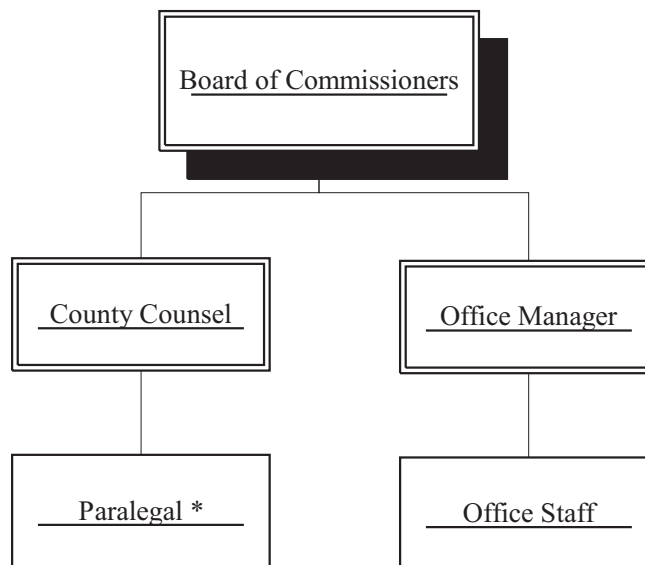


# Board of Commissioners

- Department Head:** Board of Commissioners
- Location:** Board of Commissioners and County Counsel: Benton Plaza, 408 SW Monroe, Corvallis.
- Telephone:** (541) 766-6800
- Fax:** (541) 766-6893
- Purpose:** To provide the legislative and executive functions to ensure the legal and efficient administration of county affairs including enactment of legal ordinances, orders, resolutions, and agreements; budgeting, and appointments to citizen boards and committees. To provide for the administration of the county organization, including policies, information distribution and cooperation with other public agencies and organizations.
- Organization:** The department is composed of the Board of Commissioners, Board Support Staff, and County Counsel.

## Board of Commissioners Department



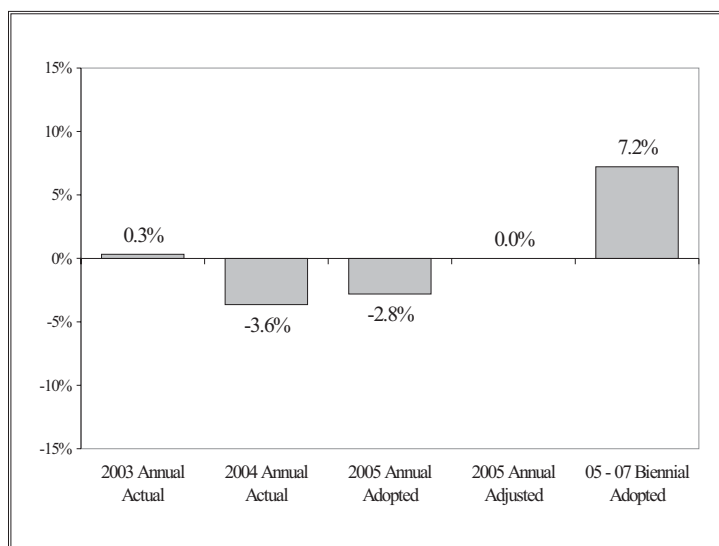
\* Also assists BOC Office Staff

## Budget Summary

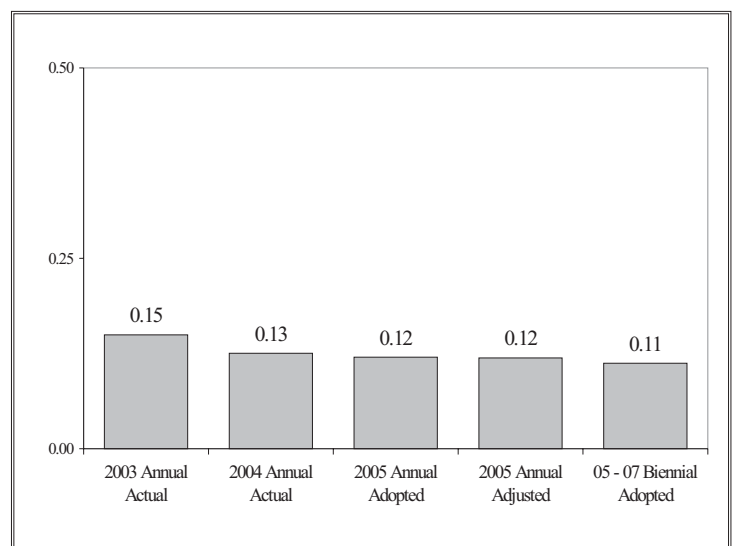
	2003 Annual Actual	2004 Annual Actual	2005 Annual Adopted	2005 Annual Adjusted	05 - 07 Biennial Adopted
General Revenues	-	-	-	-	-
Charges for Service	254,148	97,427	52,755	52,755	100,000
Operating Grants/Contributions	227	56	-	-	-
Capital Grants/Contributions	-	-	-	-	-
Loans & Transfer/Revenues	-	-	-	-	-
Dedicated Beginning Balance	1,577	1,340	1,000	1,000	1,000
<b>Total Program Income</b>	<b>255,953</b>	<b>98,823</b>	<b>53,755</b>	<b>53,755</b>	<b>101,000</b>
Personal Services	727,960	728,797	748,385	748,385	1,564,622
Materials & Services	383,562	342,195	292,573	292,573	667,657
Capital Outlay	-	-	-	-	-
Other	-	-	3,037	3,037	1,000
<b>Total Expenditures</b>	<b>1,111,521</b>	<b>1,070,993</b>	<b>1,043,995</b>	<b>1,043,995</b>	<b>2,233,279</b>
Surplus / (Deficit)	(855,568)	(972,170)	(990,240)	(990,240)	(2,132,279)
<b>Fund Summary</b>					
General Fund	1,111,521	1,070,993	1,043,995	1,043,995	2,233,279
	1,111,521	1,070,993	1,043,995	1,043,995	2,233,279
Full Time Equivalent (FTE)	11.70	9.90	9.60	9.60	9.10
Temporary Hire Equivalent (FTE)	NA	NA	0.30	0.30	0.30

2003 - 2004 statistics have been changed to reflect history of new 2005 organization model

**Annual Change in Budget (Biennial value based on average annual value)**



**Employees per 1,000 population**



# Overview

## **Department Head Message**

The Board of Commissioners office completed a full year of business under redesigned staffing arrangement. Remaining to be filled is the Policy Advisory position. When that position is filled, the office will be fully staffed.

Our partnership with Lane County government in sharing the services of a Public Information Officer continues to be a successful venture. The shared efficiency of working for both counties, who are similar in make-up, and types of projects encountered, makes for greater value in the service.

## Board of Commissioners

	2003 Annual Actual	2004 Annual Actual	2005 Annual Adopted	2005 Annual Adjusted	05 - 07 Biennial Adopted
General Revenues	-	-	-	-	-
Charges for Service	52,128	51,288	-	-	-
Operating Grants/Contributions	198	-	-	-	-
Capital Grants/Contributions	-	-	-	-	-
Loans & Transfer/Revenues	-	-	-	-	-
Dedicated Beginning Balance	-	-	-	-	-
<b>Total Program Income</b>	<b>52,326</b>	<b>51,288</b>	<b>-</b>	<b>-</b>	<b>-</b>
Personal Services	596,193	549,405	560,172	560,172	1,149,510
Materials & Services	293,207	279,055	220,790	220,790	517,333
Capital Outlay	-	-	-	-	-
Other	-	-	-	-	-
<b>Total Expenditures</b>	<b>889,400</b>	<b>828,460</b>	<b>780,962</b>	<b>780,962</b>	<b>1,666,843</b>
Surplus/(Deficit)	(837,074)	(777,172)	(780,962)	(780,962)	(1,666,843)
Full Time Equivalent (FTE)	NA	NA	7.60	7.60	7.10
Temporary Hire Equivalent (FTE)	NA	NA	0.00	0.00	0.00

**Purpose:** Three elected commissioners serve as the governing body and Chief Executive Officer of the County. As the governing body, they enact ordinances, orders, resolutions, and agreements; set policy for the County's operations and direction; and act as a quasi-judicial body to rule upon land use and other decisions. As the Chief Executive Officer, they appoint and oversee non-elected department heads, and set budget, human resources and financial policies of appointed and elected officials. They establish strategic plans and goals, promulgate information to the public, and foster cooperation with other public agencies and organizations.

### Accomplishments

- Continued refining Chapter 13, Social Gatherings, to ensure a better process that is more functional.
- Obtained funding to restore the barn at Bezell Memorial Forest. The barn will be used as a research and classroom facility for schools and the community.
- Approved and entered into the first year of a biennial budget. Benton County is the first county in Oregon to do so.
- Received \$245,560 to fund Title II projects, and \$301,062 to fund Title III projects under the Secure Rural Schools and Community Self-Determination Act.
- Identified and prioritized ten marquee projects from the County's Strategic Plan. At least eight of the projects have been implemented or have had activity towards implementation.
- Developed and enacted an ordinance to process Measure 37 claims.
- Convened affected agencies to discuss the Oregon Forest Land - Urban Interface Fire Protection Act.
- Met regularly with local, State, and Federal representatives to discuss local concerns and interests.
- The Cardwell Hill Restorative program was designated as an Oregon Solutions project by Governor Kulongoski.
- Produced and distributed the first Benton County Annual Report.
- Funding received to open three federally qualified health centers - Corvallis, Lincoln School, and Monroe. Last year, the Lincoln School and Monroe Clinics provided services to 1,570 people. When the two new clinics are at full capacity operation, we anticipate serving more than 3,000 people.
- Continued quarterly meetings with Benton County taxing jurisdictions. With representatives from each of the County's incorporated cities, school districts, Oregon State University and Linn Benton Community College.
- Increased communication to residents through monthly "appearance" on Valley Talk radio show and disbursement of information through increased releases, editorial comment, and other media outlets.
- Finalized the transfer of county roads within Albany City limits to the City of Albany.
- Continued implementation of countywide cultural proficiencies initiatives. The Intercultural Development Inventory was administered to all county employees.
- Commissioners forwarded a resolution to Oregon's congressional delegation, asking that they support a comprehensive effort to combat the local, statewide and national methamphetamine epidemic and, through the auspices of the Willamette Criminal Justice Council, supported establishment of a methamphetamine task force in Benton County.

## Objectives

- Refining the County's sustainability policy and improving the quality of life in Benton County will balance environmental protection, economic development, and services to provide for future generations.
- The Cardwell Hill Restoration was designated by Oregon Governor Ted Kulongoski as an Oregon Solutions Project. The Mary's River Watershed Council proposed this project to bring together landowners who wish to engage in preserving and enhancing natural features on their property without imposed measures by regulatory agencies.
- A countywide habitat conservation planning effort to secure \$700,000 in federal funds for a three-year study and plan to identify and provide protection for two invertebrate species, five plant species, and five vertebrate species.
- Beazell Education Center - Following nearly a year of careful planning, the center will be developed as a resource for schools and forest-related research.
- Of utmost importance is the renewal of the Secure Rural Schools and Community Self-Determination Act - The Act funds schools, roads, county public safety, health, and other critical services to residents. It provides resources for trails, forests, and habitat on federal lands in Benton County. Many of these projects have included forest work crews, search and rescue missions, conservation easements, forest fire prevention and abatement, and forest education. Of all land in Benton County, 16 percent is non-taxable federal forestland. From 2000-03, Benton County received \$9.9 million from the Act. Without the Act, receipts from timber payments would have been \$653,017, a 93 percent reduction! Federal forest safety net dollars are about \$5 million annually.
- Benton County received funding to open federally qualified health centers - Corvallis, Lincoln School, and Monroe. Last year, the Lincoln School and Monroe Clinics provided services to 1,570 people. When the two new clinics begin full capacity operations, we anticipate serving more than 3,000 people.
- The Sheriff's Office and the Corvallis Police Department began initiatives that will increase effectiveness and efficiencies of the departments through collaborative endeavors. Some of those endeavors are the development of the single computer information network, intergovernmental agreement on response coverage within the City and County, and Co-location of detectives for daily briefing and joint operations. Other efficiencies are in process and more opportunities will be begun throughout the coming year.

## County Counsel

	2003 Annual Actual	2004 Annual Actual	2005 Annual Adopted	2005 Annual Adjusted	05 - 07 Biennial Adopted
General Revenues	-	-	-	-	-
Charges for Service	152,114	-	-	-	-
Operating Grants/Contributions	30	56	-	-	-
Capital Grants/Contributions	-	-	-	-	-
Loans & Transfer/Revenues	-	-	-	-	-
Dedicated Beginning Balance	-	-	-	-	-
<b>Total Program Income</b>	<b>152,144</b>	<b>56</b>	<b>-</b>	<b>-</b>	<b>-</b>
Personal Services	121,877	170,155	178,284	178,284	394,437
Materials & Services	50,101	23,610	30,994	30,994	66,936
Capital Outlay	-	-	-	-	-
Other	-	-	-	-	-
<b>Total Expenditures</b>	<b>171,978</b>	<b>193,764</b>	<b>209,278</b>	<b>209,278</b>	<b>461,373</b>
Surplus/(Deficit)	(19,834)	(193,709)	(209,278)	(209,278)	(461,373)
Full Time Equivalent (FTE)	NA	NA	2.00	2.00	2.00
Temporary Hire Equivalent (FTE)	NA	NA	0.00	0.00	0.00

**Purpose:** Counsel provides legal advice to the Board of Commissioners and county officials on civil matters and represents the county in all civil administrative and enforcement proceedings. Counsel drafts ordinances, reviews contracts and other agreements.

### Accomplishments

- Researched and advised county on same-sex marriage issues.
- Defended county in litigation over same-sex marriage license decision.
- Worked with BOC and staff on BEC project proposals and grant issues.
- Researched, drafted and finalized HIPAA privacy policies.
- Operated as AIC ASD Department Head for 5 months.
- Researched and reviewed statutory changes to contract law and began revision of County Contracting Code.
- Assisted insurance defense counsel in several litigation issues.
- Prepared and presented material for legal seminar before the Oregon State Bar.
- Reviewed, researched and drafted emergency and permanent Measure 37 processing ordinances.
- Advised BOC and staff on Measure 37 requirements and implications.

### Performance Measures:

Measure	00-01	01-02	02-03	03-04	04-05	Target
Two-day turn around time on contracts.	99%	99%	95%	100%	99%	95%

### Objectives

- Revise County Contract Code
- Ensure land uses and Measure 37 claims are processed and handled lawfully and appropriately.
- Work with Health Department on Health Center issues.

## Law Library

	2003 Annual Actual	2004 Annual Actual	2005 Annual Adopted	2005 Annual Adjusted	05 - 07 Biennial Adopted
General Revenues	-	-	-	-	-
Charges for Service	49,906	46,139	52,755	52,755	100,000
Operating Grants/Contributions	-	-	-	-	-
Capital Grants/Contributions	-	-	-	-	-
Loans & Transfer/Revenues	-	-	-	-	-
Dedicated Beginning Balance	1,577	1,340	1,000	1,000	1,000
<b>Total Program Income</b>	<b>51,484</b>	<b>47,479</b>	<b>53,755</b>	<b>53,755</b>	<b>101,000</b>
Personal Services	9,890	9,237	9,929	9,929	20,675
Materials & Services	40,254	39,531	40,789	40,789	83,388
Capital Outlay	-	-	-	-	-
Other	-	-	3,037	3,037	1,000
<b>Total Expenditures</b>	<b>50,144</b>	<b>48,769</b>	<b>53,755</b>	<b>53,755</b>	<b>105,063</b>
Surplus/(Deficit)	1,340	(1,290)	-	-	(4,063)
Full Time Equivalent (FTE)	NA	NA	0.00	0.00	0.00
Temporary Hire Equivalent (FTE)	NA	NA	0.30	0.30	0.30

**Purpose:** Maintain legal reference materials available to the legal community and citizens. The Office of County Counsel oversees the Law Library.

**Accomplishments**

- Successfully maintained material collection despite steady cost increases.

**Performance Measures:**

N/A

**Objectives**

- Continue to refine and streamline law library materials and direction.
- Maintain updated and relevant resources in face of increasing materials costs.