	04/05/22
9	VACANT	Begin: 01/01/12 Expire: 12/31/14		
10	VACANT	Begin: 01/01/09 Expire: 12/31/11		
11 Designated Permittee:	Ian McNab	Begin: 01/01/18 Expire: 12/31/19	Partial Term	03/01/16 01/15/19 reappt'd
Republic Services (Coffin Butte Landfill)				

STAFF: Daniel Redick, Community Development, 541-766-6014

RECORDER: Linda Ray, 541-766-0250 **(Contact)**

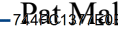
MEMBERS: 10 members, Benton County residents; 1 Designated Permittee (2 year term)

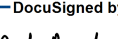
TERM LIMIT: 3 yrs same as SWAC; No span designated except for employee of permittee-2 years, January 1-December 31

MEETINGS: Meets every 4th Wednesday, 6:30 pm;
Benton County Sunset Building, Mary's Peak Meeting Room (2nd floor)

DocuSigned by:

Nancy Wyse, Chair

DocuSigned by:

Pat Malone, Commissioner

DocuSigned by:

Xanthippe Augerot, Commissioner

**BENTON COUNTY
SOLID WASTE ADVISORY COUNCIL
(SWAC)**

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1	Chuck Gilbert	Begin: 01/01/21 Expire: 12/31/23	Partial Term	04/05/22
2	Deborah Gile	Begin: 01/01/22 Expire: 12/31/24	1 st Term	07/16/19 12/21/21 reappt'd
3	Ken Eklund	Begin: 01/01/22 Expire: 12/31/24	1 st Term	12/21/21
4	John McEvoy	Begin: 01/01/20 Expire: 12/31/22	Partial Term	10/20/20
5	Linda Brewer	Begin: 01/01/21 Expire: 12/31/23	1 st Term	12/22/20
6	Marge Popp	Begin: 01/01/21 Expire: 12/31/23	Partial Term	02/01/22
7	Joel Geier	Begin: 01/01/21 Expire: 12/31/23	Partial Term	02/01/22
8	Mark Yeager	Begin: 01/01/20 Expire: 12/31/22	Partial Term	04/05/22
9	VACANT	Begin: Expire: Term to expire same year as position 1		
10	VACANT	Begin: Expire: Term to expire same year as position 2		
11 Designated Permittee: Republic Services (Coffin Butte Landfill)	Ian McNab	Begin: 01/01/18 Expire: 12/31/19	Partial Term	03/01/16 01/15/19 reappt'd

STAFF: Daniel Redick, Community Development: 541-766-6018

RECORDER: Linda Ray, 541-766-0250 (**Contact**)

TERM LIMIT: 3 years: January 1 to December 31

MEMBERS: 10 members, Benton County residents; 1 Designated Permittee (2 year term)

MEETS: Meets every 4th Wednesday, 7:00 p.m.; Sunset Building, Mary's Peak Mtg Rm (2nd floor)

Page 51 of 224
BENTON COUNTY
SOLID WASTE ADVISORY COUNCIL
(SWAC)

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1	Chuck Gilbert	Begin: 01/01/21 Expire: 12/31/23	Partial Term	04/05/22
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8	Mark Yeager	Begin: 01/01/20 Expire: 12/31/22	Partial Term	04/05/22
9	VACANT	Begin: Expire:		
10	VACANT	Term to expire same year as position 1 Begin: Expire: Term to expire same year as position 2		
11 Designated Permittee: Republic Services (Coffin Butte Landfill)	Ian McNab	Begin: 01/01/18 Expire: 12/31/19	Partial Term	03/01/16 01/15/19 reappt'd

STAFF: Daniel Redick, Community Development: 541-766-6018

RECORDER: Linda Ray, 541-766-0250 (**Contact**)

TERM LIMIT: 3 years: January 1 to December 31

MEMBERS: 10 members, Benton County residents; 1 Designated Permittee (2 year term)

MEETS: Meets every 4th Wednesday, 7:00 p.m.; Sunset Building, Mary's Peak Mtg Rm (2nd floor)

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 04/05/22

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Finance

Contact Name * Tally Buckovic

Phone Extension * 6008

Meeting Attendee Name * Rick Crager

Agenda Item Details



Item Title * Appointments to Road Districts

Item Involves * Check all that apply

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

Board/Committee Involvement *

☐ Yes

☒ No

Advertisement *

☐ Yes

☒ No

Issues and Fiscal Impact

Item Issues and Description

**Identified Salient
Issues ***

Benton County Board of Commissioners are responsible for appointing commissioners for Special Road Districts per ORS 371.338. North F Road District has submitted names for a term to their respective Road District. Special Road District Administration (ORS 371.305 through 371.385)

Options *

- 1) Approval
- 2) Contact the respective Road District for submittal of a new nominee for the commissioner appointment.

Fiscal Impact *

- ☐ Yes
☒ No

2040 Thriving Communities Initiative

Mandated Service? * ☐ Yes
☒ No

2040 Thriving Communities Initiative

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

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

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values 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 * Approval

Meeting Motions * I move to ...
I move to approve appointing David Wiger to serve on the following the North F
Street Road District, that is listed in the attached Order.

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.

Appt to North F Rd Dist ORDER.docx

18.36KB

Comments (optional)

If you have any questions, please call ext.6800

Department

RICHARD CRAGER

Approver

Comments

Signature

Rick Crager

BOC Initial Approval

Approvals Required ☐ Counsel
☐ Finance
☐ HR

County Administrator Approver TERESA FARLEY

Comments

Comments

Signature

Teresa Faltyg

Comments

Signature

Teresa Foley

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

**In the Matter of Appointment to the)
North F Road District) ORDER #D2022-042**

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

IT APPEARING TO THE BOARD

THAT the following is a qualified and knowledgeable individual who has indicated a
willingness to serve on this Road District:

<u>Name</u>	<u>Address</u>	<u>Term & Position</u>
David R Wiger	404 N 12 th St Philomath, OR 97370	1/1/2022 - 12/31/2024 Treasurer

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby
appointed for a term on the North F Road District.

Adopted this 5th day of April, 2022.

Signed this 5th day of April, 2022.

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Pat Malone, Commissioner

Xanthippe Augerot, Commissioner

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 04/05/22

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Board of Commissioners

Contact Name * Joe Kerby

Phone Extension * 6800

Meeting Attendee Name * Joe Kerby

Agenda Item Details



Item Title * Establishment of Administrative Specialist 2 Position in the Board of Commissioners Office

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 * No time needed - please place on consent

Board/Committee Involvement *

☐ Yes

☒ No

Advertisement *

☐ Yes
☐ No

Item Issues and Description	
Identified Salient Issues *	The County Administrator prepared a position request to add one new position. This position was discussed with and reviewed by Human Resources, Budget, and the Position Review Committee prior to presenting the request to the Board.
	The position requested is: 1.0 Regular FTE – Administrative Specialist 2
Options *	1) Request the department to provide additional information and return for discussion.
	2) Approve or deny the increase of 1.0 FTE
Fiscal Impact *	☒ Yes
	☐ No
Fiscal Impact *	See attachment - Position Establishment request - Budget.
Description *	

2040 Thriving Communities Initiative

Mandated Service? * ☐ Yes ☒ No

2040 Thriving Communities Initiative

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

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

Values and Focus Areas

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

Core Values * Select all that apply.

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

Explain Core Values 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 * Staff and the Position Review Committee recommend the approval of this position.

Meeting Motions * I move to ...
I move to approve the establishment of a 1.0 FTE Administrative Specialist 2 position in the Board of Commissioners 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.

Position Request Form AdminSpec2 Front Desk

228.13KB

PRC 220401.pdf

Comments (optional) Exhibits to be presented at the meeting.

Teresa

If you have any questions, please call ext.6800

**Department
Approver**

JOE KERBY

Comments

Signature

Joseph Kelly

BOC Initial Approval

Approvals Required ☐ Counsel

☐ Finance

☐ HR

County TERESA FARLEY

Administrator

Approver

Comments

Comments

Signature

Teresa Faltyg

Comments

Signature

Teresa Foley

Effective immediately all **new position requests or modification(s) to existing positions** must be approved by Position Review Committee (PRC). PRC can approve limited duration positions. Board of Commissioners approves permanent positions. This form and process is used for both limited duration and permanent positions. Please submit the request below to initiate the process.

This form must be completed electronically and **emailed** to the Classification and Compensation Analyst, **with all required documents**. HR will move the request forward to the PRC once this phase is completed. Requestors will be responsible for providing funding option if petitioning an unfunded position request.

Name of Requestor: Joe Kerby	Department: Board of Commissioners
Department Head: Joe Kerby	Proposed Funding Source: General Fund Reserves
Has this request been reviewed by the Department Head? ☒ Yes ☐ No	Existing Position # if applicable: N/A new position
Funding Available ☒ Yes ☐ No	Existing: ☐ New: ☒

Type of request:

- ☒ New position (Note: New positions are filled through open competitive recruitments.)
- ☐ Modification to an existing Position
- ☐ **Position Description is attached** (*must attach a position description*)

Position Working Title	Current FTE, Classification and Subgroup	Proposed FTE, Classification or Subgroup
Administrative Specialist	N/A	1.0; Administrative Specialist 2

Additional information: [Click here to enter text.](#)

Net gain or loss in FTE: [+1.0](#)

Loss in FTE: Is position vacant? ☐ Yes ☐ No

If not vacant, how will you resolve? (Layoff, etc.): [Click here to enter text.](#)

- Describe the duties to be assigned to the new position, or how the duties have changed for a vacant position. **Attach position description for the new position.**

[This position will serve as the initial point of contact for members of the public visiting the Kalapuya building and/or calling the Board/Administrative offices. In addition to staffing the front reception counter for the BOC/Administrative office, this position will also cross-train, back-up, and support other administrative staff in the office.](#)

- Prepare and submit an organization** chart showing all positions, titles, and names of employees and reporting relationships in the area of the new and/or vacant position. The organizational chart must include where the new position will fall within the department. [Attached](#)

- Reason for request and the importance to the mission of the department in approving this request? (i.e., specific organizational changes or additional monies. Attach additional sheets as necessary.)

[This new 1.0 FTE will provide for a permanent employee at the front desk of the BOC/Administrative office. This position has to date relied on staffing by two on-call employees. In addition to staffing the BOC's front desk, this FTE will serve as the designated backup for two other administrative support positions \(1.0 FTE Administrative Specialist 2 and 0.5 FTE Minutes Recorder\).](#)

- The request is critical for one or more of the following (check all that apply): Provide detail description.
 - ☐ (a) Grant funded position. What is end date of grant? [Click here to enter text.](#)
 - ☐ (b) Regulatory compliance. What regulation? [Click here to enter text.](#)
 - ☐ (c) To address the health or safety needs.

- ☒ (d) Workload
- ☐ (e) Special Project: [Click here to enter text.](#)
- ☒ (f) Restructure of current department/organization.

This position is an entirely new position and is necessary in part due to our move to the Kalapuya building and the fact that the BOC/Administrative reception area is the first point of contact for members of the public coming into our building. We currently staff this need by using two temporary on call staff and one permanent staff member who rotate through the receptionist desk throughout the week. Teresa Farley, who is the permanent staff member, is retiring. Also, we do not want to continue to rely on temporary on-call assistance in staffing a long-term need. We need more consistency of presence and knowledge at the front desk in addition to a higher level of skill set than what our temporary staffing can provide. If this is approved we will reduce the amount of temporary staffing utilized at the front desk and will use temporary staff only to cover for vacations, illness, and other short staffing situations.

5. How will the position be funded? Note: If the position is relying on new or limited funding, the department will need to provide a detailed description of how they will be utilizing those funds in the future.

The Financial Services Department has been reshooting the Board of Commissioners' Budget due to a variety of changes and adjustments. This includes the recent change for a position from 0.50 to 1.00 FTE, as well as the 1.0 FTE requested for this position. Based on these changes, the BOC Budget is operating at a deficit; however, there are still some vacant positions with assumptions for hiring that may impact this. Based on current trends, it is likely this position can be absorbed within the current budget through future vacant savings; however, if not, then the County has adequate reserves to support the position until 6/30/2023 at which point it would be approved in the next budget.

6. Has the department explored other less expensive ways to complete the needed responsibilities and duties?

Yes, the department has to date utilized two on-call employees to staff the front desk. This arrangement does not provide for the administrative skill set needed by the department or the backup function for two other administrative positions.

7. If this request is not filled, how will the department perform the responsibilities and duties needed? What, if any negative financial or other consequence would there be if this request is not approved?

If the request is not filled, the department will continue to utilize on-call employees to staff the front desk. Significant impacts to the department include a lack of backup administrative staff to cover functions performed by other employees when they are ill or on vacation and a void in administrative skills necessary to appropriately manage the department's administrative workload.

8. Additional comments: [N/A](#)

To be completed by Human Resources:

-
- ☒ The position has been classified by Human Resources.

Position Title: [Administrative Specialist](#)

Proposed Classification: [Administrative Specialist 2](#)

Salary Grade: [B22](#)

New Proposed Positions, Classification and Subgrade	Proposed FTE
Administrative Specialist 2 B22	1.0

To be completed by Finance/Budget:

Position Costing: The estimated start time for this position is 6/1/2022 at a Step 3. Based on this start time, the fully loaded personnel cost for the 2021-23 biennium is \$95,152

Budget Approval

The Financial Service Department approves the establishment of a full-time permanent Administrative Specialist 2. While the current budget analysis reflects the BOC budget is in a deficit position for Personnel Services, it has a surplus for Materials and Supplies. We anticipate through the continued trending as well as the likely possibility of future vacancy savings beyond what is currently forecasted, there will be sufficient budget resources for this biennium. Should this not occur, the County still has \$4.4 million of untapped General Fund reserves in which this position cost has been added as a placeholder.

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 04/05/22

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Board of Commissioners

Contact Name * Sean McGuire

Phone Extension * 0152

Meeting Attendee Name * Joe Kerby

Agenda Item Details



Item Title * Ratification of March 31, 2022 Letter of Support to Senators Wyden and Merkley for Funding to Construct Electrical Vehicle Charging Station Infrastructure.

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 * 5 min

Board/Committee Involvement *

☐ Yes

☒ No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

The County was contacted by staff from Senators Wyden and Merkley to develop a preliminary list of potential projects to send to the congressional delegation for consideration for Community Project Funding in the Federal Fiscal Year 2023 Budget. One of the proposals is a request to reduce greenhouse gas emissions by installing infrastructure for electric vehicle charging stations to support transitioning appropriate county vehicles to electric and provide for increased opportunities for county staff to consider electric vehicles in their commute. The process requests a Letter of Support, which is attached for review and approval.

Options *

After review, ratify or decline to ratify to the Letter of Support.

Fiscal Impact *

- ☒ Yes
- ☐ No

Fiscal Impact Description *

Not at this time. Proposal is for full funding of the project.

2040 Thriving Communities Initiative

Mandated Service? * ☐ Yes ☒ No

2040 Thriving Communities Initiative

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

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

Values and Focus Areas

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

Core Values * Select all that apply.

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

Explain Core Values Selections * Addresses climate crisis.

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 * Addresses climate crisis.

Recommendations and Motions

Item Recommendations and Motions

Staff	Staff recommends ratification of March 31, 2022 Letter of Support to Senators
Recommendations *	Wyden and Merkley for Funding to Construct Electrical Vehicle Charging Station Infrastructure.
Meeting Motions *	I move to ...
	I move to ratify the March 31, 2022 Letter of Support to Senators Wyden and Merkley for Funding to Construct Electrical Vehicle Charging Station Infrastructure

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.

220331 Electric Vehicle Charging Funding
Request.pdf

118.71KB

Comments (optional)

If you have any questions, please call ext.6800

**Department
Approver**

MAURA KWIATKOWSKY

Comments

Signature

Hanna J Kwiatkowski

BOC Initial Approval

Approvals Required ☐ Counsel
☐ Finance
☐ HR

County Administrator Approver TERESA FARLEY

Comments

Comments

Signature

Tereza Faltyg

Comments

Signature

Teresa Foley



Board of Commissioners

Office: (541) 766-6800

Fax: (541) 766-6893

4500 SW Research Way
Corvallis, OR 97333

co.benton.or.us

March 31, 2022

The Honorable Ron Wyden
United States Senate
221 Dirksen Senate Office Building
Washington, DC 20510

The Honorable Jeff Merkley
United States Senate
531 Hart Senate Office Building
Washington, DC 20510

Dear Senators Wyden and Merkley:

The Benton County Board of Commissioners strongly supports the County's request for \$250,000 to construct electric vehicle charging station infrastructure. The proposed infrastructure will facilitate the transition of our fleet to electric vehicles, provide opportunities for staff to charge electric vehicles for their commute, and potentially provide charging access to the general public to support local goals and initiatives.

In February 2020, Benton County set an ambitious goal to reduce greenhouse gas emissions by 50% of 2010 levels by 2030 and be net-zero by 2050. A review of the County's annual greenhouse gas inventory indicates emissions from fleet fuel and employee commute are by far our highest emitters. The installation of electric charging stations provides an opportunity to significantly reduce emissions from our transportation sector and serve as a springboard for future transit-related efforts.

We strongly encourage your consideration and approval of this funding request to shift our fleet and staff vehicles to cleaner, more sustainable sources that will positively impact our communities' greenhouse gas reduction goals and the global climate crisis.

Sincerely,
BENTON COUNTY BOARD OF COMMISSIONERS

A handwritten signature in blue ink, appearing to read "Nancy Wyse", is written over a light blue rectangular background.

Nancy Wyse, Chair

BOC/NW/mjk

c: The Honorable Pat Malone, Vice Chair Benton County Board of Commissioners
The Honorable Xanthippe Augerot, Member, Benton County Board of Commissioners
Joseph Kerby, County Administrator
Gary Stockhoff, Public Works Director

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 04/05/22

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Board of Commissioners

Contact Name * Kate Porsche

Phone Extension * 6339

Meeting Attendee Name * Commissioner Xanthippe Augerot

Agenda Item Details



Item Title * Ratification of April 1, 2022 Letter to Senators Wyden and Merkley in Support of the South Corvallis Food Hub Project

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 * Please Place on the Consent Agenda

Board/Committee Involvement *

☐ Yes

☒ No

Advertisement *

☐ Yes
☐ No

Issues and Fiscal Impact

Item Issues and Description	
Identified Salient Issues* Options* Fiscal Impact*	Support for the South Corvallis Food Hub Project, the goal of which is to address the need for a more robust local food system in the area. There are currently few options for nutritious, fresh food in South Corvallis and southern Benton County. Ratify the Letter of Support to Senators Wyden and Merkley regarding the South Corvallis Food Hub Project. ☐ Yes ☒ No

2040 Thriving Communities Initiative

Mandated Service? * ☐ Yes ☒ No

2040 Thriving Communities Initiative

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

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

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values Selections *

Sustaining community through celebrating and sharing food is foundational to healthy, thriving neighborhoods.

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 *

Sustaining community through celebrating and sharing food is foundational to healthy, thriving neighborhoods. Creating a food hub that will focus on the needs of Southtown and rural Benton County residents will stimulate our local economy and foster community involvement and placemaking that is vital to a vibrant and engaged neighborhood.

Recommendations and Motions

Item Recommendations and Motions

Staff
Recommendations * Staff recommends the Board ratify the April 1, 2022 Letter of Support to Senators Wyden and Merkley regarding the South Corvallis Food Hub Project.

Meeting Motions * I move to ...
...ratify the April 1, 2022 Letter of Support to Senators Wyden and Merkley regarding the South Corvallis Food Hub Project.

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.

220401 Southtown Food Hub Letter of Support.pdf 89.72KB

Comments (optional)

If you have any questions, please call ext.6800

**Department
Approver**

MAURA KWIATKOWSKY

Comments

Signature



Hanna J Kwiatkowski

BOC Initial Approval

Approvals Required ☐ Counsel

☐ Finance

☐ HR

County TERESA FARLEY

Administrator

Approver

Comments

Comments

Signature

Teresa Faltyg

Comments

Signature

Teresa Faltyg



Board of Commissioners

Office: (541) 766-6800

Fax: (541) 766-6893

4500 SW Research Way
Corvallis, OR 97333

co.benton.or.us

April 1, 2022

The Honorable Ron Wyden
United States Senate
221 Dirksen Senate Office Building
Washington, DC 20510

The Honorable Jeff Merkley
United States Senate
531 Hart Senate Office Building
Washington, DC 20510

Dear Senators Wyden and Merkley:

I am writing to express the support of the Benton County Commissioners for the Corvallis Benton County Economic Development Office's (EDO's) Food Hub Project in South Corvallis. Although the EDO is still in the planning stage of this project, it has already garnered much support and excitement in our community. We are enthusiastic about its development and what it will mean for the future of South Corvallis and Benton County.

For a number of years, residents of Southtown have been discussing the need for a more robust local food system in the area. Currently, there are few options for nutritious, fresh food in this part of town and southern Benton County; limiting access to the food itself, as well as to the inviting places created by a focus on community gathering spaces.

Sustaining community through celebrating and sharing food is foundational to healthy, thriving neighborhoods. Creating a food hub that will focus on the needs of Southtown and rural Benton County residents will stimulate our local economy and foster community involvement and placemaking that is vital to a vibrant and engaged neighborhood. Additionally, the potential for the food hub to create housing, food-focused cultural education programs, and support for local food innovators will benefit all of Benton County and its surrounding areas.

We strongly encourage your support of the South Corvallis Food Hub Project as a way to offer opportunity to economically struggling households, more bottom-up decision making by the neighborhoods involved, and community placemaking. We are excited to be part of this long-awaited project and hope you share our enthusiasm for this work.

Sincerely,
BENTON COUNTY BOARD OF COMMISSIONERS

A handwritten signature in blue ink, appearing to read "Nancy Wyse", is written over a light blue rectangular background.

Nancy Wyse, Chair

BOC/NW/mjk

c: The Honorable Pat Malone, Vice Chair Benton County Board of Commissioners
The Honorable Xanthippe Augerot, Member, Benton County Board of Commissioners
Joseph Kerby, County Administrator

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

In the Matter of Proclaiming	)	
April 2022 as National County	)	Proclamation P2022-004
Government Month	)	

Since 1991, the National Association of Counties has observed April as National County Government Month. This month honors and celebrates the work that county governments and their employees are doing nationwide to help their communities. The nation's 3,069 counties and county-equivalents serve more than 300 million Americans, providing essential services to create healthy, safe and vibrant communities and provide public health services, administer justice, keep communities safe, foster economic opportunities and much more.

The 2022 theme is "Counties THRIVE." This acronym stands for each core area of this year's theme which are the following:

- T: Technology –equipping counties to expand broadband access to ensure all residents can learn, do business, and communicate effectively
- H: Health –improving our overall health and well-being
- R: Readiness- preparing the county workforce to gain the skills they need
- I: Infrastructure –strengthening resilience and the backbone of our communities
- V: Vulnerable communities –advancing equity, strengthening the safety net, and ensuring that our community members have what they need
- E: Economic opportunities- creating conditions for all of us to compete in the 21st century economy.

Benton County has a variety of projects, programs, and initiatives that cover the THRIVE areas such as the new Kalapuya building, the American Rescue Plan Act funding opportunities, HOPE Advisory Board, and many others. We thank our county staff for their service to the Benton County community and our partners.

As we face a global pandemic of COVID-19, counties are the front line in emergency response. All across the United States, county public health officials are working with emergency responders, to prepare for, prevent and manage COVID-19 infections. Counties are truly on the front lines of managing the coronavirus pandemic. Nationwide, we are responsible for nearly 1,000 hospitals, 1,900 public health departments, 800 long-term care facilities and many other functions that keep our community healthy and safe.

Counties are a critical partner at the table with federal, state and municipal leaders to support economic resilience and to address health, safety and equity across America. Benton County, as one of the original counties from before the establishment of the Oregon Territory, has a long, distinguished history of service to its community members and continues to adopt innovative practices to serve its community members in the present and the future.

Now, THEREFORE, the Benton County Board of Commissioners hereby proclaims April 2022 as National County Government Month and encourages all county residents to actively participate in their county government.

Adopted this 5th day of April, 2022.

Signed this 5th day of April, 2022.

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Pat Malone, Commissioner

Xanthippe Augerot, Commissioner

Drafted by JoeHahn, Equity, Diversity, and Inclusion Coordinator
Read by Teresa Farley, BOC Admin Staff



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

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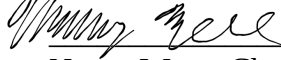
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Adopted this 5th day of April, 2022.

Signed this 5th day of April, 2022.

BENTON COUNTY BOARD OF COMMISSIONERS

DocuSigned by:



85498511246F4W
Nancy Wyse, Chair

DocuSigned by:



75511311246F4W
Pat Malone, Commissioner

DocuSigned by:



95E405711246F4W
Xanthippe Augerot, Commissioner

Drafted by JoeHahn, Equity, Diversity, and Inclusion Coordinator
Read by Teresa Farley, BOC Admin Staff

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 04/05/22

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Human Resources

Contact Name * Eric Wolke

Phone Extension * 6086

Meeting Attendee Name * Eric Wolke

Agenda Item Details



Item Title * Approval of 21-23 Affirmative Action Plan

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 ***

On March 15, 2022, the Board of Commissioners' reviewed updates to the 21-23 Affirmative Action Plan (AAP) and updates on County demographic data changes from 2018 to 2021. The changes in the AAP included: adding a Diversity, Equity and Inclusion (DEI) Statement, and updated organization chart, updated workforce demographic data for Benton and Linn Counties, and roles for implementation of the AAP. At the request of Commissioner Augerot, a duplicate DEI statement was removed from page 20 of the AAP. The County Administrator, Joe Kerby requested that Benton County's DEI Coordinator review the AAP. The DEI Coordinator reviewed the plan on March 28, 2022 and had no additional input.

Options *

1. Adopt the resolution to implement the 21-23 Affirmative Action plan.
2. Do not adopt the resolution to implement the 21-23 Affirmative Action Plan.
3. Request additional information prior to making a decision on the proposed resolution.

Fiscal Impact *

- ☐ Yes
- ☒ No

2040 Thriving Communities Initiative

Mandated Service? * ☐ Yes ☒ No

2040 Thriving Communities Initiative

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

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

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values Selections *

Benton County commits to ensure all people enjoy safe, just, welcoming, and supportive 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
- ☐ N/A

Explain Focus Areas and Vision Selection *

Benton County commits to support a prosperous, balanced, equitable, and sustainable economy. Benton County will actively promote vibrant, inviting, and enriching artistic and entertainment opportunities while recognizing our history and celebrating our communities.

Recommendations and Motions

Item Recommendations and Motions

Staff Adopt the 21-23 Benton County Affirmative Action Plan

Recommendations *

Meeting Motions * I move to ...

I move adopt the 2021-2023 Benton County Affirmative Action Plan.

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.

BC Affirmative Action Plan 2021-2023 Final.docx 1.17MB

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

Department ERIC WOLKE
Approver

Comments

Signature

A rectangular box containing a handwritten signature in cursive script that reads "Eric Wolke".

Eric Wolke

BOC Initial Approval

Approvals Required ☒ Counsel
☐ Finance
☐ HR

Counsel Approver VANCE CRONEY

County Administrator Approver
JOE KERBY

Comments

Counsel Approval

Comments

Signature



Vance H. Cheney

Comments

Signature

Theresa Kelly

Comments

Signature

Teresa Foley

Benton County Oregon



AFFIRMATIVE ACTION PLAN 2021 – 2023 Biennium

Table of Contents

Benton County Overview	3
Benton County Equity, Diversity and Inclusion Statement	5
Organizational Chart	6
Benton County Equal Opportunity Employer Policy	7
Workforce Demographics in Our Area – Benton County	8
Workforce Demographics in Our Area – Linn County	9
Workforce Demographics in Our Organization - Statistical Data	10
Workforce Demographics by Department - Statistical Data	12
Utilization Analysis	18
Benton County Affirmative Action Policy Statement	Error! Bookmark not defined.
Implementation of the Affirmative Action Plan (AAP)	20
Employee Training	21
Programs	22
Roles for Implementation of Affirmative Action Plan	23
Affirmative Action Plan Audit and Reporting System	25
Affirmative Action Plan Goals and Findings	26
Appendix A – Benton County Personnel Policies	28
Appendix A-1: Equal Opportunity Employer Policy	29
Appendix A-2: Americans with Disabilities Act Policy	30
Appendix A-3: Protected Class Discrimination/Harassment	31
Appendix A-4: Sexual Harassment	32
Appendix A-5: Cultural Proficiency	33
Appendix A-6: Affirmative Action Policy	34
Appendix B - Acts	35
Appendix C - City and County Ordinances	36

Benton County Overview

Benton County was created from Polk County by an act of the Provisional Government of Oregon in 1847. It is one of seven counties in the United States to be named after Senator Thomas Hart Benton of Missouri, a longtime advocate of the development of the Oregon Territory. Now the third smallest county in Oregon in total size, it is the ninth largest in total population. Since November 1992, Benton County has had the lowest monthly unemployment rate in the state due to Oregon State University, Hewlett-Packard, agriculture, and lumber and wood products manufacturing that form the basis of Benton County's economy. A substantial portion of the nation's research in forestry, agriculture, engineering, education and the sciences takes place at Oregon State University.

Benton County Government provides a variety of services to the community and performs a number of functions

through its departments and offices: Board of Commissioners; Assessment; Community Development; Community Health Center; District Attorney; Financial Services; Health; Human Resources; Information Technology; Juvenile; Natural Areas, Parks, and Events; Sheriff's Office; Public Works, and Records and Elections.

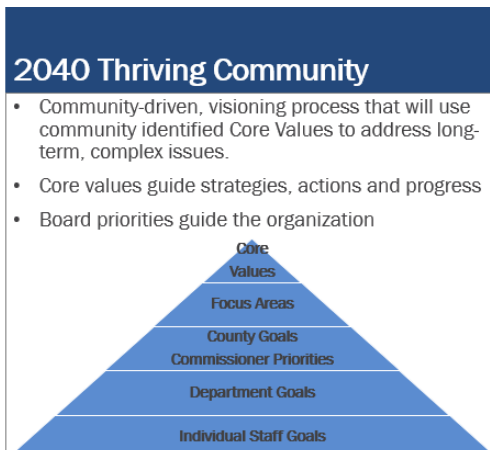
Benton County employs in a variety of occupational categories such as: management, professional, technicians, protective services, para-professionals, administrative support, skilled craft, and service/maintenance. The County provides a comprehensive orientation and training to all its employees and maintains an on-going commitment to equal opportunity employment.



Benton County Mission Statement

We bring to our citizenry the authority, structure, and services to respond to public concerns and opportunities and provide a means for local decision making. Our goal is to promote a safe and nurturing environment where Oregon families and individuals can thrive and prosper.

Benton County Initiatives



We Value

- Vibrant, Livable Communities
- Supportive People and Resources
- High Quality Environment and Access
- Community Resiliency
- Equity for Everyone
- Health in all Actions

Our Priorities

- Climate Crisis - greenhouse gas reduction
- Community/Emergency Resiliency
- Criminal Justice – balanced and equitable approach to treatment and accountability
- Equity, Diversity, and Inclusion
- Homelessness and Housing Insecurity

How the County Makes Decisions

The Board of Commissioners oversees all functions of county government services and set the budgets for the Sheriff's Office and District Attorney's Office. They act as executives and legislators, setting county ordinances; and also fill a quasi-judicial role in land use matters. Through the County Administrator, they provide oversight of county operations.

Benton County is one of nine Oregon counties with a home-rule charter. This provides greater control to our citizens. The voters decide what form they want their government to take. For example, the voters decide which county government positions are elected, such as the sheriff and commissioners.

According to the charter, Benton County must have three full-time elected commissioners to manage the legislative, executive and quasi-judicial responsibilities. Each commissioner is elected at-large to a four-year term. No individual commissioner has any more, or less, power than the others to act. Board action requires at least two of the commissioners to be in agreement.

Benton County Contact Information

Benton County – County Administrator

Joe Kerby

4500 SW Research Way

Corvallis, OR 97333

541 766-6800

Benton County – Equity, Diversity, and Inclusion Program Coordinator

Joe Hahn

4500 SW Research Way

Corvallis, OR 97333

541 766-6851

Benton County – EEO/Affirmative Action Officer

Eric Wolke

4077 SW Research Way

Corvallis, OR 97333

541 766-6851

Benton County Equity, Diversity and Inclusion Statement

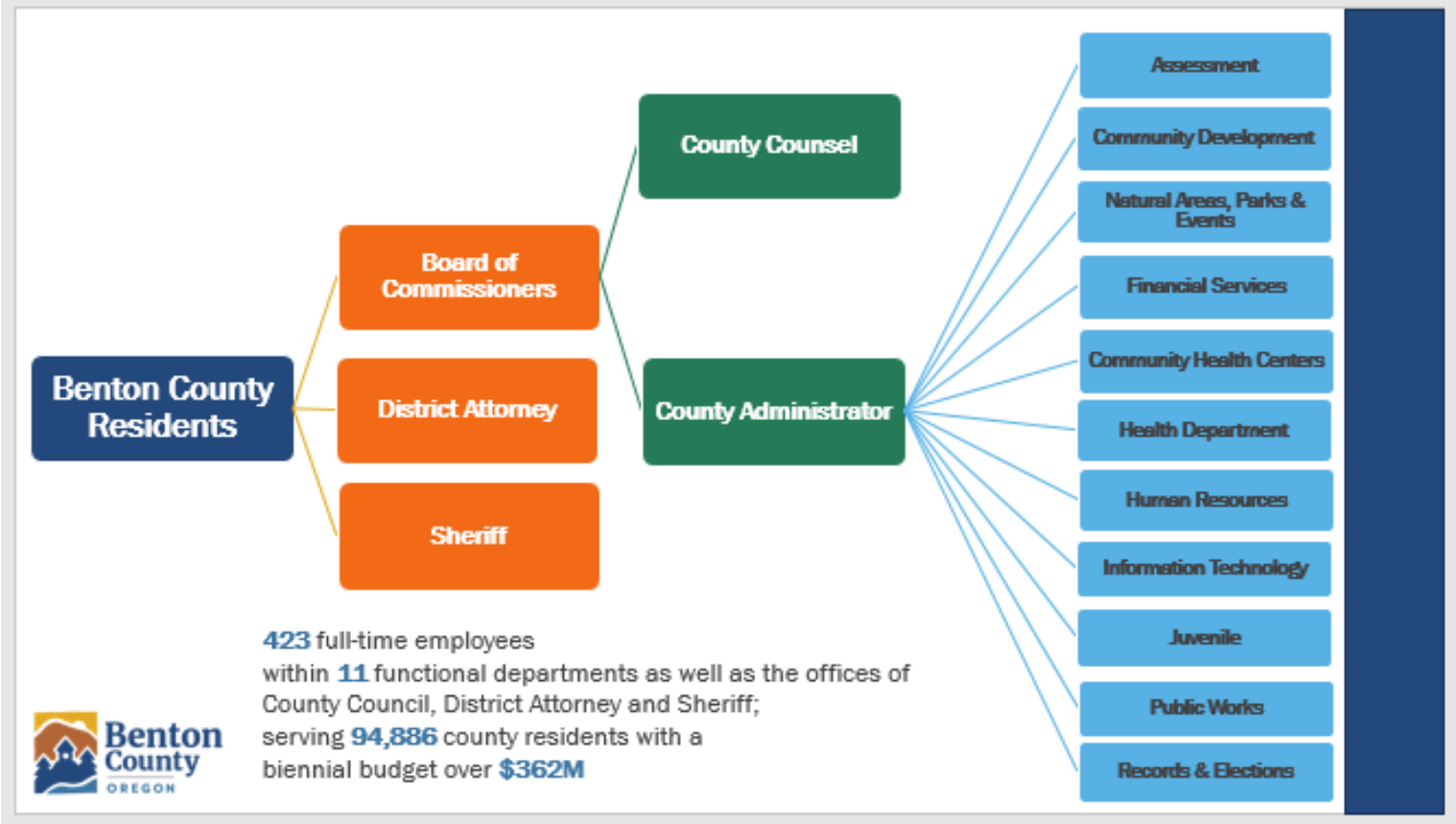
Benton County is committed to providing all people with equal access to its programs and services and fair and equal employment opportunities.

Benton County employees will treat all people with dignity and respect and will not discriminate on the basis of race, color, ancestry, national origin, age, marital status, sexual orientation, political or religious affiliation, physical or mental disability, or military status. All employment decisions will be based on an individual's relevant work experience, education and training, and suitability relative to a position, without regard to race, color, ancestry, national origin, age, marital status, sexual orientation, political or religious affiliation, physical or mental disability, or military status. Benton County recognizes a diverse workforce is crucial to serving our community. The County works to achieve and maintain diversity through its diversity recruitment outreach efforts, which include the following:

- Reaching out to the broadest possible labor market when recruitment for County positions.
- Enforcing a zero-tolerance policy any form of discrimination or harassment.
- Holding all director, managers, supervisors, and employees accountable for creating and promoting a work environment that is welcoming and free from hostility or unwelcome behavior.
- Maintaining a copy of the Benton County Affirmative Action Plan (AAP) on its website, making it available for directors, managers, supervisors, and employees to review.
- Evaluating director, managers, supervisors on their effectiveness in promoting diversity and a welcoming environment for Benton County.

Working together, the County's workforce at all levels creates an atmosphere of respect, fairness, collaboration, and cooperation that reflects our rich, multicultural community. Through this collaborative effort, we can effectively and efficiently achieve our mission to promote a safe and nurturing environment where Oregon families and individuals can thrive and prosper.

Organizational Chart



Benton County Equal Opportunity Employer Policy

Benton County will provide fair and equal employment opportunity to all qualified people within its workforce, and to prohibit discrimination in employment on the basis of race, color, religion, gender, national origin, disability, age, condition of pregnancy, sexual orientation, gender identity, military service, political affiliation, socio-economic, marital status or affectional preferences.

Benton County is committed to ensuring an inclusive, diverse workforce that is reflective of the community it serves. The County's Cultural Competency Policy & Educational Plan enacted in 2001 and this Equal Employment Opportunity Policy provide the foundation for this commitment.

Benton County's equal employment opportunity policy applies not only to recruitment and hiring practices, but also includes affirmative action in the area of placement, promotion, transfer, rate of pay and termination. The policy includes, but is not limited to:

- Non-discriminatory recruitment, screening, testing, hiring, training, promoting of persons in all job categories;
- Employment decisions that are based on Benton County's commitment to equal opportunity;
- Ensuring that promotion decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunity;
- Ensuring that all personnel actions such as; compensation, benefits, transfers, work assignments, layoffs, return from layoff, disciplinary actions, terminations, training, and education are administered in a fair and nondiscriminatory manner; and
- Ensuring steps are taken to correct under-representation of any protected group within the County's workforce.

It is the policy of Benton County to fully comply with Title VII of the Civil Rights Act of 1964; section 504 of the Rehabilitation Act of 1973; the Age Discrimination in Employment Act of 1975 as amended, the Americans with Disabilities Act, the American Family and Medical Leave Act, and all other applicable Federal, State and local statutes, regulations, and/or ordinances that affect or foster Affirmative Action and Equal Opportunity. In accordance with section 504 of the Rehabilitation Act of 1973, Benton County facilities are accessible to persons with disabilities.

Workforce Demographics in Our Area – Benton County

The following demographic data was gathered from the United States Census Bureau and represents the workforce demographics for Benton County. *Source: U.S. Census Bureau, 2014-2018 EEO Tables -American Community Survey 5-Year Data*

Job Group	Total All Groups	Hispanic or Latino	White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	Balance of not Hispanic or Latino
Officials/Administrators								
Percent Total	100.0%	3.5%	88.0%	0.1%	0.0%	5.7%	0.0%	2.6%
Percent Male	55.9%	2.7%	47.5%	0.1%	0.0%	3.6%	0.0%	2.0%
Percent Female	44.1%	0.8%	40.5%	0.0%	0.0%	2.1%	0.0%	0.6%
Professionals								
Percent Total	100.0%	5.6%	84.1%	0.8%	0.2%	7.3%	0.1%	1.9%
Percent Male	50.1%	2.3%	41.3%	0.8%	0.2%	4.5%	0.1%	0.9%
Percent Female	49.9%	3.3%	42.7%	0.0%	0.0%	2.8%	0.1%	1.0%
Technicians								
Percent Total	100.0%	9.3%	84.5%	0.5%	0.5%	3.9%	0.0%	1.2%
Percent Male	52.9%	5.3%	45.2%	0.5%	0.1%	1.2%	0.0%	0.5%
Percent Female	47.1%	4.0%	39.4%	0.0%	0.4%	2.6%	0.0%	0.7%
Protective service: Sworn								
Percent Total	100.0%	9.5%	81.1%	0.0%	4.1%	2.7%	0.0%	2.7%
Percent Male	95.9%	9.5%	77.0%	0.0%	4.1%	2.7%	0.0%	2.7%
Percent Female	5.4%	0.0%	5.4%	0.0%	0.0%	0.0%	0.0%	0.0%
Protective service: Non-sworn								
Percent Total	100.0%	0.0%	72.7%	0.0%	0.0%	0.0%	0.0%	27.3%
Percent Male	81.8%	0.0%	63.6%	0.0%	0.0%	0.0%	0.0%	18.2%
Percent Female	18.2%	0.0%	13.6%	0.0%	0.0%	0.0%	0.0%	9.1%
Administrative support								
Percent Total	100.0%	5.0%	85.2%	1.4%	0.4%	5.6%	0.2%	2.4%
Percent Male	29.8%	2.4%	24.4%	0.4%	0.0%	2.0%	0.2%	0.5%
Percent Female	70.2%	2.6%	60.8%	1.0%	0.4%	3.6%	0.0%	1.8%
Skilled craft								
Percent Total	100.0%	8.2%	87.3%	1.1%	1.1%	1.3%	0.0%	0.7%
Percent Male	91.3%	7.8%	80.4%	1.1%	0.4%	0.9%	0.0%	0.7%
Percent Female	8.7%	0.4%	6.9%	0.0%	0.7%	0.7%	0.0%	0.0%
Service/Maintenance								
Percent Total	100.0%	14.4%	75.2%	0.9%	0.5%	4.3%	0.1%	4.6%
Percent Male	54.2%	8.4%	40.1%	0.8%	0.4%	1.9%	0.1%	2.5%
Percent Female	45.8%	6.0%	35.1%	0.1%	0.1%	2.4%	0.0%	2.1%

Workforce Demographics in Our Area – Linn County

The following demographic data was gathered from the United States Census Bureau and represents the workforce demographics for Linn County. *Source: U.S. Census Bureau, 2014-2018 EEO Tables -American Community Survey 5-Year Data*

Job Group	Total All Groups	Hispanic or Latino	White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	Balance of not Hispanic or Latino
Officials/Administrators								
Percent Total	100.0%	7.6%	88.4%	0.2%	0.2%	0.5%	0.1%	3.2%
Percent Male	61.6%	4.7%	53.9%	0.2%	0.2%	0.3%	0.1%	2.4%
Percent Female	38.4%	2.9%	34.5%	0.0%	0.0%	0.2%	0.0%	0.8%
Professionals								
Percent Total	100.0%	4.2%	89.5%	0.2%	0.1%	2.6%	0.0%	3.3%
Percent Male	45.1%	1.6%	41.0%	0.0%	0.0%	1.1%	0.0%	1.4%
Percent Female	54.9%	2.6%	48.5%	0.2%	0.1%	1.6%	0.0%	1.9%
Technicians								
Percent Total	100.0%	6.0%	85.9%	1.4%	1.9%	1.8%	0.0%	3.0%
Percent Male	72.6%	5.1%	62.9%	1.4%	0.6%	1.0%	0.0%	1.5%
Percent Female	27.4%	0.9%	23.0%	0.0%	1.3%	0.8%	0.0%	1.5%
Protective service: Sworn								
Percent Total	100.0%	8.6%	82.2%	5.9%	0.0%	0.5%	0.0%	2.6%
Percent Male	94.7%	8.6%	76.3%	5.9%	0.0%	0.5%	0.0%	2.6%
Percent Female	5.3%	0.0%	5.3%	0.0%	0.0%	0.0%	0.0%	0.0%
Protective service: Non-sworn								
Percent Total	100.0%	11.1%	59.3%	0.0%	0.0%	0.0%	0.0%	29.6%
Percent Male	37.0%	0.0%	14.8%	0.0%	0.0%	0.0%	0.0%	22.2%
Percent Female	63.0%	11.1%	44.4%	0.0%	0.0%	0.0%	0.0%	7.4%
Administrative support								
Percent Total	100.0%	6.6%	88.4%	0.2%	0.4%	1.5%	0.2%	2.7%
Percent Male	34.5%	1.9%	31.2%	0.2%	0.0%	0.5%	0.0%	0.8%
Percent Female	65.5%	4.7%	57.2%	0.0%	0.4%	1.0%	0.2%	1.9%
Skilled craft								
Percent Total	100.0%	8.5%	88.4%	0.0%	0.5%	0.1%	0.0%	2.7%
Percent Male	95.8%	8.0%	84.6%	0.0%	0.5%	0.1%	0.0%	2.7%
Percent Female	4.2%	0.5%	3.8%	0.0%	0.0%	0.0%	0.0%	0.0%
Service/Maintenance								
Percent Total	100.0%	15.8%	79.7%	0.6%	0.5%	0.7%	0.0%	2.7%
Percent Male	59.7%	11.8%	46.1%	0.2%	0.2%	0.2%	0.0%	1.2%
Percent Female	40.3%	3.9%	33.7%	0.4%	0.3%	0.5%	0.0%	1.6%

Workforce Demographics in Our Organization - Statistical Data

All statistical monitoring reports necessary for evaluating the program's performance are maintained by the Benton County Office of Human Resources, in accordance with federal reporting requirements. Additionally, Benton County has complied with Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, and has provided required EEO-4 reports to the Equal Employment Opportunity Commission.

Source: EEO-4 Reporting Data, as of 6/30/2021.

Full Time Employees - Benton County as a Whole															
		Male							Female						
Occupation/Job Category	County Total	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races
1 - Officials & Administrators	68	30	0	3	1	0	1	0	31	0	1	0	0	1	0
2 - Professionals	103	33	1	4	0	0	1	0	52	1	5	3	0	1	2
3 - Technicians	67	25	2	3	0	0	0	1	21	1	8	4	0	0	2
4 - Protective Services	60	49	0	1	0	0	0	0	10	0	0	0	0	0	0
5 - Paraprofessionals	48	5	0	3	0	1	0	1	20	0	16	0	1	0	1
6 - Administrative Support	57	1	0	1	0	0	0	0	39	0	15	0	1	0	0
7 - Skilled Craft	7	6	0	1	0	0	0	0	0	0	0	0	0	0	0
8 - Service/Maintenance	13	11	1	0	0	0	0	0	1	0	0	0	0	0	0
Total Full Time	423	160	4	16	1	1	2	2	174	2	45	7	2	2	5

Other Than Full Time Employees													
		Male						Female					
	Total	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	2 or More Races	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	2 or More Races
1 - Officials & Administrators													
2 - Professionals	3	2						1					
3 - Technicians	8	4					1	3					
4 - Protective Services	10	9						1					
5 - Paraprofessionals	11	2		1				6			1		1
6 - Administrative Support	10	3						4		3			
7 - Skilled Craft													
8 - Service/Maintenance													
Total Other than Full Time	42	20	0	1	0	0	1	15	0	3	1	0	1

New Hires for Year (Permanent Full Time Only)													
July 1, 2020 – June 30, 2021													
		Male						Female					
	TOTAL	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	2 or More Races	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	2 or More Races
1 - Officials & Administrators	20	9						11					
2 - Professionals	34	9		2			1	17	2	3	1		4
3 - Technicians	24	5		1				13					
4 - Protective Services	10	9						1					
5 - Paraprofessionals	27	3		3			1	11	1	5	1		
6 - Administrative Support	25	3						13		9			2
7 - Skilled Craft	2			2									
8 - Service/Maintenance	2		2										
Total Full Time	144	38	2	8	0	0	2	66	3	17	2	0	6

Workforce Demographics by Department - Statistical Data

Source: MUNIS reporting, Data as of July 1, 2020 to June 30, 2021

FULL TIME EMPLOYEES - ASSESSMENT															
Occupation / Job Category		Male							Female						
	Department Total	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races
1 - Officials & Administrators	3	1							2						
3 - Technicians	10	4							6						
5 – Paraprofessionals	1			1											
6 - Administrative Support	2								2						

FULL TIME EMPLOYEES - BOARD OF COMMISSIONERS & COUNTY COUNSEL															
Occupation / Job Category		Male							Female						
	Department Total	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races
1 - Officials & Administrators	4	2							1					1	
2 - Professionals	5	3						1	1						
5 – Paraprofessionals	1								1						
6 - Administrative Support	2								2						

FULL TIME EMPLOYEES - COMMUNITY DEVELOPMENT															
Occupation / Job Category		Male						Female							
	Department Total	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races
1 - Officials & Administrators															
2 - Professionals															
3 - Technicians	8	4							3			1			
6 – Administrative Support	1								1						

FULL TIME EMPLOYEES - COMMUNITY HEALTH CENTERS															
		Male							Female						
Occupation/Job Category	Department Total	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races
1 - Officials & Administrators	9	1							7		1				
2 - Professionals	21	4							14		3				
3 - Technicians	11								5		5	1			
5 - Paraprofessionals	21			2		1			9		7		1		1
6 - Administrative Support	9								3		6				

FULL TIME EMPLOYEES - DISTRICT ATTORNEY'S OFFICE															
		Male							Female						
Occupation/Job Category	Department Total	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races
1 - Officials & Administrators	6	2		1					3						
2 - Professionals	5	4							1						
3 – Technicians	1	1													
5 - Paraprofessionals	6							1	3		2				
6 - Administrative Support	1								1						

FULL TIME EMPLOYEES - FINANCE															
		Male							Female						
Occupation/Job Category	Department Total	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races
1 - Officials & Administrators	2	1							1						
2 - Professionals	5								5						
6 - Administrative Support	5								5						

FULL TIME EMPLOYEES - HEALTH DEPARTMENT															
		Male							Female						
Occupation/Job Category	Department Total	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races
1 - Officials & Administrators	16	4		1					11						
2 - Professionals	47	12	1	2					25	1	2	2			2
3 – Technicians	11	2	1	1					2	1	1	1			2
5 - Paraprofessionals	11	2							6		3				
6 - Administrative Support	21								12		8		1		

FULL TIME EMPLOYEES - HUMAN RESOURCES															
		Male							Female						
Occupation/Job Category	Department Total	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races
1 - Officials & Administrators	2	1							1						
2 - Professionals	4	1					1		1					1	
6 - Administrative Support	1	1													

FULL TIME EMPLOYEES - INFORMATION TECHNOLOGY															
		Male							Female						
Occupation/Job Category	Department Total	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races
1 - Officials & Administrators	1	1													
3 - Technicians	12	8		1				1	1			1			
6 - Administrative Support	1								1						

FULL TIME EMPLOYEES - JUVENILE															
		Male							Female						
Occupation/Job Category	Department Total	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races
1 - Officials & Administrators	3	3													
2 - Professionals	6	2		1					3						
3 - Technician	1		1												
5- Paraprofessionals	1								1						
6 - Administrative Support	2								2						

FULL TIME EMPLOYEES - PUBLIC WORKS															
		Male							Female						
Occupation/Job Category	Department Total	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races
1 - Officials & Administrators	6	3					1		2						
2 - Professionals	5	5													
3 - Technicians	9	6		1					2						
5 – Paraprofessionals	3	3													
6 - Administrative Support	3								3						
7 - Skilled Craft	7	6		1											
8 - Service/Maintenance	9	8							1						
FULL TIME EMPLOYEES - NATURAL AREA, PARKS and EVENTS															
		Male							Female						
Occupation/Job Category	Department Total	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races
1 - Officials & Administrators	3	2							1						
2 - Professionals	1	1													
3 – Technicians	1								1						
6 - Administrative Support	2								2						
8 - Service/Maintenance	4	3	1												

FULL TIME EMPLOYEES - RECORDS AND ELECTIONS															
		Male							Female						
Occupation/Job Category	Department Total	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races
1 - Officials & Administrators	2			1					1						
2 – Professionals	1											1			
6 - Administrative Support	3			1					2						

FULL TIME EMPLOYEES - SHERIFF'S OFFICE															
		Male							Female						
Occupation/Job Category	Department Total	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races	White	Black	Hispanic	Asian	American Indian Alaskan Native	Native Hawaiian Pacific Islander	2 or More Races
1 - Officials & Administrators	10	9			1										
2 - Professionals	3								3						
3 – Technicians	2	1							1						
4 - Protective Services	60	49		1					10						
6 - Administrative Support	4								3		1				

Utilization Analysis

Source: U.S. Census Bureau, 2014-2018 American Community Survey

BENTON COUNTY

Job Group	Female Incumbency %	Benton Female Availability %	Ratio Benton	Establish Goal? Yes/no	If yes, goal for females	Minority Incumbency %	Benton Minority Availability %	Ratio Benton	Establish Goal? Yes/no	If yes, goal for minorities
Officials/ Administrators	48.5%	44.1%	110.0%	no		10.3%	11.9%	86.5%	yes	11.90%
Professionals	62.1%	49.9%	124.5%	no		17.5%	15.9%	109.9%	no	
Technicians	53.7%	47.1%	114.1%	no		31.3%	15.4%	203.5%	no	
Protective Service Sworn	16.7%	5.4%	308.6%	no		1.7%	19.0%	8.8%	yes	19.00%
Para-Professional	Data not available on the 2014-2018 American Community Survey									
Administrative Support	96.5%	70.2%	137.5%	no		29.8%	15.0%	198.8%	no	
Skilled Craft	0.0%	8.7%	0.0%	yes	8.7%	14.3%	12.4%	115.2%	no	
Service/Maintenance	7.7%	45.8%	16.8%	yes	45.8%	7.7%	24.8%	31.0%	yes	24.80%
Source: U.S. Census Bureau, 2014-2018 American Community Survey										

LINN COUNTY

Job Group	Linn Female Availability %	Utilization Ratio (Benton to Linn)	Linn Minority Availability %	Utilization Ratio (Benton to Linn)
Officials/Administrators	38.4%	126%	11.8%	87%
Professional	54.9%	113%	10.4%	168%
Technicians	27.4%	196%	14.1%	222%
Protective Service	5.3%	314%	17.6%	9%
Para-Professional	Data not available on the 2014-2018 American Community Survey			
Administrative Support	65.5%	147%	11.6%	257%
Skilled Craft	4.2%	0%	11.8%	121%
Service/Maintenance	40.3%	19%	20.3%	38%
Source: U.S. Census Bureau, 2014-2018 American Community				

Implementation of the Affirmative Action Plan (AAP)

Benton County has developed and executed action-oriented programs designed to correct any problem areas that may exist and demonstrate good faith efforts to remove identified barriers, expand employment opportunities, and produce measurable results.

- Benton County has analyzed and will continue to analyze all positions and prepare written descriptions to accurately reflect position functions.
- Job descriptions have been and will continue to be reviewed to determine the knowledge, skills, abilities, and other requirements necessary for the adequate performance of every job. Specifications will be consistent for the same job title in all organizational units and will not contain any requirements that would result in discrimination on the basis of race, color, religion, sex, age, disability, veteran status, national origin, or other characteristic protected by law.
- Job descriptions are available to incumbents and all members of management involved in the recruiting, screening, selection, and promotion process. Job descriptions are also made available to employees, applicants, and recruiting sources as appropriate.
- Benton County's Human Resources Department will continuously evaluate the selection process to make it free from discrimination and to assure it is merit based. We have instructed all supervisory personnel to ensure elimination of discrimination in all personnel actions in which they are involved. The tests administered by Benton County are job-related and given to all applicants for applicable positions.
- Benton County will actively seek to increase the number of qualified applicants from underutilized applicant pools in accordance with the AAP and its goals as informed by regular reports and audits.
- Benton County will regularly evaluate its techniques for improving recruitment and increasing the flow of qualified applicants from diverse applicant pools. Benton County relies on numerous resources as well as job fairs and recruiting programs sponsored by local community colleges and other community organizations to identify potential job candidates, including but not limited to:
 - State-wide job posting in Human Resource departments for various Oregon cities and counties;
 - Using social media platforms (Facebook, LinkedIn, Indeed) as a recruiting solution that transforms the County's media presence into a strategic source of hire;
 - Public and private universities such as Linn-Benton Community College, Oregon State University, Eastern Oregon University, University of Portland, and Mount Hood Community College; and
 - Various diversity outreach groups including Oregon State University Women's Center, Centro De Fey Outreach, Goodwill Industries, Confederated Tribes of the Siletz Indians, and the State of Oregon Veteran's Affairs Office.
- In accordance with public law, the Benton County's AAP is available for inspection in the Human Resources Department office during regular business hours upon request.

Employee Training

Diversity, Equity and Inclusion Training

It is the mission of Benton County Government to ensure access to county services to all citizens by educating our employees about the cultural richness and diversity of all people in our community. Our organization and the individuals who work in it will strive to understand the values and beliefs that inform the diverse world views of our citizens in order to appropriately and adequately provide all the support of local government services. Diversity and Inclusion resources and other information are available to employees at <https://thebee.in.co.benton.or.us/hr/page/cultural-proficiency-and-diversity>.

Maintaining a Harassment Free and Professional Workplace

Benton County is committed to a workplace free of discrimination and harassment in all forms. Offensive or harassing behavior will not be tolerated. Harassment of any employee, job applicant, volunteer, or visitor, in any form, shall expose the offending employee to disciplinary action, up to and including termination. Any supervisor or manager who has knowledge of such behavior yet takes no action to end it is also subject to disciplinary action.

Benton County policy prohibits behavior based on another's protected status that has the purpose of:

- Creating an intimidating, hostile or offensive working environment;
- Unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Protected status refers race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran status. Discrimination/harassment, as described above, of any employee, job applicant, volunteer, or visitor shall expose the offending employee to disciplinary action, up to and including termination.

Programs

Internship Program

College students represent one of the most diverse applicant pools in the geographic area. Student Workers/ Interns work for school credit and/or a nominal salary in order to combine classroom theory with practical experience in the workplace. Because student interns are encouraged to apply for permanent, paid positions, recruiting student interns allows Benton County to develop qualified applicants from underutilized applicant pools.

Diversity Awareness Programs

Benton County carries out an ongoing program called “Linn-Benton Employers’ Partnership for Diversity.” This program provides quarterly events in cooperation with local diversity focused organizations. Topics include: Navigating Difference, Generations, Implicit Bias, Political Policies, Poverty, Religion, Abilities, LGBTQ, and Diversity Initiatives in the Workplace.

King Legacy Advisement Board

Benton County strives to partner with organizations that promote diversity, inclusiveness, and cultural education. As part of this effort, the County partners with, and promotes the efforts of, the King Legacy Advisement Board, a Corvallis based organization that holds an annual festival in honor of Dr. King.

Benton County Equity Committee

Benton County Board of Commissioners have established a county wide Equity Committee. This committee works to promote equity in all county services.

Roles for Implementation of Affirmative Action Plan

At Benton County, responsibilities for achieving goals for affirmative action, equal employment opportunity, and diversity, equity, and inclusion are shared by the County Commissioners, the County Administrator, Department Head, Manager, Supervisors, EDI Program Coordinator, EEO/Affirmative Action Officer, and employees. The County is accountable to provide assessments of roles to enhance transparency of Benton County and the responsibility to fully understand the laws and policies about civil rights, affirmative action, equal employment opportunity, and diversity equity, and inclusion. The County will evaluate its efforts, including those people below, in promoting equal opportunity and achieving affirmative action objectives. In addition, the County expects all employees to perform their job duties in a manner that promotes inclusivity, equality, and respect.

Commissioners and County Administrator

The County Administrator will present the combined annual AAP reports to the Commissioners. The Commissioners will provide oversight and ensure compliance with the AAP and other County policy.

County Administrator/Executive Team

These responsibilities include, but are not limited to:

1. Ensure compliance with the County's affirmative action plan and promote equal employment opportunity for all employees and applicants; effectively communicate on a regular basis.
2. Promote commitment to a diverse workplace free of discrimination and harassment and discuss with Department Head their contribution to the County's affirmative action goals and inclusive workplace.
3. Communicate County policies against discrimination in employment and other relevant state and County policies to subordinates.
4. County Administrator will participate in the Equity Committee and will encourage other executive and staff participation.
5. Collaborate with Human Resources staff members on attending and presenting at the Quarterly County New Employee Orientation.
6. Encourage subordinates, Department Heads, managers, supervisors, and employees to participate in and support diversity, equity, and inclusion education and celebration events the County promotes.
7. Meet periodically (at least quarterly) with EEO/Affirmative Action Officer and EDI Program Coordinator to review workforce representation statistics from MUNIS and NEO Gov.
8. Evaluate the performance of Department Heads in the effectiveness of their efforts to promote a welcoming and respectful workplace and help achieve affirmative action plan goals and objectives by completing annual performance evaluation in PERFORM.
9. Discuss the manager's familiarity with the County's workforce representation reports and affirmative action plan and knowledge of which classifications under their control are underrepresented.

EEO/Affirmative Action Officer

The Affirmative Action Officer has the responsibility for designing and ensuring effective implementation of Benton County's AAP. These responsibilities include, but are not limited to:

1. The development of the AAP, policy statements, personnel policies and procedures, internal and external communication of the policy, and monitoring the effectiveness of these actions.
2. Reviewing all personnel actions, policies, and procedures to ensure compliance with AAP and EEOC policy.
3. Reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer and termination actions occur.
4. Assisting in the identification of problem areas and the development of solutions to those problems.
5. Monitoring the effectiveness of the program on a continuing basis through the development and implementation of an internal audit- and reporting system that measures the effectiveness of the program.

6. Keeping the Director of Human Resources informed of equal opportunity progress and problems within the County through annual reports as outlined in the audit and reporting section of the AAP.
7. Providing department managers with a copy of the Affirmative Action Plan and reviewing the program with them on an annual basis to ensure knowledge of their responsibilities for implementation of the program.
8. Reviewing Benton County's AAP with all managers and supervisors at all levels to ensure that the policy is understood and is followed in all personnel activities.
9. Auditing the contents of internal and external Benton County communications annually to ensure that compliance information is posted and is up to date.
10. Serving as liaison between Benton County and enforcement agencies.
11. Serving as liaison between Benton County and organizations for individuals with disabilities and protected veterans.

Department Heads, Managers and Supervisors

Department heads, managers and supervisors are advised annually of their responsibilities under Benton County's AAP and of their obligations to:

1. Foster and promote to subordinate employees the importance of a diverse, respectful, and discrimination-free and harassment-free workplace.
2. Review of department employees engaging in any type of harassment; must follow the procedures outlined in the Benton County Personnel Manual – Rule 17 Employee Conduct.
3. Ensure all subordinates receive an orientation on the department's affirmative action goals and responsibilities and understand their own responsibilities for helping attain the goals in the agency and department.
4. Collaborate and recommend strategies with Human Resources and the EDI Program Coordinator to increase the percentage of people of color, people with disabilities, LGBTQ, women, and veterans who are invited for interview. Uphold County processes and rules in filling vacancies, recruitment planning strategies, resources available, and promotion consideration.
5. Evaluate how well employees demonstrate and act in concert with County values and policies by prompt and appropriate crucial conversations in any situation, which may create a respectful and inclusive workplace.
6. Stive to have ethnically diverse representation of the interview panel members during interviews and have all panel members attend the diversity and inclusion training for interview panels.
7. Review the county's Affirmative Action Policy with subordinate managers and supervisors to ensure that they are aware of the policy and understand their obligation to comply with it in all personnel actions.
8. Attend and encourage subordinates, Department Heads, managers, supervisors, and employees to participate in and support diversity equity, and inclusion education and celebrations.
9. Assist in the identification of problem areas, formulate solutions, and establish departmental goals and objectives when necessary. This can be done in collaboration with the assigned Human Resources Analyst.
10. Review the qualifications of all applicants and employees to ensure qualified individuals are treated in a non-discriminatory manner when hire, promotion, transfer, and termination occurs.
11. Review all employees' performance to ensure that non-discrimination is adhered to in all personnel activities.
12. Provide information for AAP audit related matters to EEO/Affirmative Action Officer as requested to complete reports.

Affirmative Action Plan Audit and Reporting System

The EEO/Affirmative Action Officer has the responsibility for developing and preparing the formal documents of the AAP. The EEO/Affirmative Action Officer also is responsible for the effective implementation of the AAP; however, responsibility is likewise vested with each department head, manager and supervisor.

Benton County's audit and reporting system is designed to:

- Measure the effectiveness of the AAP/EEO program;
- Document personnel activities;
- Identify problem areas where remedial action is needed; and
- Determine the degree to which AAP goals and objectives have been obtained.

The following personnel activities are reviewed to ensure non-discrimination and equal employment opportunity for all persons regardless of race, color, national origin, sex, sexual orientation, age, religion, disability or veteran's status:

- Recruitment, advertising, and job application procedures;
- Hiring, promotion, upgrading, award of tenure, layoff, recall from layoff;
- Rates of pay and any other forms of compensation including fringe benefits;
- Job assignments, job classifications, job descriptions, and seniority lists;
- Sick leave, leaves of absence, or any other leave;
- Training, apprenticeships, attendance at professional meetings and conferences; and
- Any other term, condition, or privilege of employment.

The following documents are maintained as a component of Benton County's internal audit process:

1. An applicant flow log showing the race, sex, job title and the action taken for all individuals applying for job opportunities;
2. Summary data of external job offers and hires, internal promotions, resignations, terminations, and layoffs by job group and by sex and minority group identification;
3. Summary data of applicant flow by identifying, at least, total applicants, total minority applicants, and total female applicants for each position;
4. Maintenance of employment applications (not to exceed three years), and compensation records.

Annual Reports

Benton County's audit system includes an annual report documenting Benton County's efforts to achieve its EEO/AAP responsibilities. Managers and supervisors are asked to report any current or foreseeable EEO problem areas and are asked to outline their suggestions/recommendations for solutions. In addition, each report will be reviewed by the County Administrator with the Commissioners. During annual reporting:

1. The EEO/Affirmative Action Officer will discuss any problems relating to significant rejection ratios, EEO charges, etc., with the Director of Human Resources; and
2. The EEO/Affirmative Action Officer will report the status of the Benton County's AAP goals and objectives to the Human Resources Director. The Affirmative Action Officer will recommend remedial actions for the effective implementation of the AAP.

Affirmative Action Plan Goals and Findings

Job Group: Officials and Administrators

Females: The availability for this group is 44.1% and the County's current utilization is 49.3%.

Minorities: The availability for this group is 11.9% and the County's current utilization is 9.9%.

Strategies to address underutilization:

- Continue efforts to provide a welcoming and discrimination free environment.
- Cultivate relationships with organizations that serve persons from under-represented groups.
- Advertise vacancies in media that serves or represents persons from under-represented groups.

Job Group: Professionals

Females: The availability for this group is 49.9% and the County's current utilization is 67.5%.

Minorities: The availability for this group is 15.9% and the County's current utilization is 19.2%.

Job Group: Technicians

Females: The availability for this group is 47.1% and the County's current utilization is 54.5%.

Minorities: The availability for this group is 15.4% and the County's current utilization is 26%.

Job Group: Protective Service

Females: The availability for this group is 5.4% and the County's current utilization is 15.3%.

Minorities: The availability for this group is 19% and the County's current utilization is 1.7%.

Strategies to address underutilization:

- Continue efforts to provide a welcoming and discrimination free environment.
- Cultivate relationships with organizations that serve persons from under-represented groups.
- Advertise vacancies in media that serves or represents persons from under-represented groups.

Job Group: Administrative Support

Females: The availability for this group is 70.2% and the County's current utilization is 96.7%.

Minorities: The availability for this group is 15% and the County's current utilization is 28.3%.

Job Group: Skilled Craft

Females: The availability for this group is 8.7% and the County's current utilization is 0.0%.

Minorities: The availability for this group is 12.4% and the County's current utilization is 14.3%.

Strategies to address underutilization:

- Continue efforts to provide a welcoming and discrimination free environment.
- Cultivate relationships with organizations that serve persons from under-represented groups.
- Advertise vacancies in media that serves or represents persons from under-represented groups.

Job Group: Service / Maintenance

Females: The availability for this group is 45.8% and the County's current utilization is 13.3%.

Minorities: The availability for this group is 24.8% and the County's current utilization is 20.0%.

Strategies to address underutilization:

- Continue efforts to provide a welcoming and discrimination free environment.
- Cultivate relationships with organizations that serve persons from under-represented groups.
- Advertise vacancies in media that serves or represents persons from under-represented groups.

Appendix A – Benton County Personnel Policies

1. Equal Opportunity Employer Policy
2. Americans with Disabilities Act Policy
3. Protected Class Discrimination /Harassment
4. Sexual Harassment
5. Cultural Proficiency
6. Affirmative Action Policy

Appendix A-1: Equal Opportunity Employer Policy

Benton County will provide fair and equal employment opportunity to all qualified people within its workforce, and to prohibit discrimination in employment on the basis of race, color, religion, gender, national origin, disability, age, condition of pregnancy, sexual orientation, gender identity, military service, political affiliation, socio-economic, marital status or affectional preferences.

Benton County is committed to ensuring an inclusive, diverse workforce that is reflective of the community it serves. The County's Cultural Competency Policy & Educational Plan enacted in 2001 and this Equal Employment Opportunity Policy provide the foundation for this commitment.

Benton County's equal employment opportunity policy applies not only to recruitment and hiring practices, but also includes affirmative action in the area of placement, promotion, transfer, rate of pay and termination. The policy includes, but is not limited to:

- Nondiscriminatory recruitment, screening, testing, hiring, training, promoting of persons in all job categories;
- Employment decisions that are based on Benton County's commitment to equal opportunity;
- Ensuring that promotion decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunity;
- Ensuring that all personnel actions such as; compensation, benefits, transfers, work assignments, layoffs, return from layoff, disciplinary actions , terminations, training, and education are administered in a fair and nondiscriminatory manner; and
- Ensuring steps are taken to correct under-representation of any protected group within the County's workforce.

It is the policy of Benton County to fully comply with Title VII of the Civil Rights Act of 1964; section 504 of the Rehabilitation Act of 1973; the Age Discrimination In Employment Act of 1975 as amended, the Americans with Disabilities Act, the American Family and Medical Leave Act, and all other applicable Federal, State and local statutes, regulations, and/or ordinances that affect or foster Affirmative Action and Equal Opportunity. (In accordance with section 504 of the Rehabilitation Act of 1973, Benton County facilities are accessible to the handicapped.)

Appendix A-2: Americans with Disabilities Act Policy

The ADA requires reasonable accommodation to applicants and/or employees with disabilities. The applicants and/or employees or someone acting on his/her behalf must request accommodation either verbally or in writing as soon as the need arises. Benton County may ask for documentation of such disability from an appropriate professional such as a doctor or rehabilitation counselor. Disabilities that are transitory do not qualify for accommodation under this Act. Requested accommodations cannot change or alter the essential functions of any position.

Requests for accommodation can be made to the supervisor, department head or Human Resource Director. Requests shall be forwarded to the Human Resources Director for evaluation. Once alerted of a disability, the Human Resource Director or designee will begin an interactive process with the applicant or employee to learn what accommodation, if any, is required.

The Human Resources Director or designee may consult, investigate, and/or require a second medical opinion at Benton County's expense in order to gain the necessary information to make a reasoned and factual finding on requests for accommodation.

Applicant Rights Under the Americans with Disabilities Act (ADA).

In compliance with the ADA, Benton County:

- Provides reasonable accommodation for applicants with disabilities to access employment opportunities.
- Provides for accessibility to enable a qualified applicant to participate in the application and selection process.
- Schedules interviews in a handicapped-accessible location.

In compliance with the ADA, the Human Resources Director is appointed to coordinate ADA compliance in all aspects except facilities. The Facilities Manager will work in conjunction with the Human Resources Director to coordinate ADA compliance with respect to County facilities.

The name, address, and telephone number of the Human Resources Director and the Facilities Manager shall be available to all applicants, employees, or interested parties, upon request to the Human Resources Department.

Appendix A-3: Protected Class Discrimination/Harassment

Benton County policy prohibits behavior based on another's protected status that has the purpose of:

- Creating an intimidating, hostile or offensive working environment;
- Unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Protected status refers race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran status. Discrimination/harassment, as described above, of any employee, job applicant, volunteer, or visitor shall expose the offending employee to disciplinary action, up to and including termination. Any supervisor or manager who has knowledge of such behavior yet takes no action to end it is also subject to disciplinary action.

Appendix A-4: Sexual Harassment

Sexual harassment is unlawful discrimination on the basis of gender. It is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Appendix A-5: Cultural Proficiency

The Benton County Board of Commissioners recognizes cultural proficiency as a learning priority for County employees.

Each 12-month period, all employees are required to attend a minimum of one training opportunity that will better enable them to effectively work with and serve internal and external customers from diverse cultural groups.

In support of this objective, the County will provide learning opportunities, educational resources and work time to enable employees to participate in partnerships, collaborations and learning activities that contribute to the achievement of a culturally proficient workforce.

Cultural proficiency activities include trainings, programs or workshops that:

- Provide awareness of one's own cultural communication style and how that reflects one's beliefs and values;
- Assist in adapting one's communication style to others;
- Educate and inform about working effectively in cross-cultural situations ;
- Improve our ability to recognize and to respond to cultural concerns of diverse groups, including histories, traditions, beliefs and value systems; and
- Acknowledge strength and legitimacy of other groups and inform participants about diverse perspectives.

A list of training opportunities is available through Benton County Human Resources. Educational opportunities other than those provided by Benton County Human Resources may also meet this requirement with the approval of the Human Resources/EEO Officer. County department heads are responsible for tracking compliance with this educational requirement and will report results to the Board of Commissioners as part of their annual performance evaluations.

Appendix A-6: Affirmative Action Policy

The government of Benton County, Oregon, will not discriminate on the basis of any protected status with regard to recruitment or recruitment advertising, hiring, training, promotion, and other terms and conditions of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. Benton County does and will take affirmative action to employ, advance in employment, and otherwise treat qualified individuals without discrimination based upon protected status, physical or mental disability, or veterans' status, in all employment practices.

Employment

Employment decisions at Benton County are based only on job-related criteria. All personnel actions or programs that affect qualified individuals such as employment, upgrading, demotion or transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, will be made without discrimination based upon the individual's protected status.

Accommodations

Benton County makes, and will continue to make, reasonable accommodations to promote the employment of qualified individuals with disabilities, unless such accommodations would impose an undue hardship on Benton County's business.

Affirmative Action Plan

The Affirmative Action Officer for Benton County will manage the Affirmative Action Plan ("AAP"). The AAP includes an audit and reporting system, which will include evaluating the effectiveness of the AAP.

All managers and supervisors will take an active part in the Benton County AAP to ensure that all qualified employees and prospective employees are considered and treated in a non-discriminatory manner with respect to all employment decisions.

Benton County will solicit the cooperation and support of all employees for the AAP. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the policy of affirmative action. In accordance with public law, the Benton County's AAP is available for inspection in the Human Resources Department office during regular business hours upon request.

Through the AAP, Benton County strives to achieve a workforce representative of the diversity of available qualified applicants in the County at large. Benton County will take proactive steps to develop diverse applicant pools for position vacancies in accordance with the AAP.

Employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, activities such as filing a complaint, assisting or participating in an investigation, compliance review or hearing, or opposing any act or practice made unlawful, or exercising any other right protected by applicable rules or laws.

Appendix B - Acts

1. [Age Discrimination in Employment Act of 1967 \(ADEA\)](#)
2. [Titles I and V of the Americans with Disabilities Act of 1990 \(ADA\)](#)
3. [Sections 501 and 505 Rehabilitation Act of 1973](#)
4. [Equal Pay and Compensation Discrimination Equal Pay Act of 1963](#)
5. [Title VII of the Civil Rights Act of 1964](#)
6. [Genetic Information Discrimination Title II of the Genetic Information Nondiscrimination Act of 2008 \(GINA\)](#)

Appendix C - City and County Ordinances

City of Corvallis, Oregon - Code of Ordinances

Section 1.23.050 - Discrimination in employment prohibited.

It shall be unlawful to discriminate in employment on the basis of an individual's age if the individual is 18 years of age or older, citizenship status, color, familial status, gender identity or expression, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, sexual orientation, and source or level of income, by committing any of the acts made unlawful under the provisions of ORS 659A.030 or 659A.142, as applicable.

(Ord. 2007-09 § 6, 05/07/2007; Ord. 92-41 § 5, 12/07/92)

Benton County Oregon Code

CHAPTER 28

ANTI-DISCRIMINATION

ADMINISTRATION

28.005 Definitions. As used in BCC Chapter 28.

(1) "Gender identity" includes the status of being transsexual or transgender.

(2) "Sexual orientation" means actual or supposed perceived homosexuality, heterosexuality or bisexuality.

(3) "Source of income" means the means by which a person supports himself or herself and his or her dependents, including but not limited to money and property from any occupation, profession or activity, from any contract, settlement or agreement, from federal or state payments, court-ordered payments, gifts, bequests, annuities, life insurance policies, and compensation for illness or injury, but excluding any money or property derived in a manner made illegal or criminal by any law, statute or ordinance.

(4) All other terms used in BCC Chapter 28 are to be defined as in Oregon Revised Statutes Chapter 659 or Benton County Code Chapter 1. [Ord. 98-0139] 28.010 Purpose. The purpose of BCC Chapter 28 is to eliminate discrimination based on race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income. Such discrimination poses a threat to the health, safety and general welfare of the citizens of Benton County and menaces the institutions and foundation of our community. [Ord. 98-0139] 28.015 Intent. The intent of BCC Chapter 28 is that no person be denied the equal protection of the laws, nor shall any person be denied the enjoyment of his/her civil or political rights or be discriminated against because of race, color, religion, national origin, sex, age, condition of pregnancy, marital status, physical limitations, family responsibilities, educational association, source of income, gender identity, sexual orientation or affectional preferences. Nothing herein contained shall be construed to prohibit any affirmative laws passed by any level of government. [Ord. 98-0139] 28.020 Exceptions.

(1) The prohibitions in BCC Chapter 28 against discriminating on the basis of sexual orientation do not apply:

(a) To the leasing or renting of a room or rooms within an individual living unit which is occupied by the lessor as his or her residence;

(b) To dwellings with not more than two individual living units where one of the units is owner

occupied.

(c) To bona fide church or sectarian religious organizations, including churches, temples, synagogues, religious schools or other facilities used primarily for religious purposes.

(2) The prohibitions of BCC Chapter 28 against discriminating on the basis of source of income do not prohibit:

(a) Inquiry into and verification of a source or amount of income;

(b) Inquiry into, evaluation of, and decisions based on the amount, stability, security or creditworthiness of any source of income;

(c) Screening prospective purchasers and tenants on bases not specifically prohibited by BCC Chapter 28 or state or federal law.

(d) Refusal to contract with a governmental agency under 42. U.S.C. §1437f(a) "Section 8". [Ord. 98-0139] 28.025 Enforcement.

(1) Enforcement of all or any part of BCC Chapter 28 shall be governed by the procedures established in ORS Chapter 659. Rules adopted by the County Attorney pursuant to BCC Chapter 28 may also be used to implement enforcement and administration of BCC Chapter 28.

(2) Any person claiming to be aggrieved by an unlawful employment practice under BCC Chapter 28 may file a complaint with the Commissioner of the Bureau of Labor and Industries under procedures established in ORS 659.040, and any person claiming to be aggrieved by an unlawful practice under BCC Chapter 28 relating to selling, renting or leasing real estate or discrimination in public accommodations, may file a complaint with the Commissioner under procedures established in ORS 659.045.

(3) The Commissioner may then proceed and shall have the same enforcement powers under BCC Chapter 28, and if the complaint is found to be justified, the complainant shall be entitled to the same remedies under ORS 659.050 to 659.085 as in the case of any other complaint filed under ORS 659.040 or 659.045

(4) Any order issued by the Commissioner of the Bureau of Labor and Industries under BCC Chapter 28 shall be viewed as one issued by a hearings officer employed by the County within the meaning of ORS 46.045(3) and shall be fully enforceable by the County.

(5) Any person claiming to be aggrieved by an unlawful discriminatory act under the provisions of this code shall have a cause of action in any court of competent jurisdiction for damages and such other remedies as may be appropriate. Election of remedies and other procedural issues relating to the interplay between administrative proceedings and private rights of action shall be handled as provided for in ORS 659.095 and 659.121. The court may grant such relief as it deems appropriate, including but not limited to such relief as is provided in ORS 659.121. [Ord. 98-0139] 28.030 Authority of the County Attorney to Adopt Rules.

(1) The County Attorney is hereby authorized to adopt rules, procedures and forms to assist in the implementation of the provisions of BCC Chapter 28.

(2) Any rule adopted pursuant to this Section shall require a public review process. Not less than ten (10) nor more than thirty (30) days before such public review process, notice shall be given by publication in a newspaper of general circulation. Such notice shall include the place, time and purpose of the public review process and the location at which copies of the full text of the proposed rules may be obtained.

(3) During the public review, a designee of the County Attorney shall hear testimony or receive written comment concerning the proposed rules. The County Attorney shall review the recommendation of his or her designee, taking into consideration the comments received during the public review process, and shall either adopt the proposal, modify or reject it. If a substantial modification is made, additional public review shall be conducted, but no additional notice shall be required if such additional review is announced at the hearing at which the original comments are received.

(4) Unless otherwise stated, all rules shall be effective upon adoption by the County Attorney and shall be filed in the office of the Board of Commissioners.

(5) Notwithstanding paragraphs 2) and 3) of this Section, an interim rule may be adopted without prior notice upon a finding that failure to act promptly will result in serious prejudice to the public interest or the interest of the affected parties. The finding shall state the specific reasons for such prejudice. Any rule adopted pursuant to this paragraph shall be effective for a period of not longer than 180 days. [Ord. 98-0139] 28.035 Construction. BCC Chapter 28 shall be broadly construed, consistent with its remedial purpose. [Ord. 98-0139] 28.040 Severability of Provisions. If any party or provision of BCC Chapter 28, or application thereof to any person or circumstance, is held invalid, the remainder of BCC Chapter 28 and the application of the provision or part thereof, to other persons not similarly situated or to other circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, provisions of BCC Chapter 28 are severable. [Ord. 98-0139]

PROHIBITIONS

28.105 Discrimination in Employment Prohibited.

(1) It shall be an unlawful employment practice for an employer to discriminate on the basis of an individual's race, religion, color, sex, national origin, marital status, age if the individual is 18 years of age or older, or disability, by committing any of the acts made unlawful under the provisions of ORS 659.030 and 659.425.

(2) In addition, it shall be an unlawful employment practice for an employer to discriminate on the basis of an individual's sexual orientation, source of income, gender identity or familial status, by committing against any such individual any of the acts already made unlawful under ORS 659.030 when committed against the categories of persons listed herein. [Ord. 98-0139] 28.110 Discrimination in selling, renting, or leasing real property prohibited.

(1) It shall be unlawful to discriminate in selling, renting or leasing real property on the basis of an individual's race, religion, color, sex, national origin, marital status, familial status, or disability, by committing any of the acts made unlawful under the provisions of ORS 659.033 and 659.430.

(2) In addition, it shall be unlawful to discriminate in selling, renting or leasing real property on the basis of an individual's sexual orientation, gender identity, source of income, or age if the individual is 18 years of age or older except as is excluded in ORS 659.033 subsection 6(a) and

(b), by committing against any such individual any of the acts already made unlawful under ORS 659.033 when committed against the categories of persons listed therein. [Ord. 98-0139] 28.115 Discrimination in Places of Public Accommodation Prohibited.

(1) It shall be unlawful to discriminate in public accommodations on the basis of an individual's race, religion, color, sex, national origin, marital status, age if the individuals is 18 years of age or older, or disability, by committing any of the acts made unlawful under the provisions of ORS 659.037, 659.425, or ORS 30.670 to 30.685.

(2) In addition, it shall be unlawful in public accommodations to discriminate on the basis of an individual's sexual orientation, gender identity, source of income or familial status, by committing against any such individual any of the

acts already made unlawful under ORS 659.037 or ORS 30.670 to 30.685 when committed against the categories of persons listed therein. [Ord. 98-0139]

Last Modified 8/14/98, Ord. 98-0139 28-1

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 04/05/22

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 Easement from Northernwood LLC

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	
Northernwood LLC submitted to Benton County a permanent easement for a roadside drainage way and culvert for access, maintenance, and repair purposes to Benton County for a new drainage ditch and culvert that is required by Benton County Public Works along N. 19th Street, County Road Number 26630.	Identified Salient Issues *
	Options *
	Fiscal Impact *
	Fiscal Impact *
The easement for a drainage way and culvert were granted by the landowner, Northernwood LLC at no cost to Benton County.	

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.
 Right of way is managed by Benton County Public Works Department.

Values and Focus Areas

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

Core Values ^{*} Select all that apply.

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

Explain Core Values Selections ^{*} The new drainage and culvert easement will allow the development of the property and improve the physical road for access.

Focus Areas and Vision ^{*} Select all that apply.

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

Explain Focus Areas and Vision Selection ^{*} The improved drainage will allow for future improvement of the road and allow better movement of pedestrian and motorized traffic.

Recommendations and Motions

Item Recommendations and Motions

Staff

Recommendations *

Staff recommends that the Board of Commissioners accept the easement for the drainage way and culvert granted to Benton County by Northernwood LLC.

Meeting Motions *

I move to ...

I move to accept the easement granted to Benton County by Northernwood LLC for a drainage way and culvert.

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.

Vicinity map Easement.pdf

359.19KB

Easement.pdf

220.8KB

Comments (optional) originals are in inter-office mail to you.

If you have any questions, please call ext.6800

**Department
Approver**

GARY STOCKHOFF

Comments

Signature

Gary Stockhoff

BOC Initial Approval

Approvals Required ☒ Counsel
☐ Finance
☐ HR

Counsel Approver VANCE CRONEY

County Administrator Approver
JOE KERBY

Comments

Counsel Approval

Comments

Signature



Vance H. Cheney

Comments

Signature

Theresa Kelly

Comments

Signature

Teresa Foley

After Recording
Return to
Benton County Public Work

EASEMENT

T12S, R6W, Section 12 , Tax Lot 2500

Northernwood, LLC, hereinafter referred to as the GRANTOR(s) does hereby and forever grant, assign, agree to and set over unto Benton County, hereinafter referred to as the County, it's heirs, successors and assigns the following permanent easement for roadside drainage way and culvert access, maintenance and repair purposes, from that parcel described in Parcel 1 of Partition Plat 1991-09, Benton County Deed Records, Benton County, Oregon, the easement description Exhibit "A", and figure Exhibit "B" more particularly described as follows:

SEE EXHIBITS "A" & "B"

With the right of ingress and egress to, over, and from said premises at all times and the right privilege and authority, to the County, to construct, maintain, replace, reconstruct and/or remove drainage improvements with all appurtenances incident thereto or necessary therewith, on under and across the said premises, and to cut and remove from said easement any trees and other obstructions which may endanger the safety or interfere with the construction, use, or maintenance of said drainage way and culvert and all rights and privileges incident thereto.

Benton County has responsibility to build, improve, maintain, or otherwise service the easement contained within.

Except as to the rights herein granted, GRANTOR(s) reserve the right to full use and control of the above described real property in a manner consistent with these purposes. No building or other permanent structure that would enjoin the County from the intended purpose of this easement shall be placed within the easement without the written permission of the County, its heirs, successors and assigns as applicable.

Dated this 7 day of March 2022.

Grantor

Joe Sullivan
Joe Sullivan as a Member of Northernwood LLC

RECEIVED

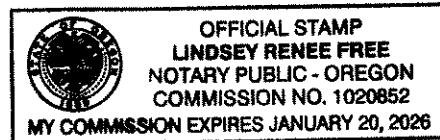
MAR 24 2022

Benton County
Board of Commissioners

State of Oregon)
County of Benton) ss.

On March 7th —, 2022, before me a notary public personally appeared by above-named Joe Sullivan as a Member of Northernwood LLC acknowledged the foregoing instrument to be a voluntary act and deed.


NOTARY PUBLIC FOR OREGON



ACCEPTED BY BENTON COUNTY
BOARD OF COMMISSIONERS

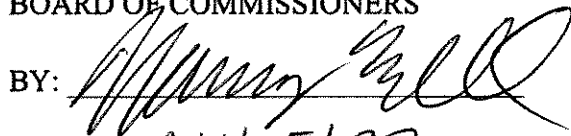
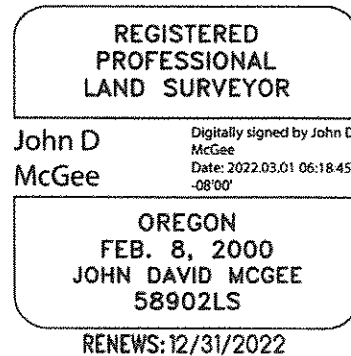
BY: 
DATE: 04/05/22

EXHIBIT A

PERMANENT EASEMENT FOR STORM DRAINAGE

A permanent storm drain easement in favor of Benton County, Oregon for maintenance and access over a portion of that Northernwood, LLC property described in Statutory Warranty Deed recorded in the Office of the Benton County Clerk as document number 2015-536387, in the Wayman St. Clair DLC No. 47, in the Northeast ¼ of Section 12, Township 12 South, Range 6 West, Willamette Meridian, in Benton County, Oregon, being more particularly described as:

A 10 foot-wide strip of land, the easterly line of which being the westerly Right-Of-Way line of 19th Street (County Road No. 26630), beginning at a point on said westerly Right-Of-Way line, said point being North 30°52'47" East 175.78 feet from the southeast corner of said Northernwood, LLC property, thence northerly along said Right-Of-Way line 231 feet.



STORM DRAIN EASEMENT EXHIBIT B

IN THE
WAYMAN ST. CLAIR DLC NO. 47
IN THE

N.E. 1/4 SEC. 12, T.12S., R.6W., W.M.
PHILOMATH, BENTON COUNTY, OREGON



SCALE 1" = 150'

PARCEL "1"
PARTITION PLAT NO. 91-9
TL 12612-02500
OWNER: NORTHERNWOOD LLC
DEED: 2015-536387

A=368.15
R=1110.92
DELTA=18°59'15"
LC=N36°25'58"E 368.47

10-FT STORM DRAIN EASEMENT

N 19TH STREET (GREEN
ROAD, CR No. 26630) 70'

A=331.03
R=927.30
DELTA=20°27'14"
LC=N35°40'05"E 329.28

SE CORNER OF TAX
LOT 2500
DEED2015-536387

REGISTERED
PROFESSIONAL
LAND SURVEYOR

John D
McGee

Digitally signed by John D
McGee
Date: 2022.03.01 06:18:18
-08'00'

OREGON
FEB. 8, 2000
JOHN DAVID MCGEE
58902LS

RENEWES: 12/31/2022

JDMcGee, Inc.

Engineering & Surveying
Land Use Planning
Wastewater Design

"Solving Problems for You"

1215 Main Street
PO Box 1472
Philomath, OR 97370
(541) 929-4226
(541) 929-4227 fax

BASIS OF BEARINGS IS CS 8645

LEGEND

- RECORD SURVEY BOUNDARY
- ||||| PUBLIC UTILITY EASEMENT
- FOUND 5/8" IRON PIPE

DRAWN BY: KP
JDM PROJECT #: 17-52 E

CHECKED BY: JDM

After Recording
Return to
Benton County Public Work

EASEMENT

T12S, R6W, Section 12 , Tax Lot 2500

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SEE EXHIBITS "A" & "B"

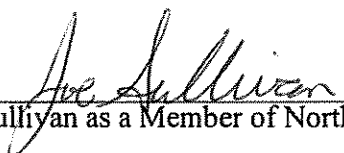
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Benton County has responsibility to build, improve, maintain, or otherwise service the easement contained within.

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Dated this 7 day of March 2022.

Grantor


Joe Sullivan as a Member of Northernwood LLC

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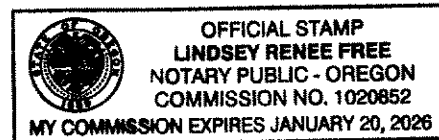
MAR 24 2022

Benton County
Board of Commissioners

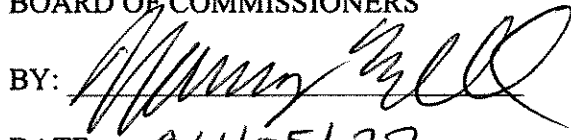
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County of Benton) ss.

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NOTARY PUBLIC FOR OREGON



ACCEPTED BY BENTON COUNTY
BOARD OF COMMISSIONERS

BY: 

DATE: 04/05/22

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REGISTERED
PROFESSIONAL
LAND SURVEYOR

John D
McGee

Digitally signed by John D
McGee
Date: 2022.03.01 06:18:45
-08'00'

OREGON
FEB. 8, 2000
JOHN DAVID MCGEE
58902LS

RENEWS: 12/31/2022

STORM DRAIN EASEMENT EXHIBIT B

IN THE
WAYMAN ST. CLAIR DLC NO. 47
IN THE

N.E. 1/4 SEC. 12, T.12S., R.6W., W.M.
PHILOMATH, BENTON COUNTY, OREGON



SCALE 1" = 150'

PARCEL "1"
PARTITION PLAT NO. 91-9
TL 12612-02500
OWNER: NORTHERNWOOD LLC
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LOT 2500
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PO Box 1472
Philomath, OR 97370
(541) 929 4226
(541) 929-4227 Fax

BASIS OF BEARINGS IS CS 8645

LEGEND

- RECORD SURVEY BOUNDARY
- ||||| PUBLIC UTILITY EASEMENT
- FOUND 5/8" IRON PIPE

DRAWN BY: KP
JDM PROJECT #: 17-52 E

CHECKED BY: JDM

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 04/05/22

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 * Release of Covenant 2017-563344 for large fir tree

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

Item Issues and Description	
Identified Salient Issues *	A large fir tree near the southwest corner of the property owned by Timothy P. and Kelly S. Franson, within the Benton County right of way, has a covenant with Benton County. The covenant states that the owners would be responsible for future maintenance, removal and liability for the tree, from the tree or limbs causing damage immediately adjacent to or the surrounding property or on the tree itself. The Fransons have cut the tree down and the covenant is no longer required. The landowners requested the covenant be removed.
	Options * 1) Accept the release of the covenant 2) Deny the release of the covenant
Fiscal Impact *	☒ Yes ☐ No
Fiscal Impact *	The release of the covenant for the large fir tree will not cost Benton County any road fund money for any inspection of the site or enforcement in the future.

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.
 Right of Way is managed by Benton County Public Works Department.

Values and Focus Areas

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

Core Values * Select all that apply.

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

Explain Core Values Selections * The release of the covenant will allow Benton County to use its time and money on improving other right of way projects.

Focus Areas and Vision * Select all that apply.

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

Explain Focus Areas and Vision Selection * The county can spend time improving other roads for better access.

Recommendations and Motions

Item Recommendations and Motions

Staff
Recommendations * Staff recommends that the Board of Commissioners accept the release of the covenant for a large fir tree.

Meeting Motions * I move to ...
I move to release the covenant recorded as document 2017-563344 from the property described and owned by Timothy and Kelly Franson.

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.

Vicinity map and Covenant with Exhibits 2017-563344.pdf	1.23MB
Release of Covenant 2017-563344_Porter Road 040522.pdf	229.11KB

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

Department Approver GARY STOCKHOFF

Comments

Signature



Gary Stockhoff

BOC Initial Approval

Approvals Required ☒ Counsel
☐ Finance
☐ HR

Counsel Approver VANCE CRONEY

County Administrator Approver
JOE KERBY

Comments

Counsel Approval

Comments

Signature



Vance H. Cheney

Comments

Signature

Theresa Kelly

Comments

Signature

Teresa Foley

After Recording Return To:

Benton County Public Works
360 SW Avery Avenue
Corvallis, OR 97333

Release of Covenant for a Large Fir Tree

BENTON COUNTY, A POLITICAL SUBDIVISION in the STATE OF OREGON, and its heirs, successors and assigns, hereafter called BENTON COUNTY, at the request of Timothy P. Franson and Kelly S. Franson, does hereby terminate, extinguish, release and declare to be of no further force and effect of a Covenant, for a large fir tree, recorded as document number 2017-563344 on property described in the covenant as Parcel 1 of Deed Document 2016-549618 of the Benton County, Oregon Deed Records, which includes the Timothy P. Franson and Kelly S. Franson property described as Parcel 2, Partition Plat No. 2018-021 in the Benton County Oregon Partition Plat Records.

SEE ATTACHED MAP FOR THE LOCATION OF THE LARGE FIR TREE

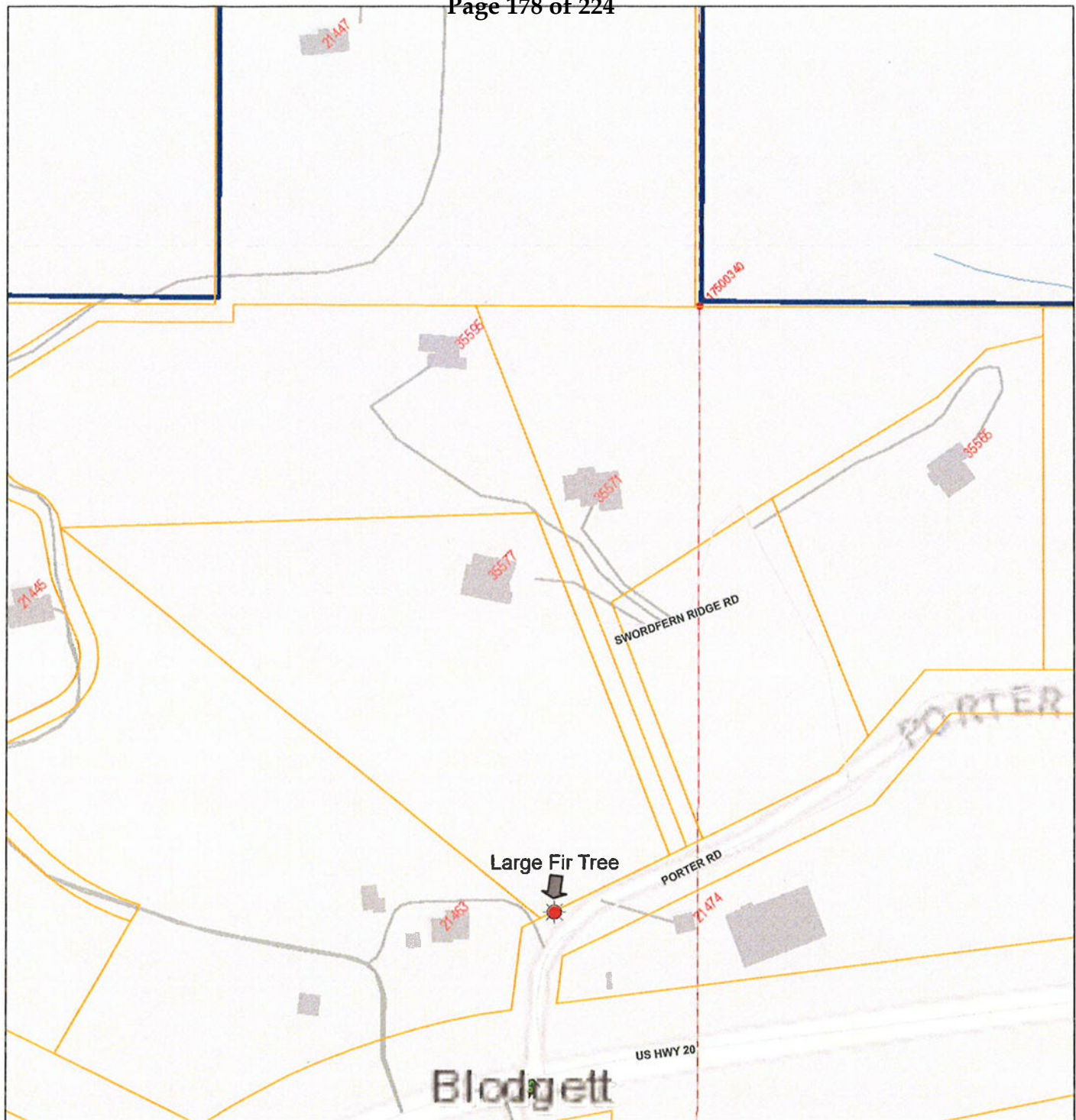
IN WITNESS WHEREOF, BENTON COUNTY has executed this instrument this 5th Day of April, 2022.

Chair, Benton County Board of Commissioners

State of OREGON)
) ss.
County of BENTON)

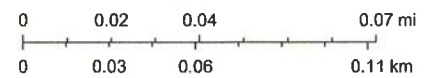
This instrument was acknowledged before me on April 5, 2022, by Nancy Wyse, Chair of the Benton County Board of Commissioners.

Notary Public – State of Oregon



3/15/2022, 3:05:10 PM

1:2,257







BENTON COUNTY, OREGON **2017-563344**
 DE-COV
 Cnt=1 Stn=46 COUNTER1 **10/20/2017 02:36:50 PM**
 \$25.00 \$11.00 \$22.00 **\$58.00**



00350101201705633440050058

James V. Morales, County Clerk for Benton County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.

James V. Morales - County Clerk



COVENANT

Current Deeded Owner's Name: Paul Raymond Gellatly and
 Angela Maria Hahn and Tracy Kingston Hahn

Planning File No. LU-17-006

T11S, R7W, Section 22, Tax Lot 204

Fir Tree located on 11-7-22-204 at southwest corner of property

Be it known to all that the undersigned, being the legal owner(s) of the real property described below, hereby consent and covenant as follows:

In consideration for the approval by Benton County of Planning File No. LU-17-006, a partition, the grantee, including heirs, assigns and lessees, recognizes that

A large fir tree on the southwest frontage of the property falls within the Benton County right of way (see Exhibits 1, 2, &3).

This covenant serves as notice to successive holders of interest in this property that the undersigned has acknowledged and accepted responsibility for future maintenance, removal (if necessary), and liability for the tree. Liability will extend to damages to the road and/or adjacent property or the cause of bodily injury or death should the tree drop limbs or, be uprooted/blown over by wind or other natural causes or, for any maintenance requirement caused by the tree to property immediately adjacent or, on the tree itself.

Legal Description: Parcel 1 of Deed Document 2016-549618 of Benton County, Oregon Deed Records.

This covenant shall be binding upon the undersigned and their heirs, successors, and assigns as a covenant running with the land or released by Benton County and/or as otherwise noted above.

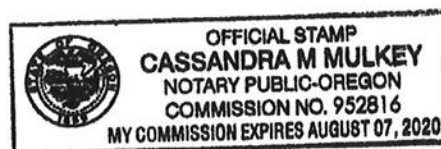
<u>Owner Signature</u>	<u>Printed Name</u>	<u>Address</u>
1. <u>Angela Hahn</u>	Angela Hahn	33676 Marys River Est Rd Philomath OR 97370

State of Oregon)

County of Benton) ss

On October 20, 2017 before me a notary public personally appeared the above-named
Angela Hahn and acknowledged the foregoing instrument to be a voluntary
 act and deed.

Before me: Cassandra M. Mulkey
 Notary Public of Oregon



After Recording Return to:
 COMMUNITY DEVELOPMENT DEPARTMENT



This Space for County Recording Use Only
as of 11-18-2002

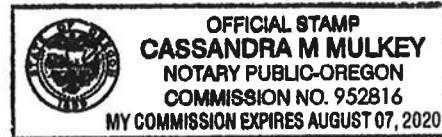
2. Owner Signature Tracy Hahn Printed Name Tracy Hahn Address 33674 Mary's River Estates Rd.
Philomath, OR 97370

State of Oregon)

County of Benton) ss

On October 20, 2017 before me a notary public personally appeared the above-named Tracy Hahn and acknowledged the foregoing instrument to be a voluntary act and deed.

Before me: Cassandra M. Mulkey
Notary Public of Oregon



3. Owner Signature Paul Gellatly Printed Name Paul Gellatly Address 22445 Wells Cr Rd
Philomath OR 97370

State of Oregon)

County of Benton) ss

On October 20, 2017 before me a notary public personally appeared the above-named Paul Gellatly and acknowledged the foregoing instrument to be a voluntary act and deed.

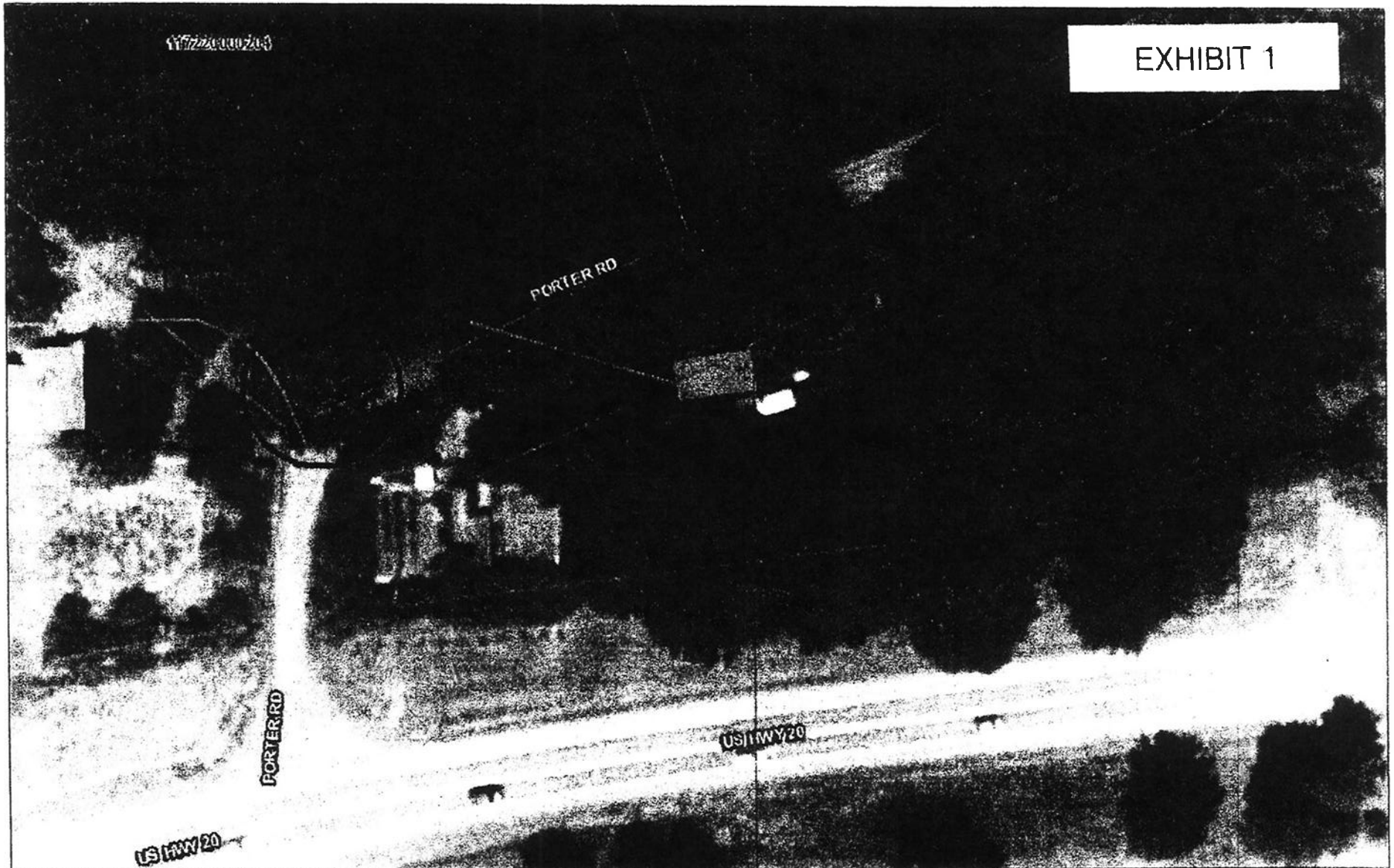
Before me: Cassandra M. Mulkey
Notary Public of Oregon



Remember you can use LEGAL SIZE if you're over 2 pages with letter size and wish to reduce the recording fee and conserve paper.

Page 182 of 224
Large Fir Tree-T11S-R7W-Section 20-Tax Lot 204

EXHIBIT 1



October 17, 2017

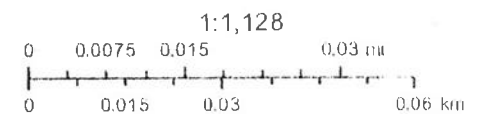
ArcGIS_Public.SDE.sectionlines Taxlots

SEC-LINE

Override 1

ArcGIS_Public.SDE.Roads

- ☒ Cities and Places
- ☐ County Parks



Benton County, Oregon
Esri, HERE, DeLorme, Mapbox, OpenStreetMap contributors, and the

Benton County, Oregon

EXHIBIT 2

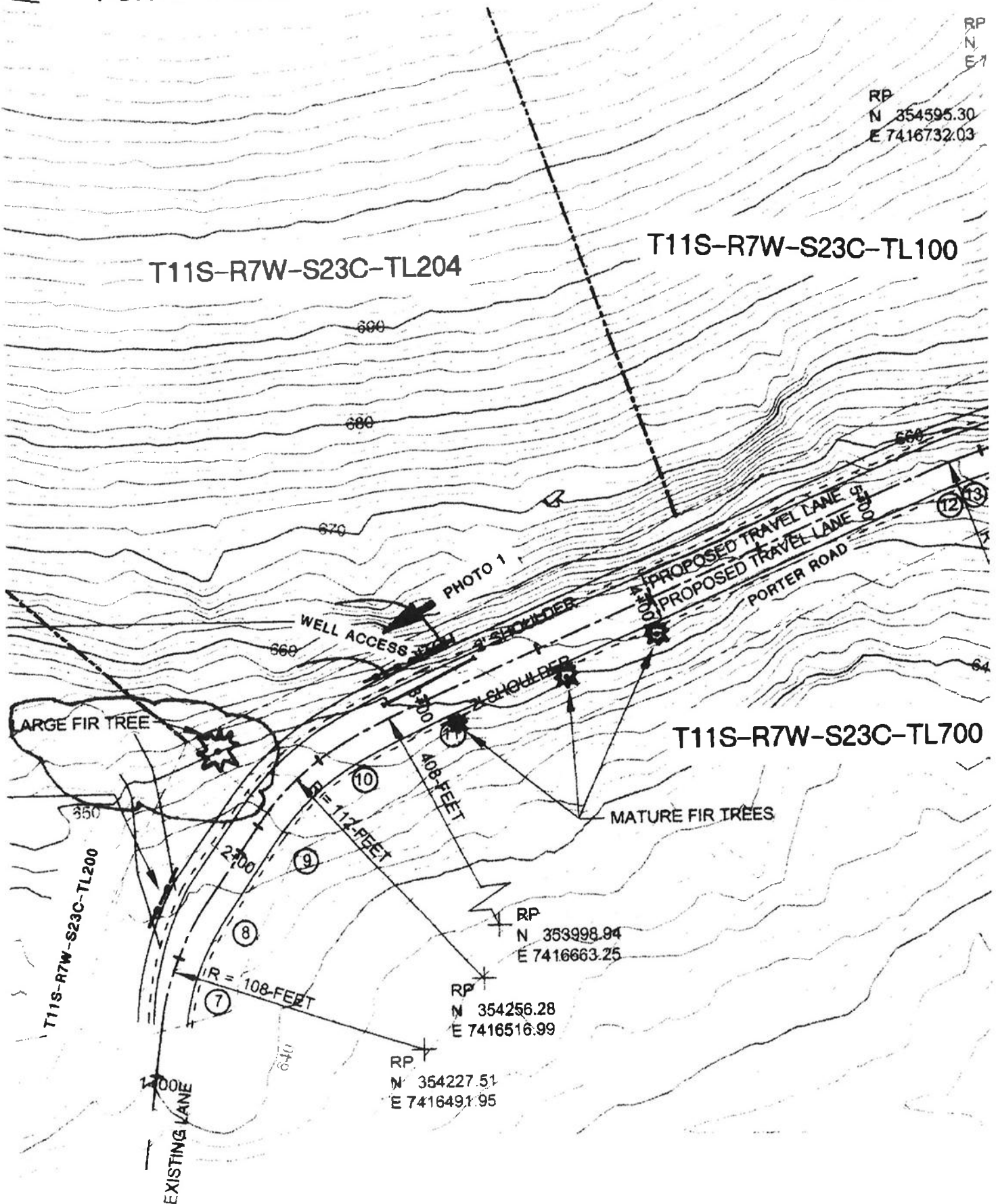
FIR
TREE

PHOTO 1

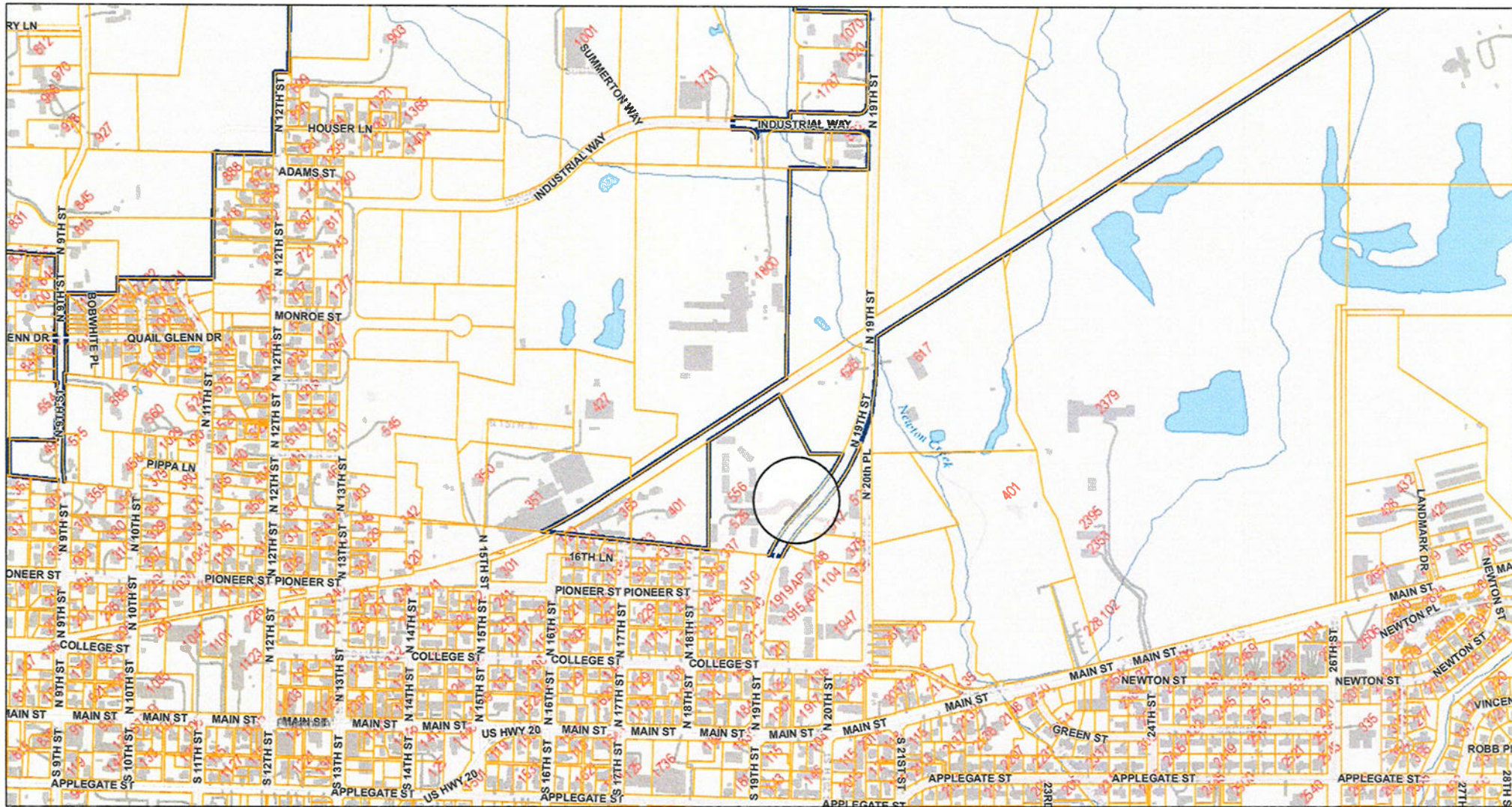
10/04/2017
W FROM WELL
ACCESS DRIVE

PORTER ROAD IMPROVEMENTS-2017

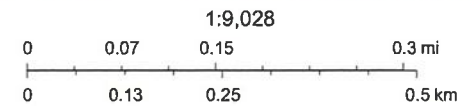
EXHIBIT 3



Vacinity Map



3/16/2022, 10:06:01 AM



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

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

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 04/05/22

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Finance

Contact Name * Jane Sievers

Phone Extension * 6769

Meeting Attendee Name * Rick Crager, Tami Tracy, Jane Sievers

Agenda Item Details



Item Title * Approval of Assessment and Tax (CAFFA) Grant Application for Fiscal Period 2022-2023

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 * 5 minutes

Board/Committee Involvement *

☐ Yes

☒ No

Advertisement *

☐ Yes
☐ No

Item Issues and Description	
Identified Salient Issues *	Annually, the County is required to file a one-year budget for the Assessment & Taxation (A&T) Program with the Oregon Department of Revenue. A portion of program expenses are reimbursed by the Department of Revenue based on Benton County's pro-rata share of all Oregon County A&T expenses. The purpose of the state program is to ensure counties are budgeting adequate resources to meet statutory requirements. The A&T grant document must be filed by May 1st. Program expenses include property tax valuation, related cartography, tax collection, property value appeals, and supporting data processing systems.
	The Department of Revenue does have authority to enforce County funding for A&T programs if it determines resources allocated are inadequate to meet standards. The first level is to discuss with the Assessor and Board of Commissioners its concerns. The second level is to not certify County expenditures, therefore denying program funds to the County.
Options *	The budget in the attached grant application is based on the 2022-2023 fiscal period of the 2021-2023 adopted budget.
	1. Approved as proposed 2. Hold or modify 3. Do not approve (failure to certify the document by May 1st could result in a substantial reduction in General Fund revenue for fiscal period 2022-2023)
Fiscal Impact *	☒ Yes ☐ No
Fiscal Impact *	The proposed amount for the Board to certify is \$3,015,421. The amount will produce a state wide ratio value of about 2.3%, generating an estimated \$421,000 to cover about 18% of costs of the Assessment & Tax functions in fiscal period 2022-2023.

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.
 Per ORS 294.175

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 Staff recommends the Board certify the amount to the Department of Revenue.

Recommendations *

Meeting Motions * I move to ...

I move to approve the 2022-2023 CAFFA Grant Document, certifications, and resolution as presented and authorize the Chief Financial Officer to digitally sign the online documents on behalf of the Board of Commissioners and submit to the Oregon Department of Revenue.

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. 22-23 CAFFA Grant Application Packet_Original
for Board Meeting.pdf | 1.78MB |
| 2. 22-23 CAFFA Application Resolution.pdf | 231.85KB |

Comments (optional)

If you have any questions, please call ext.6800

**Department
Approver**

RICHARD CRAGER

Comments

Signature

Rick Crager

BOC Initial Approval

Approvals Required ☐ Counsel
☐ Finance
☐ HR

County Administrator Approver JOE KERBY

Comments

Comments

Signature

Theresa Kelly

Comments

Signature

Teresa Foley

Form 8

Grant Application Resolution

BENTON County is applying to the Department of Revenue to participate in the County Assessment Function Funding Assessment Program.

This state grant provides funding for counties to help them come into compliance or remain in compliance with ORS 308.232, 308.234, Chapters 309, 310, 311, 312, and other laws requiring equity and uniformity in the system of property taxation.

BENTON County has undertaken a self-assessment of its compliance with the laws and rules that govern the Oregon property tax system. The County is generally in compliance with ORS 308.232, 308.234, Chapters 309, 310, 311, 312, and all requiring equity and uniformity in the system of property taxation.

BENTON County agrees to appropriate budgeted dollars based on 100 percent of the expenditures certified in the grant application. The total expenditure amount for consideration in the grant is \$3,015,421. If 100 percent isn't appropriated, no grant shall be made to the county for each quarter in which the county is out of compliance.

The County designates the following individual as the contact for this grant application.

<u>JANE SIEVERS</u>	<u>(541) 766-6769</u>	<u>JANE.SIEVERS@CO.BENTON.OR.US</u>
Name	Phone	Email

County Approval

By selecting the "I Accept" checkbox, you are signing this Resolution electronically and certifying the Resolution has been approved by the board. You agree your electronic signature is the legal equivalent of your manual signature.

☐ I Accept

<u>RICK CRAGER</u>	<u>CHIEF FINANCIAL OFFICER</u>	
Chair/Judge or Appointee	Title	Sign Date



Form 1

Grant Application Staffing

2022-2023

County	Column 1 Approved FTE current year (2021-22)	Column 2 Budgeted FTE coming year (2022-23)	Column 3 Change (Column 2 less Column 1)
BENTON			
A. Assessment administration			
Assessor, deputy, etc.	1.00	2.00	1.00
Assmt. support staff, deed clerks and data entry staff	3.50	4.50	1.00
Total assessment administration staff	4.50	6.50	2.00
B. Valuation and appraisal staff			
Chief appraisers/appraiser supervisor	1.00	1.00	0.00
Lead appraisers.....	1.00	1.00	0.00
Residential appraisers	3.00	3.00	0.00
Commercial/industrial appraisers	3.00	2.00	(1.00)
Farm/forest/rural appraisers.....	1.00	1.00	0.00
Manufactured structure/floating structure appraisers	0.50	0.50	0.00
Personal property appraisers.....	0.00	0.00	0.00
Personal property clerks.....	0.00	0.00	0.00
Sales data analyst.....	1.00	1.00	0.00
Data gatherers and appraisal techs.....	0.00	0.00	0.00
Total valuation and appraisal staff	10.50	9.50	(1.00)
C. Board of Property Tax Appeals (BoPTA)	0.20	0.20	0.00
D. Tax collection and distribution administration			
Administration, deputy, etc.....	0.50	0.50	0.00
Support and collection	1.65	1.65	0.00
Tax distribution	0.10	0.10	0.00
Foreclosure and garnishment.....	0.50	0.50	0.00
Total tax collection and distribution	2.75	2.75	0.00
E. Cartography and GIS administration			
Cartographic/GIS supervisor.....	0.00	0.00	0.00
Lead cartographers	1.00	1.00	0.00
Cartographers.....	1.00	0.00	(1.00)
GIS specialists.....	1.00	1.00	0.00
Total cartographic and GIS staff	3.00	2.00	(1.00)
F. Dedicated IT services for A&T	0.44	0.44	0.00
G. Total assessment and taxation staffing	21.39	21.39	0.00



Form 2 Explanation of Staffing Issues

2022-2023

County BENTON

In this section, explain any difference between approved staffing for the current year and staffing for the budgeted year. Explain why any funded positions were unfilled for the current year. Use this form to describe the intended use of nonpermanent workers (temporary help, project temporaries, and contractors) by A&T function, along with their cost. Note any special or unique aspects regarding who accomplishes the work and how they accomplish it related to Forms 4, 5, and 6. For example, if you use staff to perform personal property functions, other than those reported on Form 1, Section B, note that here and include the FTE.

Cartographer (1.0 FTE) moved categories from Cartography and GIS Admin to Assessment Admin.

Personal Property Specialist (1.0 FTE) moved categories from Appraisal and Valuation to Assessment Admin.



Form 3 General Comments

2022-2023

County BENTON

Use this form to describe any issue in your budget that needs further clarification. Examples include significant changes on Form 7, purchase of a new data processing system, salary increases, new car purchases, personnel services, costs for mapping, etc. You can also use this form to document any miscellaneous comments about this grant application.



Form 4

Valuation and Appraisal Resources

2022-2023

County <u>BENTON</u>	Number of accounts by activity		Number of FTE by activity	
	Actual (2021-22)	Estimated (2022-23)	Actual (2021-22)	Estimated (2022-23)
Activities				
1. Real property exceptions, special assessments and exemptions				
New construction.....	1,350	1,375	4.00	4.00
Zone changes.....	9	10	0.05	0.05
Subdivisions, segregations, and consolidations..	1,048	900	1.25	1.25
Omitted properties	19	25	0.05	0.05
Special assessment qualification and disqualification	129	125	0.20	0.20
Exemptions.....	114	100	0.15	0.15
Subtotal.....	2,669	2,535	5.70	5.70
2. Appeals and assessor review				
Assessor review and stipulations	2	5	0.05	0.05
BOPTA	20	40	0.10	0.10
Department of Revenue.....	0	0	0.00	0.00
Magistrate Division of the Oregon Tax Court.....	3	5	0.10	0.10
Regular Division of the Oregon Tax Court	0	0	0.00	0.00
Subtotal.....	25	50	0.25	0.25
3. Real property valuation				
Physical reappraisal.....	2,237	2,400	3.15	3.15
Recalculation only—no appraisal review	38,818	39,600	0.10	0.10
Subtotal.....	41,055	42,000	3.25	3.25
4. Business personal property (returns mailed)	2,150	2,175	0.50	0.50
5. Ratio			0.30	0.30
6. Continuing education			0.00	0.00
7. Other valuation—appraisal activity			0.00	0.00
8. Total valuation and appraisal staff (FTE)			10.00	10.00



Form 5

Tax Collection and Distribution

Work Activity

2022-2023

County BENTON

Number of accounts by activity

Actual (2021-22)	Estimated (2022-23)
---------------------	------------------------

1. Number of accounts requiring roll corrections

Business personal property	42	20
Personal property manufactured structures	6	6
Real property	99	100

2. Number of accounts requiring a refund

Business personal property	42	20
Personal property manufactured structures	4	4
Real property	49	49

3. Number of delinquent tax notices sent

Business personal property	175	180
Personal property manufactured structures	130	140
Real property	1,554	1,600

4. Number of foreclosure accounts processed

Real property only	16	25
--------------------------	----	----

5. Number of accounts issued redemption notices

Real property only	9	10
--------------------------	---	----

6. Number of warrants	280	290
-----------------------------	-----	-----

7. Number of garnishments	0	10
---------------------------------	---	----

8. Number of seizures	0	0
-----------------------------	---	---

9. Number of bankruptcies	9	10
---------------------------------	---	----

10. Number of accounts with an address change processed	2,334	2,300
---	-------	-------

11. How many second trimester statements do you mail?	0
---	---

12. How many third trimester statements do you mail?	0
--	---

13. Does the county contract for lock box service?	☐ Yes ☒ No
--	---

14. Does the county use in-house remittance processing?	☒ Yes ☐ No
---	---

15. Is tax collecting combined with another county function?	☐ Yes ☒ No
--	---

If yes, describe that function on Form 2.



Form 6
Assessment and Administrative
Support and Cartography
Work Activity

2022-2023

County BENTON

**Assessment and administrative support
work activity**

	Numbers by activity	
	Actual (2021-22)	Estimated (2022-23)
1. Number of deeds worked	4,659	4,500

Cartography work activity

	Numbers by activity	
	Actual (2021-22)	Estimated (2022-23)
1. Number of new tax lots	194	200
2. Number of lot line adjustments	56	48
3. Number of consolidations	20	12
4. Number of new maps	1	5
5. Number of tax code boundary changes	7	7



Form 7

Summary of Expenses

2022-2023

County BENTON

	A. Assessment Administration	B. Valuation	C. BOPTA	D. Tax Collection & Distribution	E. Cartography*	F. Dedicated IT services for A&T	Totals
Current operating expenses							
1. Personnel services	722,959	992,080	21,484	383,139	162,009	63,393	2,345,064
2. Materials and services	75,223	103,224	12,800	58,313	16,857	238,767	505,184
3. Transportation	0	18,420	0	0	0	304	18,724
4. Total current operating expenses (Total direct expenses)	798,182	1,113,724	34,284	441,452	178,866	302,464	2,868,972

* Include approved grant funding for ORMAP

Indirect expenses

5. Total direct expenses (line 4)	2,868,972
6. If you use the 5 percent method to calculate your indirect expenses, enter 0.05 in this box.	0.05
Total indirect expenses (line 5 multiplied by line 6)	143,449
6A. If you use a percent amount approved by a federal granting agency to calculate your indirect expenses, enter that percentage in this box.....	0.00000
Total indirect expenses (line 6A multiplied by the direct expense amount for the category/categories that your certificate allows)	0
7. Total indirect expenses	143,449

Capital outlay

	Assessment Administration	Valuation	BOPTA	Tax Collection & Distribution	Cartography	Data Processing Support (IT, AT)	Total capital outlay without regard to limitation
8. Enter the actual capital outlay without regard to limitation.	0	3,000	0	0	0	0	3,000
9. Total direct and indirect expenses (sum of lines 4 and 7)							3,012,421
10. Direct and indirect expenses multiplied by 0.06							180,745
11. The greater of line 10 or \$50,000.....							180,745
12. Capital outlay (the lesser of line 8 or line 11)							3,000
13. Total expenditures for CAFFA consideration (sum of lines 4, 7, and 12)							3,015,421

Form 8

Grant Application Resolution

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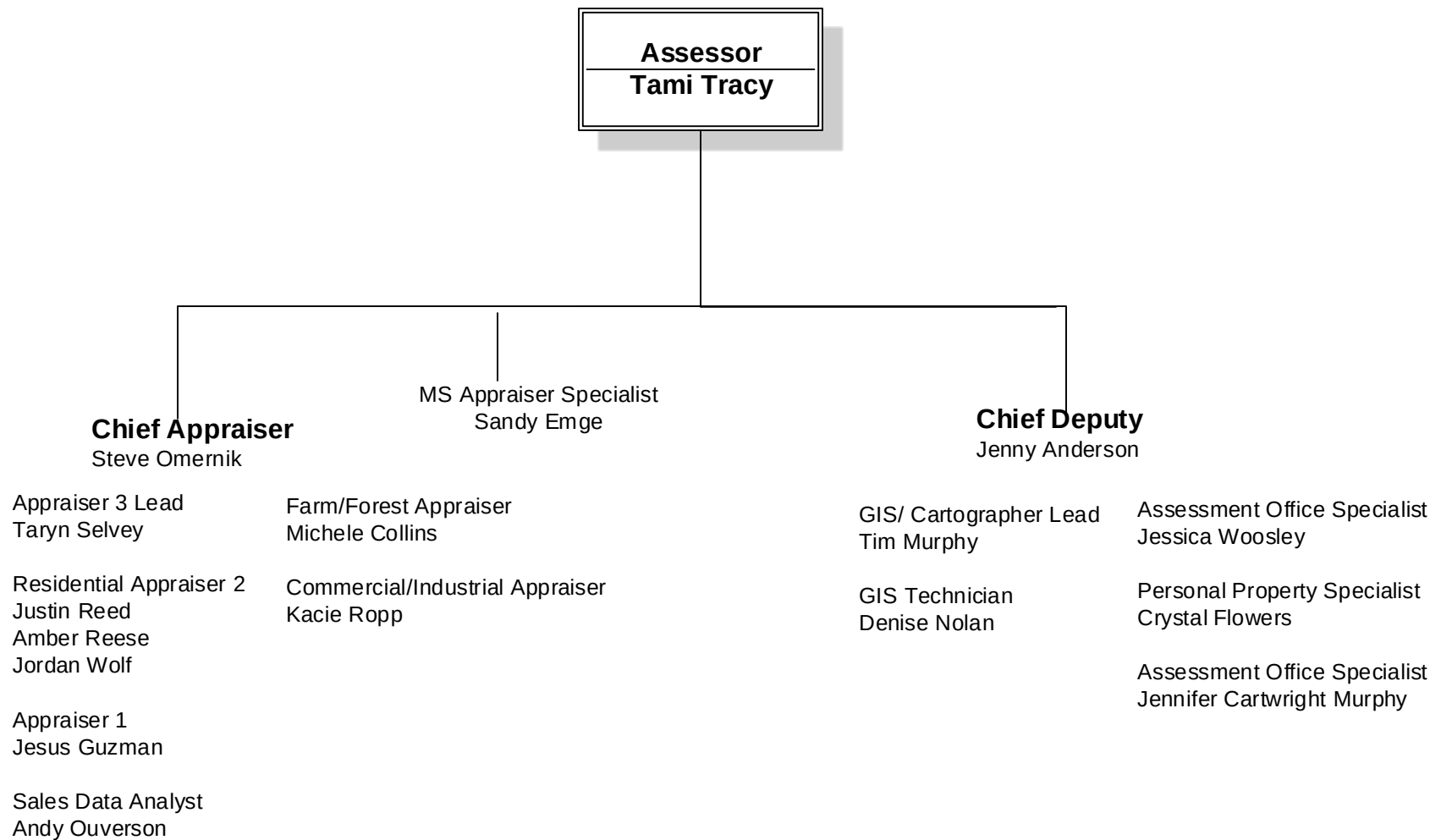
<u>JANE SIEVERS</u>	<u>(541) 766-6769</u>	<u>JANE.SIEVERS@CO.BENTON.OR.US</u>
Name	Phone	Email

County Approval

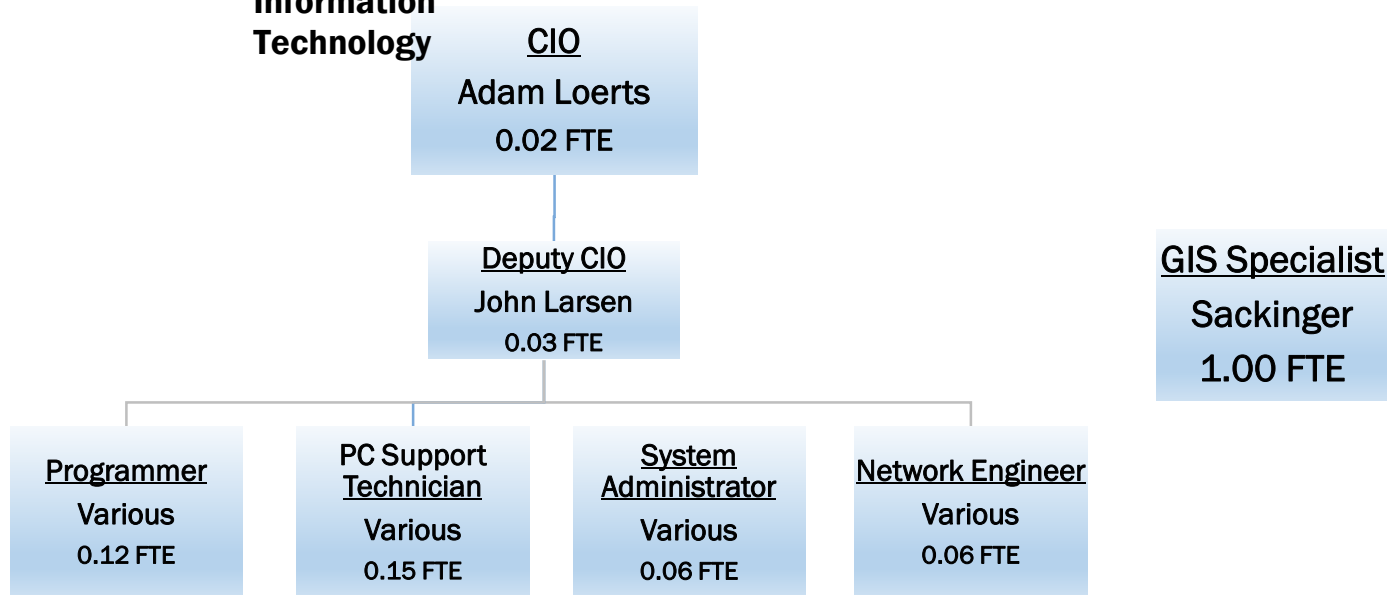
By selecting the "I Accept" checkbox, you are signing this Resolution electronically and certifying the Resolution has been approved by the board. You agree your electronic signature is the legal equivalent of your manual signature.

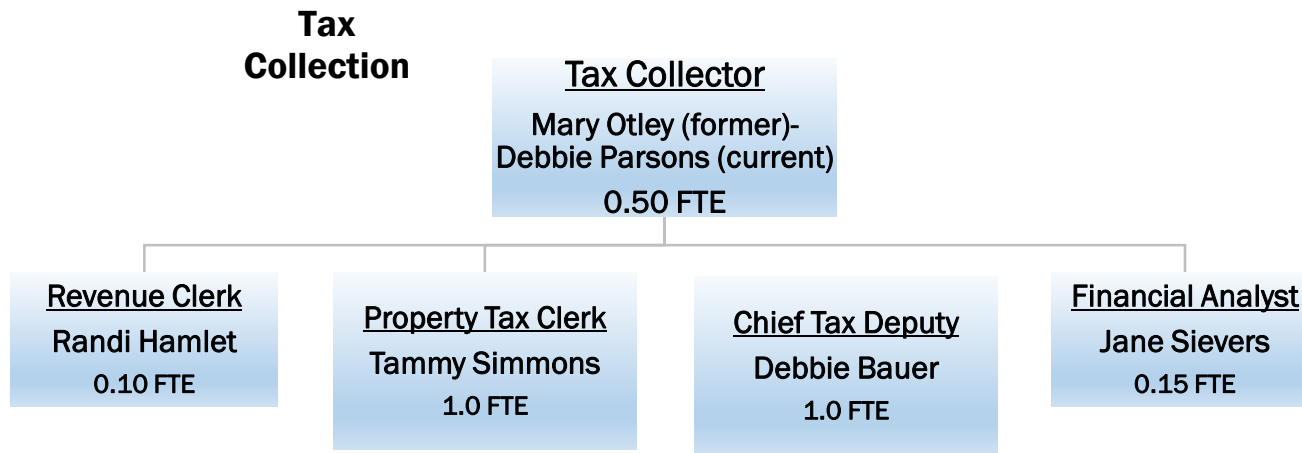
☐ I Accept

<u>RICK CRAGER</u>	<u>CHIEF FINANCIAL OFFICER</u>	
Chair/Judge or Appointee	Title	Sign Date



**Information
Technology**





BOPTA

Senior Deputy Clerk

Lea Hofman

0.20 FTE



Biennium Future Budget Detail

Page 210 of 224

Print Date: 3/21/2022

Projection: 21000 - MASTER COUNTY BUDGET 2021-23 Budget Prep Level: L5-Adopted

Hide Zero Amount Sections: (True)

Funds: (All Funds) Divisions: (06) Programs: (All Programs) Cost Centers: (All Cost Centers) Objects: (All Objects)

	Fiscal Year 2022	Fiscal Year 2023	Total Biennium
Fund: 001 - GENERAL			
Division: 06 - ASSESSMENT			
Cost Center: 160 - VALUATION & TAX EXTENSION			
REVENUES			
CHARGES FOR SERVICE			
431000 - SERVICE FEES & CHARGES	(7,500.00)	(7,500.00)	(15,000.00)
431100 - MISC REV: CHARGES FOR SERVICE	(37,500.00)	(37,500.00)	(75,000.00)
431350 - MANUFACTURED HOME FEES/PERMITS	(17,500.00)	(17,500.00)	(35,000.00)
TOTAL CHARGES FOR SERVICE	(62,500.00)	(62,500.00)	(125,000.00)
OPERATING GRT/CONTR			
474200 - STATE: TAX & ASSMT SYS	(374,309.00)	(354,639.00)	(728,948.00)
TOTAL OPERATING GRT/CONTR	(374,309.00)	(354,639.00)	(728,948.00)
TOTAL REVENUES	(436,809.00)	(417,139.00)	(853,948.00)

EXPENDITURES

PERSONAL SERVICES

510000 - ADMINISTRATIVE ASSISTANT 2	40,364.00	43,039.00	83,403.00
519000 - TECHNICAL SPECIALIST 1	54,434.00	58,943.00	113,377.00
520000 - ADMINISTRATIVE SPECIALIST 2	49,800.00	53,253.00	103,053.00
521000 - BUSINESS SPECIALIST 2	52,023.00	53,584.00	105,607.00
527000 - TECHNICAL SPECIALIST 2	272,428.00	281,992.00	554,420.00
534000 - TECHNICAL SPECIALIST 3	159,008.00	161,494.00	320,502.00
539000 - TECHNICAL SPECIALIST 4	134,926.00	138,974.00	273,900.00
542000 - SUPERVISOR 1	68,726.00	70,788.00	139,514.00
547000 - PROGRAM MANAGER 1	67,670.00	69,700.00	137,370.00
577000 - ADMINISTRATOR 1	124,527.00	128,263.00	252,790.00
592050 - CELL PHONE STIPEND	360.00	360.00	720.00
593300 - PAYOUT: VACATION LEAVE	2,000.00	2,000.00	4,000.00
599000 - EMPLOYEE BENEFITS	742,220.00	817,018.00	1,559,238.00
TOTAL PERSONAL SERVICES	1,768,486.00	1,879,408.00	3,647,894.00

MATERIALS & SERVICES

601000 - MATERIALS & SUPPLIES	10,000.00	10,000.00	20,000.00
601500 - SMALL EQUIPMENT PURCHASES	1,000.00	1,000.00	2,000.00
604000 - TRAVEL	6,000.00	6,000.00	12,000.00
606000 - CONTRACTED SERVICES	32,290.00	32,290.00	64,580.00
608000 - TRAINING & EDUCATION	10,000.00	10,000.00	20,000.00
609000 - REPAIRS & MAINTENANCE	500.00	500.00	1,000.00



Biennium Future Budget Detail

Page 211 of 224

Print Date: 3/21/2022

Projection: 21000 - MASTER COUNTY BUDGET 2021-23 Budget Prep Level: L5-Adopted

Hide Zero Amount Sections: (True)

Funds: (All Funds) Divisions: (06) Programs: (All Programs) Cost Centers: (All Cost Centers) Objects: (All Objects)

	Fiscal Year 2022	Fiscal Year 2023	Total Biennium
613000 - ADVERTISING	500.00	500.00	1,000.00
614000 - PRINTING & PUBLICATION	3,000.00	3,000.00	6,000.00
615000 - SUBSCRIPTIONS & PERIODICALS	500.00	500.00	1,000.00
620000 - MEMBERSHIPS & LICENSING	2,500.00	2,500.00	5,000.00
681000 - INTERNAL SERVICE CHARGES	1,150.00	1,150.00	2,300.00
681005 - VEHICLE REPLACEMENT PAYMENT	7,920.00	7,920.00	15,840.00
681010 - CENTRAL COST ALLOCATION	344,481.00	344,481.00	688,962.00
681014 - FACILITIES SPACE CHARGE	94,241.00	100,933.00	195,174.00
681017 - IT DEVICE MAINT/REPLMT CHARGE	14,256.00	14,256.00	28,512.00
681020 - WIRELESS SERVICE	2,575.00	2,575.00	5,150.00
681090 - COPIER/PRINTER SERVICES	600.00	600.00	1,200.00
681092 - MAIL/POSTAGE CHARGES	3,000.00	3,000.00	6,000.00
681211 - FLEET SERVICES: O&M RATE	10,500.00	10,500.00	21,000.00
690000 - PAYMENT TO OTHER GOVERNMENTS	6,500.00	6,500.00	13,000.00
TOTAL MATERIALS & SERVICES	551,513.00	558,205.00	1,109,718.00
CAPITAL OUTLAY			
780300 - EQUIPMENT PURCHASE	0.00	3,000.00	3,000.00
TOTAL CAPITAL OUTLAY	0.00	3,000.00	3,000.00
TOTAL EXPENDITURES	2,319,999.00	2,440,613.00	4,760,612.00
Total Cost Center: (Surplus) / +Deficit - 160 - VALUATION & TAX EXTENSION	1,883,190.00	2,023,474.00	3,906,664.00
Total Division: (Surplus) / +Deficit - 06 - ASSESSMENT	1,883,190.00	2,023,474.00	3,906,664.00
Total Fund: (Surplus) / +Deficit - 001 - GENERAL	1,883,190.00	2,023,474.00	3,906,664.00



Biennium Future Budget Detail

Page 212 of 224

Print Date: 3/21/2022

Projection: 21000 - MASTER COUNTY BUDGET 2021-23 Budget Prep Level: L5-Adopted

Hide Zero Amount Sections: (True)

Funds: (All Funds) Divisions: (06) Programs: (All Programs) Cost Centers: (All Cost Centers) Objects: (All Objects)

	Fiscal Year 2022	Fiscal Year 2023	Total Biennium
Grand Total Revenue:	(436,809.00)	(417,139.00)	(853,948.00)
Grand Total Expense:	2,319,999.00	2,440,613.00	4,760,612.00
Grand Total (Surplus) / +Deficit:	1,883,190.00	2,023,474.00	3,906,664.00



Biennium Future Budget Detail

Page 213 of 224

Print Date: 3/21/2022

Projection: 21000 - MASTER COUNTY BUDGET 2021-23 Budget Prep Level: L5-Adopted

Hide Zero Amount Sections: (True)

Funds: (All Funds) Divisions: (All Divisions) Programs: (All Programs) Cost Centers: (167) Objects: (All Objects)

	Fiscal Year 2022	Fiscal Year 2023	Total Biennium
Fund: 001 - GENERAL			
Division: 21 - RECORDS			
Cost Center: 167 - BOARD OF PROPERTY TAX APPEALS			
REVENUES			
OPERATING GRT/CONTR			
474200 - STATE: TAX & ASSM'T SYS	(4,408.00)	(4,174.00)	(8,582.00)
TOTAL OPERATING GRT/CONTR	(4,408.00)	(4,174.00)	(8,582.00)
TOTAL REVENUES	(4,408.00)	(4,174.00)	(8,582.00)
EXPENDITURES			
PERSONAL SERVICES			
520000 - ADMINISTRATIVE SPECIALIST 2	10,405.00	10,717.00	21,122.00
591000 - STIPENDS	1,200.00	1,300.00	2,500.00
599000 - EMPLOYEE BENEFITS	8,866.00	9,467.00	18,333.00
TOTAL PERSONAL SERVICES	20,471.00	21,484.00	41,955.00
MATERIALS & SERVICES			
601000 - MATERIALS & SUPPLIES	350.00	350.00	700.00
601050 - COPIER DIRECT EXPENSE	100.00	100.00	200.00
604000 - TRAVEL	450.00	450.00	900.00
605000 - PROFESSIONAL SERVICES	750.00	750.00	1,500.00
607000 - MAINTENANCE AGREEMENTS	2,000.00	2,150.00	4,150.00
681010 - CENTRAL COST ALLOCATION	7,735.00	7,735.00	15,470.00
681014 - FACILITIES SPACE CHARGE	7,567.00	8,104.00	15,671.00
681017 - IT DEVICE MAINT/REPLMT CHARGE	696.00	696.00	1,392.00
681092 - MAIL/POSTAGE CHARGES	200.00	200.00	400.00
TOTAL MATERIALS & SERVICES	19,848.00	20,535.00	40,383.00
TOTAL EXPENDITURES	40,319.00	42,019.00	82,338.00
Total Cost Center: (Surplus) / +Deficit - 167 - BOARD OF PROPERTY TAX APPEALS	35,911.00	37,845.00	73,756.00
Total Division: (Surplus) / +Deficit - 21 - RECORDS	35,911.00	37,845.00	73,756.00
Total Fund: (Surplus) / +Deficit - 001 - GENERAL	35,911.00	37,845.00	73,756.00



Biennium Future Budget Detail

Page 214 of 224

Print Date: 3/21/2022

Projection: 21000 - MASTER COUNTY BUDGET 2021-23 Budget Prep Level: L5-Adopted

Hide Zero Amount Sections: (True)

Funds: (All Funds) Divisions: (All Divisions) Programs: (All Programs) Cost Centers: (167) Objects: (All Objects)

	Fiscal Year 2022	Fiscal Year 2023	Total Biennium
Grand Total Revenue:	(4,408.00)	(4,174.00)	(8,582.00)
Grand Total Expense:	40,319.00	42,019.00	82,338.00
Grand Total (Surplus) / +Deficit:	35,911.00	37,845.00	73,756.00



Biennium Future Budget Detail

Page 215 of 224

Print Date: 3/21/2022

Projection: 21000 - MASTER COUNTY BUDGET 2021-23 Budget Prep Level: L5-Adopted

Hide Zero Amount Sections: (True)

Funds: (All Funds) Divisions: (All Divisions) Programs: (All Programs) Cost Centers: (178, 230, 235) Objects: (All Objects)

	Fiscal Year 2022	Fiscal Year 2023	Total Biennium
Fund: 001 - GENERAL			
Division: 73 - INFORMATION TECHNOLOGY			
Cost Center: 178 - GEOGRAPHIC INFORMATION SYSTEMS			
REVENUES			
CHARGES FOR SERVICE			
431035 - GEOGRAPHIC INFO SYSTEM FEE	(168,000.00)	(168,000.00)	(336,000.00)
TOTAL CHARGES FOR SERVICE	(168,000.00)	(168,000.00)	(336,000.00)
RESTRICTED BALANCE			
401200 - RESTRICTED BEGINNING BALANCE	(409,377.00)	0.00	(409,377.00)
TOTAL RESTRICTED BALANCE	(409,377.00)	0.00	(409,377.00)
TOTAL REVENUES	(577,377.00)	(168,000.00)	(745,377.00)

EXPENDITURES

PERSONAL SERVICES

563000 - TECHNICAL ANALYST 3	76,171.00	78,457.00	154,628.00
581000 - ADMINISTRATOR 3	11,618.00	11,966.00	23,584.00
590000 - TEMPORARY & INTERNS	12,000.00	12,000.00	24,000.00
593300 - PAYOUT: VACATION LEAVE	1,500.00	1,500.00	3,000.00
595000 - OVERTIME/ON-CALL	350.00	350.00	700.00
599000 - EMPLOYEE BENEFITS	61,434.00	64,966.00	126,400.00
TOTAL PERSONAL SERVICES	163,073.00	169,239.00	332,312.00

MATERIALS & SERVICES

601000 - MATERIALS & SUPPLIES	8,500.00	8,500.00	17,000.00
603000 - POSTAGE & SHIPPING	100.00	100.00	200.00
604000 - TRAVEL	2,000.00	2,000.00	4,000.00
605000 - PROFESSIONAL SERVICES	65,000.00	65,000.00	130,000.00
607000 - MAINTENANCE AGREEMENTS	22,200.00	22,200.00	44,400.00
607500 - GISSC DISCRETIONARY FUNDS	20,000.00	0.00	20,000.00
608000 - TRAINING & EDUCATION	3,500.00	3,500.00	7,000.00
681000 - INTERNAL SERVICE CHARGES	2,000.00	2,000.00	4,000.00
681010 - CENTRAL COST ALLOCATION	16,711.00	16,711.00	33,422.00
681014 - FACILITIES SPACE CHARGE	3,195.00	4,189.00	7,384.00
681017 - IT DEVICE MAINT/REPLMT CHARGE	2,000.00	2,000.00	4,000.00
681092 - MAIL/POSTAGE CHARGES	100.00	100.00	200.00
681216 - FLEET SERVICES	500.00	500.00	1,000.00
TOTAL MATERIALS & SERVICES	145,806.00	126,800.00	272,606.00



Biennium Future Budget Detail

Page 216 of 224

Print Date: 3/21/2022

Projection: 21000 - MASTER COUNTY BUDGET 2021-23 Budget Prep Level: L5-Adopted

Hide Zero Amount Sections: (True)

Funds: (All Funds) Divisions: (All Divisions) Programs: (All Programs) Cost Centers: (178, 230, 235) Objects: (All Objects)

	Fiscal Year 2022	Fiscal Year 2023	Total Biennium
CONTINGENCY			
955000 - OPERATING CONTINGENCY	0.00	140,459.00	140,459.00
TOTAL CONTINGENCY	0.00	140,459.00	140,459.00
TOTAL EXPENDITURES	308,879.00	436,498.00	745,377.00
Total Cost Center: (Surplus) / +Deficit - 178 - GEOGRAPHIC INFORMATION SYSTEMS	(268,498.00)	268,498.00	0.00
Total Division: (Surplus) / +Deficit - 73 - INFORMATION TECHNOLOGY	(268,498.00)	268,498.00	0.00
Total Fund: (Surplus) / +Deficit - 001 - GENERAL	(268,498.00)	268,498.00	0.00



Biennium Future Budget Detail

Page 217 of 224

Print Date: 3/21/2022

Projection: 21000 - MASTER COUNTY BUDGET 2021-23 Budget Prep Level: L5-Adopted

Hide Zero Amount Sections: (True)

Funds: (All Funds) Divisions: (All Divisions) Programs: (All Programs) Cost Centers: (178, 230, 235) Objects: (All Objects)

Fiscal Year
2022

Fiscal Year
2023

Total
Biennium

Fund: 510 - MANAGEMENT SERVICES

Division: 73 - INFORMATION TECHNOLOGY

Cost Center: 230 - IT OPERATING COSTS

REVENUES

TRANSFER REVENUE

403102 - TRANSFER FROM FUND 514	(331,544.00)	0.00	(331,544.00)
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TOTAL TRANSFER REVENUE	(331,544.00)	0.00	(331,544.00)
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TOTAL REVENUES	(331,544.00)	0.00	(331,544.00)
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EXPENDITURES

PERSONAL SERVICES

520000 - ADMINISTRATIVE SPECIALIST 2	49,152.00	52,598.00	101,750.00
527000 - TECHNICAL SPECIALIST 2	195,342.00	204,505.00	399,847.00
534000 - TECHNICAL SPECIALIST 3	56,902.00	58,609.00	115,511.00
544000 - BUSINESS ANALYST 1	84,759.00	87,302.00	172,061.00
563000 - TECHNICAL ANALYST 3	621,663.00	645,371.00	1,267,034.00
566000 - TECHNICAL ANALYST 5	33,904.00	76,817.00	110,721.00
571000 - DIRECTOR 2	82,495.00	84,970.00	167,465.00
581000 - ADMINISTRATOR 3	104,557.00	107,694.00	212,251.00
592050 - CELL PHONE STIPEND	2,880.00	2,880.00	5,760.00
593200 - PAYOUT: COMP LV BANK	750.00	750.00	1,500.00
593300 - PAYOUT: VACATION LEAVE	3,500.00	3,500.00	7,000.00
595000 - OVERTIME/ON-CALL	5,000.00	5,000.00	10,000.00
599000 - EMPLOYEE BENEFITS	845,914.00	929,042.00	1,774,956.00

TOTAL PERSONAL SERVICES	2,086,818.00	2,259,038.00	4,345,856.00
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MATERIALS & SERVICES

601000 - MATERIALS & SUPPLIES	24,000.00	24,000.00	48,000.00
601500 - SMALL EQUIPMENT PURCHASES	4,000.00	4,000.00	8,000.00
602000 - COMMUNICATION SERVICES	2,000.00	2,000.00	4,000.00
604000 - TRAVEL	3,500.00	3,500.00	7,000.00
605000 - PROFESSIONAL SERVICES	30,000.00	25,000.00	55,000.00
607000 - MAINTENANCE AGREEMENTS	625,499.00	688,047.00	1,313,546.00
608000 - TRAINING & EDUCATION	35,000.00	35,000.00	70,000.00
608100 - ORGANIZATION TRAINING	19,000.00	19,000.00	38,000.00
681000 - INTERNAL SERVICE CHARGES	1,000.00	1,000.00	2,000.00
681005 - VEHICLE REPLACEMENT PAYMENT	3,264.00	3,264.00	6,528.00
681014 - FACILITIES SPACE CHARGE	77,588.00	100,527.00	178,115.00



Biennium Future Budget Detail

Page 218 of 224

Print Date: 3/21/2022

Projection: 21000 - MASTER COUNTY BUDGET 2021-23 Budget Prep Level: L5-Adopted

Hide Zero Amount Sections: (True)

Funds: (All Funds) Divisions: (All Divisions) Programs: (All Programs) Cost Centers: (178, 230, 235) Objects: (All Objects)

	Fiscal Year 2022	Fiscal Year 2023	Total Biennium
681020 - WIRELESS SERVICE	5,500.00	5,500.00	11,000.00
681092 - MAIL/POSTAGE CHARGES	150.00	150.00	300.00
681211 - FLEET SERVICES: O&M RATE	3,504.00	3,504.00	7,008.00
TOTAL MATERIALS & SERVICES	834,005.00	914,492.00	1,748,497.00
TOTAL EXPENDITURES	2,920,823.00	3,173,530.00	6,094,353.00
Total Cost Center: (Surplus) / +Deficit - 230 - IT OPERATING COSTS	2,589,279.00	3,173,530.00	5,762,809.00



Biennium Future Budget Detail

Page 219 of 224

Print Date: 3/21/2022

Projection: 21000 - MASTER COUNTY BUDGET 2021-23 Budget Prep Level: L5-Adopted

Hide Zero Amount Sections: (True)

Funds: (All Funds) Divisions: (All Divisions) Programs: (All Programs) Cost Centers: (178, 230, 235) Objects: (All Objects)

Fiscal Year
2022

Fiscal Year
2023

Total
Biennium

Cost Center: 235 - COMMUNICATION SYSTEMS MGMT.

REVENUES

CHARGES FOR SERVICE

407620 - CELLULAR/WIRELESS SERVICE CHRG	(224,000.00)	(230,000.00)	(454,000.00)
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TOTAL CHARGES FOR SERVICE	(224,000.00)	(230,000.00)	(454,000.00)
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TOTAL REVENUES	(224,000.00)	(230,000.00)	(454,000.00)
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EXPENDITURES

MATERIALS & SERVICES

601000 - MATERIALS & SUPPLIES	2,500.00	2,500.00	5,000.00
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602000 - COMMUNICATION SERVICES	30,000.00	30,000.00	60,000.00
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602075 - WIRELESS/CELL SERVICES	224,000.00	230,000.00	454,000.00
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602100 - TELEPHONE: DATA CIRCUITS	18,510.00	18,600.00	37,110.00
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605000 - PROFESSIONAL SERVICES	20,000.00	20,000.00	40,000.00
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607000 - MAINTENANCE AGREEMENTS	66,100.00	70,100.00	136,200.00
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TOTAL MATERIALS & SERVICES	361,110.00	371,200.00	732,310.00
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TOTAL EXPENDITURES	361,110.00	371,200.00	732,310.00
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Total Cost Center: (Surplus) / +Deficit - 235 - COMMUNICATION SYSTEMS MGMT.	137,110.00	141,200.00	278,310.00
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Total Division: (Surplus) / +Deficit - 73 - INFORMATION TECHNOLOGY	2,726,389.00	3,314,730.00	6,041,119.00
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Total Fund: (Surplus) / +Deficit - 510 - MANAGEMENT SERVICES	2,726,389.00	3,314,730.00	6,041,119.00
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Biennium Future Budget Detail

Page 220 of 224

Print Date: 3/21/2022

Projection: 21000 - MASTER COUNTY BUDGET 2021-23 **Budget Prep Level:** L5-Adopted

Hide Zero Amount Sections: (True)

Funds: (All Funds) **Divisions:** (All Divisions) **Programs:** (All Programs) **Cost Centers:** (178, 230, 235) **Objects:** (All Objects)

	Fiscal Year 2022	Fiscal Year 2023	Total Biennium
Grand Total Revenue:	(1,132,921.00)	(398,000.00)	(1,530,921.00)
Grand Total Expense:	3,590,812.00	3,981,228.00	7,572,040.00
Grand Total (Surplus) / +Deficit:	2,457,891.00	3,583,228.00	6,041,119.00



Biennium Future Budget Detail

Page 221 of 224

Print Date: 3/21/2022

Projection: 21000 - MASTER COUNTY BUDGET 2021-23 Budget Prep Level: L5-Adopted

Hide Zero Amount Sections: (True)

Funds: (All Funds) Divisions: (All Divisions) Programs: (All Programs) Cost Centers: (175) Objects: (All Objects)

	Fiscal Year 2022	Fiscal Year 2023	Total Biennium
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Fund: 001 - GENERAL

Division: 71 - FINANCE & BUDGET

Cost Center: 175 - PROPERTY TAX COLLECTION

REVENUES

GEN REV-MISCELLANEOU

411005 - WARRANT FEE	(4,000.00)	(4,000.00)	(8,000.00)
411010 - FORECLOSURE PENALTY & COSTS	(25,000.00)	(25,000.00)	(50,000.00)
TOTAL GEN REV-MISCELLANEOU	(29,000.00)	(29,000.00)	(58,000.00)

CHARGES FOR SERVICE

431000 - SERVICE FEES & CHARGES	(4,000.00)	(4,432.00)	(8,432.00)
TOTAL CHARGES FOR SERVICE	(4,000.00)	(4,432.00)	(8,432.00)

OPERATING GRT/CONTR

474200 - STATE: TAX & ASSM'T SYS	(66,127.00)	(62,614.00)	(128,741.00)
TOTAL OPERATING GRT/CONTR	(66,127.00)	(62,614.00)	(128,741.00)

TOTAL REVENUES	(99,127.00)	(96,046.00)	(195,173.00)
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EXPENDITURES

PERSONAL SERVICES

529000 - BUSINESS SPECIALIST 3	62,337.00	64,209.00	126,546.00
549000 - BUSINESS ANALYST 2	81,933.00	84,391.00	166,324.00
581000 - ADMINISTRATOR 3	75,045.00	77,297.00	152,342.00
599000 - EMPLOYEE BENEFITS	146,617.00	157,242.00	303,859.00
TOTAL PERSONAL SERVICES	365,932.00	383,139.00	749,071.00

MATERIALS & SERVICES

601000 - MATERIALS & SUPPLIES	3,000.00	3,000.00	6,000.00
603000 - POSTAGE & SHIPPING	20,000.00	20,000.00	40,000.00
604000 - TRAVEL	500.00	500.00	1,000.00
606000 - CONTRACTED SERVICES	1,500.00	1,500.00	3,000.00
608000 - TRAINING & EDUCATION	2,500.00	2,500.00	5,000.00
613000 - ADVERTISING	4,500.00	4,500.00	9,000.00
681010 - CENTRAL COST ALLOCATION	93,690.00	93,690.00	187,380.00
681014 - FACILITIES SPACE CHARGE	15,115.00	21,297.00	36,412.00
681017 - IT DEVICE MAINT/REPLMT CHARGE	2,016.00	2,016.00	4,032.00
681092 - MAIL/POSTAGE CHARGES	3,500.00	3,500.00	7,000.00
TOTAL MATERIALS & SERVICES	146,321.00	152,503.00	298,824.00



Biennium Future Budget Detail

Page 222 of 224

Print Date: 3/21/2022

Projection: 21000 - MASTER COUNTY BUDGET 2021-23 Budget Prep Level: L5-Adopted

Hide Zero Amount Sections: (True)

Funds: (All Funds) Divisions: (All Divisions) Programs: (All Programs) Cost Centers: (175) Objects: (All Objects)

	Fiscal Year 2022	Fiscal Year 2023	Total Biennium
CAPITAL OUTLAY			
780300 - EQUIPMENT PURCHASE	4,000.00	0.00	4,000.00
TOTAL CAPITAL OUTLAY	4,000.00	0.00	4,000.00
TOTAL EXPENDITURES	516,253.00	535,642.00	1,051,895.00
Total Cost Center: (Surplus) / +Deficit - 175 - PROPERTY TAX COLLECTION	417,126.00	439,596.00	856,722.00
Total Division: (Surplus) / +Deficit - 71 - FINANCE & BUDGET	417,126.00	439,596.00	856,722.00
Total Fund: (Surplus) / +Deficit - 001 - GENERAL	417,126.00	439,596.00	856,722.00



Biennium Future Budget Detail

Page 223 of 224

Print Date: 3/21/2022

Projection: 21000 - MASTER COUNTY BUDGET 2021-23 Budget Prep Level: L5-Adopted

Hide Zero Amount Sections: (True)

Funds: (All Funds) Divisions: (All Divisions) Programs: (All Programs) Cost Centers: (175) Objects: (All Objects)

	Fiscal Year 2022	Fiscal Year 2023	Total Biennium
Grand Total Revenue:	(99,127.00)	(96,046.00)	(195,173.00)
Grand Total Expense:	516,253.00	535,642.00	1,051,895.00
Grand Total (Surplus) / +Deficit:	417,126.00	439,596.00	856,722.00

Property Tax Program Grant

2021-2023 FP2023

IT Cost detail worksheet

3/15/2022 Budget Office

Entry

IT Cost Allocation Plan FP 23

	Assessment	BOPTA	Tax Col	Total
Network Services	-	-	-	-
Equipment Depreciation	-	-	-	-
Maintenance Agreements	-	-	-	-
	-	-	-	-

M&S Budget Estimate FP 22-23	558,205	20,535	152,503	731,243
Less Cost Allocation Estimate	(344,481)	(7,735)	(93,690)	(445,906)
Net M & S	213,724	12,800	58,813	285,337

Travel & Motor Pool	18,420	-	500	18,920
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Net for M&S Grant Line	195,304	12,800	58,313	266,417
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IT Budget for CAFFA FORM 7			
Personnel	63,393	FTE	0.53
M & S Items			
Maintenance Agreements			
Ascend/Proval	218,450		
	-		
	-		
	-		
FTE Pro Rata other M&S			
Total M&S (510-73-230)	914,912		
Less Maint Agreements	(218,450)		
Less Travel	(10,268)		
Net M&S (510-73)	686,194		
Net M&S assigned to CAFFA prorata by FTE to Fd 510			
CAFFA Other M&S	20,317	20,317	
Total M&S =	238,767		
Pro Rata by FTE Travel	304	304	
Total IT to CAFFA	302,464	0.53	

UPDATED

<- Reconstruction of IT budget for 2022-23

Org Units = 812.4

Assmt Units = 16

Tax units = 4

BOPTA Units = 1

A&T Total Units = 21

IT Budget DeterminationTo calculate A&T FTE allocation

					Total					FTE							
	GIS	Adm & Ops	Telecom	Hosting	Authorized	GIS	Adm & Ops	Telecom	Hosting	Cost Est	Avg FTE	Budgeted	Cost	Units to			A&T
	(001-73)	(510-73)	(514-73)	(520-73)	FTE (All	(001-73)	(510-73)	(514-73)	(Disc)	for FP 22-23	FP 22-23	\$10	for Fd 510	Org Units	System	FTE to	Grant
Personnel	(001-73)	(510-73)	(514-73)	(520-73)	Fds)	(001-73)	(510-73)	(514-73)	(Disc)	for FP 22-23	FP 22-23	\$10	for Fd 510	Org Units	System	A&T	Total
TA 3 (Mantooth) - Programmer	-	1.00	-	-	1.00	-	69,625	-	-	69,625	69,625	1.00	69,625	812	21.00	0.03	2,089
TA 3 (Sackinger) - System Admin	1.00	-	-	-	1.00	78,457	-	-	-	78,457	78,457	-	-	812	21.00	-	-
AS 2 (McGill)	-	1.00	-	-	1.00	-	52,598	-	-	52,598	52,598	1.00	52,598	812	21.00	0.03	1,578
BA 3 (Abrams)	-	1.00	-	-	1.00	-	87,302	-	-	87,302	87,302	1.00	87,302	812	21.00	0.03	2,619
TA 3 (Velo) - Network Eng	-	1.00	-	-	1.00	-	78,457	-	-	78,457	78,457	1.00	78,457	812	21.00	0.03	2,354
TS 2 (Perry) - PC Support Tech	-	1.00	-	-	1.00	-	53,584	-	-	53,584	53,584	1.00	53,584	812	21.00	0.03	1,608
TA 3 (Montague) - Network Eng	-	1.00	-	-	1.00	-	69,624	-	-	69,624	69,624	1.00	69,624	812	21.00	0.03	2,089
TA 3 (Stratton) - Programmer	-	1.00	-	-	1.00	-	87,302	-	-	87,302	87,302	1.00	87,302	812	21.00	0.03	2,619
TA 3 (Smith) - Programmer	-	1.00	-	-	1.00	-	87,302	-	-	87,302	87,302	1.00	87,302	812	21.00	0.03	2,619
TA 3 (Newman) - System Admin	-	1.00	-	-	1.00	-	78,457	-	-	78,457	78,457	1.00	78,457	812	21.00	0.03	2,354
TA 3 (Bonfiglio) - Programmer	-	1.00	-	-	1.00	-	87,302	-	-	87,302	87,302	1.00	87,302	812	21.00	0.03	2,619
TA 3 (Webb) - System Admin	-	1.00	-	-	1.00	-	87,302	-	-	87,302	87,302	1.00	87,302	812	21.00	0.03	2,619
TS 2 (Okerson) - PC Support Tech	-	1.00	-	-	1.00	-	51,627	-	-	51,627	51,627	1.00	51,627	812	21.00	0.03	1,549
TS 3 (Barnett) - PC Support Tech	-	1.00	-	-	1.00	-	58,609	-	-	58,609	58,609	1.00	58,609	812	21.00	0.03	1,758
TS 2 (Mlarcb) - PC Support Tech	-	1.00	-	-	1.00	-	53,584	-	-	53,584	53,584	1.00	53,584	812	21.00	0.03	1,608
TS 2 (Vacant) - PC Support Tech	-	1.00	-	-	1.00	-	45,710	-	-	45,710	45,710	1.00	45,710	812	21.00	0.03	1,371
TA5 (Vacant)	-	1.00	-	-	1.00	-	76,817	-	-	76,817	76,817	1.00	76,817	812	21.00	0.03	2,305
County Information Officer (Loerts)	0.10	0.90	-	-	1.00	11,966	107,694	-	-	119,660	119,660	0.90	107,694	812	21.00	0.02	2,393
Deputy County Info Officer (Larsen)	-	1.00	-	-	1.00	-	84,970	-	-	84,970	84,970	1.00	84,970	812	21.00	0.03	2,549
Other (Overtime, cash outs, etc)					19.00	13,850	12,130	-	-	25,980	1,367	17.90	24,476	812	21.00	0.46	629
Benefits					19.00	64,966	929,042	-	-	994,008	52,316	17.90	936,460	812	21.00	0.46	24,065
Personnel Totals	1.10	17.90	-	-	19.00	169,239	2,259,038	-	-	1,408,289	1,461,973	17.90	2,278,802			0.53	63,393

IRM M & S Allocation

Use M&S distribution from last cost plan

Add equip depreciation from last cost plan to M&S

FTE and dollar allocations do not match due to classification and budget changes made subsequent to budget approval that were not reflected in FTE nor staffing plan.

Purpose of this work sheet is to convert the CAP (cost allocation plan) indirect charges to direct charges for purposes

of completing the DOR A&T grant application budget worksheet.

0.12	Programmer
0.05	CIO, Deputy CIO
0.15	PC Support Tech
0.06	System Admin
0.06	Network Engineer

0.44