AGENDA

BENTON COUNTY BOARD OF COMMISSIONERS
Tuesday, January 15, 2019
Benton County Board of Commissioners
Board Meeting Room
205 NW 5th, Corvallis
(Chair May Alter the Agenda)

NOTE: County Service District meetings to immediately follow the Board of Commissioner’s meeting (Alpine, Alsea, Alsea Human Services, Cascade View, Extension Services, Hidden Valley, Library Services, North Albany, South Third)

12:00 Noon, Board Meeting Room
Public Hearings are heard at 12:00 noon, time certain

Those wishing to speak should sign the “Public Comment” sign-in sheet – Thank you.

I. Opening:
   A. Introductions
   B. Pledge of Allegiance
   C. Announcements

II. Comments from the Public
   A period of no more than 20 minutes is reserved for public comment. Individual comment may be limited to three minutes.

III. Review and Approve Agenda

IV. Consent Calendar (The Consent Calendar is approved with one motion)
   4.1 An Order In the Matter of Designating an Official Newspaper for Benton County for 2019 – Teresa Farley, Board of Commissioners

   4.2 An Order In the Matter of Setting the Board of Commissioners Meeting Schedule for 2019 – Teresa Farley, Board of Commissioners

The Board of Commissioners may call an executive session when necessary pursuant to ORS 192.660. The Board is not required to provide advance notice of an executive session. However, every effort will be made to give notice of an executive session. If an executive session is the only item on the agenda for the Board meeting, notice shall be given as for all public meetings (ORS 192.640(3)) and the notice shall state the specific reason for the executive session as required by ORS 192.660.

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

4.3 In the Matter of Appointing and Reappointing Advisory Board & Committee Members:
   Disposal Site    Linda Brewer
   Fair             Mark Baumgartner, Trudy Overlin
   King Legacy      Jaime Sarabia
   Planning         David Dowrie, Jennifer Gervais, John McEvoy
   Solid Waste      Linda Brewer

4.4 Approval of the November 27, 2018 Information Sharing Minutes

4.5 Approval of the December 4, 2018 Work Session Minutes

4.6 Approval of the December 4, 2018 Meeting Minutes

V. Departmental Reports and Requests

5.1 Discussion and Decision to Approve the Definition of Low Income Housing and Allocation Formula for the State Transportation Improvement Fund – Gary Stockhoff and Debie Wyne, Public Works; Lisa Scherf and Lee Lazaro, City of Corvallis

5.2 In the Matter of Establishment of Positions Within the Health, Community Health Centers, Assessment, and Public Works Departments – Tammy Webb, Human Resources

VI. 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.”
<table>
<thead>
<tr>
<th>Agenda Item Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>This Item Involves</strong></td>
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</tbody>
</table>

| **Board/Committee Involvement** | ☑ Yes ☐ No ☐ Not Applicable |

| **Advertised** | ☑ Yes ☐ No ☐ Not Applicable |
Oregon Revised Statute 193.020 requires various County Departments to publish legal notices in a designated official county newspaper. The Board originally designated the Corvallis Gazette Times as the official county newspaper in 2018.

While there are two newspapers of note in Benton County, the Corvallis Gazette-Times reaches the largest population of the county. Both the Corvallis Gazette-Times and the Albany Democrat-Herald are notified of the weekly Board of Commissioners’ calendar. This notification applies only to those items that are required to be legally notified by State Statute.

The option to extend an advertised item to other publications is exercised by most departments when it is deemed necessary. Designating an official newspaper requires that every item that meets statutory requirement must be advertised in all designated newspapers. As noted under fiscal impact, it is costly to run display ads.

Options
1) Designate the Corvallis Gazette-Times as the official county newspaper.
2) Designate the Corvallis Gazette-Times and the Albany Democrat-Herald as the official county newspapers.

Staff Recommendations
Staff recommends Option 1.

I move to adopt the Order designating the Corvallis Gazette-Times as the official county newspaper for legal publication for 2019.

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.

BOC Official Newspaper ORDER.doc 27KB

Approvals

Signature - Department

Signature - County Counsel

Signature - Finance

Signature - HR

Signature - CA

Signature - BOC
BEFORE THE BOARD OF COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

In the Matter of Designating an Official Newspaper for Benton County  ) ORDER No. D2019 - 001

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

THAT pursuant to Oregon Revised Statutes 193.020 it is necessary for various County departments to publish legal notices in designated official county newspapers.

THEREFORE, IT IS HEREBY ORDERED that the Corvallis Gazette-Times is designated as the official Benton County Board of Commissioners newspaper for legal publications.

Adopted this 15th day of January, 2019.

Signed this 15th day of January, 2019.

BENTON COUNTY BOARD OF COMMISSIONERS

______________________________
Annabelle Jaramillo, Chair

______________________________
Pat Malone, Commissioner

______________________________
Xanthispe Augerot, Commissioner
**Meeting Schedule for 2019**

1) Approve the order establishing the Board of County Commissioners schedule, as necessary on the first, third and fourth Tuesday and/or other times as needed, time and place as noticed as per ORS 192.640.

2) Modify the schedule outlined in Option 1.
**Staff Recommendations**

Staff recommends Option 1.

**Meeting Motions**

I move to ...

I move to adopt the Order establishing the regular business-meeting schedule for the Board of County Commissioners for 2019.

**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.

BOC Meeting Schedule ORDER.doc 26.5KB

**Approvals**

<table>
<thead>
<tr>
<th>Signature - Department</th>
<th>Teresa Farley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature - County Counsel</td>
<td>Sign</td>
</tr>
<tr>
<td>Signature - Finance</td>
<td>Sign</td>
</tr>
<tr>
<td>Signature - HR</td>
<td>Sign</td>
</tr>
<tr>
<td>Signature - CA</td>
<td>If you're ready</td>
</tr>
<tr>
<td>Signature - BOC</td>
<td>Teresa Farley</td>
</tr>
</tbody>
</table>
BEFORE THE BOARD OF COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

In the Matter of Setting the ) ORDER No. D2019 - 002
Meeting Schedule of the )
Benton County Board of Commissioners )

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

IT APPEARING TO THE BOARD that it is in the best interests of the Board of Commissioners to meet regularly and publicly.

THEREFORE, IT IS HEREBY ORDERED that the Board of Commissioners will meet on the following schedule:

As necessary on the first, third and fourth Tuesday and/or other times as needed, time and place as noticed as per ORS 192.640.

BE IT FURTHER ORDERED that this schedule shall remain in force until superseded.

Adopted this 15th day of January, 2019.

Signed this 15th day of January, 2019.

BENTON COUNTY BOARD OF COMMISSIONERS

______________________________
Annabelle Jaramillo, Chair

______________________________
Pat Malone, Commissioner

______________________________
Xantheppie Augerot, Commissioner
### Agenda Checklist

**Benton County Board of Commissioners**

<table>
<thead>
<tr>
<th>Suggested Agenda Date</th>
<th>1/15/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested Placement</td>
<td>BOC Tuesday Meeting</td>
</tr>
<tr>
<td>Submitted By</td>
<td>FARLEY Teresa</td>
</tr>
<tr>
<td>Department Submitting</td>
<td>COUNTY COUNSEL</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Teresa</td>
</tr>
<tr>
<td>Phone Extension</td>
<td>6890</td>
</tr>
<tr>
<td>Person Attending BOC Meeting</td>
<td>Vance</td>
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**Agenda Item Details**

<table>
<thead>
<tr>
<th>Title</th>
<th>Appointments to Benton County Advisory Boards, Committees and Commissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Item Involves</td>
<td>Check all that apply</td>
</tr>
<tr>
<td>Appointments</td>
<td>Yes</td>
</tr>
<tr>
<td>Budget</td>
<td>No</td>
</tr>
<tr>
<td>Contract/Agreement</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Discussion and Action</td>
<td>Not Applicable</td>
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<tr>
<td>Discussion Only</td>
<td>Not Applicable</td>
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<td>Document Recording</td>
<td>Not Applicable</td>
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<td>Employment</td>
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<td>Notice of Intent</td>
<td>Not Applicable</td>
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<tr>
<td>Order/Resolution</td>
<td>Yes</td>
</tr>
<tr>
<td>Ordinance/Public Hearing 1st Reading</td>
<td>No</td>
</tr>
<tr>
<td>Ordinance/Public Hearing 2nd Reading</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Proclamation</td>
<td>Not Applicable</td>
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<tr>
<td>Project/Committee Update</td>
<td>Not Applicable</td>
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<tr>
<td>Public Comment</td>
<td>Not Applicable</td>
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<tr>
<td>Special Report</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Other</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Board/Committee Involvement</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertised</td>
<td>No</td>
</tr>
</tbody>
</table>

**Identified Salient Issues**

The Board of Commissioners has chosen to appoint the following individuals to serve on the following Boards, Committees and Commissions:

- Disposal Site Linda Brewer
- Fair Mark Baumgartner, Trudy Overlin
- King Legacy Jaime Sarabia
- Planning David Dowrie, Jennifer Gervais, John McEvoy
- Solid Waste Linda Brewer

**Options**

N/A

**Staff Recommendations**

N/A
Meeting Motions

I move to ...

I move to approve appointing individuals to the Advisory Boards, Committees and Commissions listed in the attached Orders.

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.

- 4.3 Adv B&C Orders.pdf (27.59KB)
- 4.3 Adv B&C Rosters.pdf (167.81KB)

Approvals

Signature - Department

Signature - County Counsel

Signature - Finance

Signature - HR

Signature - CA

Signature - BOC

[Signatures]
BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

In the Matter of Reappointment to the
DISPOSAL SITE ADVISORY COMMITTEE

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 committee:

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointed &amp; Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Brewer</td>
<td>Appointed: 01/15/19 Expires: 12/31/20</td>
</tr>
<tr>
<td></td>
<td>Position: 2</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individual is hereby
appointed to the Disposal Site Advisory Committee.

Adopted this 15th day of January, 2019.

Signed this 15th day of January, 2019.

BENTON COUNTY BOARD OF COMMISSIONERS

________________________________________
Annabelle Jaramillo, 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 Reappointments to the BENTON COUNTY FAIR BOARD ) ORDER No. D2019-004

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointed &amp; Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trudy Overlin</td>
<td>Appointed: 01/15/19 Expires: 12/31/21 Position: 2</td>
</tr>
<tr>
<td>Mark Baumgartner</td>
<td>Appointed: 01/15/19 Expires: 12/31/21 Position: 6</td>
</tr>
</tbody>
</table>

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

Adopted this 15th day of January, 2019.

Signed this 15th day of January, 2019.

BENTON COUNTY BOARD OF COMMISSIONERS

______________________________
Annabelle Jaramillo, Chair

______________________________
Pat Malone, Commissioner

______________________________
Xanhippe 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
KING LEGACY ADVISORY BOARD

ORDER No. D2019 - 005

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 Commission:

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointed &amp; Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jaime Sarabia</td>
<td>Appointed: 01/15/19 Expires: 06/30/19</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby
appointed to the King Legacy Advisory Board.

Adopted this 15th day of January, 2019.

Signed this 15th day of January, 2019.

BENTON COUNTY BOARD OF COMMISSIONERS

______________________________
Annabelle Jaramillo, 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 Reappointments to the BENTON COUNTY PLANNING COMMISSION ) ORDER No. D2019-006

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

IT APPEARING TO THE BOARD

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointed &amp; Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Gervais</td>
<td>Appointed: 01/15/19</td>
</tr>
<tr>
<td></td>
<td>Expires: 12/31/22</td>
</tr>
<tr>
<td></td>
<td>Position: 3</td>
</tr>
<tr>
<td>David Dowrie</td>
<td>Appointed: 01/15/19</td>
</tr>
<tr>
<td></td>
<td>Expires: 12/31/22</td>
</tr>
<tr>
<td></td>
<td>Position: 4</td>
</tr>
<tr>
<td>John McEvoy</td>
<td>Appointed: 01/15/19</td>
</tr>
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<td></td>
<td>Expires: 12/31/22</td>
</tr>
<tr>
<td></td>
<td>Position: 7</td>
</tr>
</tbody>
</table>

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

Adopted this 15th day of January, 2019.

Signed this 15th day of January, 2019.

BENTON COUNTY BOARD OF COMMISSIONERS

__________________________
Annabelle Jaramillo, Chair

__________________________
Pat Malone, Commissioner

__________________________
Xanthispe Augerot, Commissioner
BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

In the Matter of Reappointment to the SOLID WASTE ADVISORY COUNCIL

ORDER #D2019-007

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 committee:

<table>
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<tr>
<th>Name</th>
<th>Appointed &amp; Position</th>
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<tbody>
<tr>
<td>Linda Brewer</td>
<td>Appointed: 01/15/19</td>
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<tr>
<td></td>
<td>Expires: 12/31/21</td>
</tr>
<tr>
<td></td>
<td>Position: 2</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individual is hereby appointed to the Solid Waste Advisory Council.

Adopted this 15th day of January, 2019.

Signed this 15th day of January, 2019.

BENTON COUNTY BOARD OF COMMISSIONERS

______________________________
Annabelle Jaramillo, Chair

______________________________
Pat Malone, Commissioner

______________________________
Xanthispe Augerot, Commissioner
## Benton County Disposal Site Advisory Committee (DSAC)

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME/ADDRESS</th>
<th>TERM PERIOD</th>
<th>TERM SERVING</th>
<th>DATE APPOINTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>City of Philomath</td>
<td>Larry Sleeman</td>
<td>Begin: 01/01/18</td>
<td>3rd Term</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Expire: 12/31/20</td>
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<tr>
<td>2</td>
<td>City of Corvallis Vice-Chair</td>
<td>Linda Brewer</td>
<td>Begin: 01/01/19</td>
<td>4th Term</td>
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<td></td>
<td>Expire: 12/31/21</td>
<td></td>
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<tr>
<td>3</td>
<td>Unincorporated Area of Benton County</td>
<td>VACANT</td>
<td>Begin: 01/01/16</td>
<td>5th Term</td>
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<td></td>
<td>Expire: 12/31/18</td>
<td></td>
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<tr>
<td>4</td>
<td>Unincorporated Area of Benton County</td>
<td>VACANT</td>
<td>Begin: 01/01/17</td>
<td>1st Term</td>
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<td></td>
<td></td>
<td>Expire: 12/31/19</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>City of Corvallis</td>
<td>Jeffrey Freeman</td>
<td>Begin: 01/01/18</td>
<td>6th Term</td>
</tr>
<tr>
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<td></td>
<td>Expire: 12/31/20</td>
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<tr>
<td>6</td>
<td>Unincorporated Area of Benton County Chair</td>
<td>John Simpkins III</td>
<td>Begin: 01/01/18</td>
<td>5th Term</td>
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<td></td>
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<td></td>
<td>Expire: 12/31/20</td>
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<tr>
<td>7</td>
<td>City of Corvallis</td>
<td>Lauri Richer</td>
<td>Begin: 01/01/18</td>
<td>1st Term</td>
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<td></td>
<td>Expire: 12/31/20</td>
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<tr>
<td>8</td>
<td>City of Albany</td>
<td>Jean Gritter</td>
<td>Begin: 01/01/17</td>
<td>Partial Term</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Expire: 12/31/19</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>City of Adair Village</td>
<td>VACANT</td>
<td>Begin: 01/01/12</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Expire: 12/31/14</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>City of Monroe</td>
<td>VACANT</td>
<td>Begin: 01/01/09</td>
<td>2nd Term</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Expire: 12/31/11</td>
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</tr>
<tr>
<td>11</td>
<td>Designated Permittee: Republic Services (Coffin Butte Landfill)</td>
<td>Jenifer Stuber</td>
<td>Begin: 01/01/18</td>
<td>Partial Term</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Expire: 12/31/19</td>
<td></td>
</tr>
</tbody>
</table>

### STAFF:
Gordon Brown, Environmental Health 541-766-6170 (Copy w/new applications)

### Recorder:
Paula Felipe, Environmental Health 541-766-6766 (Contact)

### Members:
10 members as above

### 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)

As of: January 11, 2019
<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>TERM PERIOD</th>
<th>TERM SERVING</th>
<th>DATE APPOINTED</th>
<th>APPOINTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Carl Chambers</td>
<td>Begin: 01/01/17 Expire: 12/31/19</td>
<td>Partial Term</td>
<td>01/02/18</td>
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</tr>
<tr>
<td>2</td>
<td>Trudy Overlin</td>
<td>Begin: 01/01/19 Expire: 12/31/21</td>
<td>2nd Term</td>
<td>04/19/16</td>
<td>01/15/19 reappt’d</td>
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<tr>
<td>3</td>
<td>Heather Bodenhamer</td>
<td>Begin: 01/01/17 Expire: 12/31/19</td>
<td>1st Term</td>
<td>02/07/17</td>
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<tr>
<td>4</td>
<td>Darrell Oakes</td>
<td>Begin: 01/01/17 Expire: 12/31/20</td>
<td>1st Term</td>
<td>01/02/18</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Gregg Thompson</td>
<td>Begin: 01/01/18 Expire: 12/31/20</td>
<td>1st Term</td>
<td>07/18/17</td>
<td>01/02/18 reappt’d</td>
</tr>
<tr>
<td>6</td>
<td>Mark Baumgartner</td>
<td>Begin: 01/01/19 Expire: 12/31/21</td>
<td>2nd Term</td>
<td>02/04/14</td>
<td>12/15/15 reappt’d 01/15/19 reappt’d</td>
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<tr>
<td>7</td>
<td>Hans Neukomm</td>
<td>Begin: 01/01/17 Expire: 12/31/20</td>
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<td>4-H Ex-officio</td>
<td>Chance Olufson Cameryn Greenough</td>
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**STAFF:**
Lynne McKee, Fairgrounds Manager – 541-766-6090

**RECORER:**
Nancy Swain, Fairgrounds – 541-766-6088

**TERM LIMIT:**
Three years, January 1 – December 31

**MEMBERS:**
Seven members, Benton County residents

**MEETS:**
Third Monday of the month, Fairgrounds, 6 pm. 541-766-6521
No Meeting in August
## Benton County Planning Commission

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<tr>
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</tbody>
</table>

**Staff:**
Greg Verret, Community Development Dir., 541-766-6294
greg.verret@co.benton.or.us

**Recorder:**

**Term Limit:**
4-year terms. Replace open positions with people from same geographical location.

**Members:**
9 members, only two can sell real estate, no more than two can share the same business or profession. They shall be residents of various geographical locations in the county.

**Meetings:**
Twice a month, 1st and 3rd Tuesday, 7:30 p.m., Benton County Sunset Building
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**STAFF:** Gordon Brown, Environmental Health: 541-766-6170 *(Copy w/new applications)*

**RECORDER:** Paula Felipe, Environmental Health: 541-766-6766 *(Contact)*

**TERM LIMIT:** 3 years: January 1 to December 31

**MEMBERS:** 10 members, Benton County residents

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

Chair Augerot called the meeting to order at 9:04 a.m.

A. Introductions

B. Announcements

No announcements were made.

II. Comments from the Public

Chris Foulke said he was a member of the Benton County Mental Health, Addictions, and Development Disabilities Advisory Committee (MHADDAC) for four years, during which time he tried to promote nutritional support and education for those with mental health and substance use issues. He believes that people are being overmedicated and that drugs have not been shown to provide good results. He referenced books and studies which support the benefits of providing nutritional support including supplemental nutrients. He would like to have further conversation with the Board about this issue.

Augerot thanked Foulke for his comments. The Board will consider scheduling a time to further discuss the issue.

III. Review and Approve Agenda

No changes were made to the agenda.

IV. Work Session

4.1 Quarterly Report from Economic Development – Tom Nelson, Kate Porsche; Corvallis Benton County Economic Development Office

Nelson will retire on January 31, 2019, and Porsche will step in as manager of the Corvallis Benton County Economic Development Office (EDO) on February 1, 2019.
Porsche presented and reviewed a spreadsheet which outlined EDO contract outcomes, activities, and deliverables for the quarter ending September 30, 2018. The EDO is on track to meet all identified deliverables.

Outcome A is to ensure the Board is well informed on economic development/business climate in the County. This is accomplished through quarterly and annual reports to the Board, as well as an annual survey, seminars, outreach, and collaboration. Outcome B is to provide accurate and up-to-date information to existing and prospective business owners. This is addressed through continuing maintenance and updates to the EDO website, the database of businesses in Benton County, the Oregon Prospector inventory of available industrial and commercial property, and through promotion of the Enterprise Zone. The Board will receive additional information about the Enterprise Zone early next year. Outcome C is to support existing business retention and expansion (BRE) efforts and startup businesses. Associated activities include continued BRE interviews, support to new and expanding businesses, special projects (including the proposed South Corvallis Urban Renewal District, C-PACE Project, Opportunity Zones, and filling the Economic Development Officer position), pursuit of grant opportunities, and development of a strategy to support the craft food and beverage industry in the region. A total of 92 BRE visits were conducted in the first quarter, 40 percent of which were in rural Benton County. Outcome D involves on-going regional economic development discussion and developing/implementing collaborative and effective approaches to regional economic development needs. Activities include utilizing the Oregon Cascades West Council of Governments business survey to work with regional partners; developing strategies and training programs to support downtown cores in Corvallis, Philomath and Adair Village; and creating a catalog of available commercial space.

Jaramillo asked whether the annual survey includes commerce in rural Benton County. Nelson said the survey went to all clients, about 40 percent of which were located in rural Benton County.

Augerot said that it would be helpful to have a general survey/needs assessment of the whole business community to show whether there are untapped needs.

The Board requested to be involved in the hiring process for the Economic Development Officer. Porsche said interviews will be scheduled for January and hiring will likely occur in February.

The Board requested that BOC office staff be included on the Economic Development Advisory Board email distribution list.

Augerot said that as the Board moves forward with budget planning, Commissioners would welcome a conversation about how County economic development dollars could most effectively be distributed among the partners including the EDO and the Regional Accelerator and Innovation Network (RAIN).

4.2 Report from Linn Benton Community College Small Business Department – Charlie Mitchell, Linn Benton Community College

Mitchell expressed appreciation for the County’s support for the Linn-Benton Community College (LBCC) Small Business Development Center (SBDC) through the Corvallis Benton County EDO. He gave a presentation which included information about the organization’s revenue model, core services, staffing, local and regional contracts, and client profiles. The organization provides free one-on-one business advising, as well as classes, workshops and seminars. It is one of 19 SBDC centers in Oregon which support one another and share services.
Contracts include the Corvallis Benton County EDO, City of Albany Community Development Block Grant program, and the Ford Family Foundation. The organization serves both existing businesses (60%) and pre-venture clients (40%) which have a specific issue that needs resolution, a desire for formal education, and an openness to advising.

The SBDC tracks and reports on key metrics including numbers of clients, hours advising, long-term clients, classes, attendees, new business starts, jobs created, jobs retained, new capital infusion, and increased sales. Since 2012, the metrics show more than 500 jobs created/retained and $34.5 million in increased sales. Year to date, the organization has surpassed all 2017 metrics and met all 2018 annual targets. In 2018, the organization offered 81 classes in 16 different locations, including Going Into Business, Small Business Management, Foundations of Business Success, Digital Media, and QuickBooks. Fees are reviewed regularly with the goal to cover costs and be competitive in the market. Upcoming challenges and opportunities include paying for new services while remaining nimble and flexible with restricted funding, providing affordable access while meeting expenses, delivering the right content, and facilitating a new advisory committee.

The Board briefly discussed the report and expressed appreciation for the presentation.

V. Information Sharing

5.1 Xanthippe Augerot, Chair

Paul Smith, Executive Director of Strengthening Rural Families, was present. Schuster had heard the Teen Summit was not funded for the coming year and wondered whether a County contribution might be appropriate. Augerot and Smith have since discussed the funding gap, costs and benefits of the event for youth engagement, and whether there are more cost-effective ways to address the needs of youth in rural Benton County. It is late to organize a Teen Summit for the coming year, but Smith was invited to discuss the event and future opportunities.

Smith said the Teen Summit has occurred in Benton County with different owners for 25 years. Strengthening Rural Families took over the event from the County six years ago. The following two biennium the event was funded by the Oregon Department of Education Youth Development Council, but a third biennium of funding was not successful. There are strengths and weaknesses to the one-day prevention approach. The event reaches youth in rural communities as well as historically disadvantaged populations beyond the rural communities; however, one day events are often seen as expensive and not especially effective. It would be worthwhile to have a conversation about ways to continue youth development work in the broader community.

Discussion followed regarding current youth development activities in the county, involvement of County staff and departments, and future opportunities. It was agreed that having an overall strategy would be helpful in moving all parties in the same direction. The Board expressed appreciation for the conversation and will consider this issue in context with the overall organizational goals.

Augerot reported on her attendance at the Moving the Needle Conference. She shared information from the Delaware Office of Financial Empowerment (DOFE) about a program called Stand By Me which offers personal financial coaching. She will meet with Oregon Cascades West Council of Governments (OCWC) staff and have a teleconference with DOFE staff on Monday. She suggested the Board have a future discussion about a local program
that would place financial navigators with organizations to help build financial stability for families in need.

Augerot shared information regarding a jurisdiction that is conducting an assessment of 911 calls to determine whether it would be appropriate for service providers other than sworn officers to respond to some calls. She will stay engaged with the assessment and she would like to consider whether it would be useful to do some local analysis when planning for the new 911 center.

5.2 Annabelle Jaramillo, Commissioner

Jaramillo reported on activities of the Council of Forest Trust Land Counties Committee, including Senator Wyden’s Forest Management for Rural Stability Act of 2018. The intent of the legislation is to establish a permanent endowment fund with an appropriation from the federal government and state funds.

Jaramillo shared information about the Oregon Transportation Commission (OTC) work with the Cascade West Area Commission on Transportation. Projects in our area include the Van Buren Street Bridge and the Highway 20 Safety Corridor Improvements. The Board will be receiving a report from the OTC about the Statewide Transportation Improvement Fund (STIF).

The Board discussed a need to clarify roles and future working relationships regarding regional transportation issues. Kerby has met with City of Corvallis staff on this item. The current contract expires in June 2019, and the Board will receive an update the first of the year.

5.3 Anne Schuster, Commissioner

Schuster will have the honor of presenting the Greenbelt Land Trust with $20,000 from the Oregon Community Foundation tonight.

Schuster shared information about a meeting on December 13 related to the development of a mental health worker pipeline. The pipeline would begin with grades K-12, introducing students to career opportunities for mental health professionals at every level.

5.4 Joe Kerby, County Administrator

Kerby reported that Commissioner-elect Malone is available to attend the goal setting session on Thursday at 12:00 noon. The Board agreed to revise the schedule.

Kerby shared that the 2040 Council continues to struggle with participation; he would like to get input from the Board about how to proceed at the goal setting session.

Kerby shared that staff will meet with members of the Brandis family on Friday regarding the possibility of pursuing land adjacent to the Fairgrounds.

VI. Other

There was no other discussion.

V. Adjournment

Chair Augerot adjourned the meeting at 11:54 a.m.
Chair Augerot called the meeting to order at 9:03 a.m.

I. Opening:
   A. Introductions
   B. Announcements

No announcements were made.

II. Comments from the Public

No public comments were offered.

III. Review and Approve Agenda

No changes were made to the agenda.

IV. Work Session

   4.1 Discussion and Consideration to Accept the 2017 Republic Services Annual Hauler Report – Gordon Brown, Bill Emminger, Environmental Health; Julie Jackson, Republic Services

Brown reviewed portions of the 2017 Republic Services Annual Report and the franchise rate adjustment of 2.6 percent effective January 1, 2019. The rate adjustment is based on the Refuse Rate Index (RRI), and it complies with the applicable Benton County Code and Board of Commissioners Order. The Benton County Solid Waste Advisory Council has reviewed and recommended approval of the annual report.

Republic Services has proposed a future change that would base franchise fees on gross revenue rather than receipts; this will be part of the upcoming franchise fee discussions.
In response to questions from the Board, Jackson provided additional information about the increase in self-haul drop fees at the landfill. The increase is intended to address safety and efficiency concerns by discouraging traffic at the landfill. Curbside pickup is offered for large items. Public information materials explaining the increase will be distributed.

Commissioner Schuster suggested that consideration be given to diverting mattresses to a nonprofit organization in Eugene which disassembles and repurposes them. It was suggested that the nonprofit organization may be willing to provide temporary collection service during the university’s move-out week.

**MOTION:** Schuster moved to accept the 2017 Report by Republic Services. Jaramillo seconded the motion, and it **carried 3-0**.

### 4.2 2017-2019 Quarterly Biennium Report – Jennifer Ryun, Finance Services

Finance staff presented the 2017-2019 Biennium Second Quarter Budget & Financial Status Report. Revenues have increased this year, there are no significant issues with the percent of appropriations expended to date, and the County will end the biennium in good condition.

Discussion followed regarding the appropriation status of specific line items.

Kerby referred to the Road Fund and explained that staff believes that rather than issuing debt to accomplish infrastructure projects, it is preferable to receive the funding and then move forward with allocations.

Augerot suggested that staff have a conversation with OSU Extension Service about Service District funds currently held in County funds.

Discussion followed regarding decisions to be made about PERS and benefits costs. Staff is working on an in-depth study of the alternatives and it may be appropriate to bring in a consultant.

Staff noted that the quarterly biennium report is quite long and complex, and it was suggested that consideration be given to whether there are more efficient ways for the information to be presented in the future. The Board agreed that some simplification of the report is appropriate. Kerby will meet with Finance staff to discuss ways the report could be revised for efficiency.

### 4.3 Discuss the Transportation System Plan – Laurel Byer, Gary Stockhoff, Public Works

The DKS Associates consulting team gave a presentation on the Benton County Transportation System Plan (TSP) Update. The TSP is a long-range plan that sets the vision for the County’s transportation system for 20 years. The update is intended to better reflect community values, incorporate the 2040 Thriving Communities Initiative, and address current transportation conditions. The process provided an opportunity to coordinate with other regional TSP updates and develop new TSPs for the small cities of Adair Village and Monroe. The draft TSP incorporates feedback received from the Technical and Stakeholder Advisory Committee and public outreach efforts.

The consultants reviewed feedback received from each of the community workshops, the online survey, and the Technical and Stakeholder Advisory Committee. The public engagement and comments were positive and supportive of the planning process.
In response to questions from the Board, the consultant team provided clarification about some of the recommendations contained within the draft plan. Additional discussion points included potential benefits and concerns about the use of motorized scooters as an alternative mode of transportation, the potential of identifying County property where it may be appropriate to locate electric vehicle charging stations, the need for further consideration of the relationship between freight and bicycle traffic, and the desire for transportation goals that are consistent with the 2040 Thriving Communities Initiative.

Community Development staff noted that changes to the Comprehensive Plan and Development Code which implement concepts contained within the TSP will come back to the Planning Commission and the Board in subsequent processes.

A Benton County Planning Commission public hearing on this item is scheduled for January 8, 2019. A Board of Commissioners public hearing is scheduled for February 5, 2019.

4.4 Discuss Revised 2019 Fees Schedule for Community Development, Natural Areas and Parks, Public Works – Debie Wyne, Public Works

Staff presented the revised 2019 fees schedules for Public Works and Community Development. The fees were proposed to increase by 5 percent effective January 1, 2019. There was no proposed increase to the fees schedule for Natural Areas and Parks. Brief discussion followed.

MOTION: Schuster moved to forward this item to the December 18, 2018, Board of Commissioners meeting. Jaramillo seconded the motion, and it carried 3-0.

4.5 Discuss Revised 2019 Fee Schedule to Increase the Benton Oaks RV Park Fees at the Fairgrounds – Deborah McNair, Fairgrounds

Deborah McNair presented a proposal to revise the 2019 Fee Schedule to increase Benton Oaks RV Park fees at the Fairgrounds. The revision would increase monthly camping fees to $635, weekly full hook-up fees to $250, and weekly partial hook-up fees to $235. Brief discussion followed.

MOTION: Jaramillo moved to forward this item to the December 18, 2018, Board of Commissioners meeting. Schuster seconded the motion, and it carried 3-0.

V. Other

No other items were discussed.

VI. Adjournment

Chair Augerot adjourned the meeting at 11:30 a.m.
MINUTES OF THE MEETING  
BENTON COUNTY BOARD OF COMMISSIONERS  
Tuesday, December 4, 2018  
Board Meeting Room  
205 NW 5th Street, Corvallis, Oregon  
12:00 p.m.

Present: Xanthippe Augerot, Chair; Annabelle Jaramillo, Commissioner; Anne Schuster, Commissioner; Vance Croney, County Counsel; Joe Kerby, County Administrator

Staff: Lili’a Neville, Public Information Officer; Teresa Nix, BOC Recorder

Guests: Bennett Hall, Corvallis Gazette-Times; Arlene Merems, Resident; Brittnay West, Resident

I. Opening

Chair Augerot called the meeting to order at 12:05 p.m.

A. Introductions
B. Pledge of Allegiance
C. Announcements

No announcements were made.

II. Comments from the Public

Arlene Merems thanked the Board and County Counsel for their willingness to develop an ordinance that addresses the issue of animal suffering. She expressed appreciation to Brittnay West who organized peaceful protests for the past three years, the protestors who helped educate the public on this issue, the investigators who exposed abuses in the industry, and Animal Defenders International.

Schuster expressed appreciation to Merems and West for their advocacy.

III. Review and Approve Agenda

MOTION: Jaramillo moved approve the agenda. Schuster seconded the motion, and it carried 3-0.

IV. Consent Calendar

4.1 In the Matter of Appointing Road District Members to:  
- Brownly/ Marshall: Andy Zaremba  
- Chinook: Matthew Lindberg  
- Country Estates: Craig Trampier  
- McDonald Forest Estates: Janet Morlan  
- North F: Robert Biscoe, Christine Clemmer, Stephanie Smith  
- Ridgewood: Jeff Stewart
4.2 Minutes to be approved:
November 6, 2018 Work Session
November 6, 2018 Meeting

MOTION: Schuster moved to approve the Consent Calendar of December 4, 2018. Jaramillo seconded the motion, and it carried 3-0.

V. Departmental Reports and Requests

5.1 In the Matter of a Second Reading Amending Benton County Code Chapter 9 – Animal Control, Banning Display of Wild or Exotic Animals, Ordinance No. 2018-0290 – Vance Croney, Counsel

Augerot noted that the Board received a letter from the Zoological Association of America (ZAA), one of two groups that accredit zoos in the United States, with concerns that they were not included in this process. The Ordinance cites standards of the Association of Zoos and Aquariums (AZA). It is the Board’s understanding that the ZAA criteria are not as stringent and may not be as proactive in caring for animals.

MOTION: Jaramillo moved to conduct a second reading of Ordinance No. 2018-0290 approving changes to Benton County Code Chapter 9. Schuster seconded the motion, and it carried 3-0.

Augerot conducted a second reading of Ordinance No. 2018-0290.

5.2 In the Matter of a Second Reading Amending Chapters 51, 94, 95 & 97 of the Benton County Development Code, Ordinance No. 2018-0289 – Linsey Godwin, Greg Verret, Community Development

MOTION: Schuster moved to conduct a second reading of Ordinance 2018-0289 adopting the Development Code amendments as recommended by the Planning Commission and further modified by staff. Jaramillo seconded the motion, and it carried 3-0.

Augerot conducted a second reading of Ordinance No. 2018-0289.

VI. Other

No other items were discussed.

VII. Adjournment

Chair Augerot adjourned the meeting at 12:18 p.m.

Xanthippe Augerot, Chair  Teresa Nix, Recorder
### Agenda Item Details

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<th>Title*</th>
<th>Approval of State Transportation Improvement Fund (STIF) Advisory Committee Recommendations</th>
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**This Item Involves***
- [ ] Appointments
- [ ] Budget
- [ ] Contract/Agreement
- [x] Discussion and Action
- [ ] Discussion Only
- [ ] Document Recording
- [ ] Employment
- [ ] Notice of Intent
- [ ] Order/Resolution
- [ ] Ordinance/Public Hearing 1st Reading
- [ ] Ordinance/Public Hearing 2nd Reading
- [ ] Proclamation
- [ ] Project/Committee Update
- [ ] Public Comment
- [ ] Special Report
- [ ] Other

**Estimated Time***
- 60 minutes

**Board/Committee Involvement***
- [x] Yes  
- [ ] No  
- [ ] Not Applicable

**Name of Board/Committee(s)**
- STIF Advisory Committee

**Advertised***
- [ ] Yes  
- [ ] No  
- [ ] Not Applicable
The State Transportation Improvement Fund (STIF) Advisory Committee was appointed July 17, 2018, by the Board. Their first meeting was September 21, 2018, and they have met monthly since then. Please see the STIF webpage for committee minutes and supporting information and documents located at: https://www.co.benton.or.us/stif

The STIF Committee have accomplished the following tasks:
1) Reviewed the Purpose, Mission & By-laws of the Committee.
2) Elected a Chair, Dylan Horne and Vice-Chair Linda Modrell
3) Completed training (see #1 attached)
4) Reviewed the committee timeline (#2 attached)
5) Reviewed the analysis for Determining High Percentage of Low Income Household Options and are recommending the draft Definition of Communities with a High Percentage of Low-Income Households (#3 attached).
6) Reviewed the Sub-Allocation Formula Options (#4 attached) and are recommending Option No. 7, the draft Sub-Allocation Formula (#5 attached)
7) Reviewed and approved the press release for solicitation of the STIF Discretionary Grant Funds for 2019-21.

Staff is asking for the Board to forward the STIF Advisory Committee’s Recommendation for Sub-Allocation Formula Options and the definition of Communities with a High Percentage of Low Income Households to the January 15, 2019, noon meeting for approval.

Options

1) Modify the STIF Advisory Committee’s draft Recommendations for the Sub-Allocation Formula and the definition of Communities with a High Percentage of Low Income Households, or
2) Forward the STIF Advisory Committee’s Recommendations for the “Sub-Allocation Formula” and the “definition of Communities with a High Percentage of Low Income Households and forward the item to the January 15, noon meeting.

Staff recommends Option 2, of approval.

Meeting Motions

I move to ... Forward the STIF Advisory Committee’s Recommendations of "Sub-Allocation Formula” and the "definition of Communities with a High Percentage of Low Income Households for the STIF Plan to the January 15, noon meeting.

Approvals

Signatures

Signature - Department

Signature - County Counsel

Signature - Finance

Signature - HR

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 STIF Training 9-21-18.pdf 1.13MB
#2 STIF timeline Nov 2018.pdf 144.16KB
#3 draft Definition of Communities with High Percentage of Low Income Households 11-5-18.pdf 126.13KB
#4 Sub-Allocation Formula Options 11-5-18.pdf 1.22MB
#5 draft STIF Sub-Allocation Formula Recommendation 11-5-18.pdf 176.31KB
Agenda For This Presentation

1. Overview of HB 2017 STIF Transit Program Purpose, Terminology, Components, and Funding
2. Status of STIF Grant Program Schedule
3. Benton County Commissioner’s Three Key Tasks
4. Key Tasks for STIF Advisory Committee
5. Tasks for County Public Transportation Service Providers
6. Next Steps / Questions?
Purpose of HB2017
STIF Transit Funding

• Finance investments and improvements in public transportation
• Intended to expand public transportation services in Oregon
• Not intended to supplant existing funds from state or local sources
• Flexible statewide funds intended for all forms of transit
• Projects must emphasize Key Legislative Goals
Areas of Legislative Emphasis Will Be Monitored by ODOT

Reporting on outcomes must address how projects:

• Improve transit service to low-income households
• Improve frequency and reliability of service within and between communities
• Improve coordination between transit providers
• Provide student transit services for grades 9-12

ODOT will be field auditing all programs and projects to ensure outcomes are being addressed!
An HB 2017 Transit Lexicon, Part 1

**STIF** (Statewide Transportation Improvement Fund) - Fund established by HB2017 to receive and distribute the new employee tax revenues.

**Qualified Entity** - Mass Transit District, Transportation District, County Government, or Indian Tribe which will receive funds from the STIF.

**Public Transportation Provider** - A Qualified Entity, city, county, special district, intergovernmental entity or other public entity that provides public transportation services.

**Sub-Recipient** - A Public Transportation Provider that has entered into an agreement to provide services using STIF funds.
An HB 2017 Transit Lexicon, Part 2

**STIF Advisory Committee** – This Committee appointed by the Qualified Entity governing body (BOC) to advise and assist them in reviewing the STIF Plan, prioritizing projects, and recommending funding.

**Local Plan** - a local or regional public transportation plan which that is developed and adopted by the Governing Body of a Qualified Entity, Public Transportation Service Provider, or MPO.

**STIF Plan** – An HB 2017-specific local plan which has been adopted by the local governing body to guide STIF Formula Fund investments.

**Project** - a public transit improvement activity eligible for STIF moneys; a plan or proposal for which is included in a STIF Plan or in a grant application to a Qualified Entity.
An HB 2017 Transit Lexicon, Part 3

Low-Income Household - A household at 200% or less of the Federal Poverty Level.

200% of Federal Poverty Level – The current thresholds of households at 200% of federal poverty level:

- $24,280 for an individual
- $32,920 for a family of 2
- $41,560 for a family of 3
- $50,200 for a family of 4
- $58,840 for a family of 5
- $67,120 for a family of 6
- $76,120 for a family of 7
- $84,760 for a family of 8

Low-Income Community – task to be defined by the STIF Advisory Committee
Public Transportation Advisory Committee (“PTAC”) - the ODOT Public Transportation Advisory Committee established by the Legislature, which will review all STIF funding applications submitted to the state.

Sub-Allocation Method - method to sub-allocate STIF Formula Fund moneys to Public Transportation Service Providers; must be developed collaboratively between Qualified Entity and its Public Transportation Service Providers, and included in the STIF Plan.
STIF Program Components

**Formula Program (90%)** - Allocated to Qualified Entities based on distribution of employee tax where employees work. Planning, administration, transit operations, facilities, vehicles, equipment, and technology are eligible activities.

**Discretionary Program (5%)** - Statewide competitive grant program for one-time costs. Ongoing operations are not eligible. Will require a 10% -20% local match.

**Inter-Community Program (4%)** - Statewide competitive grant for improving connections between communities. Ongoing operations and capital expenses are eligible. Will require a 10% -20% local match.

**ODOT Technical Resource Center (1%)** - To administer the program and provide assistance to local agencies.
### Statewide Revenue Estimates

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<th>STIF FUNDS</th>
<th>Fiscal Year 2019 Q3 &amp; Q4, FY 2020, FY 2021</th>
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<td>Intercommunity Discretionary Fund</td>
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### Benton County Estimated STIF Formula Funding

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* Estimates provided by ODOT, April 2018
Three Key Tasks for Benton County

1. Appoint the Local STIF Advisory Committee
   • Committee will review and prioritize project proposals, oversee STIF Plan development, make recommendations to BOC for funding
   • Per Rules, appointments should be balanced geographically and demographically
   • BOC has completed appointments (seven members)
Three Key Tasks for Benton County

2. Develop a methodology for distribution of funds within the County

- Coordinate with Public Transportation Service Providers within the County on methodology

- Sub-allocations to Providers should be proportional to payroll tax revenue generated in their respective areas, as a "starting place, not an entitlement"

- Board must also consider regional travelshed needs and requirements – CALM Model example

- Legislative decision criteria may affect prioritization of projects for award
Three Key Tasks for Benton County

3. Develop the Local STIF Plan for submittal to ODOT

- Projects must be derived from locally adopted Plans (Corvallis Transit Development Plan, County TSP, County Coordinated Plan, Philomath TSP, etc)
- STIF Plans cover a 2 to 4 year period (2.5 year funding period)
- STIF Plan is developed by STIF Advisory Committee in conjunction with Public Transit Providers, then is adopted by Board
- STIF Plan must be developed through solicitation process by STIF Advisory Committee
Key Tasks for STIF Advisory Committee

• Establish criteria for Low-Income Households
• Determine a process for solicitation and review of Projects, Including public engagement, consistent with ODOT guidance
• Review and recommend a Sub-Allocation Method for distribution of STIF Formula Funds, as a guideline for funding in the STIF Plan
• Develop and recommend to the BOC a STIF Plan of projects for funding with STIF funds, and submission to ODOT
STIF Advisory Committee
Project Considerations

The Advisory Committee shall consider the following criteria when reviewing STIF Formula Fund Projects:

Whether the Project would:

• increase the frequency of bus service to communities with a high percentage of Low-Income Households;
• expand bus routes and bus services to serve communities with a high percentage of Low-Income Households;
• reduce fares for public transportation in communities with a high percentage of Low-Income Households;
• result in procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;
• improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity’s service area;
STIF Advisory Committee
Project Considerations

• increase the coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service; or
• expand student transit services for students in grades 9 through 12.
• maintain an existing, productive service;
• the extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and
• other factors to be determined by the Qualified Entity or Advisory Committee (for example, geographic equity).
Possible reasons for rejection of a STIF Plan include, but are not limited to:

• The Qualified Entity did not establish an STIF Advisory Committee, or established a committee inconsistent with membership requirements in these rules;

• The Qualified Entity failed to confer with its STIF Advisory Committee;

• The STIF Plan is incomplete or does not adequately explain how the Qualified Entity will accomplish the goals of the Projects in the STIF Plan, including Recipient accountability methods, Sub-recipient accountability methods, or remediation strategies, if applicable;

• The STIF Plan does not contain the sections and elements listed in rules
STIF Plan Approval Process

START

1. ODOT provides Formula Fund allocation estimates to QEs.
2. QEs work with PTSPs to develop sub-allocation method.
3. QEs form Advisory Committees.

Qualified Entity

- The QE prepares the STIF Plan to be submitted to ODOT.
- The QE submits the STIF Plan to ODOT.
- Incomplete or deficient STIF Plans may be returned to the QE to correct and resubmit.

Governing Body of Qualified Entity

- The Governing Body of the QE approves the STIF Plan to be submitted to ODOT. The Governing Body may modify the STIF Plan.

ODOT Staff

- ODOT Staff reviews the STIF Plan for completeness.

Public Transportation Advisory Committee

- PTAC recommends OTC approve or reject the STIF Plan.

Oregon Transportation Commission

- OTC accepts or rejects PTAC's recommendation.

FINISH

- ODOT disburses quarterly payments to QEs.
- QEs provide quarterly reports to ODOT.

April 27, 2018
## Benton County Schedule

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<tr>
<th>Season</th>
<th>Activities</th>
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| Summer 2018 | • Present to City Councils  
• Meet with Public Transit Providers  
• Appoint STIF Advisory Committee  
• Begin developing allocation methodology |
| Fall 2018   | • Complete allocation methodology  
• Solicit projects from Public Transit Providers |
| Winter 2018-19 | • Develop draft STIF Plan |
| Spring 2019 | • Finalize STIF Plan for adoption by Board of Commissioners  
• STIF Plan due to ODOT May 1 |
Questions?

Thank You!

Lee K. Lazaro
Benton County Transportation Coordinator
lee.lazaro@corvallisoregon.gov
541-754-1748
# Statewide Transportation Improvement Fund
## BENTON COUNTY ADVISORY COMMITTEE SCHEDULE

**November 2018**

### 2018

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**COUNTY PROCESS**

- **April - August:** ODOT Guidance Issued
- **STIF AC formed**

### 2019

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- **STIF AC Input on Discretionary and Inter-Community Grant projects due to ODOT**

**STIF AC begins meeting; develops formula; identifies low income communities; works on RFP goals; staff begins drafting STIF Plan**

- **STIF AC Issues RFP for Project Plans**
- **Project Plans Due to STIF AC**

**STIF AC evaluates & prioritizes Projects; staff finalizes STIF Plan for AC approval**

- **BOC approves STIF Plan**
- **Staff submits STIF Plan to ODOT**

**ODOT PROCESS**

- **May 1:** STIF Plans due
- **ODOT review**
- **PTAC Subcommittee review**

**STIF Discretionary and Inter-Community Grant Apps Due to ODOT**

- **PTAC review and recommendation**
- **OTC presentation**

**OTC decision; Formula Funds disbursed**

---

**Legend**

- ☃️: Action
- Process timeframe
Approved Definition of Communities With a High Percentage of Low-Income Households

STIF Requirements (from ODOT Guidance)

1. **Oregon Administrative Rules**
   - **Definitions**
     - 732-040-0005(15) "Low Income Household" means a household the total income of which **does not exceed 200% of the poverty guidelines** updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 contiguous States and the District of Columbia.
   - **STIF Plan Contents**
     - 732-042-0015(1)(e) The STIF Plan must contain an explanation of how the plan defines and identifies communities with a **high percentage of Low-Income Households**.
     - 732-042-0015(3)(c) Anticipated benefits and **discrete measurable outcomes** associated with each Project with specific reference to communities with a high percentage of Low-Income Households
   - **STIF Discretionary and Intercommunity Funds**
     - 732-044-0030(1) The Commission's investment priorities are: (a) Improvement of Public Transportation Service to Low-Income Households...

2. **How Low-Income Household Data is Used**
   - **Advisory Committee Bylaws**
     - Definition of high percentage of Low-Income Households to inform project selection
   - **Local Plan**
     - Current and future conditions analysis that includes locations of Low-Income Households to inform service planning
   - **Formula Fund Allocations & Advisory Committee Project Selection Criteria**
     - Increase in frequency of bus service to communities with a high percentage of Low-Income Households
     - Increase in hours or days of service to communities with a high percentage of Low-Income Households
     - Expand new bus routes and services to service communities with a high percentage of Low-Income Households
     - Reduce fares in communities with a high percentage of Low-Income Households
   - **Measureable Outcomes**
     - Number of low income households served
     - Annual report on actions taken to mitigate tax impacts on passengers in low-income communities
Definition of Communities With a High Percentage of Low-Income Households

Approved by the STIF Committee 11/5/18

“In Benton County, for purposes of the Statewide Transportation Improvement Fund, a community with a high percentage of low-income households is defined as a geographic area with, at minimum, a percentage of households below 200% of the 2016 Federal poverty level, that is equal to or greater than the 2016 Oregon State average of 35%. Said geographic area may be a town; a community; a neighborhood or collection of neighborhoods; or a subdivision or group of subdivisions; but in no event shall be smaller than a Benton County US Census block. Other augmenting indices of social and economic equity may also be used to help determine a community’s need for improved transportation services.”

Next Step After Committee’s Approval of the Definition:

a) Informal review by our ODOT Regional Transit Coordinator (Mark Bernard) to ensure we have covered all the required statutory bases.

b) Review by County Counsel

c) Submittal to the Benton County Board of Commissioners for formal adoption and incorporation into the (modified) STIF Advisory Committee Bylaws.
BENTON COUNTY
STIF ADVISORY COMMITTEE

Sub-Allocation Formula Options for Consideration and/or Modification and Approval by the Committee:

STIF Requirements (from ODOT Guidance)

1. Oregon Administrative Rules 732-042-0010

QEs are required to work in coordination with Public Transportation Service Providers (PTSP’S) and other potential sub-recipients to develop a method for sub-allocating STIF Formula Fund moneys to PTSPs.

To the extent possible, using the best available data, the sub-allocation method used by QEs must be proportionate to the amount of employee payroll tax revenue generated within the geographic territory of each PTSP.

The QE’s sub-allocation estimate shall be a starting point for the QE’s STIF Plan and funding prioritization process, and is not an entitlement. Decision criteria may affect prioritization of projects for award.

2. Benton County STIF Bylaws, Article 4, Section 2 (d)

“As and if requested, and in the manner directed by directed by the Commissioners, reviewing and advising staff on the methodology for distribution of STIF Formula Program.”

The Board of Commissioners has structured the STIF Advisory Committee intentionally to have widespread representation from virtually every community and every transportation provider within Benton County, and it is reasonable to assume that they wish the Committee to agree upon a sub-allocation formula for the Board’s consideration and adoption, which reflects the consensus of the County community.

3. Benton County Sub-Allocation Formula Options for Consideration

Attached are seven (7) Sub-Allocation Options for your review and consideration. Please keep in mind that as the statute provides, this is merely a guideline, or “benchmark” against which to evaluate our eventual STIF Project Plan – this is not a “disbursement formula”. The funding will be disbursed by ODOT based on approved projects in our STIF Plan.

Option One – 100% Allocation By Population (not compliant – offered for the Committee’s comparative information only)

Option Two – 100% Allocation by Place of Employment

Option Three – 100% Allocation by Location of Business Establishments
Option Four – 100% Allocation by Total Employment Payroll, by Community

Option Five – 100% Allocation by Three-Factor Mean: Jobs/Businesses/Payroll

Option Six – 100% Allocation by Ten-Factor Equity Analysis (weighted by population and 3-factor Business Mean – unlikely this Option would be compliant although weighted to business tax)

Option Seven – 100% Allocation by Four Factor Mean: Jobs/Businesses/Payroll/Weighted Equity (this Option would likely be compliant; 75% weighted to business tax and 25% equity portion also weighted to business and population)

These are the viable options (or, if not viable, even theoretically feasible) options that staff could determine, based on the statute. There may be others that would occur to the Committee. However, please bear in mind that this is, in the end, a guideline document, and our work going forward may be better spent at some point focused on the STIF Plan itself.

Respectfully submitted,

[Signature]

Lee K. Lazaro

Staff to the Committee

November 4, 2018
STIF FUNDING
SUB-ALLOCATION
FORMULA
OPTIONS
### SUB-ALLOCATION FORMULA OPTION No. ONE

#### 100% Allocation by Population

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#### 130% Allocation by Population

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## Statewide Transportation Improvement Fund Advisory Committee

### SUB-ALLOCATION FORMULA OPTION No. TWO

#### 100% Allocation by Employment

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<th>Average Annual Employment (Jobs)</th>
<th>Percentage by Employment Estimate</th>
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<td><strong>$1,731,999</strong></td>
<td><strong>$3,937,000</strong></td>
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</table>

#### 130% Allocation by Employment

<table>
<thead>
<tr>
<th>City / County</th>
<th>Average Annual Employment (Jobs)</th>
<th>Percentage by Employment Estimate</th>
<th>FY 2019 Share</th>
<th>FY 2020 Share</th>
<th>FY 2021 Share</th>
<th>Three-Year Combined Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$876,200</td>
<td>$1,990,300</td>
<td>$2,251,600</td>
<td>$5,118,100</td>
</tr>
<tr>
<td>Albany</td>
<td></td>
<td>100.00%</td>
<td></td>
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</tr>
<tr>
<td>North Albany</td>
<td>809</td>
<td>2.16%</td>
<td>$18,961.00</td>
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<td>$48,724</td>
<td>$110,754</td>
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<tr>
<td>Benton</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Adair Village</td>
<td>130</td>
<td>0.35%</td>
<td>$3,047.00</td>
<td>$6,921.00</td>
<td>$7,830</td>
<td>$17,798</td>
</tr>
<tr>
<td>Corvallis</td>
<td>31,002</td>
<td>82.93%</td>
<td>$726,600.00</td>
<td>$1,650,482.00</td>
<td>$1,867,169</td>
<td>$4,244,251</td>
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<tr>
<td>Monroe</td>
<td>153</td>
<td>0.41%</td>
<td>$3,586.00</td>
<td>$8,145.00</td>
<td>$9,215</td>
<td>$20,946</td>
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<tr>
<td>Philomath</td>
<td>1,077</td>
<td>2.88%</td>
<td>$25,242.00</td>
<td>$57,337.00</td>
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<tr>
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<td>4,214</td>
<td>11.77%</td>
<td>$98,764.00</td>
<td>$224,345.00</td>
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<td>$576,907</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>37,385</strong></td>
<td><strong>100%</strong></td>
<td><strong>$876,200.00</strong></td>
<td><strong>$1,990,299.00</strong></td>
<td><strong>$2,251,601</strong></td>
<td><strong>$5,118,100</strong></td>
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</tbody>
</table>
### Statewide Transportation Improvement Fund Advisory Committee

**SUB-ALLOCATION FORMULA OPTION No. THREE**

#### 100% Allocation by Business Establishments

<table>
<thead>
<tr>
<th>City / County</th>
<th>Business Establishments</th>
<th>Percentage by Business Est. Estimate</th>
<th>FY 2019 Share</th>
<th>FY 2020 Share</th>
<th>FY 2021 Share</th>
<th>Three-Year Combined Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$3,937,000</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Albany</td>
<td></td>
<td>$1,732,000</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>North Albany</td>
<td>133</td>
<td>4.59%</td>
<td>$30,932.00</td>
<td>$70,263.00</td>
<td>$79,488</td>
<td>$180,683</td>
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<tr>
<td>Benton</td>
<td></td>
<td>$28,529</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adair Village</td>
<td>19</td>
<td>0.66%</td>
<td>$4,419.00</td>
<td>$10,038.00</td>
<td>$11,355</td>
<td>$25,812</td>
</tr>
<tr>
<td>Corvallis</td>
<td>1,963</td>
<td>67.74%</td>
<td>$456,543.00</td>
<td>$1,037,044.00</td>
<td>$1,173,194</td>
<td>$2,666,781</td>
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<tr>
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<td>21</td>
<td>0.72%</td>
<td>$4,884.00</td>
<td>$11,094.00</td>
<td>$12,551</td>
<td>$28,529</td>
</tr>
<tr>
<td>Philomath</td>
<td>167</td>
<td>5.76%</td>
<td>$38,840.00</td>
<td>$88,225.00</td>
<td>$99,808</td>
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<tr>
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<td>595</td>
<td>20.53%</td>
<td>$138,382.00</td>
<td>$314,336.00</td>
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<td>Total</td>
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<td>$674,000.00</td>
<td>$1,531,000.00</td>
<td>$1,732,000</td>
<td>$3,937,000</td>
</tr>
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</table>

#### 130% Allocation by Business Establishments

<table>
<thead>
<tr>
<th>City / County</th>
<th>Business Establishments</th>
<th>Percentage by Business Est. Estimate</th>
<th>FY 2019 Share</th>
<th>FY 2020 Share</th>
<th>FY 2021 Share</th>
<th>Three-Year Combined Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$5,118,100</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Albany</td>
<td></td>
<td>$2,251,600</td>
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</tr>
<tr>
<td>North Albany</td>
<td>133</td>
<td>4.59%</td>
<td>$40,212.00</td>
<td>$91,342.00</td>
<td>$103,334</td>
<td>$234,888</td>
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<td>Benton</td>
<td></td>
<td>$37,087</td>
<td></td>
<td></td>
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<tr>
<td>Adair Village</td>
<td>19</td>
<td>0.66%</td>
<td>$5,745.00</td>
<td>$13,049.00</td>
<td>$14,762</td>
<td>$33,556</td>
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<tr>
<td>Corvallis</td>
<td>1,963</td>
<td>67.74%</td>
<td>$593,506.00</td>
<td>$1,348,157.00</td>
<td>$1,525,152</td>
<td>$3,466,815</td>
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<tr>
<td>Monroe</td>
<td>21</td>
<td>0.72%</td>
<td>$6,349.00</td>
<td>$14,422.00</td>
<td>$16,316</td>
<td>$37,087</td>
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<tr>
<td>Philomath</td>
<td>167</td>
<td>5.76%</td>
<td>$50,492.00</td>
<td>$114,693.00</td>
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<td>$294,936</td>
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<tr>
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<td>595</td>
<td>20.53%</td>
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<td>$2,251,601</td>
<td>$5,118,100</td>
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</table>
## Statewide Transportation Improvement Fund Advisory Committee

### SUB-ALLOCATION FORMULA OPTION No. FOUR

#### 100% Allocation by Total Payroll

<table>
<thead>
<tr>
<th>City / County</th>
<th>Total Payroll</th>
<th>Percentage by Total Payroll Estimate</th>
<th>FY 2019 Share</th>
<th>FY 2020 Share</th>
<th>FY 2021 Share</th>
<th>Three-Year Combined Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,826,959,829</td>
<td>100%</td>
<td>$674,000</td>
<td>$1,531,000</td>
<td>$1,732,000</td>
<td>$3,937,000</td>
</tr>
<tr>
<td>Albany</td>
<td>$29,690,514</td>
<td>1.63%</td>
<td>$10,953</td>
<td>$24,881</td>
<td>$28,147</td>
<td>$63,981</td>
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<tr>
<td>Benton</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Adair Village</td>
<td>$3,543,116</td>
<td>0.19%</td>
<td>$1,307</td>
<td>$2,969</td>
<td>$3,359</td>
<td>$7,635</td>
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<tr>
<td>Corvallis</td>
<td>$1,571,570,976</td>
<td>86.02%</td>
<td>$579,782</td>
<td>$1,316,983</td>
<td>$1,489,885</td>
<td>$3,386,650</td>
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<tr>
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<td>0.26%</td>
<td>$1,778</td>
<td>$4,039</td>
<td>$4,569</td>
<td>$10,386</td>
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<td>Philomath</td>
<td>$37,590,824</td>
<td>2.06%</td>
<td>$13,868</td>
<td>$31,501</td>
<td>$35,637</td>
<td>$81,006</td>
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<tr>
<td>Unincorporated</td>
<td>$179,744,749</td>
<td>9.84%</td>
<td>$66,312</td>
<td>$150,627</td>
<td>$170,403</td>
<td>$387,342</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$674,000</td>
<td>$1,531,000</td>
<td>$1,732,000</td>
<td>$3,937,000</td>
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</table>

#### 130% Allocation by Total Payroll

<table>
<thead>
<tr>
<th>City / County</th>
<th>Total Payroll</th>
<th>Percentage by Total Payroll Estimate</th>
<th>FY 2019 Share</th>
<th>FY 2020 Share</th>
<th>FY 2021 Share</th>
<th>Three-Year Combined Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,826,959,829</td>
<td>130%</td>
<td>$876,200</td>
<td>$1,990,300</td>
<td>$2,251,600</td>
<td>$5,118,100</td>
</tr>
<tr>
<td>Albany</td>
<td>$29,690,514</td>
<td>1.63%</td>
<td>$14,239</td>
<td>$32,345</td>
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<td>$83,175</td>
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<tr>
<td>Benton</td>
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</tr>
<tr>
<td>Adair Village</td>
<td>$3,543,116</td>
<td>0.19%</td>
<td>$1,699</td>
<td>$3,860</td>
<td>$4,367</td>
<td>$9,926</td>
</tr>
<tr>
<td>Corvallis</td>
<td>$1,571,570,976</td>
<td>86.02%</td>
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<td>$1,712,078</td>
<td>$1,936,851</td>
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<td>$4,819,650</td>
<td>0.26%</td>
<td>$2,311</td>
<td>$5,251</td>
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<tr>
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<td>$37,590,824</td>
<td>2.06%</td>
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<td>$40,952</td>
<td>$46,328</td>
<td>$105,308</td>
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<tr>
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<td>9.84%</td>
<td>$86,205</td>
<td>$195,815</td>
<td>$221,523</td>
<td>$503,543</td>
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<tr>
<td>Total</td>
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<td>$876,199</td>
<td>$1,990,301</td>
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<td>$5,118,100</td>
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</tbody>
</table>
### Statewide Transportation Improvement Fund Advisory Committee

**SUB-ALLOCATION FORMULA OPTION No.FIVE**

100% Allocation by Three-Factor Mean: Jobs/Businesses/Payroll

<table>
<thead>
<tr>
<th>City / County</th>
<th>Average Annual Employment (Jobs)</th>
<th>Business Establishments</th>
<th>Total Payroll</th>
<th>Three-Factor Mean Percentage</th>
<th>FY 2019 Share</th>
<th>FY 2020 Share</th>
<th>FY 2021 Share</th>
<th>Three-Year Combined Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2016</td>
<td>2016</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Albany</td>
<td></td>
<td></td>
<td></td>
<td>100.00%</td>
<td>$674,000</td>
<td>$1,531,000</td>
<td>$1,732,000</td>
<td>$3,937,000</td>
</tr>
<tr>
<td>North Albany</td>
<td>809</td>
<td>133</td>
<td>29,690,514</td>
<td></td>
<td>$18,823</td>
<td>$42,757</td>
<td>$48,372</td>
<td>$109,952</td>
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</table>

<table>
<thead>
<tr>
<th>Benton</th>
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<th></th>
<th></th>
<th>100.00%</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Adair Village</td>
<td>130</td>
<td>19</td>
<td>3,543,116</td>
<td>0.40%</td>
<td>$2,690</td>
<td>$6,110</td>
<td>$6,912</td>
<td>$15,712</td>
</tr>
<tr>
<td>Corvallis</td>
<td>31,002</td>
<td>1,963</td>
<td>1,571,570,976</td>
<td>78.89%</td>
<td>$531,750</td>
<td>$1,207,876</td>
<td>$1,366,454</td>
<td>$3,106,080</td>
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<tr>
<td>Monroe</td>
<td>153</td>
<td>21</td>
<td>4,819,650</td>
<td>0.47%</td>
<td>$3,140</td>
<td>$7,133</td>
<td>$8,069</td>
<td>$18,342</td>
</tr>
<tr>
<td>Philomath</td>
<td>1,077</td>
<td>167</td>
<td>37,590,824</td>
<td>3.57%</td>
<td>$24,042</td>
<td>$54,611</td>
<td>$61,780</td>
<td>$140,433</td>
</tr>
<tr>
<td>Unincorporated</td>
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<td>595</td>
<td>179,744,749</td>
<td>13.88%</td>
<td>$93,556</td>
<td>$212,512</td>
<td>$240,413</td>
<td>$546,481</td>
</tr>
</tbody>
</table>

**Total** | 37,385                          | 2,898                    | 1,826,959,829 | 100%                         | $674,001      | $1,530,999    | $1,732,000    | $3,937,000               |

130% Allocation by Three-Factor Mean: Jobs/Businesses/Payroll

<table>
<thead>
<tr>
<th>City / County</th>
<th>Average Annual Employment (Jobs)</th>
<th>Business Establishments</th>
<th>Total Payroll</th>
<th>Three-Factor Mean Percentage</th>
<th>FY 2019 Share</th>
<th>FY 2020 Share</th>
<th>FY 2021 Share</th>
<th>Three-Year Combined Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2016</td>
<td>2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Albany</td>
<td></td>
<td></td>
<td></td>
<td>100.00%</td>
<td>$876,200</td>
<td>$1,990,300</td>
<td>$2,251,600</td>
<td>$5,118,100</td>
</tr>
<tr>
<td>North Albany</td>
<td>809</td>
<td>133</td>
<td>29,690,514</td>
<td></td>
<td>$24,471</td>
<td>$55,586</td>
<td>$62,883</td>
<td>$142,940</td>
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</table>

<table>
<thead>
<tr>
<th>Benton</th>
<th></th>
<th></th>
<th></th>
<th>100.00%</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Adair Village</td>
<td>130</td>
<td>19</td>
<td>3,543,116</td>
<td>0.40%</td>
<td>$3,497</td>
<td>$7,943</td>
<td>$8,986</td>
<td>$20,426</td>
</tr>
<tr>
<td>Corvallis</td>
<td>31,002</td>
<td>1,963</td>
<td>1,571,570,976</td>
<td>78.89%</td>
<td>$691,274</td>
<td>$1,570,239</td>
<td>$1,776,391</td>
<td>$4,037,904</td>
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<tr>
<td>Monroe</td>
<td>153</td>
<td>21</td>
<td>4,819,650</td>
<td>0.47%</td>
<td>$4,082</td>
<td>$9,273</td>
<td>$10,490</td>
<td>$23,845</td>
</tr>
<tr>
<td>Philomath</td>
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<td>167</td>
<td>37,590,824</td>
<td>3.57%</td>
<td>$31,254</td>
<td>$70,994</td>
<td>$80,315</td>
<td>$182,563</td>
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<tr>
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<td>179,744,749</td>
<td>13.88%</td>
<td>$121,622</td>
<td>$276,265</td>
<td>$312,535</td>
<td>$710,422</td>
</tr>
</tbody>
</table>

**Total** | 37,385                          | 2,898                    | 1,826,959,829 | 100%                         | $876,200      | $1,990,300    | $2,251,603    | $5,118,100               |
# Statewide Transportation Improvement Fund Advisory Committee

## SUB-ALLOCATION FORMULA OPTION No. SIX

### 100% Allocation by Weighted Ten-Factor Equity Analysis

<table>
<thead>
<tr>
<th>City / County</th>
<th>Composite Equity Factor</th>
<th>Equity Factor Applied Countywide</th>
<th>July 1 Population Factor</th>
<th>Three-Factor Business Mean</th>
<th>Business-Pop Weighted Equity Factor</th>
<th>Percentage by Weighted Equity Factor</th>
<th>FY 2019 Share</th>
<th>FY 2020 Share</th>
<th>FY 2021 Share</th>
<th>Three-Year Combined Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$674,000</td>
<td>$1,531,000</td>
<td>$1,732,000</td>
<td>$3,937,000</td>
</tr>
<tr>
<td>North Albany</td>
<td>0.18</td>
<td>0.11</td>
<td>0.0834</td>
<td>0.0279</td>
<td>3.8353E-02</td>
<td>3.84%</td>
<td>$25,847</td>
<td>$58,713</td>
<td>$66,421</td>
<td>$150,982</td>
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<tr>
<td>Benton</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adair Village</td>
<td>0.25</td>
<td>0.16</td>
<td>0.0092</td>
<td>0.0040</td>
<td>1.8103E-02</td>
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<td>71.41%</td>
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<td>$1,236,788</td>
<td>$2,811,337</td>
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<tr>
<td>Monroe</td>
<td>0.37</td>
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### 130% Allocation by Equity Factors

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<tr>
<th>City / County</th>
<th>Composite Equity Factor</th>
<th>Equity Factor Applied Countywide</th>
<th>July 1 Population Factor</th>
<th>Three-Factor Business Mean</th>
<th>Business-Pop Weighted Equity Factor</th>
<th>Percentage by Weighted Equity Factor</th>
<th>FY 2019 Share</th>
<th>FY 2020 Share</th>
<th>FY 2021 Share</th>
<th>Three-Year Combined Share</th>
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</thead>
<tbody>
<tr>
<td>Albany</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$876,200</td>
<td>$1,990,300</td>
<td>$2,251,600</td>
<td>$5,118,100</td>
</tr>
<tr>
<td>North Albany</td>
<td>0.18</td>
<td>0.11</td>
<td>0.0834</td>
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</tr>
<tr>
<td>Adair Village</td>
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<td>0.16</td>
<td>0.0092</td>
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<td>1.60</td>
<td>1.00</td>
<td>1.0000</td>
<td>1.0000</td>
<td>1.0000E+00</td>
<td>100%</td>
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<td>$1,990,315.74</td>
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### SUB-ALLOCATION FORMULA OPTION No. SEVEN

#### 100% Allocation by Four-Factor Mean: Jobs/Businesses/Payroll/Ten-Factor Equity Analysis

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<tr>
<th>City / County</th>
<th>Average Annual Employment (Jobs)</th>
<th>Business Establishments</th>
<th>Total Payroll</th>
<th>Ten-Factor Equity Share</th>
<th>Four-Factor Mean Percentage</th>
<th>FY 2019 Share</th>
<th>FY 2020 Share</th>
<th>FY 2021 Share</th>
<th>Three-Year Combined Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$674,000</td>
<td>$1,531,000</td>
<td>$1,732,000</td>
<td>$3,937,000</td>
</tr>
<tr>
<td>North Albany</td>
<td>809</td>
<td>133</td>
<td>29,690,514</td>
<td>150,982</td>
<td>100.00%</td>
<td>$20,579</td>
<td>$46,746</td>
<td>$52,882</td>
<td>$120,207</td>
</tr>
<tr>
<td>Benton</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5,067</td>
<td>$11,511</td>
<td>$13,022</td>
<td>$29,600</td>
</tr>
<tr>
<td>Adair Village</td>
<td>130</td>
<td>19</td>
<td>3,543,116</td>
<td>71,264</td>
<td>0.75%</td>
<td>$519,135</td>
<td>$1,179,222</td>
<td>$1,334,038</td>
<td>$3,032,395</td>
</tr>
<tr>
<td>Corvallis</td>
<td>31,002</td>
<td>1,963</td>
<td>1,571,570,976</td>
<td>2,811,337</td>
<td>77.02%</td>
<td>$6,733</td>
<td>$15,293</td>
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<tr>
<td>Monroe</td>
<td>153</td>
<td>21</td>
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<td>102,278</td>
<td>1.00%</td>
<td>$26,874</td>
<td>$61,045</td>
<td>$69,060</td>
<td>$156,979</td>
</tr>
<tr>
<td>Philomath</td>
<td>1,077</td>
<td>167</td>
<td>37,590,824</td>
<td>206,617</td>
<td>3.99%</td>
<td>$95,612</td>
<td>$217,183</td>
<td>$245,697</td>
<td>$558,492</td>
</tr>
<tr>
<td>Unincorporated</td>
<td>4,214</td>
<td>595</td>
<td>179,744,749</td>
<td>594,523</td>
<td>14.19%</td>
<td>$26,753</td>
<td>$60,771</td>
<td>$68,748</td>
<td>$156,272</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>37,385</strong></td>
<td><strong>2,898</strong></td>
<td><strong>1,826,959,829</strong></td>
<td><strong>5,118,100</strong></td>
<td><strong>100.00%</strong></td>
<td><strong>$876,200</strong></td>
<td><strong>$1,990,300</strong></td>
<td><strong>$2,251,600</strong></td>
<td><strong>$5,118,100</strong></td>
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</table>

#### 130% Allocation by Four-Factor Mean: Jobs/Businesses/Payroll/Ten-Factor Equity Analysis

<table>
<thead>
<tr>
<th>City / County</th>
<th>Average Annual Employment (Jobs)</th>
<th>Business Establishments</th>
<th>Total Payroll</th>
<th>Ten-Factor Equity Share</th>
<th>Four-Factor Mean Percentage</th>
<th>FY 2019 Share</th>
<th>FY 2020 Share</th>
<th>FY 2021 Share</th>
<th>Three-Year Combined Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$876,200</td>
<td>$1,990,300</td>
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</tr>
<tr>
<td>North Albany</td>
<td>809</td>
<td>133</td>
<td>29,690,514</td>
<td>196,261</td>
<td>100.00%</td>
<td>$6,587</td>
<td>$14,963</td>
<td>$16,928</td>
<td>$38,478</td>
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<tr>
<td>Benton</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$674,875</td>
<td>$1,532,988</td>
<td>$1,734,249</td>
<td>$3,942,112</td>
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<tr>
<td>Adair Village</td>
<td>130</td>
<td>19</td>
<td>3,543,116</td>
<td>92,637</td>
<td>0.75%</td>
<td>$8,752</td>
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<tr>
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<tr>
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<td>153</td>
<td>21</td>
<td>4,819,650</td>
<td>132,951</td>
<td>1.00%</td>
<td>$124,297</td>
<td>$282,341</td>
<td>$319,409</td>
<td>$726,047</td>
</tr>
<tr>
<td>Philomath</td>
<td>1,077</td>
<td>167</td>
<td>37,590,824</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>37,385</strong></td>
<td><strong>2,898</strong></td>
<td><strong>1,826,959,829</strong></td>
<td><strong>5,118,100</strong></td>
<td><strong>100.00%</strong></td>
<td><strong>$876,200</strong></td>
<td><strong>$1,990,300</strong></td>
<td><strong>$2,251,600</strong></td>
<td><strong>$5,118,100</strong></td>
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</table>
# Statewide Transportation Improvement Fund Advisory Committee

**SUB-ALLOCATION FORMULA OPTION APPROVED BY STIF COMMITTEE 11/5/18**

*For Recommendation to the Board of Commissioners*

## 100% Allocation by Four-Factor Mean: Jobs/Businesses/Payroll/Ten-Factor Equity Analysis

<table>
<thead>
<tr>
<th>City / County</th>
<th>Average Annual Employment (Jobs)</th>
<th>Business Establishments</th>
<th>Total Payroll</th>
<th>Ten-Factor Equity Share</th>
<th>Four-Factor Mean Percentage</th>
<th>FY 2019 Share</th>
<th>FY 2020 Share</th>
<th>FY 2021 Share</th>
<th>Three-Year Combined Share</th>
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<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2016</td>
<td>2016</td>
<td>2016</td>
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</tr>
<tr>
<td>Albany</td>
<td>809</td>
<td>133</td>
<td>29,690,514</td>
<td>150,982</td>
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<td>$519,335</td>
<td>$1,179,222</td>
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<td>Corvallis</td>
<td>4,819,650</td>
<td>102,278</td>
<td>206,617</td>
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<td>$69,060</td>
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<td>1,077</td>
<td>167</td>
<td>179,744,749</td>
<td>594,523</td>
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</tr>
<tr>
<td>Unincorporated</td>
<td>37,385</td>
<td>2,898</td>
<td>1,826,959,829</td>
<td>3,937,000</td>
<td>100%</td>
<td>$674,000</td>
<td>$1,531,000</td>
<td>$1,732,000</td>
<td>$3,937,000</td>
</tr>
<tr>
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<td></td>
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<td>$1,531,000</td>
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## 130% Allocation by Four-Factor Mean: Jobs/Businesses/Payroll/Ten-Factor Equity Analysis

<table>
<thead>
<tr>
<th>City / County</th>
<th>Average Annual Employment (Jobs)</th>
<th>Business Establishments</th>
<th>Total Payroll</th>
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<tr>
<td></td>
<td>2016</td>
<td>2016</td>
<td>2016</td>
<td>2016</td>
<td>100.00%</td>
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<td>$2,251,600</td>
<td>$5,118,100</td>
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<tr>
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<td>3,654,740</td>
<td>77.02%</td>
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<td>$1,532,988</td>
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<td>2,898</td>
<td>1,826,959,829</td>
<td>5,118,100</td>
<td>100%</td>
<td>$876,200</td>
<td>$1,990,300</td>
<td>$2,251,600</td>
<td>$5,118,100</td>
</tr>
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<td></td>
<td>$876,200</td>
<td>$1,990,300</td>
<td>$2,251,600</td>
<td>$5,118,100</td>
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### Agenda Checklist

**Benton County Board of Commissioners**

<table>
<thead>
<tr>
<th>Suggested Agenda Date</th>
<th>1/15/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested Placement</td>
<td>BOC Tuesday Meeting</td>
</tr>
<tr>
<td>Submitted By</td>
<td>WEBB, Tammy</td>
</tr>
<tr>
<td>Department Submitting</td>
<td>HUMAN RESOURCES</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Tammy Webb</td>
</tr>
<tr>
<td>Phone Extension</td>
<td>6802</td>
</tr>
<tr>
<td>Person Attending BOC Meeting</td>
<td>Tammy Webb</td>
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</tbody>
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### Agenda Item Details

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<thead>
<tr>
<th>Title</th>
<th>Establishment of Positions Within Health, Health Centers, Assessment and Public Works</th>
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</thead>
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<tr>
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<td>Check all that apply</td>
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<tr>
<td></td>
<td>☐ Appointments</td>
</tr>
<tr>
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<td>☐ Budget</td>
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<tr>
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<td>☐ Contract/Agreement</td>
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<tr>
<td></td>
<td>☑ Discussion and Action</td>
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<td>☐ Discussion Only</td>
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<td>☐ Document Recording</td>
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<td>☐ Ordinance/Public Hearing 1st Reading</td>
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<tr>
<td></td>
<td>☐ Ordinance/Public Hearing 2nd Reading</td>
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<td>☐ Project/Committee Update</td>
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<td>☐ Public Comment</td>
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<td>☐ Special Report</td>
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<td>☐ Other</td>
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<table>
<thead>
<tr>
<th>Estimated Time</th>
<th>10 min.</th>
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</thead>
<tbody>
<tr>
<td><strong>Board/Committee Involvement</strong></td>
<td>☑ Yes ☐ No ☐ Not Applicable</td>
</tr>
<tr>
<td><strong>Advertised</strong></td>
<td>☑ Yes ☐ No ☐ Not Applicable</td>
</tr>
<tr>
<td><strong>Identified Salient Issues</strong></td>
<td>The above departments –prepared a Position Request to add permanent positions their department budgets.</td>
</tr>
<tr>
<td></td>
<td>The positions were discussed with the Position Review Committee prior to coming before the Board with the request.</td>
</tr>
<tr>
<td></td>
<td>Each position request package (attached to this agenda checklist) contains documents that include information regarding business or operational need, organizational structure, and permanent financing.</td>
</tr>
</tbody>
</table>
1) Request the department to provide additional information and return for discussion.
2) Approve or deny some or all of the position requests.

Staff and the Position Review Committee recommend approval of these position requests.

I move to... 

I move to approve the establishment of the following positions:
1. Health Centers – Health Care Professional 5 (Nurse Practitioner/Physician’s Assistant) 1.0 FTE
2. Mental Health – Program Manager 4 (1 Outpatient Clinic Manager & 1 Outpatient Administrative Manager) 2.0 FTE
3. Public Works – Roads – Maintenance & Operations Specialist 1 (Road Maintenance Worker 1) 1.0 FTE
4. Assessment – Technical Specialist 2 or 3 DOQ (Appraiser 2/3) 1.0 FTE

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.

Mental Health – Program Manager 4 (1 Outpatient Clinic Manager & 1 Outpatient Administrative Manager) 2.0 FTE.pdf 453.82KB
Public Works – Roads – Maintenance & Operations Specialist 1 (Road Maintenance Worker 1) 1.0 FTE.pdf 322.51KB
Assessment – Technical Specialist 2 or 3 DOQ (Appraiser 2/3) 1.0 FT.pdf 633.93KB
Health Centers – Health Care Professional 5 (Nurse Practitioner/Physician’s Assistant) 1.0 FTE.pdf 368.59KB

Signatures:
- Tracy Martineau
- TF for MARY OTLEY
- Tracy Martineau
- TF for JOE KELLY
- TERESA FARLEY
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. PRC members are the County Administrator, the CFO, and the HR Director. Please submit the request below to initiate the process.

This form must be completed electronically and emailed to the Classification and Compensation Analyst. 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: Tami Tracy
Department Head: Tami Tracy
Has this request been reviewed by the Department Head? ☒ Yes ☐ No
Funding Available ☒ Yes ☐ No

Position Title: Property Appraiser 1 or 2
(If not known, Human Resources will classify position based on the position description submitted with request.)

Proposed Classification: Technical Specialist 2/3
Department: Assessment
Proposed Funding Source: I believe we may have some in our current budget due to underfills and vacancies
Existing: ☐ New: ☒

Salary Grade: B22/B23

Type of request:
☒ New position(s)
☐ Position Description is attached (must attach a position description for each, different position)
☒ The position has been classified by Human Resources.
(Note: New positions are filled through open competitive recruitments.)

<table>
<thead>
<tr>
<th>New Proposed Positions, Classification and Subgrade</th>
<th>Proposed FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Specialist 2/3</td>
<td>1</td>
</tr>
<tr>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>

Additional information: Click here to enter text.

☐ Modification to an existing Position
☐ Position Description is attached (must attach a position description for each, different position)

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</tr>
</tbody>
</table>

Additional information: Click here to enter text.

Net gain or loss in FTE plus 1

Loss in FTE: Is position vacant? ☐ Yes ☒ No
If not vacant, how will you resolve? (Layoff, etc.): Click here to enter text.

1. 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.**
2. 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.

See attached

3. Reason for request (i.e., specific organizational changes or additional monies. Attach additional sheets as necessary.)

Requesting an additional property appraiser to assist with extremely heavy workload due to robust economy.

4. What is the importance to the mission of the department in approving this request?

The Assessors Department has annual statutory requires that must be met. This position will be responsible for assisting in adding new construction to the Tax Roll, reappraisal, and processing the multitude of seg/merge land adjustments including real market value and taxable value.

5. 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?
☒ (b) Regulatory compliance. What regulation? ORS
☐ (c) To address the health or safety needs.
☒ (d) Workload
☐ (e) Special Project: Click here to enter text.
☐ (f) Restructure of current department/organization.

6. 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.

Assessment has an available $68,000.00 in Personnel Services that will not be expended at current staffing levels. At this time if approved there will not have to be any budget adjustments.

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

We have shifted job responsibilities where and when possible to assist in the appraisal section.

8. If this request is not filled, how will the department perform the responsibilities and duties needed?

We will get done what current staffing levels can accomplish.
9. What, if any negative financial or other consequence would there be if this request is not approved?

Potential of not meeting statutory requirements in adding all new property to the tax roll. Loss of tax revenue. An inability for the department to process all segregations, merges, lot lines, etc. can have negative impacts to other departments, contractors and buyers.

10. Additional comments: Please see the attached spreadsheet that touches on the increase in sales that must be evaluated, updated, and fielded for upcoming Ratio Study. Please see the significant increase in new subdivisions etc that our office has begun processing. This will obviously be followed by new construction which we will need to be added to the tax roll.
Workload Concerns
12/28/2018

Sales Verifications - Current cycle

2017 Total Sales  2961
2018 sales thru 12/24  3031

2017 New construction sales  89
2018 NC Sales thru 11/30  116
* every sale must be verified. All new construction sales must be fielded

Bare land Sales as of 11/30  237
  2018  118

  At least 134 of these are subdiviable lots
<table>
<thead>
<tr>
<th>Subdivisions 2019 -</th>
<th>Lots or parcels to be created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calloway Creek - Adair phase 1 of 3 (19 acres)</td>
<td>in progress 60</td>
</tr>
<tr>
<td>Russel Gardens Corvallis - 7.67 acres</td>
<td>in progress 54</td>
</tr>
<tr>
<td>Red Hills Monroe 22.57 acres</td>
<td>in progress 55</td>
</tr>
<tr>
<td>Newton Creek Philomath - 10 acres</td>
<td>coming 53</td>
</tr>
<tr>
<td>Millpond Crossing - Philomath 31 acres</td>
<td>coming 166</td>
</tr>
</tbody>
</table>

**388**

<table>
<thead>
<tr>
<th>Subdivisions 2018</th>
<th>Lots or parcels created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laurel Heights NA</td>
<td>30</td>
</tr>
<tr>
<td>White Oak</td>
<td>34</td>
</tr>
<tr>
<td>Broklane Heights</td>
<td>48</td>
</tr>
<tr>
<td>Witham Hills</td>
<td>15</td>
</tr>
</tbody>
</table>

**127**

Ponderosa Ridge Subdivision (Corvallis) 2019 or 2020 275 7 - 10 partition plats (4 lots and under) 40 28 lot lines per recorded deed 56 lots affected min 484

7 + new multi-family complexes underway
Benton County Assessors Office
Organizational Chart

12/27/2018

Assessor
Tami Tracy

Chief Appraiser
Steve Omernik
- Appraiser 2
  Taryn Selvey
- Appraiser 2
  Justin Reed
- Appraiser 2
  Kacie Ropp
- Appraiser 2
  Michele Vasquez
- Appraiser 1 or 2

MS Appraiser Specialist
Sandy Emge
- Farm/Forest Appraiser
  Michele Collins
- Commercial/Industrial Appraiser

Assessment Office Manager
Jenny Anderson
- Admim/Support Staff
- Assessment Office Specialist
  Denise Nolan
- Appraisal Support Technician
  Leslie Smith

Assessment Office Specialist
Sandy Emge
- Lead GIS/ Cartographer
  Corie Clark
- GIS / Cartographer
  Donna Morse

Cartography

GIS / Cartographer
Donna Morse
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. PRC members are the County Administrator, the CFO, and the HR Director. Please submit the request below to initiate the process.

This form must be completed electronically and emailed to the Classification and Compensation Analyst. 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: Sherlyn Dahl
Department Head: Sherlyn Dahl
Has this request been reviewed by the Department Head? ☒ Yes ☐ No
Funding Available ☒ Yes ☐ No

Position Title: Nurse Practitioner/Physician Assistant
Salary Grade: AFSCME C4premB, ONA C4prem

Type of request:
☒ New position(s)
☒ Position Description is attached (must attach a position description for each, different position)
☒ The position has been classified by Human Resources.
(Note: New positions are filled through open competitive recruitments.)

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</tr>
</thead>
<tbody>
<tr>
<td>Nurse Practitioner/Physician Assistant C4prem/ C4premB</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Additional information: Click here to enter text.

☐ Modification to an existing Position
☒ Position Description is attached (must attach a position description for each, different position)

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</tbody>
</table>

Additional information: Click here to enter text.

Net gain or loss in FTE: This is an overfill request

Loss in FTE: Is position vacant? ☐ Yes ✓ No
If not vacant, how will you resolve? (Layoff, etc.): This is a request to double fill 1 position. If there is a future vacancy at HSB will assess the need to fill the position at that time. This is a revenue generating position.
1. 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.*

2. 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.

3. Reason for request (i.e., specific organizational changes or additional monies. Attach additional sheets as necessary.)

   To maintain access for patients during an extended leave of another provider and reduce the reliance and cost of temporary locums coverage

4. What is the importance to the mission of the department in approving this request?

   Critical to patient care

5. 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.

6. 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.

   Patient revenue. Further detail provided below

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

   Not applicable

8. If this request is not filled, how will the department perform the responsibilities and duties needed?

   Will not be able to serve the current number of patient
9. What, if any negative financial or other consequence would there be if this request is not approved?

Reduction in revenue that is greater than the expense of the position

10. Additional comments: Click here to enter text.

**Cost & Revenue projections for a provider position:**

**Cost**

Cost of locums: $120/hr for an NP or PA  
Coverage for a 3 month period = $58,000 (travel and lodging are extra if needed)  

*Note: We have used locums for 3 months already, will need to add at least another 2 months if we launch recruitment now. If we wait, it will likely be an additional 5-6 months of locums*

Cost of full-time employee: $50/hr at step 5 + benefits *(estimated at highest family level)* = $75/hr = $156,000/yr

**Revenue**

Revenue generated by a provider is based on panel size x reimbursement which varies by patient payor type

Example of minimum revenue based on the Health Center’s primary payor (Medicaid)

Provider’s Panel size: 1,200  
% of panel that is Medicaid: 60%  
Average IHN per member/month payment: $28  
720 patients (60% of 1,200) x $28 per member x 12 months = $242,000

*Note: There will also be revenue for the other 40% of patients but that will vary depending on coverage (Medicare, private insurance, or self pay). That revenue is on a per visit basis*
**BENTON COUNTY POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>BAND</th>
<th>GRADE</th>
<th>SUBGRADE</th>
<th>FLSA STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Professional</td>
<td>C</td>
<td>4Prem</td>
<td>B</td>
<td>Exempt</td>
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</table>

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Advanced Level Health Practitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION#:</td>
<td></td>
</tr>
<tr>
<td>☐ New</td>
<td>☒ Revised</td>
</tr>
<tr>
<td>Date:</td>
<td>4/27/2016</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SERVICE TYPE:</th>
<th>AFSCME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>Health Center</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Kristin Bradford</td>
</tr>
</tbody>
</table>

| FTE: | 1.0 | Employment Status: | Regular Full Time |

**Position Summary:**

Advanced Level Health Practitioner’s/Physician Assistants provide high quality, comprehensive medical care and treatment to a diverse patient population. Delivers care in a patient-centered, team based model with an emphasis on prevention of disease, promotion of health, and management of chronic disease. Physician Assistants work within a collaborative practice agreement with a supervising physician as defined by the Oregon Medical Board.

**Essential Duties:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Major Functional Area (MFA)</th>
<th>% of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>MFA: Delivery of Medical Care &amp; Patient Centered Primary Care Home (PCPCH)</strong></td>
<td>90%</td>
</tr>
</tbody>
</table>

**Essential Duties:**

- Examine, diagnose, and treat primary care and preventive health issues in an ambulatory setting, and provide counseling and education to assist patients in self-care.
- Prescribe and dispense medications appropriate to address medical conditions.
- Initiate and continue medical treatment plans for patients and monitor results; review and update patient records.
- Review lab results and take appropriate action.
- Perform medical procedures within the scope of practice and as defined by Health Center practice protocol.
- Accurately code and document in the electronic health record; completes documentation within the established time frame; review reports to proactively manage care at the patient and panel level.
- Provide back-up coverage of patient care for team providers when they are out of the office. May provide coverage at other clinic locations when needed.
- Participate in collaborative treatment with medical, mental health, public health, and dental professionals within Health Services and other physicians/providers in the community to coordinate patient care.
- Provide back-up call consultation to the after-hours triage service.
- Provide care delivery within a team based, patient-centered primary care home demonstrated as follows;
  - Provide input and follow patient scheduling protocols to provide timely access to care. Provide timely response to patient’s contacts and questions. (PCPCH Attribute: Access to Care)
  - Contribute to development and follow best practice standards for chronic disease management, health maintenance, tests and procedures, lab preference lists, and med formulary. (PCPCH Attribute: Accountability)
  - Lead team in assessing and completing patient care plans in a comprehensive manner that includes physical, emotional, social, cultural, and socio-economic factors impacting health. (PCPCH Attribute: Comprehensive Whole Person Care)
  - Support and promote effective panel management and strategies that encourage continuity with patients assigned primary care provider. (PCPCH Attribute: Continuity)
- Participate in assuring timely referrals by providing appropriate information to aid effective and efficient care coordination. *(PCPCH Attribute: Coordination & Integration)*
- Engage patient and family in decision making regarding their care. Demonstrate respect for patients’ culture and beliefs. Assist in assuring patient centered self-management goals are established. Demonstrate awareness of patient’s literacy and health education needs. *(PCPCH Attribute: Person & Family Centered Care)*
- Participate in team-based care by actively communicating and meeting with team members. Utilize team members appropriately, supporting their work at the top of their training and scope of work.

### 2 MFA: Clinical Activities
**Essential Duties:**
- Participate in peer review process to improve clinical services and patient outcomes, and provider meetings to keep current with organizational communication and priorities.
- Participate in Quality Improvement initiatives related to care delivery; provide feedback and input into clinical processes.
- Participate in community activities that promote the model of care and/or the Health Center.
- Pursue ongoing continuing medical education to stay current/up to date with best practice standards and license requirements.

### 3 MFA: Other Duties As Assigned
**Essential Duties:**

Percentages should total 100%

### Special Requirements:
- NCCPA certified or eligible
- Experience in a primary care setting
- Driver’s license

### Physical Requirements:
**Physical Demands:**
While preforming the duties of this job, the employee is regularly required to stand, walk, move, talk, hear, and manipulate equipment, as well as lifting and moving objects, equipment and supplies. The employee must occasionally lift and/or move up to 25 pounds. Lifting up to 40-50 pounds may occasionally be required, depending on the specific style or type of care provided. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Working Conditions:**
The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. Constantly interacts with other people and may have to handle several responsibilities at once. **Check the following that applies to this position:** The employee may occasionally: ☒ work with angry or hostile clients or members of the public, ☒ work with toxic substances and biohazards, and ☒ exposure to infectious illnesses.

### Emergency Preparedness:
Benton County is committed to emergency preparedness planning and implementation and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities.
**Quality Improvement Participation:**

Employees are expected to participate in improving BHS’ performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: ______________________________ Date: ______

Immediate Supervisor: _______________________ Date: ______
BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION       | BAND | GRADE | SUBGRADE | FLSA STATUS
---                   |      |       |          |             
Health Care Professional | C    | 4Prem | B        | Exempt      

POSITION TITLE: Nurse Practitioner

☐ New   ☒ Revised   Date: 4/25/2016

SERVICE TYPE: ONA

Employee Name: 
Department: Health Center 
Supervisor: Kristin Bradford

FTE: 1.0 
Employment Status: Regular Full Time

Position Summary:

Nurse Practitioners provide high quality, comprehensive medical care and treatment to a diverse patient population. Delivers care in a patient-centered, team based model with an emphasis on prevention of disease, promotion of health, and management of chronic disease. The scope of practice is defined by the specialty, which may include Family Nurse Practitioner, Psychiatric Nurse Practitioner, Women’s Health Nurse Practitioner, Adult Nurse Practitioner, and Pediatric Nurse Practitioner.

Essential Duties:

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<td>90%</td>
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**Essential Duties:**

- Examine, diagnose, and treat primary care and preventive health issues in an ambulatory setting, and provide counseling and education to assist patients in self-care.
- Prescribe and dispense medications appropriate to address medical conditions.
- Initiate and continue medical treatment plans for patients and monitor results; review and update patient records.
- Review lab results and take appropriate action.
- Perform medical procedures within the scope of practice and as defined by Health Center practice protocol.
- Accurately code and document in the electronic health record; complete documentation within the established time frame; review reports to proactively manage care at the patient and panel level.
- Provide back-up coverage of patient care for team providers when they are out of the office. May provide coverage at other clinic locations when needed.
- Participate in collaborative treatment with medical, mental health, public health, and dental professionals within Health Services and other physicians/providers in the community to coordinate patient care.
- Provide back-up call consultation to the after-hours triage service.
- Provide care delivery within a team based, patient-centered primary care home demonstrated as follows:
  - Provide input and follow patient scheduling protocols to provide timely access to care. Provide timely response to patient’s contacts and questions. *(PCPCH Attribute: Access to Care)*
  - Contribute to development and follow best practice standards for chronic disease management, health maintenance, tests and procedures, lab preference lists, and med formulary. *(PCPCH Attribute: Accountability)*
  - Lead team in assessing and completing patient care plans in a comprehensive manner that includes physical, emotional, social, cultural, and socio-economic factors impacting health. *(PCPCH Attribute: Comprehensive Whole Person Care)*
  - Support and promote effective panel management and strategies that encourage continuity with patients assigned primary care provider. *(PCPCH Attribute: Continuity)*
o Participate in assuring timely referrals by providing appropriate information to aid effective and efficient care coordination. *(PCPCH Attribute: Coordination & Integration)*

o Engage patient and family in decision making regarding their care. Demonstrate respect for patients’ culture and beliefs. Assist in assuring patient centered self-management goals are established. Demonstrate awareness of patient’s literacy and health education needs. *(PCPCH Attribute: Person & Family Centered Care)*

o Participate in team-based care by actively communicating and meeting with team members. Utilize team members appropriately, supporting their work at the top of their training and scope of work.

2 MFA: Clinical Activities

**Essential Duties:**

- Participate in peer review process to improve clinical services and patient outcomes, and provider meetings to keep current with organizational communication and priorities.
- Participate in Quality Improvement initiatives related to care delivery; provide feedback and input into clinical processes.
- Participate in community activities that promote the model of care and/or the Health Center.
- Pursue ongoing continuing medical education to stay current/ up to date with best practice standards and license requirements

3 MFA: Other Duties As Assigned

**Essential Duties:**

Percentages should total 100%

Special Requirements:

Experience in a primary care setting
Current or eligible for OR NP license
Driver’s license

Physical Requirements:

**Physical Demands**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment**

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate.

**Check the following that applies to this position:** The employee may occasionally: ☒work with angry or hostile clients or members of the public, ☒work with toxic substances and biohazards, and ☒exposure to infectious illnesses.

Emergency Preparedness:

Benton County is committed to emergency preparedness planning and implementation and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances.
Quality Improvement Participation:

Employees are expected to participate in improving BHS’ performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: ___________________________ Date: ________

Immediate Supervisor: ___________________________ Date: ________
Advanced Level Health Practitioner’s/Physician Assistants provide high quality, comprehensive medical care and treatment to a diverse patient population. Delivers care in a patient-centered, team based model with an emphasis on prevention of disease, promotion of health, and management of chronic disease. Physician Assistants work within a collaborative practice agreement with a supervising physician as defined by the Oregon Medical Board. Also serves as lead clinician in coordinating and maximizing use of EHR.

**Essential Duties:**

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**Essential Duties:**

- Examine, diagnose, and treat primary care and preventive health issues in an ambulatory setting, and provide counseling and education to assist patients in self-care.
- Prescribe and dispense medications appropriate to address medical conditions.
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  - Lead team in assessing and completing patient care plans in a comprehensive manner that includes physical, emotional, social, cultural, and socio-economic factors impacting health. (PCPCH Attribute: Comprehensive Whole Person Care)
  - Support and promote effective panel management and strategies that encourage continuity with patients assigned primary care provider. (PCPCH Attribute: Continuity)
- Participate in assuring timely referrals by providing appropriate information to aid effective and efficient care coordination. *[PCPCH Attribute: Coordination & Integration]*
- Engage patient and family in decision making regarding their care. Demonstrate respect for patients’ culture and beliefs. Assist in assuring patient centered self-management goals are established. Demonstrate awareness of patient’s literacy and health education needs. *[PCPCH Attribute: Person & Family Centered Care]*
- Participate in team-based care by actively communicating and meeting with team members. Utilize team members appropriately, supporting their work at the top of their training and scope of work.

### MFA: EHR Clinical Coordinator

**Essential Duties:**
- Lead clinical initiatives to promote EHR optimization and efficiency among clinical staff.
- Develop training curriculum and provide orientation to new providers in use of EHR.
- Serve as the Meaningful Use provider champion.
- Participate in Quality Improvement activities and lead initiatives related to EHR.
- Provide direction and feedback to support standardizing best practices in documentation and use of EHR.
- Serve as clinical liaison to OCHIN user group.

### MFA: Clinical Activities

**Essential Duties:**
- Participate in peer review process to improve clinical services and patient outcomes, and provider meetings to keep current with organizational communication and priorities.
- Participate in Quality Improvement initiatives related to care delivery; provide feedback and input into clinical processes.
- Participate in community activities that promote the model of care and/or the Health Center.
- Pursue ongoing continuing medical education to stay current/ up to date with best practice standards.

### MFA: Other Duties As Assigned

**Essential Duties:**

<table>
<thead>
<tr>
<th>Percentages</th>
<th>100%</th>
</tr>
</thead>
</table>

**Special Requirements:**
- NCCPA certified or eligible
- Experience in a primary care setting
- Current or eligible for OR PA license
- Driver’s license

**Physical Requirements:**

**Physical Demands**
While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment**
The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate.

**Check the following that applies to this position:** The employee may occasionally: ☒work with angry or hostile clients or members of the public, ☒work with toxic substances and biohazards, and ☒exposure to infectious illnesses.
### Emergency Preparedness:

Benton County is committed to emergency preparedness planning and implementation and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances.

### Quality Improvement Participation:

Employees are expected to participate in improving BHS’ performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: ___________________________ Date: ________

Immediate Supervisor: ___________________________ Date: ________
The big differences is the salary, with the Physician’s Assistant – there are the steps they would get until they reached step 6, and also the base salary increases. The Nurse Practitioner’s salary is calculated getting a 4% increase each year.

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Physician’s Assistant</td>
<td>87,400.03</td>
<td>56,054.62</td>
<td>99,277.00</td>
<td>63,672.00</td>
<td>104,725.00</td>
<td>68,747.00</td>
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<tr>
<td>Nurse Practitioner</td>
<td>86,115.54</td>
<td>56,627.95</td>
<td>93,142.57</td>
<td>61,134.78</td>
<td>96,868.27</td>
<td>64,986.57</td>
</tr>
</tbody>
</table>
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. PRC members are the County Administrator, the CFO, and the HR Director. Please submit the request below to initiate the process.

This form must be completed electronically and emailed to the Classification and Compensation Analyst. 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: Dannielle Brown
Department Head: Mitch Anderson
Has this request been reviewed by the Department Head? ☒ Yes ☐ No
Funding Available ☒ Yes ☐ No

Position Title: Outpatient Administrative Manager
(If not known, Human Resources will classify position based on the position description submitted with request.)

Proposed Classification: Program Manager
Department: Health Department
Proposed Funding Source: Medicaid
Existing Position # if applicable: n/a
Existing: ☐ New: ☒

Salary Grade: C44

Type of request:
☒ New position(s)
☒ Position Description is attached (must attach a position description for each, different position)
☒ The position has been classified by Human Resources.
(Note: New positions are filled through open competitive recruitments.)

<table>
<thead>
<tr>
<th>New Proposed Positions, Classification and Subgrade</th>
<th>Proposed FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outpatient Administrative Manager; Program Manager; C44</td>
<td>1.0 FTE</td>
</tr>
</tbody>
</table>

Additional information: Click here to enter text.

☐ Modification to an existing Position
☐ Position Description is attached (must attach a position description for each, different position)

<table>
<thead>
<tr>
<th>Position(s)</th>
<th>Current FTE, Classification and Subgroup</th>
<th>Proposed FTE, Classification or Subgroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
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<tr>
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<td>Click here to enter text.</td>
</tr>
</tbody>
</table>

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.

1. 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.
2. 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.

3. Reason for request (i.e., specific organizational changes or additional monies. Attach additional sheets as necessary.)

The Behavioral Health department has struggled with span of control concerns regarding staff oversight. The organizational change to add this position would allow for a more manageable span of control for the leadership team. This will allow for staff to be more supported in their day-to-day work and to monitor and manage compliance with both Benton County policies and procedures and Oregon Administrative Rules for service provision for Behavioral Health services. By adding an administrative manager to assist with overseeing the administrative burden of staff oversight the clinical manager will be able to focus on clinical oversight for the clinicians and services being provided.

4. What is the importance to the mission of the department in approving this request?

The Benton County Health Departments mission is to protect and improve services to the underserved in our community. This position will create opportunities for both the clinical and administrative manager to become more active in the community. Additionally, by creating this position we will be creating an opportunity for additional service provision by identifying additional needs in the community. Working more closely with community partners including law enforcement, jail, criminal justice, social service agencies, and other community partners will increase the visibility of services being provided by the Benton County Health Department and create an opportunity for services to be more integrated into both the medical community and the larger Benton County community in general.

5. 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? This position will assume quality improvement duties for compliance with the Oregon Administrative Rules for service provision.
☒ (c) To address the health or safety needs.
☒ (d) Workload
☒ (e) Special Project: This position will allow for additional work on integration of services between the Community Health Centers of Benton County and the community as a whole. By working on additional QI and service provision projects the Behavioral Health Department will be a more impactful program in the community.
☒ (f) Restructure of current department/organization.
6. 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.

Ongoing Medicaid funding through both IHNCCO and State Intergovernmental Agreement contract dollars. Additionally, the Behavioral Health Department has been receiving state wraparound funds between $40,000-60,000/month that has not been budgeted for in previous biennium. These additional resources will cover this role.

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

Yes, it is the belief of both the Department Head and the Deputy Director that this position needs to be a Program Manager level position in order to be effective in the role and duties. The oversight of this role needs to have both the responsibility and authority to make programmatic changes to ensure compliance. Without being a Program Manager level role this position would not be able to appropriately impact the work on a departmental level.

8. If this request is not filled, how will the department perform the responsibilities and duties needed?

The duties will fall to the clinical manager and other leadership to oversee. This will continue to create a negative dynamic in the department because of the differentiation needed between clinical and administrative oversight.

9. What, if any negative financial or other consequence would there be if this request is not approved?

Not approving this request will result in the current leadership continuing to have a span of control that is too large to be effective as a manager. The leadership team for the Behavioral Health Department is currently struggling because there are too many staff to oversee, all with varying degrees of experience. When including the variety of different programs being provided and the number of staff, this will continue to create a burden on the management because of the inability to maintain a functioning team and keep up with the workload required to ensure the programs are working. Additionally, not approving this position will continue to create a dynamic where staff are struggling with directives because of limited support serving to increase burnout, stress loads, and staff turnover.

10. Additional comments: The Administrative Program Manager position is to be funded by the increased Alternative Payment Method (APM) income that is now being received for behavioral health services. In 2017-2018 there were changes to the APM payment structure that allowed for additional reimbursement for behavioral health services. For the current biennial budget the APM accounted for approximately $26,000 per year in funding. Because of the increase in additional services to be reimbursed the amount of income has increased. When running financial statements through November 2018 the budget projections for the Behavioral Health Department expected to have a balance of -$1.7 million. With the increased revenue the actual financials through November 2018 are showing a +$800,000 balance, resulting in a net budget gain of +$2.5 million. These monies are only partially utilized in supplement budgets HM901A & HM901B, spending only $135,000 to date funding the Data Analyst position. The APM changes are anticipated to be permanent, allowing additional permanent income to fund the Program Manager positions.
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. PRC members are the County Administrator, the CFO, and the HR Director. Please submit the request below to initiate the process.

This form must be completed electronically and emailed to the Classification and Compensation Analyst. 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: Dannielle Brown
Department Head: Mitch Anderson
Has this request been reviewed by the Department Head? ☒ Yes ☐ No
Funding Available ☒ Yes ☐ No

Position Title: Outpatient Clinical Manager
Proposed Classification: Program Manager
Department: Health Department
Proposed Funding Source: Medicaid
Existing Position # if applicable: n/a
Existing: ☐ New: ☒

Salary Grade: C51

Type of request:
☒ New position(s)
☒ Position Description is attached (must attach a position description for each, different position)
☒ The position has been classified by Human Resources.
(Note: New positions are filled through open competitive recruitments.)

<table>
<thead>
<tr>
<th>New Proposed Positions, Classification and Subgrade</th>
<th>Proposed FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outpatient Clinical Manager; Program Manager; C51</td>
<td>1.0 FTE</td>
</tr>
</tbody>
</table>

Additional information: Click here to enter text.

☐ Modification to an existing Position
☐ Position Description is attached (must attach a position description for each, different position)

<table>
<thead>
<tr>
<th>Position(s)</th>
<th>Current FTE, Classification and Subgroup</th>
<th>Proposed FTE, Classification or Subgroup</th>
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</table>

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.

1. 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.
2. 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.

3. Reason for request (i.e., specific organizational changes or additional monies. Attach additional sheets as necessary.)

The Behavioral Health department has struggled with span of control concerns regarding staff oversight. The organizational change to add this position would allow for a more manageable span of control for the leadership team. This will allow for staff to be more supported in their day-to-day work and to monitor and manage compliance with both Benton County policies and procedures and Oregon Administrative Rules for service provision for Behavioral Health services. Adding a clinical manager will allow for adequate clinical supervision for staff. At current, we are struggling with maintaining compliance with Oregon Administrative Rule requirements for clinical supervision frequency and duration due to limited availability for supervisory meetings. Current rule expectations are a minimum of 2 hours per month, one hour of which must be individual supervision. Best practice for non-licensed clinicians is individual supervision at a minimum of bi-weekly however preferable for weekly supervisory meetings. The addition of this position will allow for compliance with the OAR expectations and best practice standards for clinical supervision of direct care staff.

4. What is the importance to the mission of the department in approving this request?

The Benton County Health Departments mission is to protect and improve services to the underserved in our community. This position will create opportunities for both the clinical and administrative manager to become more active in the community. As stated above the addition of this position will increase compliance with both OAR and best-practice standards for individuals providing direct service. This position will provide clinical support for clinicians which will likely decrease staff turnover as a result of additional supports in the difficult work being done by the behavioral health staff. Finally, the addition of the clinical manager will ensure that staff are providing high quality, evidence-based work to the population being served, thereby better meeting the departments mission stated above.

5. 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? This position will assume responsibility for providing clinical supervision and oversight to clinicians providing direct service as required in Oregon Administrative Rule.
   ☒ (c) To address the health or safety needs.
   ☒ (d) Workload
   ☒ (e) Special Project: Having a strong clinical supervisor will likely increase productivity of staff and decrease turnover. The clinical supervisor position will review work being provided by staff and define additional treatment modalities that will better serve the population of the behavioral health department.
   ☒ (f) Restructure of current department/organization.
6. 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.

Ongoing Medicaid funding through both IHNCCO and State Intergovernmental Agreement contract dollars. Additionally, the Behavioral Health Department has been receiving state wraparound funds between $40,000-60,000/month that has not been budgeted for in previous biennium. These additional resources will cover this role. See note below regarding explanation of FTE and funding.

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

Yes, it is the belief of both the Department Head and the Deputy Director that this position needs to be a Program Manager level position in order to be effective in the role and duties. The oversight of this role needs to have both the responsibility and authority to make programmatic changes to ensure compliance. Without being a Program Manager level role this position would not be able to appropriately impact the work on a departmental level.

8. If this request is not filled, how will the department perform the responsibilities and duties needed?

Without filling this position the department will be unable to perform the responsibilities and duties needed.

9. What, if any negative financial or other consequence would there be if this request is not approved?

Not approving this request will result in the current leadership continuing to have a span of control that is too large to be effective as a manager. The leadership team for the Behavioral Health Department is currently struggling because there are too many staff to oversee, all with varying degrees of experience. When including the variety of different programs being provided and the number of staff, this will continue to create a burden on the management because of the inability to maintain a functioning team and keep up with the workload required to ensure the programs are working. Additionally, not approving this position will result in the agency not meeting OAR requirements for ongoing clinical supervision of staff providing direct services.

10. Additional comments: This position is being requested as an additional position however should not be a new FTE. In November 2017 a limited duration 1.0 FTE position was filled that was set through March 31, 2018. This position was limited duration at that time because the department was not guaranteed funding beyond March 31, 2018. Because this position was being offered to a current permanent employee it was recommended that the employee retain her permanent status and the limited duration status be moved to the open position being created by the work assignment transfer. This transfer of limited duration status occurred with two different employees due to lateral transfers within the department. In March 2018 the department received an increase in capitation from the Medicaid funder which should have made the original limited duration position permanent. However because the limited duration status was moved to a different open position that was not filled prior to March 31, 2018 this status change did not occur. This position has since been filled however it absorbed the 1.0 FTE that was previously occupied by the previous manager of the outpatient department. We are requesting that the FTE from the limited duration position be reinstated and
made permanent. With both the increase in capitation from April 2018 and the wrap payments that were previous under-budgeted the cost for this employee will be well covered.
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<tbody>
<tr>
<td></td>
<td>Salary</td>
<td>Benefits</td>
<td>Salary</td>
<td>Benefits</td>
<td>Salary</td>
<td>Benefits</td>
</tr>
<tr>
<td>MH Supervisor</td>
<td>66,375.00</td>
<td>52,114.59</td>
<td>69,459.00</td>
<td>54,536.00</td>
<td>70,708.00</td>
<td>58,105.00</td>
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<tr>
<td>Admin Supervisor</td>
<td>66,375.00</td>
<td>52,114.59</td>
<td>69,459.00</td>
<td>54,536.00</td>
<td>70,708.00</td>
<td>58,105.00</td>
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</table>
BENTON COUNTY POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>BAND</th>
<th>GRADE</th>
<th>SUBGRADE</th>
<th>FLSA STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager</td>
<td>C</td>
<td>4</td>
<td>4</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

**POSITION TITLE:** Outpatient Administrative Program Manager

☐ New    ☒ Revised  Date: 12/14/2018

**SERVICE TYPE:** NON-REP MANAGEMENT

**Employee Name:**

**Department:** Mental Health

**Supervisor:** Dannielle Brown

**FTE:** 1.0

**Employment Status:** Regular Full Time

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**Position Summary:**

This position is responsible for the administrative operation, direction, and evaluation of assigned mental health services occurring at the clinic and other community settings. Plays a key role in coordination of all mental health, alcohol/drug treatment and specialty mental/behavioral health strategies for mental/behavioral health education, prevention and service delivery. This position does not manage the clinical operations of the program.

**Essential Duties:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Major Functional Area (MFA)</th>
<th>% of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MFA: Program Management- Administrative</td>
<td>65%</td>
</tr>
</tbody>
</table>

**Essential Duties:**

- Evaluate service deliverables and outcomes. Supervises assigned services including direct workflow for patient care. Prepares reports on achievements as required.
- Maintains service priorities by evaluating the needs of client or target population. Assess, recommend, and implement staffing, and equipment resources to effectively implement service goals.
- Assists manager in monitoring revenues and expenditures to assure compliance with budgetary goals. Makes recommendations and implements strategies to support positive financial performance.
- Design and implement service delivery models updates to maintain best practices by evaluating trends in service areas.
- Ensures Health Center and Health Department deliver an integrated approach to programs and services.
- Ensures effective communication, engage input and feedback, and promote understanding of policy and operational goals, outcomes, and improvements.
- Design, development and implementation of Quality Improvement processes and initiatives. Uses Quality Improvement tools and data to evaluate and guide decisions and demonstrate improvement.
- Supervise assigned mental/behavioral health services staff. Includes prioritizing and assigning work, conducting performance evaluations, ensuring staff are trained, ensuring that employees follow policy and procedures, maintaining a healthy and safe work environment and making hiring, termination and disciplinary decisions.
- Provides coaching and mentoring opportunities, and provides technical and professional assistance to staff.
- Assures ethical practice and confidentiality are maintained.
<table>
<thead>
<tr>
<th></th>
<th><strong>MFA: Policy Implementation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential Duties:</strong></td>
<td><strong>20%</strong></td>
</tr>
<tr>
<td>• Evaluate, recommend and implement policies and procedures to assure efficient and professional delivery of services.</td>
<td></td>
</tr>
<tr>
<td>• Assure compliance with department and county policies, state and federal statutes and rules, certification/compliance requirements, and funding requirements. Provide reports demonstrating compliance as required.</td>
<td></td>
</tr>
<tr>
<td>• Collaborate in the development and assist in implementation of a broad mental/behavioral health strategy that includes multiple sites, and development of new mental/behavioral health strategies.</td>
<td></td>
</tr>
<tr>
<td>• Collaborate in assessment, and monitoring of local needs to address access to mental/behavioral health programs of targeted population.</td>
<td></td>
</tr>
<tr>
<td>• Evaluate and make recommendations to management on emerging issues, policies and strategies relevant to service areas.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>MFA: Community Relationships</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential Duties:</strong></td>
<td><strong>15%</strong></td>
</tr>
<tr>
<td>• Maintains working relationships with community partners, collaborating and participating in planning and program changes to enhance continuity and a coordinated system of care within the community</td>
<td></td>
</tr>
<tr>
<td>• Collaborate in the development and distribution of materials and strategies that increase awareness of, and access to, mental/behavioral health services.</td>
<td></td>
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<tr>
<td>• Consult, educate and advise community agencies and the public as requested.</td>
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<tr>
<td>• Participate in coalitions, committees and task forces at the community, regional, and/or state level.</td>
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<table>
<thead>
<tr>
<th></th>
<th><strong>And other duties as assigned.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Percentages should total 100%</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Special Requirements:**

- Bachelors degree in psychology, sociology, or related field; Advanced knowledge of OCHIN reporting and functionality; Two years of progressive management/supervision experience required.

**Physical Requirements:**

**Physical Demands:**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

The employee may work any hours as urgent and emergent work demands, nights and weekends. The noise level in the work environment is quiet to moderate. **Check the following that applies to this position:** The employee may occasionally: ☑ work with angry or hostile clients or members of the public, ☐ work with toxic substances and biohazards, and ☐ exposure to infectious illnesses.

**Emergency Preparedness:**

Benton County is committed to emergency preparedness planning and implementation and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities.
NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: __________________________ Date: ______

Immediate Supervisor: __________________________ Date: ______
## BENTON COUNTY POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
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<th>FLSA STATUS</th>
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</thead>
<tbody>
<tr>
<td>Program Manager</td>
<td>C</td>
<td>5 - Supervising</td>
<td>1</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

**POSITION TITLE:** Clinical Manager

- **New** ☐
- **Revised** ☒
- **Date:** 12/14/2018

**SERVICE TYPE:** NON-REPRESENTATIVE MANAGEMENT

**Employee Name:**

**Department:** Mental Health  
**Supervisor:** Dannielle Brown

**FTE:** 1.0  
**Employment Status:** Regular Full Time

### Position Summary:

Responsible for the day to day operation, coordination, and evaluation of assigned mental health services occurring at the clinic and other community settings. Plays a key role in coordination of all mental health, alcohol/drug treatment and specialty mental/behavioral health strategies for mental/behavioral health education, prevention and service delivery.

### Essential Duties:

<table>
<thead>
<tr>
<th>No.</th>
<th>Major Functional Area (MFA)</th>
<th>% of Time</th>
</tr>
</thead>
</table>
| 1   | **MFA: Clinical Program Supervision**  
**Essential Duties:**  
- Evaluate service deliverables and outcomes. Supervises day to day activities of assigned services. Prepares reports on achievements as required.  
- Responsible for ongoing clinical supervision for direct service staff.  
- Maintains service priorities by evaluating the needs of client or target population. Assess, recommend, and implement staffing, and equipment resources to effectively implement service goals.  
- Assists in monitoring revenues and expenditures to assure compliance with budgetary goals. Makes recommendations and implements strategies to support positive financial performance.  
- Monitor trends in service areas and modify service delivery models to maintain best practices.  
- Participates in Health Services management meetings as requested and works within the Health Center and Health Department to deliver an integrated approach to programs and services.  
- Facilitates meetings to communicate, engage input and feedback, and promote understanding of policy and operational goals, outcomes, and improvements.  
- Participate in design, development and implementation of Quality Improvement processes and initiatives. Uses Quality Improvement tools and data to evaluate and guide decisions and demonstrate improvement.  
- Supervise assigned mental/behavioral health services staff. Includes prioritizing and assigning work, conducting performance evaluations, ensuring staff are trained, ensuring that employees follow policy and procedures, maintaining a healthy and safe work environment and making hiring, termination and disciplinary decisions.  
- Coordinates training opportunities, provides coaching and mentoring, and provides technical and professional assistance to staff.  
- Assures ethical practice and confidentiality are maintained. | 60% |
<table>
<thead>
<tr>
<th>2</th>
<th>MFA: Policy Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential Duties:</strong></td>
<td></td>
</tr>
<tr>
<td>• Implement policies and procedures to assure efficient and professional delivery of services.</td>
<td></td>
</tr>
<tr>
<td>• Assure compliance with department and county policies, state and federal statutes and rules, certification/compliance requirements, and funding requirements. Provide reports demonstrating compliance as required.</td>
<td></td>
</tr>
<tr>
<td>• Participate in the development and assist in implementation of a broad mental/behavioral health strategy that includes multiple sites, and development of new mental/behavioral health strategies.</td>
<td></td>
</tr>
<tr>
<td>• Participate in assessment, and monitoring of local needs to address access to mental/behavioral health programs of targeted population.</td>
<td></td>
</tr>
<tr>
<td>• Advise manager on emerging issues, policies and strategies relevant to service areas.</td>
<td>20%</td>
</tr>
<tr>
<td>4</td>
<td>MFA: Community Relationships</td>
</tr>
<tr>
<td><strong>Essential Duties:</strong></td>
<td></td>
</tr>
<tr>
<td>• Maintains working relationships with community partners, collaborating and participating in planning and program changes to enhance continuity and a coordinated system of care within the community</td>
<td></td>
</tr>
<tr>
<td>• Assist in developing and distribute materials and strategies that increase awareness of, and access to, mental/behavioral health services. Provide consultation, education and advisement to community agencies and the public as requested.</td>
<td></td>
</tr>
<tr>
<td>• Participate in coalitions, committees and task forces at the community, regional, and/or state level.</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>And other duties as assigned.</td>
</tr>
<tr>
<td><strong>Percentages should total 100%</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

**Special Requirements:**

LCSW, LPC, LMFT OR PsyD required; Driver License required; CADC II or higher preferred; Two years of progressive management/supervision experience required.

**Physical Requirements:**

**Physical Demands:**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

The employee may work any hours as urgent and emergent work demands, nights and weekends. The noise level in the work environment is quiet to moderate. **Check the following that applies to this position:** The employee may occasionally: ☒ work with angry or hostile clients or members of the public, ☐ work with toxic substances and biohazards, and ☒ exposure to infectious illnesses.

**Emergency Preparedness:**

HR08.17.11
Benton County is committed to emergency preparedness planning and implementation and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: ___________________________ Date: ________

Immediate Supervisor: ___________________________ Date: ________
Position Request

Effective immediately all new position requests or modification(s) to existing positions must be approved by Position Management Committee (PMC). PMC can approve limited duration positions. Board of Commissioners approves permanent positions. This form and process is used for both limited duration and permanent positions. PMC members are: the COO, the Budget Manager, and the HR Director. Please submit the request below to initiate the process.

This form must be completed electronically and emailed to your HR Analyst and the Budget Manager (contacts: Tammy.Webb@co.benton.or.us; Christine.Hoffmann@co.benton.or.us; and Pat.Cochran@co.benton.or.us). Budget and HR will move the request forward to the PMC once this phase is completed. Requestors will be responsible for providing funding option if petitioning an unfunded position request.

Name of Requestor: Gary Stockhoff
Department Head: Gary Stockhoff, Director of Public Works
Has this request been reviewed by the Department Head? ☒ Yes ☐ No
Funding Available ☒Yes ☐No

Position Title: Road Maintenance Worker I
Proposed Classification: Maintenance Worker I
Department: Public Works
Proposed Funding Source: Road Fund (HB2017)
Position # if applicable: TBD
Existing: ☐ New: ☒
Salary Grade: B21

(If not known, Human Resources will classify position based on the position description submitted with request.)

Type of request:
☒ New position(s)
☒ Position Description is attached (must attach a position description for each, different position)
☒ The position has been classified by Human Resources.
(Note: New positions are filled through open competitive recruitments.)

<table>
<thead>
<tr>
<th>New Proposed Positions, Classification and Subgrade</th>
<th>Proposed FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance and Ops Specialist 1 B21</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Additional information: Click here to enter text.

☐ Modification to an existing Position
☒ Position Description is attached (must attach a position description for each, different position)

<table>
<thead>
<tr>
<th>Position(s)</th>
<th>Current FTE, Classification and Subgroup</th>
<th>Proposed FTE, Classification or Subgroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
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<td>Click here to enter text.</td>
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<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>

Additional information: Click here to enter text.

Net gain or loss in FTE: 1.0 New FTE
Position Request

Loss in FTE: Is position vacant? ☑ Yes ☐ No
If not vacant, how will you resolve? (Layoff, etc.): Click here to enter text.

1. 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.

2. 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.
   
   Please see attached

3. Reason for request (i.e., specific organizational changes or additional monies. Attach additional sheets as necessary.)

   This new position would bring back one of the positions that was eliminated years ago to address funding shortfalls. Since that time, certain road maintenance activities have been eliminated, or scaled back to tailor the work program to the number of employees and funding available. In 2017, a new statewide transportation funding package (HB2017) was approved by the legislature which dramatically increased the monies available to the County for road maintenance and construction activities. The additional funds are sufficient (and on-going), and will enable the department to restore this position as soon as possible.

4. What is the importance to the mission of the department in approving this request?

   Approving this position now will enable the department to recruit during a time of the year when more qualified applicants are typically available. More importantly, recruiting the position now will ensure the new person is onboard prior to the next spring and summer when the majority of the critical maintenance activities occur. Specifically, getting the position approved now will enable the division to carry out spring/summer maintenance activities such as Ditch Cleaning, Roadside Mowing, assist Sign Foreman to meet Federal Regulations, and respond to Service Requests needing immediate attention during business hours.

5. 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.
Position Request

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

Other options we have explored are:

1. **Hiring a contractor:** Costs for a contractor are higher due to competition with other businesses who need mowing and ditching at the same time. We pay a contractor for their labor and equipment but we already own mowing/ditching equipment; so this adds to depreciation costs we already incur.

   Additional costs to consider:
   a. For ditching, we face lost productivity costs. Our personnel are cross trained and thus we can make adjustments to fill last minute needs; whereas contractors cannot respond to same day requests. Because ditching is so dependent on the weather, it means the scheduled project will not get done at all.
   b. Labor costs for damage control with the public from quality issues from unique mowing requirements of different areas.
   c. Increased liability risks due to possible sight distance issues due to poor quality mowing.

2. **Hiring a temp to run the mowing/ditching equipment we already own:** This is the most cost effective option but this would be a violation with the union as it would be considered taking work away from union members.

   a. Same availability and quality concerns exists as #1.

7. If this request is not filled, how will the department perform the responsibilities and duties needed?

   The work won’t be done as has been the case for the past 10+ years. This would continue to be the case because it is not a matter of having the equipment to do the work but having a person to operate the equipment.

8. What, if any negative financial or other consequence would there be if this request is not approved?

   The negative impact associated with not filling the position is twofold. One: it is important to properly maintain the road system, which includes ditch cleaning, surface treatment, mowing, and signage to ensure a safe, reliable transportation system. Two: without a proper level of investment in the roadway, the road can deteriorate to point it needs to be reconstructed. This is a significant cost over and above what it costs to properly maintain the road. Additionally, the safety of traveling public could be jeopardized if the road is not properly maintained.

9. Additional comments: Budgetary review:

   The position being requested at this time is a new position. We originally looked to have it available at the start of the 19-21 biennium, but subsequently felt the new position would be needed for the upcoming spring/summer season. This is a position that went away with the downturn of the economy in 2008/09, and we didn’t feel we could bring it back until the HB2017 Transportation Bill was approved. With the new funding bill in place Benton County is expected to see significant new revenue
Position Request

coming its way. ODOT has projected the following annual revenue increases for the County based on HB2017 (all estimates are as of 6/30 of the respective year).

2018 - $ 384,500
2019 - $1,258,800
2020 - $1,462,400
2021 - $1,876,200
2022 - $1,993,000
2023 - $2,240,300
<table>
<thead>
<tr>
<th>Road Worker 1</th>
<th>2018-2019</th>
<th>2019-2020</th>
<th>2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>Benefits</td>
<td>Salary</td>
<td>Benefits</td>
</tr>
<tr>
<td>40,034.00</td>
<td>44,939.36</td>
<td>41,647.00</td>
<td>46,750.00</td>
</tr>
</tbody>
</table>
# BENTON COUNTY POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>BAND</th>
<th>GRADE</th>
<th>SUBGRADE</th>
<th>FLSA STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance &amp; Operations Specialist 1</td>
<td>B</td>
<td>2</td>
<td>1</td>
<td>Non-Exempt</td>
</tr>
</tbody>
</table>

**POSITION TITLE:** Road Maintenance Worker 1  
**POSITION#:**  

☐ New  ☐ Revised  
(Check one)  
**Date:** October 2017  
**SERVICE TYPE:** AFSCME  
**Employee Name:** vacant  
**Department:** Public Works-Road  
**Supervisor:** Jim Stouder  
**FTE:** 1.0  
**Employment Status:** Regular Full Time  
**Position Summary:**

Performs maintenance on bridges and roadway. Performs traffic control, vehicle cleaning, vehicle & equipment fueling. Operates various power tools, vehicles, and machines in scope of work.

## Essential Duties:

<table>
<thead>
<tr>
<th>No.</th>
<th>Major Functional Area (MFA)</th>
<th>% of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MFA: Road Maintenance Repairs</td>
<td>40%</td>
</tr>
<tr>
<td></td>
<td><strong>Essential Duties:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Operates light equipment: light roller, 550 pickup with trailer, forklift, 550 pickup with snowplow and sander.</td>
<td></td>
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<tr>
<td></td>
<td>• Patches pot holes with cold mixes.</td>
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</tr>
<tr>
<td></td>
<td>• Clears vegetation around signs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Helps install signs, mailboxes, culverts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Use stencils to install traffic control marking.</td>
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</tr>
<tr>
<td></td>
<td>• Cleans bridges.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Pavement cutting.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>MFA: Flagging</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td><strong>Essential Duties:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Flagging for all programs.</td>
<td></td>
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<tr>
<td></td>
<td>• Warn and direct traffic around hazards or crews in and/or around the roadway.</td>
<td></td>
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<tr>
<td></td>
<td>• Communicate project information to motorists.</td>
<td></td>
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<tr>
<td></td>
<td>Operate pilot car in a stripping or chip sealing operation.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MFA: Manual Labor</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td><strong>Essential Duties:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Remove dead animals from roadway,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Wash and fuel vehicles and equipment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Distribute project notices in work areas.</td>
<td></td>
</tr>
</tbody>
</table>
**MFA: Emergency Response**

**Essential Duties:**
- Plow and/or sand roads using a 550 pick-up with a plow and sander.
- Respond to flooding on roadways.
- Respond to down trees on roadways.

<table>
<thead>
<tr>
<th>Percentages should total 100%</th>
<th>100%</th>
</tr>
</thead>
</table>

Special Requirements:

Class C Driver License with acceptable driving record
ODOT flagging card within 6 months of hire.

Physical Requirements:

Lift up to 50 lbs. often
Exert up to 50 pounds of force through pushing, pulling, or otherwise to move objects frequently
Walking or standing on various surfaces frequently

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: ___________________________ Date: _________

Immediate Supervisor: ___________________________ Date: _________
ROAD DIVISION

Existing Organizational Structure (14.75 FTE not including summer, temp or part time)

ROAD MANAGER (1 FTE)
Jim Stouder

BUSINESS SPECIALIST (0.75 FTE)
Amy Maltbie

ADDITIONAL PROGRAMS

SURFACE PROGRAM
ROAD FOREMAN (1 FTE)
Erik Remington
LEAD WORKER (1 FTE)
Leah Wheeler
MAINT. WORKER III (1 FTE)
Kasey Olsen
MAINT. WORKER I (1 FTE)
John Simonson
MAINT. WORKER I (1 FTE)
Vacant (2019)
SUMMER WORKER (0.50 FTE)
Corina Ellis

BRIDGE/DRAINAGE PROGRAM
LEAD WORKER (1 FTE)
Bradley (B.J.) Haley
MAINT. WORKER III (1 FTE)
Peter Hennes

TRAFFIC SIGNS AND* MARKING PROGRAM
ROAD FOREMAN (1 FTE)
Chris Baillie
MAINT. WORKER III (1 FTE)
Merk Neady
MAINT. WORKER III (1 FTE)
Joe Whitlock
MAINT. WORKER I (1 FTE)
Tammie Bronan

VEGETATION* PROGRAM
MAINT. WORKER III (1 FTE)
Don Boyd
MAINT. WORKER III (1 FTE)
Gary Calvery

PART TIME (1 FTE)
Edward Smith
John Rankin
TEMPORARY (2 FTE)

ROAD SCHOLAR 1 STUDENT
ROAD SCHOLAR 2 STUDENT
LEADERSHIP PROGRAM

* Includes Dust Control, No Spray, Spray, and Crack Seal