



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

Room 114, Linn County Courthouse
PO 100 Box, Albany, Oregon 97321
Phone 541-967-3816, Fax 541-926-2060, www.co.linn.or.us

TO: Board of Commissioners
FROM: Steve Wills, Planning & Building Department Director
DATE: October 10, 2023
RE: Planning and Building Department Update: October 2023

The attached tables include the Department's current FY2023-24 Revenue Summary and Permit Activity Reports through September 30, 2023. Also attached with this memorandum is the list of September 2023 land use applications received, a code enforcement summary, and current wildfire permitting reports. The October 2023 Department update is summarized below.

PLANNING

- Land use permits issued in September 2023 totaled 56.
- There is one Planning Commission meeting scheduled for October 10, 2023.

PLN-2023-00593: Applications by T2, Inc. for a *Comprehensive Plan* (Plan) map amendment, a *Plan Text* amendment, and Zoning map amendment on three tax lots totaling 10.89 acres. The amendments would change the *Plan* designation on the subject properties from Farm/Forest to Industrial and change the zoning from Farm/Forest (F/F) to Heavy Industrial (HI). The *Plan text* application proposes a "reasons" exception to Statewide Planning Goals 3 and 4. The properties are located on the east side of Santiam Highway, 0.26 miles south of the intersection of Santiam Highway and Weatherly Lane, and 2.30 miles northwest of the city limits of Sweet Home (T13S, R01W, 23B, Tax Lots 200, 300, and 402).

- There is no Board hearing scheduled for October.

BUILDING

- Total County building permits issued in September 2023, including non-structural permits, totaled 300. The number of building permits issued for dwellings in September totaled 18.: 4 single family dwellings and 3 manufactured dwellings. 10 permits were issued for dwelling additions/alterations and 1 permit for accessory buildings were issued. Total number of Commercial permits issued totaled 7. Out of the 300 combined residential and commercial permits, 23 required plan review.
- Total contract city permits issued in September 2023, including non-structural permits, totaled 22; There were 2 contract city permits issued in September for new single-family dwellings, 0 permits for manufactured dwellings and 3 permits were issued for dwelling additions/alterations and 0 permits for accessory buildings were issued. Total number of Commercial permits issued totaled 2. Out of the 22 combined residential and commercial permits, 16 required plan review.

CODE ENFORCEMENT

- Total new cases for September 2023 was 15.
- Total cases closed in September 2023 was 19.

WILDFIRE GRANT

- We have had no new fire hardening applications and have 1 grant checks have been issued.
- ODOE and the Septic grant programs are still in effect.



LINN COUNTY PLANNING AND BUILDING DEPARTMENT
Steve Wills, Director

Room 114, Linn County Courthouse
PO Box 100, Albany, Oregon 97321
Phone 541-967-3816 Fax 541-926-2060
www.co.linn.or.us

**Estimate of Annual Revenues From Fees
Fiscal Year 2023-2024
Planning and Building Department
September 2023**

<u>REVENUE SOURCE</u>	(1) YTD REVENUE		
Building Permits -- County, Permits & Sales	\$297,196.30		
C.E.T Administrative Fees	\$1,929.72		
Building Permits -- Contract Cities	\$80,653.11		
Electrical Permits	\$73,318.65		
Planning Fees	\$68,887.25		
TOTAL	\$521,985.03		
	(2) ESTIMATED REVENUE	(3) TOTAL REVENUE ESTIMATED	
	<u>Aug '23 - June '24</u>	<u>Column (1) + Column (2)</u>	
Building Permits -- County	\$420,333.33	\$717,529.63	
C.E.T Administrative Fees	\$3,333.33	\$5,263.05	
Building Permits -- Contract Cities	\$316,666.66	\$397,319.77	
Electrical Permits	\$216,666.66	\$289,985.31	
Planning Fees	\$200,000.00	\$268,887.25	
TOTAL	\$1,156,999.98	\$1,678,985.01	
	(4) 2020/2021 Budget	(5) Projected Surplus or (Deficit)	
	<u>Budget</u>	<u>Column (3) - Column (4)</u>	
Building Permits -- County, Permits & Sales	\$504,400.00	\$213,129.63	
C.E.T Administrative Fees	\$4,000.00	\$1,263.05	
Building Permits -- Contract Cities	\$380,000.00	\$17,319.77	
Electrical Permits	\$260,000.00	\$29,985.31	
Planning Fees	\$240,000.00	\$28,887.25	
TOTAL	\$1,388,400.00	\$290,585.01	

PLANNING AND BUILDING DEPARTMENT PERMIT ACTIVITY TABLES
July 2023

TABLE 1
PERMITS ISSUED FY 2023/2024

	PLANNING APPLICATIONS	COUNTY BUILDING PERMITS	CONTRACT CITIES PERMITS	ELECTRICAL PERMITS	TOTAL
JULY	60	91	33	135	319
AUG	44	95	22	177	338
SEPT	15	138	38	155	346
OCT					0
NOV					0
DEC					0
JAN					0
FEB					0
MAR					0
APR					0
MAY					0
JUN					0
TOTAL	119	324	93	467	1,003

TABLE 2
PERMITS ISSUED FY 2021/2022

	PLANNING APPLICATIONS	COUNTY BUILDING PERMITS	CONTRACT CITIES PERMITS	ELECTRICAL PERMITS	TOTAL
JULY	49	76	20	113	258
AUG	71	114	51	168	404
SEPT	50	110	35	171	366
OCT	39	109	50	104	302
NOV	35	97	30	141	303
DEC	29	125	34	154	342
JAN	44	102	27	185	358
FEB	27	104	25	135	291
MAR	37	90	27	133	287
APR	40	87	27	153	307
MAY	41	128	52	155	376
JUN					
TOTAL	462	1,142	378	1,612	3,594

TABLE 3
PERMITS ISSUED FY 2021/2022

	PLANNING APPLICATIONS	COUNTY BUILDING PERMITS	CITIES PERMITS	ELECTRICAL PERMITS	TOTAL
JULY	76	91	141	172	480
AUG	84	120	28	180	412
SEPT	90	86	55	177	408
OCT	68	117	43	158	386
NOV	40	81	32	152	305
DEC	54	80	74	117	325
JAN	74	84	18	126	302
FEB	71	69	43	163	346
MAR	89	99	47	161	396
APR	77	88	16	164	345
MAY	72	90	28	143	333
JUN	72	86	6	166	330
TOTAL	867	1,091	531	1,879	4,368

**TABLE 4
SINGLE-FAMILY DWELLING PERMITS ISSUED
COUNTY**

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	MO QTR	MO QTR	MO QTR	MO QTR	MO QTR	MO QTR
JULY	6	12	10	3	3	8
AUG	11	4	10	9	16	9
SEPT	9 26	5 21	5 25	12 24	19	4
OCT	8	9	5	13		
NOV	2	2	3	5		
DEC	5 15	5 16	9 17	3 21	0	
JAN	5	4	3	2		
FEB	3	6	6	6		
MAR	4 12	14 24	8 17	6 14	0	
APR	4	10	8	8		
MAY	6	4	6	13		
JUN	11 21	8 22	5 19	4 25	0	
TOTAL	74	83	78	84	19	21

**TABLE 5
MANUFACTURED DWELLING PERMITS ISSUED
COUNTY**

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
	MO QTR	MO QTR	MO QTR	MO QTR	MO QTR	MO QTR
JULY	5	11	5	6	3	4
AUG	2	6	8	5		2
SEPT	7 14	6 23	6 19	4 15	3	4
OCT	8	4	8	3		
NOV	3	7	14	2		
DEC	3 14	7 18	10 32	4 9	0	
JAN	6	4	2	2		
FEB	5	1	4	2		
MAR	6 17	3 8	4 10	6 10	0	
APR	7	3	5	3		
MAY	2	4	2	1		
JUN	4 13	6 13	2 9	5 9	0	
TOTAL	58	62	70	43	3	10

**TABLE 6
NON-ELECTRICAL PERMITS ISSUED
COUNTY**

	2018/2019		2019/2020		2020/2021		2021/2022		2022/2023		2022/2023	
	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR
JULY	174		195		138		91		76		110	
AUG	172		176		180		120		113		95	
SEPT	160	506	158	529	148	466	86	297	171	360	138	
OCT	175		166		147		117		109			
NOV	138		138		98		81		97			
DEC	150	463	164	468	111	356	80	278	125	331		
JAN	116		120		86		84		102			
FEB	105		108		73		69		104			
MAR	176	397	173	401	111	270	99	252	94	300		
APR	127		144		97		88		113			
MAY	151		140		110		90		128			
JUN	163	441	134	418	119	326	86	264		241		
TOTAL	1,807		1,816		1,418		1,091		1,232		343	

**TABLE 7
CONTRACT CITY DWELLING UNIT PERMITS ISSUED
BY FISCAL YEAR**

	FY 2023/2024			FY 2022/2023			FY 2021/2022			FY 2020/2021		
	SFD	MH	MFD	SFD	MH	MFD	SFD	MH	MFD	SFD	MH	MFD
BROWNSVILLE				1	1		52	1		14	1	2
HALSEY										1		
HARRISBURG							5		1	5		
LYONS	2						3	1		1	1	
MILL CITY	1			9			5		1	11	19	2
MILLERSBURG	5			18			40			48		
SCIO												
TANGENT		2		2								
TOTAL	8	2	0	30	1	0	105	2	2	80	21	4

**TABLE 8
PLANNING SECTION PERMIT ACTIVITY
FY 2023/2024**

CURRENT MONTH: September 2023

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Evaluation & Processing	25	2,500.00	80	8,000.00
Variance	5	3,250.00	16	10,400.00
Comprehensive Plan Amendment	0	0.00	1	8,000.00
Land Use Compatibility Statement	2	150.00	11	900.00
Conditional Use	1	2,000.00	6	9,550.00
Home Occupation CU's	0	0.00	1	900.00
Medical Hardship CU's	8	4,000.00	14	7,000.00
PD Partition	3	700.00	4	1,050.00
PM Partition	0	0.00	0	0.00
Property Line Adjustment	4	2,700.00	5	3,050.00
Easement	1	650.00	3	1,950.00
Appeal	0	0.00	1	2,000.00
Temp RV/Mfg. Home Placement	1	250.00	1	250.00
Zone Amendment	0	0.00	0	0.00
Mortgage Lot	0	0.00	0	0.00
Non-conforming Use Alteration	1	1,000.00	1	1,000.00
Step 1 - Soil Review	1	350.00	3	1,050.00
Agricultural Bldg Review	1	150.00	22	3,300.00
Dwelling/Property Status/SPR	2	650.00	10	3,800.00
Measure 49	0	0.00	2	1,100.00
Extensions	0	0.00	0	0.00
Misc. Applications	1	650.00	1	650.00
MONTHLY TOTAL	56	19,000.00	182	63,950.00
SALES REVENUES				
Xerox/Microfilm		0.00		112.25
Tapes		0.00		25.00
Maps		0.00		0.00
Comp. Plan/Code/Transportation Books		0.00		0.00
Reports		0.00		175.00
Postage		7.00		49.00
Extensions		300.00		1,000.00
MONTHLY TOTAL		307.00		1,361.25

**TABLE 9
BUILDING SECTION PERMIT ACTIVITY
FY 2023/2024**

CURRENT MONTH: September 2023

DESCRIPTION	MONTHLY TOTALS		YEAR TODATE TOTALS	
	NUMBER	FEES	NUMBER	FEES
RESIDENTIAL				
Single Family Dwelling	4	7,907.50	21	41,511.03
Manufactured Homes	3	1,442.00	9	4,046.00
Prefab. Buildings	0	0.00	0	0.00
Additions/Alterations	10	2,118.00	38	20,581.00
Accessory Buildings	1	787.00	15	9,793.44
SUBTOTALS	18	12,254.50	83	75,931.47
NON-RESIDENTIAL				
Industrial	0	0.00	0	0.00
Commercial	7	17,285.30	16	25,045.30
Public	0	0.00	0	0.00
Additions/Alterations	0	0.00	0	0.00
Transaction Fee	0	0.00	0	0.00
Misc. Permits	0	0.00	0	0.00
SUBTOTALS	7	17,285.30	16	25,045.30
Plumbing	38	8,530.05	88	28,433.09
Mechanical	66	7,644.61	179	22,940.91
SUBTOTALS	104	16,174.66	267	51,374.00
Electrical Permits	154	26,895.18	466	67,318.43
Master Electrical Permits	0	0.00	0	0.00
SUBTOTALS	154	26,895.18	466	67,318.43
Demolition/Decommission	1	130.00	1	130.00
Flood Dev. Evaluation	8	960.00	8	2,400.00
Misc. Permits	8	2,542.42	20	12,406.03
SUBTOTALS	17	3,632.42	29	14,936.03
PLAN REVIEWS	23	9,490.67	114	64,206.27
SUBTOTALS	23	9,490.67	114	64,206.27
RAND TOTAL MONT	323	85,732.73	975	298,811.50

**TABLE 10
CONTRACT CITY PERMIT ACTIVITY
FY 2023/2024**

Current Month: September 2023

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Single Family Dwelling	2	2,106.75	7	5,877.87
Manufactured Homes	0	0.00	2	633.00
Prefab. Buildings	0	0.00	0	0.00
Manufactured Home Parks (NEW)	0	0.00	0	0.00
Multi-Family Dwellings	0	0.00	0	0.00
Additions/Alterations	3	15,899.25	10	16,797.56
Accessory Buildings	0	0.00	4	1,136.62
SUBTOTALS	5	18,006.00	23	24,445.05
NON-RESIDENTIAL				
Industrial	0	0.00	0	0.00
Commercial	2	2,851.31	17	27,929.74
Prefab. Buildings	0	0.00	0	0.00
Public	0	0.00	0	0.00
Additions/Alterations	0	0.00	0	0.00
SUBTOTALS	2	2,851.31	17	27,929.74
MISC. APPLICATIONS				
Recreational (RV Parks etc.)	0	0.00	0	0.00
Misc. Structures	0	0.00	0	0.00
Miscellaneous Permits	0	0.00	0	0.00
SUBTOTALS	0	0.00	0	0.00
Plumbing	24	16,563.94	42	22,371.00
Mechanical	7	1,428.56	32	3,960.93
SUBTOTALS	31	17,992.50	74	26,331.93
Plan Review	16	9,669.64	42	48,764.48
GRAND TOTAL MONTH	38	48,519.45	114	127,471.20

**TABLE 11
COUNTY PERMIT, PLAN CHECK, & MISC REVENUE
BY FISCAL YEAR**

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
JULY	100,351.77	113,616.87	77,484.14	82,404.31	37,173.04	85,504.25
AUG	94,947.94	217,461.46	95,732.23	88,155.76	85,872.59	92,386.84
SEPT	92,827.37	96,258.43	82,690.70	76,855.24	41,121.35	132,030.49
OCT	107,407.42	101,242.25	79,672.58	89,772.08	56,229.51	
NOV	137,029.07	85,188.21	91,665.20	44,033.65	42,022.76	
DEC	53,122.43	63,127.55	112,792.14	27,931.62	40,539.64	
JAN	51,553.10	67,796.29	76,309.72	23,973.95	41,300.55	
FEB	45,337.65	96,198.93	47,947.91	48,470.08	49,872.30	
MAR	97,167.50	117,543.65	69,127.59	69,694.82	164,143.26	
APR	54,328.25	113,700.67	103,850.68	51,810.69	64,547.02	
MAY	80,519.05	90,138.22	61,270.86	71,863.53	75,963.78	
JUN	111,285.80	85,017.44	70,631.10	81,621.33	64,870.50	
TOTAL	1,025,877.35	1,247,289.97	969,174.85	756,587.06	763,656.30	309,921.58

**TABLE 12
CONTRACT CITY PERMIT REVENUE
BY FISCAL YEAR**

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
JULY	57,425.00	29,344.35	13,059.10	170,862.28	14,481.91	7,469.81
AUG	24,431.30	19,427.50	33,448.35	31,075.46	31,190.65	72,692.87
SEPT	44,166.25	15,595.37	55,466.88	57,223.05	25,481.66	36,928.26
OCT	32,066.76	41,208.37	31,518.40	15,331.99	23,719.08	
NOV	137,095.15	70,234.77	9,395.01	28,909.11	44,358.49	
DEC	10,453.12	15,984.40	25,222.81	37,232.20	25,887.93	
JAN	13,715.27	22,529.94	22,246.17	7,774.24	14,452.92	
FEB	0.00	47,698.94	21,535.68	65,052.25	12,187.50	
MAR	12,056.67	55,798.39	63,166.07	10,334.59	4,122.82	
APR	43,351.04	42,504.60	15,948.31	4,034.30	11,086.65	
MAY	46,751.87	42,346.01	28,446.88	10,696.30	18,858.57	
JUN	50,916.40	32,291.64	64,939.34	16,133.37	50,417.88	
TOTAL	472,428.83	360,547.10	363,006.91	470,213.47	276,246.06	117,090.94

**TABLE 13
ELECTRICAL PERMIT REVENUE
BY FISCAL YEAR**

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
JULY	23,402.00	22,715.00	12,081.00	19,671.25	15,285.25	19,207.60
AUG	23,683.00	19,484.00	19,901.00	25,964.60	26,724.50	26,994.50
SEPT	22,397.00	17,429.00	22,700.00	25,437.00	28,274.00	27,116.56
OCT	23,642.00	24,222.50	27,020.00	21,763.00	27,158.50	
NOV	21,884.00	24,998.00	28,993.70	24,648.71	27,146.00	
DEC	18,379.00	18,521.00	30,285.10	17,055.50	23,058.75	
JAN	20,631.75	19,702.00	22,736.40	15,145.00	23,920.00	
FEB	19,618.00	15,424.63	27,818.25	23,627.25	23,254.00	
MAR	20,288.00	20,688.50	30,391.25	23,675.50	20,490.00	
APR	18,515.00	30,663.00	25,127.50	26,044.50	22,785.75	
MAY	20,815.00	23,846.50	23,393.93	20,205.25	27,216.85	
JUN	20,890.00	22,829.38	29,276.05	25,005.50	26,179.25	
TOTAL	254,144.75	263,047.00	299,724.18	268,243.06	291,492.85	73,318.66

TABLE 14
PLANNING & BUILDING DEPARTMENT
FY 2023/2024 REVENUE AND EXPENDITURES
 September 2023

LINE ITEM DESCRIPTION	ADMIN..	PLANNING	BUILDING	ELECTRICAL	BUDGET TOTAL
REVENUE					
PLANNING FEES		68,887.25			68,887.25
ELECTRIC PERMITS				73,318.65	73,318.65
BLDG, MECH, PLUMB PERMITS			218,890.23		218,890.23
MISC. PERMITS & PLAN REVIEW			76,826.82		76,826.82
REIMBURSEMENTS			175,686.00		175,686.00
MISC. (REIMBURSEMENTS)	0.00				0.00
SALES	1,479.25				1,479.25
CET FEES	1,929.72				1,929.72
CONTRACT CITIES			80,653.11		80,653.11
DEPOSIT SUSPENSE	0.00				0.00
CODE ENFORCEMENT CLEAN UP	0.00				0.00
FEE OVERAGES/SHORTAGES	1,271.43				1,271.43
SALE OF COUNTY EQUIPMENT	0.00				0.00
TOTAL REVENUE	\$4,680.40	\$68,887.25	\$552,056.16	\$73,318.65	\$698,942.46
EXPENDITURES PERSONAL SYS					
ELECTRICAL INSPECTOR I			24,492.00		24,492.00
ELECTRICAL INSPECTOR II				10,841.25	10,841.25
BLDG. INSPECTOR II			20,819.00		20,819.00
PLUMBING INSPECTOR I			23,325.00		23,325.00
PLANS EXAMINER I			9,559.09		9,559.09
BUILDING INSPECTOR I		40.00	360.00		400.00
CODE ENFORCEMENT TECH			14,629.40		14,629.40
OFFICE MANAGER 1	4,754.40		3,565.80	3,565.80	11,886.00
OFFICE SPECIALIST 1	18,190.00				18,190.00
OFFICE SPECIALIST 2	0.00	0.00	0.00	0.00	0.00
OFFICE SPECIALIST 3	0.00	0.00	0.00		0.00
PERMIT CLERK			10,519.00		10,519.00
ASSISTANT PLANNER		21,700.50	5,425.13		27,125.63
ASSOCIATE PLANNER		0.00			0.00
SENIOR PLANNER		0.00	0.00		0.00
PLANNING MANAGER					25,710.00
BLDG. OFFICIAL	3,856.50		16,711.50	5,142.00	25,710.00
DIRECTOR	13,468.50	8,081.10	4,040.55	1,346.85	26,937.00
TEMPORARY HELP				9,070.00	9,070.00
OVERTIME				0.00	0.00
WAGES	\$40,269.40	\$29,821.60	\$108,954.47	\$29,965.90	\$259,213.37
LONGEVITY PAY	44.99	546.34	51.42		642.75
LEAD WORKER	0.00				0.00
CERTIFICATION PAY			0.00		0.00
FRINGE BENEFITS	4,234.83	16,939.32	32,184.72	31,337.75	84,696.62
PAYROLL COSTS	5,101.90	20,407.60	38,774.43	37,754.05	102,037.98
SALARY BENEFITS & ADJ.	0.00	0.00	0.00	0.00	0.00
TOTAL PERSON. SERVICES	\$49,651.12	\$67,714.86	\$179,965.03	\$99,057.70	\$446,590.72
MATERIALS & SERVICES					
SUPPLIES	254.14	254.14	1,016.57	1,016.57	2,541.43
PRINT & REPRODUCTION	25.40	76.20	203.20	203.20	508.00
POSTAGE	111.64	1,786.18	111.64	223.27	2,232.73
SUBSCRIPT. & MEMBERSHIP		10.00	21.19	8.80	39.98
AVOCETTE SOFTWARE					2,272.50
NOTICE & PUBLICATION		491.10	532.02		1,023.12
COPIER MAIN & USAGE	563.69	563.69	563.69	563.69	2,254.75
P.C.'S, ACCESS., SOFTWARE	55.24	55.24	55.24	55.24	220.96
SCHOOLS & SEMINARS	945.95				945.95
MEETINGS/TRAVEL	949.09				949.09
TELEPHONE	13.94	111.52	69.70	83.64	278.80
VISA BANK CHARGES		1,436.05	5,744.22		7,180.27
CODE ENFORCEMENT					498.71
CELL PHONE ALLOCATION					120.00
REPAIRS & MAINTENANCE	5.48	117.82	68.50	82.20	274.00
COMPUTER SUPPLIES & EQUIP	3,098.11	3,098.11	3,098.11	3,098.11	12,392.44
REFUNDS		1,802.53	2,751.22	189.74	4,743.49
OTHER CONTRACTED SERVICES			0.00		0.00
TOTAL MAT. & SERVICES	\$6,022.68	\$9,802.58	\$14,235.30	\$5,524.46	\$38,476.22
CAPITAL OUTLAY					
MOTOR VEHICLE			0.00		0.00
SPECIAL EQUIP. (SIERRA)					0.00
TOTAL CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$55,673.80	\$77,517.44	\$194,200.33	\$104,582.16	\$485,066.94
LESS REVENUE	\$4,680.40	\$68,887.25	\$552,056.16	\$73,318.65	\$698,942.46
GEN. FUND EXPENDITURES	\$50,993.40	\$8,630.19	(\$357,855.83)	\$31,263.51	(\$213,875.52)

LINN COUNTY
Activity Report by Dept, Fund
as of 09/30/2023 (25.0% Months within Fiscal Year)

24 PLANNING & BUILDING
10 GENERAL FUND

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
3070	2410 PLANNING FEES	21,692.25	240,000.00	0.00	240,000.00	68,887.25	171,112.75	28.7
3137	2410 ELECTRICAL PERMIT	27,116.55	260,000.00	0.00	260,000.00	73,318.65	186,681.35	28.1
3138	2410 BUILDING PERMIT	101,266.65	310,000.00	0.00	310,000.00	167,789.11	142,210.89	54.1
3140	2410 MISCELLANEOUS PERMITS	3,545.70	25,000.00	0.00	25,000.00	13,312.56	11,687.44	53.2
3150	2410 REIMBURSEMENTS	150.00	2,000.00	100,000.00	102,000.00	175,686.00	-73,686.00	172.2
3170	2410 SALES	157.00	5,000.00	0.00	5,000.00	1,479.25	3,520.75	29.5
3178	2410 C.E.T. FEE	1,929.72	4,000.00	0.00	4,000.00	1,929.72	2,070.28	48.2
3179	2410 CONTRACT CITIES	490.43	380,000.00	0.00	380,000.00	80,653.11	299,346.89	21.2
3182	2410 PLAN REVIEW	9,490.67	260,000.00	0.00	260,000.00	63,514.26	196,485.74	24.4
3183	2410 MECHANICAL PERMITS	8,697.09	84,000.00	0.00	84,000.00	24,719.99	59,280.01	29.4
3186	2410 PLUMBING PERMITS	9,030.38	80,400.00	0.00	80,400.00	26,381.13	54,018.87	32.8
3265	2410 OVERAGES/SHORTAGES	1,271.43	0.00	0.00	0.00	1,271.43	-1,271.43	0.0
	TOTAL REVENUE	184,837.87	1,650,400.00	100,000.00	1,750,400.00	698,942.46	1,051,457.54	39.9
5002	2410 OFFICE SPECIALIST I	6,142.00	72,008.00	0.00	72,008.00	18,190.00	53,818.00	25.2
5044	2410 ADMIN ASST/OFFICE MANAGER I	4,022.00	41,326.00	0.00	41,326.00	11,886.00	29,440.00	28.7
5305	2410 PLANS EXAMINER I	0.00	0.00	0.00	0.00	9,559.09	-9,559.09	0.0
5306	2410 PLANS EXAMINER II	0.00	65,154.00	0.00	65,154.00	0.00	65,154.00	0.0
5311	2410 ELECTRICAL INSPECTOR I	8,270.00	95,424.00	0.00	95,424.00	24,492.00	70,932.00	25.6
5312	2410 ELECTRICAL INSPECTOR II	4,016.25	48,096.00	0.00	48,096.00	10,841.25	37,254.75	22.5
5317	2410 PLUMBING INSPECTOR I	7,876.00	90,876.00	0.00	90,876.00	23,325.00	67,551.00	25.6
5321	2410 CODE ENFORCEMENT TECH	5,330.63	56,112.00	0.00	56,112.00	14,629.40	41,482.60	26.0
5323	2410 BLDG INSP-CODE ENFORCEMENT	0.00	67,812.00	0.00	67,812.00	0.00	67,812.00	0.0
5325	2410 BUILDING INSPECTOR I	400.00	0.00	0.00	0.00	400.00	-400.00	0.0
5326	2410 BUILDING INSPECTOR II	7,140.00	82,054.00	0.00	82,054.00	20,819.00	61,235.00	25.3
5330	2410 PERMIT CLERK	3,552.00	41,840.00	0.00	41,840.00	10,519.00	31,321.00	25.1
5340	2410 ASSISTANT PLANNER	9,293.00	115,659.00	0.00	115,659.00	27,125.63	88,533.37	23.4
5355	2410 PLANNING MANAGER	8,570.00	98,880.00	0.00	98,880.00	25,710.00	73,170.00	26.0
5360	2410 BUILDING OFFICIAL	8,570.00	98,880.00	0.00	98,880.00	25,710.00	73,170.00	26.0
5370	2410 DIRECTOR PLANNING & BUILDING	8,979.00	103,608.00	0.00	103,608.00	26,937.00	76,671.00	26.0
5550	2410 TEMPORARY HELP	3,200.00	50,000.00	0.00	50,000.00	9,070.00	40,930.00	18.1
5920	2410 OVERTIME	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.0
5960	2410 LONGEVITY PAY	214.25	2,472.00	0.00	2,472.00	642.75	1,829.25	26.0
5980	2410 FRINGE BENEFITS	28,551.74	393,312.00	0.00	393,312.00	84,696.62	308,615.38	21.5
5985	2410 PAYROLL COSTS	34,132.89	424,960.00	0.00	424,960.00	102,037.98	322,922.02	24.0
5990	2410 SALARY & BENEFITS ADJUSTMENTS	0.00	92,997.00	0.00	92,997.00	0.00	92,997.00	0.0

LINN COUNTY

Activity Report by Dept, Fund

as of 09/30/2023 (25.0% Months within Fiscal Year)

24 PLANNING & BUILDING
10 GENERAL FUND

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
	TOTAL PERSONAL SERVICES	148,259.76	2,042,970.00	0.00	2,042,970.00	446,590.72	1,596,379.28	21.8
6110	2410 SUPPLIES	922.31	8,000.00	50,000.00	58,000.00	2,541.43	55,458.57	4.3
6120	2410 PRINTING & REPRODUCTION	374.50	3,200.00	0.00	3,200.00	508.00	2,692.00	15.8
6125	2410 COPIER MAINT & USAGE	609.10	8,000.00	0.00	8,000.00	2,254.75	5,745.25	28.1
6150	2410 POSTAGE	675.42	9,000.00	0.00	9,000.00	2,232.73	6,767.27	24.8
6170	2410 SUBSCRIPTIONS & MEMBERSHIPS	19.99	5,000.00	0.00	5,000.00	39.98	4,960.02	0.7
6174	2410 AVOCETTE SOFTWARE	2,100.00	28,000.00	0.00	28,000.00	2,272.50	25,727.50	8.1
6180	2410 NOTICES & PUBLICATIONS	246.32	4,500.00	0.00	4,500.00	1,023.12	3,476.88	22.7
6195	2410 P.C.'S, ACCESS., SOFTWARE	0.00	5,000.00	0.00	5,000.00	220.96	4,779.04	4.4
6200	2410 MEETINGS / TRAVEL	74.52	3,000.00	0.00	3,000.00	949.09	2,050.91	31.6
6205	2410 SEMINARS / SCHOOLS / TRAINING	600.00	10,000.00	0.00	10,000.00	945.95	9,054.05	9.4
6250	2410 TELEPHONE	227.50	10,200.00	0.00	10,200.00	278.80	9,921.20	2.7
6280	2410 REPAIRS & MAINTENANCE	94.00	5,000.00	0.00	5,000.00	274.00	4,726.00	5.4
6301	2410 VISA BANK CHARGES	2,536.74	18,000.00	0.00	18,000.00	7,180.27	10,819.73	39.8
6333	2410 COMPUTER SUPPLIES & EQUIP.	10,167.00	17,000.00	0.00	17,000.00	12,392.44	4,607.56	72.8
6357	2410 CODE ENFORCEMENT/CLEAN UP	0.00	60,000.00	0.00	60,000.00	498.71	59,501.29	0.8
6405	2410 CELL PHONE ALLOCATION	40.00	480.00	0.00	480.00	120.00	360.00	25.0
6695	2410 REFUNDS	1,086.24	15,000.00	0.00	15,000.00	4,743.49	10,256.51	31.6
6900	2410 TAXABLE MEALS REIMBURSEMENT	0.00	100.00	0.00	100.00	0.00	100.00	0.0
	TOTAL MATERIALS & SERVICES	19,773.64	209,480.00	50,000.00	259,480.00	38,476.22	221,003.78	14.8
7450	2410 SPECIAL EQUIPMENT	0.00	0.00	50,000.00	50,000.00	0.00	50,000.00	0.0
7460	2410 MOTOR VEHICLE	0.00	35,000.00	0.00	35,000.00	0.00	35,000.00	0.0
	TOTAL CAPITAL OUTLAY	0.00	35,000.00	50,000.00	85,000.00	0.00	85,000.00	0.0
	REVENUE	184,837.87	1,650,400.00	100,000.00	1,750,400.00	698,942.46	1,051,457.54	39.9
	EXPENDITURE	168,033.40	2,287,450.00	100,000.00	2,387,450.00	485,066.94	1,902,383.06	20.3
	FUND BALANCE TOTAL					213,875.52		

LINN COUNTY
Activity Report by Dept, Fund
as of 09/30/2023 (25.0% Months within Fiscal Year)

24 PLANNING & BUILDING
27 GENERAL GRANTS FUND

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
3220	2427030 GRANTS	25,000.00	200,000.00	0.00	200,000.00	25,000.00	175,000.00	12.5
3991	2427030 BEGINNING BALANCE	0.00	0.00	0.00	0.00	4,650.00	-4,650.00	0.0
	TOTAL REVENUE	25,000.00	200,000.00	0.00	200,000.00	29,650.00	170,350.00	14.8
6032	2427030 2020 WILDFIRE VICTIMS GRANT	6,650.00	0.00	0.00	0.00	12,350.00	-12,350.00	0.0
6330	2427030 OTHER CONTRACTED SERVICES	0.00	200,000.00	0.00	200,000.00	0.00	200,000.00	0.0
	TOTAL MATERIALS & SERVICES	6,650.00	200,000.00	0.00	200,000.00	12,350.00	187,650.00	6.1
	REVENUE	25,000.00	200,000.00	0.00	200,000.00	29,650.00	170,350.00	14.8
	EXPENDITURE	6,650.00	200,000.00	0.00	200,000.00	12,350.00	187,650.00	6.1
	FUND BALANCE TOTAL					17,300.00		

Linn County Planning & Building
Land Use Applications Tracking Sheet
September 2023

DATE	FILE # & NAME	PLANNER	STATUS
9/1/2023	PLN-2023-00600; 4L Ventures LLC (E)(PM)	Alyssa	Notice
9/1/2023	PLN-2023-00602; RANDKLEV, Hans (V)	Kate	Notice
9/6/2023	PLN-2023-00609; KOOS, Dawsen (LUC)	Kate	Approved
9/7/2023	PLN-2023-00610; ROBINSON, Patricia (BURIAL)	Kate	Approved
9/7/2023	PLN-2023-00613; VELASQUEZ, Angie (MH)	Alyssa	Notice
9/7/2023	PLN-2023-00614; KINZER, Jeremy (RD)	Shawn	Approved
9/8/2023	PLN-2023-00616; BENTLEY, Karen (E)(PM)	Alyssa	Notice
9/8/2023	PLN-2023-00617; ARMSTRONG, Mark (Step One)	Shawn	Complete
9/11/2023	PLN-2023-00619; NOBLE, Steve & Clarice (MH)	Shawn	Notice
9/14/2023	PLN-2023-00620; HOLT, Paul (MH)	Alyssa	Notice
9/13/2023	PLN-2023-00629; WINDOM, Michael (MH)	Shawn	Notice
9/13/2023	PLN-2023-00630; KAY, Thomas (CU)	Alyssa	Notice
9/18/2023	PD23-0631; FERY, Randy (PLA)	Kate	Pending
9/20/2023	PD23-0637; STAUFFER, Dwight (MH)	Shawn	Pending
9/22/2023	PD23-0638; WHITEHEAD, Dave (LUCS)	Kate	Approved
9/22/2023	PD23-0639; HEIL, Joseph (RD)	Shawn	Pending
9/22/2023	PD23-0640; HARLOW, Terry (AR)	Alyssa	Notice
9/22/2023	PD23-0641; MCAULIFFE, Tom (SPR)	Shawn	Pending
9/22/2023	PD23-0642; COOPER, Iran & Ruth (V)(PLA)	Alyssa	Notice
9/25/2023	PD23-0643; ENRIGHT, Jason (V)	Alyssa	Notice
9/25/2023	PD23-0644; MORANO, Kristina (MH)	Shawn	Pending
9/25/2023	PD23-0645; BARCLAY, Brian (PLA)	Alyssa	Approved
9/25/2023	PD23-0646; ENGLEHART, & RODGERS (Step One)	Shawn	Pending
9/26/2023	PD23-0647; MAGHRABI, Arafat (NC)	Alyssa	Pending

CODE ENFORCEMENT

September 2023 Statistics

New Cases Received

Sep-23

Cases by Category

OCCUPIED RVS (RV)	2
ILLEGAL BUSINESS (IB)	1
JUNK (J)	3
MARIJUANA GROW (MJ)	1
DRAINAGE(D)	1
NEIGHBOR DISPUTE (ND)	0
CONSTRUCTION W/O PERMITS (UP)	3
MULTIPLE DWELLINGS (MD)	2
LIVESTOCK (LS)	0
EASEMENT (E)	1
MEDICAL HARDSHIP (MH)	0
HOMELESS ENCAMPMENT (HE)	0
DANGEROUS CONDITIONS (DC)	1
CHICKEN FARM / FLOOD PLAIN (FP)	0
(Some files have multiple categories)	

Total new Sept. 2023

15

Cases Closed

Total Closed Sept. 2023

19

Highlighted Cases

09/13/2023

After numerous complaints were received about several properties on Russell Street in Lebanon, Code Enforcement methodically worked from one address to another with the same message: clear the public right-of-way of all inoperable vehicles and utility trailers and then focus on removing the excessive junk from each property. One lot also had an occupied RV and tiny home amidst all the junk. Contact was made with the occupants and the property owner to remove them.

09/14/2023

An inspection on River Drive in Lebanon, with assistance from the Sheriff's Department, revealed 16 individual campsites involving trailers, converted outbuildings and tents on a 2-acre property. In speaking with the occupants and the property owner, no one is paying any rent but some contribute to what the owner said was a \$1200 a month electric bill during the winter. In addition, there are violations involving converted outbuildings, construction, electrical and plumbing installations without permits and also excessive junk. Code Enforcement is working out an agreement with the owner to begin the process of relocating everyone and has been trying to identify agencies that may be able to help due to the large number of occupants there.

09/28/2023

Contact was made with one of the occupants of 2 trailers in the right-of-way at a property on Highway 228 in Sweet Home. This property has a partially burned manufactured home on it and an excessive amount of junk. This occupant of one of the trailers was given a repeat citation after failing to appear on a previous court date. The property owner revealed she has contacted a realtor about placing the property on the market.

Special Meetings

09/13/2023

The Quarterly Contract Cities Meeting here at the courthouse involved discussions on the transition to the updated computer system. Planning & Building staff offered to assist each city with individual training as needed.

09/25/2023

Planning & Building met with Commissioner Tucker and the owners of a property in Tangent where water in an intermittent drainage ditch has been eroding the driveway that crosses over it. The meeting was to determine the cause and a course of action to prevent further erosion.

Court Cases

09/09/2023

The defendant in a case involving the operation of a non-permitted campground on Santiam Highway in Lebanon failed to appear in court and was defaulted and fined by the judge. When that happens, the court closes its case but the Code Enforcement case remains open. Additional action will be needed to bring the property into compliance.

Starting in November, the court is requesting the standing court dates for Code Enforcement cases change from 10:00AM on the 3rd Tuesday to 1:00PM on the 3rd Wednesday of each month.



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

Room 114, Linn County Courthouse
PO Box 100, Albany, Oregon 97321
Phone 541-967-3816 Fax 541-926-2060
www.co.linn.or.us

AGENDA SUMMARY

To: Board of Commissioners

From: Steve Wills

Date: October 2, 2023

Re: Resolution & Order No. 2023-372

The following item is scheduled to be heard on October 10, 2023.

PO-44000-00005565 Amendment 3 for the Linn County Wildfire Grant Program.

New language for Amendment 3

- Additional grant funds may be provided to the County for distribution if additional applications are received and processed
- DCBS will deliver payments to the County in a not-to-exceed amount of \$250,000.00

LINN COUNTY PARKS & RECREATION

3010 FERRY STREET SW, ALBANY, OREGON, 97321
TELEPHONE: (541) 967-3917 FAX: (541) 924-6915



Board of Commissioners

From: Stacey Whaley, Parks Director

Date: October 10, 2023

Re: Resolution and Order 2023-373

The following item(s) are scheduled to be heard on October 10, 2023:

Resolution & Order 2023-373 The agreement between the US Army Corps of Engineers and Linn County Parks and Recreation for the management of Lewis Creek County Park is up for renewal for another 25 year term.

Financial Impact: Lewis Creek brings in approximately \$65,000 in day use fees annually. We spend approximately \$60,000 each year to operate the park. This includes staffing, chemical toilet rent/servicing, maintenance, and supplies. Additional income from Lewis Creek helps with maintenance of non-fee area lake access points such as Gedney or Calkins Boat Ramps.

Staff Recommendation: Approve

**LINN COUNTY, OREGON
QUARTERLY FINANCIAL REPORT for Quarter Ended September 30, 2023**

To: Commissioner Nyquist, Commissioner Sprenger, Commissioner Tucker, Darrin Lane, and Michelle Hawkins

Prepared by: Bill Palmer

FOCUSED FUNDS	
10-GENERAL- UNRESTRICTED	
10-GENERAL-COMMITTED	
10-GENERAL- OVERALL	
21-GENERAL ROAD	
39-LAW ENFORCEMENT 4-Yr Levy	
51-HEALTH	
TOTAL FOCUS FUNDS	

BEGINNING FUND BALANCE		
Budget	Actual	Change
2023-2024	July 1, 2022	
7,625,160	6,269,443	(1,355,717)
935,658	2,119,899	1,184,241
8,560,818	8,389,342	(171,476)
12,292,959	23,157,346	10,864,387
9,248,993	10,736,597	1,487,604
24,102,677	24,328,107	225,430
54,205,447	66,611,392	12,405,945

FUND BALANCES		
Actual	Actual	Change
9/30/2023	9/30/2022	
1,538,409	2,001,609	(463,200)
3,295,605	3,822,083	(526,478)
4,834,014	5,823,692	(989,678)
20,859,777	16,505,696	4,354,081
2,808,745	885,809	1,922,936
27,397,284	18,444,078	8,953,206
55,899,820	41,659,275	14,240,545

% Spent to date	
9/30/2023	9/30/2022
20.80%	19.10%
20.50%	14.70%
18.40%	19.10%
14.10%	16.90%

GL5011 rpt from py report
GL 5011, % col from py report

OTHER FUNDS	
22-Fair	
24-Law Library	
27-General Grants	
28-Bike Trails	
31-Corner Preservation	
41-Historical Restoration	
42-County Forest	
63-County School Fund	
68-FedFores/restricted	
72-Internal Service Fund	
TOTAL OTHER FUNDS	
TOTAL ALL FUNDS	

-	119,829	119,829
193,000	157,871	(35,129)
22,197,021	21,689,643	(507,378)
283,968	292,234	8,266
274,243	330,541	56,298
1,977	13,507	11,530
890,000	892,809	2,809
-	-	-
110,000	-	(110,000)
1,543,050	1,626,656	83,606
25,493,259	25,123,090	(370,169)
79,698,706	91,734,482	12,035,776

(17,169)	47,967	(65,136)
254,940	241,498	13,442
22,138,277	22,814,610	(676,333)
322,504	193,086	129,418
324,290	398,585	(74,295)
13,549	2,559	10,990
903,014	1,011,904	(108,890)
294,556	244,568	49,988
-	66,870	(66,870)
1,597,484	1,185,492	411,992
25,831,445	26,207,139	(375,694)
81,731,265	67,866,414	13,864,851

95.70%	121.60%
9.20%	13.40%
6.60%	3.80%
0.00%	0.00%
9.40%	11.80%
0.00%	0.00%
0.30%	4.60%
0.00%	0.00%
0.00%	0.00%
10.00%	0.90%

no begin balance in revenue from py report

Revenue and Expense		Actual dollars		%	
9/30/2023	9/30/2022	Change	%	Chg	
7,361,991	6,407,724	954,267	14.89%		
10,917,320	10,305,373	(611,947)	-5.94%		
4,236,540	4,364,750	(128,210)	-2.94%		
6,534,110	6,261,550	(272,560)	-4.35%		
197,864	624,686	(426,822)	-68.33%		
8,125,716	7,821,710	(304,006)	-3.89%		
11,895,314	9,310,861	2,584,453	27.76%		
8,826,137	9,531,319	705,182	7.40%		

Overall Linn County % spent:

Personal Svcs	21.90%	23.30%
Matt's & Svcs	24.10%	16.00%
Capital Outlay	5.80%	6.40%

FOCUSED FUNDS	
10-GENERAL	
21-GENERAL ROAD	
39-LAWENFORCEMENT 4YrLevy	
51-HEALTH	

Rev	6,407,724	954,267	14.89%
Exp	10,305,373	(611,947)	-5.94%
Rev	4,364,750	(128,210)	-2.94%
Exp	6,261,550	(272,560)	-4.35%
Rev	624,686	(426,822)	-68.33%
Exp	7,821,710	(304,006)	-3.89%
Rev	9,310,861	2,584,453	27.76%
Exp	9,531,319	705,182	7.40%

- a Fair negative fund balance due to 95.7% spent, but only 93.2% of revenue being received.
- b LE fund tax revenues are yet to come.
- c GF committed increased by another \$1,347,605 of Local Assistance received in August 23.



LINN COUNTY ATTORNEY'S OFFICE

104 4th Avenue SW, Room 123
P.O. Box 100
Albany, Oregon 97321-0031

Telephone: 541.967.3840
Fax: 541.928.5424

COUNTY ATTORNEY
Eugene J. Karandy II
gkarandy@co.linn.or.us

DEPUTY
COUNTY ATTORNEYS
Kevan J. McCulloch
kmcculloch@co.linn.or.us

Phillip E. Van Leuven
pvanleuven@co.linn.or.us

LEGAL ADMINISTRATIVE
ASSISTANT

Dawna L. Steele
dsteele@co.linn.or.us

TO: Board of Commissioners
FROM: Gene Karandy, Linn County Attorney
DATE: October 10, 2023
RE: 2023-379

The following item is scheduled to be heard on October 10, 2023.

Resolution & Order 2023-379: The Oregon Health Authority EMS & Trauma Systems (OHA EMS) has requested a signed acknowledgment of the current Linn County Ambulance Service Area Plan, codified at Linn County Code Chapter 550, the Linn County Ambulance Service Area Code. The Code was last updated by the Board of Commissioners by Linn County Ordinance 2022-101, effective July 1, 2022. OHA EMS received a copy of Ordinance 2022-101 along with a copy of the codified Code text. OHA EMS finds this documentation inadequate for their records and is requesting a signed acknowledgment that the codification of the Code represents Linn County's finalized ASA Plan. This Resolution & Order will provide that acknowledgment.

Financial Impact: None

Staff Recommendation: Approve