



LINN COUNTY SHERIFF'S OFFICE

Michelle Duncan, Sheriff

1115 Jackson Street SE, Albany, OR 97322

Phone: 541-967-3950

www.linnsheriff.org

MEMORANDUM

To: Linn County Board of Commissioners

From: Undersheriff Micah Smith

Date: March 6, 2025

Re: Resolution & Order 2025-100 – Contract for Construction Manager General Contractor (CMGC) Services with Gerding Builders for the Linn County Jail Renovation

The Linn County Sheriff's Office received authorization under Resolution & Order 2024-414 to release a Request for Proposals for Construction Manager General Contractor (CMGC) Services.

On December 17, 2024 the Linn County Board of Commissioners approved Resolution & Order 2024-414 for Construction Manager General Contractor Services for the Linn County Jail Renovation. Included in this R&O was the authorization for publication and advertisement of the RFP the Board also approved. This publication and advertisement were released the same day to the Sheriff's Office website, and over subsequent days in trade journals, websites, and the Daily Journal of Commerce (online) on December 20th, 2024.

The following firms attended the mandatory pre-proposal conference on January 8, 2025 at 9:30 AM:

- P&C Construction
- Robinson Construction Co.
- Ausland Group
- Gerding Builders
- Kirby Nagelhout Construction Co.
- ATK Construction Inc.

On January 24, 2025 the following firms submitted responses to the solicitation, at the times listed next to their name:

- Gerding Builders (8:10am)
- Kirby Nagelhout Construction Co. (9:20am)
- ATK Construction Inc. (10:59am)

Upon review of the submitted proposals, and scoring, by a committee, the firm receiving the top score in the RFP process was Gerding Builders, 200 SW Airport Ave, Corvallis, Oregon 97333.

A Notice of Intent to Award was published, and no protests were received.

Gerding Builders is a local and trusted name in construction and construction management. Our meetings with Gerding Builders since the Notice of Intent to Award protest period expired have solidified our confidence that they are a capable firm with an understanding of the project, our funding and our timelines, who is dedicated to completing the project in the best interest of Linn County taxpayers.

I am before you today, March 11th, 2025 requesting approval of Resolution & Order 2025-100 for a contract with Gerding Builders for the Construction Manager General Contractor (CMGC) Services for the Linn County Jail Renovation. This contract will receive several Amendments as various stages of the CMGC process are completed. At each stage, I will be back before the Board asking for your approval, and ready to answer questions related to the project, the scope, costing and the budget.

Thank you.



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: March 11, 2025
RE: Planning and Building Department Update: February 2025

The attached tables include the Department's current FY2024-25 Revenue Summary and Permit Activity Reports through February 28, 2025. Also attached to this memorandum is the list of February 2025 land use applications received, a code enforcement summary, and current wildfire permitting reports. The February 2025 Department update is summarized below.

PLANNING

- Land use permits issued in February 2025 totaled 45.
- There is a Planning Commission meeting scheduled for March 11, 2025, at 7:00 pm.
 - **PD24-0425;** Combined applications for a conditional use permit and greenway review by the City of Harrisburg to develop a public park on a 132.95-acre property identified on Linn County Assessor maps as T15S, R4W, Section 21, Tax Lot 300. The property is located south of Sommerville Avenue, with 31.2 acres inside the city limits of Harrisburg and the remaining acreage adjacent to city limits and zoned Exclusive Farm Use (EFU). The proposed park facilities inside the city would include a boat launch, trailheads, a dog park, a playground, viewpoints, a multi-use path for hiking, biking and running, and fishing spots. The park facilities within the EFU-zoned portion of the property include a multi-use path for hiking, biking and running, an access drive, fishing areas, hiking trails, viewpoints, and park benches. County review is limited to the park facilities proposed in the EFU zoned portion of the property.
- There is a Board land use hearing scheduled for March 25, 2025, at 10:00 am.
 - **PD24-0416;** An application for a Level Three (L3A) Outdoor Assembly Permit (Port Nassau) on a 44.34-acre property zoned Exclusive Farm Use (EFU).

BUILDING

- Total County building permits issued in February 2025, including non-structural permits, totaled 234. The number of building permits issued for dwellings in February totaled 24: 3 single family dwellings and 3 manufactured dwellings. 15 permits were issued for dwelling additions/alterations and 3 permits for accessory buildings were issued. Total number of Commercial permits issued totaled 2. Out of the 234 combined residential and commercial permits, 38 required plan review.

- Total Contract City building permits issued in February 2025, including non-structural permits, totaled 20. The number of building permits issued for dwellings in January totaled 3: 1 single family dwelling and 0 manufactured dwellings. 2 permits were issued for dwelling additions/alterations and no permits for accessory buildings were issued. Total number of Commercial permits issued totaled 3. Out of the 20 combined residential and commercial permits, 1 required plan review.

CODE ENFORCEMENT

- The total new cases in February 2025 were 9.
- The total closed cases in February 2025 were 15.

WILDFIRE GRANT

- We have received no new fire hardening applications.
- One fire hardening grant check was issued in the amount of \$5,050.00.



LINN COUNTY PLANNING AND BUILDING DEPARTMENT
Steve Wills, Director

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Annual Revenues From Fees
Fiscal Year 2024-2025
Planning and Building Department
February 2025

<u>REVENUE SOURCE</u>	(1) YTD REVENUE		
Building Permits -- Plan Review, Permits, Misc & Sales	\$73,274.50		
C.E.T Administrative Fees	\$487.79		
Building Permits -- Contract Cities	\$5,134.65		
Electrical Permits	\$25,537.65		
Planning Fees	\$19,049.25		
TOTAL	\$123,483.84		
	(2) ESTIMATED REVENUE		(3) TOTAL REVENUE ESTIMATED <u>Column (1) + Column (2)</u>
Building Permits -- County	\$420,333.33		\$493,607.83
C.E.T Administrative Fees	\$3,333.33		\$3,821.12
Building Permits -- Contract Cities	\$316,666.66		\$321,801.31
Electrical Permits	\$216,666.66		\$242,204.31
Planning Fees	\$200,000.00		\$219,049.25
TOTAL	\$1,156,999.98		\$1,280,483.82
	(4) 2023/2024 Budget		(5) Projected Surplus or (Deficit) <u>Column (3) - Column (4)</u>
Building Permits -- County, Permits & Sales	\$504,400.00		(\$10,792.17)
C.E.T Administrative Fees	\$4,000.00		(\$178.88)
Building Permis -- Contract Cities	\$380,000.00		(\$58,198.69)
Electrical Permits	\$265,000.00		(\$22,795.69)
Planning Fees	\$240,000.00		(\$20,950.75)
TOTAL	\$1,393,400.00		(\$112,916.18)

PLANNING AND BUILDING DEPARTMENT PERMIT ACTIVITY TABLES
February 2025

TABLE 1
PERMITS ISSUED FY 2024/2025

	PLANNING APPLICATIONS	COUNTY BUILDING PERMITS	CONTRACT CITIES PERMITS	ELECTRICAL PERMITS	TOTAL
JULY	36	112	33	174	355
AUG	25	127	41	166	359
SEPT	27	118	27	153	325
OCT	39	117	29	164	349
NOV	33	75	31	141	280
DEC	35	91	27	35	188
JAN	31	99	22	144	296
FEB	29	88	21	132	270
MAR					0
APR					0
MAY					0
JUN					0
TOTAL	255	827	231	1,109	2,422

TABLE 2
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	29	81	53	150	313
NOV	25	95	28	109	257
DEC	30	81	20	100	231
JAN	34	117	50	126	327
FEB	33	97	31	205	366
MAR	30	101	33	152	316
APR	31	134	43	175	383
MAY	37	91	41	176	345
JUN	40	104	111	140	395
TOTAL	408	1,225	503	1,800	3,936

TABLE 3
PERMITS ISSUED FY 2022/2023

	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**

	2019/2020 MO QTR	2020/2021 MO QTR	2021/2022 MO QTR	2022/2023 MO QTR	2023/2024 MO QTR	2024/2025 MO QTR
JULY	12	10	3	3	8	4
AUG	4	10	9	16	9	5
SEPT	5 21	5 25	12 24	3 22	4 21	5 14
OCT	9	5	13	7	6	1
NOV	2	3	5	5	3	0
DEC	5 16	9 17	3 21	5 17	3 12	2 3
JAN	4	3	2	4	2	1
FEB	6	6	6	4	6	3
MAR	14 24	8 17	6 14	8 16	6 14	4
APR	10	8	8	3	5	
MAY	4	6	13	6	2	
JUN	8 22	5 19	4 25	7 16	7 14	0
TOTAL	83	78	84	71	61	21

**TABLE 5
MANUFACTURED DWELLING PERMITS ISSUED
COUNTY**

	2019/2020 MO QTR	2020/2021 MO QTR	2021/2022 MO QTR	2022/2023 MO QTR	2022/2023 MO QTR	2024/2025 MO QTR
JULY	11	5	6	3	3	7
AUG	6	8	5	4	4	6
SEPT	6 23	6 19	4 15	4 11	4 11	2 15
OCT	4	8	3	1	1	4
NOV	7	14	2	2	2	0
DEC	7 18	10 32	4 9	1 4	1 4	3 7
JAN	4	2	2	1	1	5
FEB	1	4	2	3	3	3
MAR	3 8	4 10	6 10	1 5	1 5	8
APR	3	5	3	0	0	
MAY	4	2	1	8	8	
JUN	4 11	6 13	2 6	5 13	8	0
TOTAL	60	74	40	33	28	30

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

	2019/2020		2020/2021		2021/2022		2022/2023		2023/2024		2024/2025	
	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR
JULY	195		138		91		76		110		119	
AUG	176		180		120		113		95		127	
SEPT	158	529	148	466	86	297	171	360	138	343	118	364
OCT	166		147		117		109		81		117	
NOV	138		98		81		97		95		75	
DEC	164	468	111	356	80	278	125	331	81	257	91	283
JAN	120		86		84		102		83		144	
FEB	108		73		69		104		97		88	
MAR	173	401	111	270	99	252	94	300	101	281		232
APR	144		97		88		113		134			
MAY	140		110		90		128		91			
JUN	134	418	119	326	86	264	82	323	104	329		0
TOTAL	1,816		1,418		1,091		1,314		1,210		879	

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

	FY 2024/2025			FY 2023/2024			2022/2023			FY 2021/2022		
	SFD	MH	MFD	SFD	MH	MFD	SFD	MH	MFD	SFD	MH	MFD
BROWNSVILLE	5			20			1	1		52	1	
HALSEY					1							
HARRISBURG										5		1
LYONS	1	1		4	2					3	1	
MILL CITY	2			3			9	1		5		1
MILLERSBURG	5	1		18			19			40		
SCIO												
TANGENT			1		2		2					
TOTAL	13	2	1	45	5	0	31	2	0	105	2	2

**TABLE 8
PLANNING SECTION PERMIT ACTIVITY
FY 2024/2025**

CURRENT MONTH: February 2025

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Evaluation & Processing	18	2,700.00	155	23,275.00
Variance	2	1,800.00	21	18,615.00
Comprehensive Plan Amendment	0	0.00	0	0.00
Land Use Compatibility Statement	1	75.00	26	1,950.00
Conditional Use	2	3,000.00	32	34,900.00
Home Occupation CU's	1	250.00	5	1,750.00
Medical Hardship CU's	4	2,000.00	13	8,250.00
PD Partition	0	0.00	2	2,000.00
PM Partition	1	750.00	11	5,200.00
Property Line Adjustment	4	2,900.00	13	7,950.00
Easement	1	650.00	6	3,900.00
Appeal	1	2,000.00	2	2,225.00
Temp RV/Mfg. Home Placement	0	0.00	13	2,150.00
Zone Amendment	0	0.00	0	0.00
Mortgage Lot	0	0.00	0	0.00
Non-conforming Use Alteration	0	0.00	1	1,500.00
Step 1 - Soil Review	0	0.00	3	1,050.00
Agricultural Bldg Review	5	1,250.00	39	9,750.00
Dwelling/Property Status/SPR	4	1,700.00	19	9,491.25
Measure 49	0	0.00	0	0.00
Extensions	1	100.00	11	1,100.00
Misc. Applications	0	0.00	15	8,100.00
MONTHLY TOTAL	45	19,175.00	387	143,156.25

Xerox/Microfilm	0.00	195.25
Tapes	241.05	624.75
Maps	0.00	0.00
Comp. Plan/Code/Transportation Books	0.00	0.00
Reports	0.00	0.00
Postage	0.00	0.00
Extensions	1,359.60	5,094.70
MONTHLY TOTAL	1,600.65	5,914.70

TABLE 9
BUILDING SECTION PERMIT ACTIVITY
FY 2024/2025

CURRENT MONTH: February 2025

DESCRIPTION	MONTHLY TOTALS		YEAR TODATE TOTALS	
	NUMBER	FEES	NUMBER	FEES
RESIDENTIAL				
Single Family Dwelling	3	9,306.90	21	59,039.75
Manufactured Homes	3	1,609.20	32	16,439.76
Prefab. Buildings	0	0.00	0	0.00
Additions/Alterations	15	7,349.95	123	73,526.66
Accessory Buildings	3	3,047.40	34	35,393.83
SUBTOTALS	24	21,313.45	210	184,400.00
NON-RESIDENTIAL				
Industrial	0	0.00	0	0.00
Commercial	2	2,246.10	50	98,001.25
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	2	2,246.10	50	98,001.25
Plumbing	15	3,633.60	126	38,079.91
Mechanical	47	6,794.60	447	53,699.81
SUBTOTALS	62	10,428.20	573	91,779.72
Electrical Permits	123	23,143.55	1065	223,912.14
Master Electrical Permits	9	2,806.20	19	4,754.90
SUBTOTALS	132	25,949.75	1,084	228,667.04
Demolition/Decommission	0	0.00	3	461.20
Flood Dev. Evaluation	4	700.00	68	11,540.00
Misc. Permits	10	7,313.03	68	25,315.42
SUBTOTALS	14	8,013.03	139	37,316.62
PLAN REVIEWS	38	28,597.40	387	672,483.34
SUBTOTALS	38	0.00	387	672,483.34
RAND TOTAL MONT	272	67,950.53	2,443	1,312,647.97

**TABLE 10
CONTRACT CITY PERMIT ACTIVITY
FY 2024/2025**

Current Month: February 2025

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Single Family Dwelling	1	908.10	13	26,882.33
Manufactured Homes	0	0.00	3	1,162.58
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	2	605.33	44	11,349.13
Accessory Buildings	0	0.00	4	3,037.39
SUBTOTALS	3	1,513.43	64	42,431.43
NON-RESIDENTIAL				
Industrial	0	0.00	0	0.00
Commercial	3	1,872.04	29	83,366.22
Prefab. Buildings	0	0.00	0	0.00
Public	0	0.00	0	0.00
Additions/Alterations	0	0.00	6	1,728.11
SUBTOTALS	3	1,872.04	35	85,094.33
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	16	29,041.34
SUBTOTALS	0	0.00	16	29,041.34
Plumbing	3	792.26	58	18,954.16
Mechanical	12	790.20	80	7,252.22
SUBTOTALS	15	1,582.46	138	26,206.38
Plan Review	1	174.79	42	20,424.13
GRAND TOTAL MONTH	21	5,142.72	253	203,197.61

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

	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
JULY	113,616.87	77,484.14	82,404.31	37,173.04	85,504.25	92,239.85
AUG	217,461.46	95,732.23	88,155.76	85,872.59	92,386.84	108,325.52
SEPT	96,258.43	82,690.70	76,855.24	41,121.35	132,030.49	87,858.26
OCT	101,242.25	79,672.58	89,772.08	56,229.51	132,345.60	99,490.82
NOV	85,188.21	91,665.20	44,033.65	42,022.76	117,856.67	379,867.78
DEC	63,127.55	112,792.14	27,931.62	40,539.64	86,286.60	57,265.48
JAN	67,796.29	76,309.72	23,973.95	41,300.55	57,259.39	165,092.56
FEB	96,198.93	47,947.91	48,470.08	49,872.30	74,352.15	73,274.50
MAR	117,543.65	69,127.59	69,694.82	164,143.26	37,353.67	
APR	113,700.67	103,850.68	51,810.69	64,547.02	42,680.08	
MAY	90,138.22	61,270.86	71,863.53	75,963.78	160,113.19	
JUN	85,017.44	70,631.10	81,621.33	63,970.50	197,922.67	
TOTAL	1,247,289.97	969,174.85	756,587.06	762,756.30	1,216,091.60	1,063,414.77

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

	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
JULY	29,344.35	13,059.10	170,862.28	14,481.91	7,469.81	18,226.63
AUG	19,427.50	33,448.35	31,075.46	31,190.65	72,692.87	25,766.36
SEPT	15,595.37	55,466.88	57,223.05	25,481.66	36,928.26	18,792.25
OCT	41,208.37	31,518.40	15,331.99	23,719.08	22,649.18	31,989.29
NOV	70,234.77	9,395.01	28,909.11	44,358.49	46,617.64	7,488.20
DEC	15,984.40	25,222.81	37,232.20	25,887.93	13,903.40	7,906.24
JAN	22,529.94	22,246.17	7,774.24	14,452.92	17,103.42	61,684.06
FEB	47,698.94	21,535.68	65,052.25	12,187.50	5,057.92	5,142.72
MAR	55,798.39	63,166.07	10,334.59	4,122.82	77,549.63	0.00
APR	42,504.60	15,948.31	4,034.30	11,086.65	11,963.89	0.00
MAY	42,346.01	28,446.88	10,696.30	18,858.57	18,351.43	0.00
JUN	32,291.64	64,939.34	16,133.37	50,417.88	61,934.96	0.00
TOTAL	434,964.28	360,547.10	363,006.91	470,213.47	392,222.41	176,995.75

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

	2019/2020	2020/2021	2021/2022	2022/2023	2024/2025	2024/2025
JULY	22,715.00	12,081.00	19,671.25	15,285.25	19,207.60	30,797.61
AUG	19,484.00	19,901.00	25,964.60	26,724.50	26,994.50	67,490.61
SEPT	17,429.00	22,700.00	25,437.00	28,274.00	27,116.56	27,130.85
OCT	24,222.50	27,020.00	21,763.00	27,158.50	25,455.43	25,954.35
NOV	24,998.00	28,993.70	24,648.71	27,146.00	24,555.90	23,140.55
DEC	18,521.00	30,285.10	17,055.50	23,058.75	17,447.85	19,349.30
JAN	19,702.00	22,736.40	15,145.00	23,920.00	18,741.16	25,460.83
FEB	15,424.63	27,818.25	23,627.25	23,254.00	33,803.43	25,537.65
MAR	20,688.50	30,391.25	23,675.50	20,490.00	31,404.61	0.00
APR	30,663.00	25,127.50	26,044.50	22,785.75	30,519.54	0.00
MAY	23,846.50	23,393.93	20,205.25	27,216.85	36,780.37	0.00
JUN	22,829.38	29,276.05	25,005.50	26,179.25	24,454.70	0.00
TOTAL	260,523.51	263,047.00	268,243.06	291,492.85	316,481.65	244,861.75

TABLE 14
 PLANNING & BUILDING DEPARTMENT
 FY 2024/2025 REVENUE AND EXPENDITURES
 February 2025

LINE ITEM DESCRIPTION	ADMIN..	PLANNING	BUILDING	ELECTRICAL	BUDGET TOTAL
REVENUE					
REFUNDS/RESTITUTION	92,000.00				0.00
PLANNING FEES		154,071.50			153,480.50
ELECTRIC PERMITS				216,254.65	245,464.63
BLDG, MECH, PLUMB PERMITS			412,509.38		366,624.10
MISC. PERMITS & PLAN REVIEW			244,312.76		764,926.03
REIMBURSEMENTS			1,788.08		3,695.00
SALES	4,633.50				388.80
CET FEES	3,373.47				1,960.42
CONTRACT CITIES			201,665.34		155,732.39
DEPOSIT SUSPENSE	0.00				0.00
CODE ENFORCEMENT CLEAN UP	233.72				0.00
FEE OVERAGES/SHORTAGES	75.47				1,382.64
TECHNOLOGY FEE					20,731.89
SALE OF COUNTY EQUIPMENT	0.00				0.00
TOTAL REVENUE	\$7,848.72	\$154,071.50	\$860,275.56	\$216,254.65	\$1,714,386.40
EXPENDITURES PERSONAL SVS					
ELECTRICAL INSPECTOR I			68,071.00		68,071.00
ELECTRICAL INSPECTOR II				30,896.25	30,896.25
BLDG. INSPECTOR I					0.00
BLDG. INSPECTOR II			54,757.75		54,757.75
PLUMBING INSPECTOR I			64,828.00		64,828.00
PLANS EXAMINER I					38,223.00
PLANS EXAMINER II			0.00		0.00
BLDG INSP-CODE ENF		518.63	4,667.63		5,186.25
CODE ENFORCEMENT TECH			78,835.08		78,835.08
ADMIN ASST/OFFICE MANAGER 1	12,087.60		9,065.70	9,065.70	30,219.00
ADMIN ASST/OFFICE MANAGER 2					4,344.00
OFFICE SPECIALIST 1	26,884.62				26,884.62
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			26,356.56		26,356.56
ASSISTANT PLANNER		30,971.20	7,742.80		38,714.00
ASSOCIATE PLANNER		43,704.00			43,704.00
SENIOR PLANNER		0.00	0.00		0.00
PLANNING MANAGER					70,824.00
BLDG. OFFICIAL	10,623.60		46,035.60	14,164.80	70,824.00
DIRECTOR	39,144.00	23,486.40	11,743.20	3,914.40	78,288.00
TEMPORARY HELP				2,172.50	2,172.50
OVERTIME				0.00	0.00
WAGES	\$88,739.82	\$98,680.23	\$304,032.32	\$60,213.65	\$733,128.01
LONGEVITY PAY	123.94	1,505.04	141.65		1,770.64
LEAD WORKER	0.00				0.00
CERTIFICATION PAY			0.00		0.00
FRINGE BENEFITS	13,977.59	55,910.34	106,229.65	103,434.14	279,551.72
PAYROLL COSTS	14,326.03	57,304.13	108,877.85	106,012.64	286,520.66
SALARY BENEFITS & ADJ.	0.00	0.00	0.00	0.00	0.00
TOTAL PERSON. SERVICES	\$117,167.38	\$213,399.75	\$519,281.47	\$269,660.43	\$1,300,971.03
MATERIALS & SERVICES					
SUPPLIES	584.66	584.66	2,338.65	2,338.65	5,846.63
PRINT & REPRODUCTION	20.58	61.73	164.60	164.60	411.50
POSTAGE	304.94	4,879.06	304.94	609.88	6,098.82
SUBSCRIPT. & MEMBERSHIP		611.60	1,296.58	538.20	2,446.38
ACCELA SOFTWARE					0.00
NOTICE & PUBLICATION		1,795.61	1,945.25		3,740.86
MARKETING					0.00
MARKETING/PRODUCTION&MATERIALS				(658.75)	0.00
COPIER MAIN & USAGE	1,443.74	1,443.74	1,443.74	1,443.74	5,774.95
AVOCETTE SOFTWARE					0.00
P.C.'S, ACCESS., SOFTWARE	182.87	182.87	182.87	182.87	731.48
SCHOOLS & SEMINARS	3,303.62				3,303.62
MEETINGS/TRAVEL	943.68				943.68
TELEPHONE	24.93	199.40	124.63	149.55	498.51
VISA BANK CHARGES		6,144.75	24,579.01		30,723.76
FUND INTEREST EXPENSE					0.00
REPAIRS & MAINTENANCE	7.38	158.67	92.25	110.70	369.00
COMPUTER SUPPLIES & EQUIP	1,389.38	1,389.38	1,389.38	1,389.38	5,557.53
CODE ENFORCEMENT/CLEAN UP					0.00
CELL PHONE ALLOCATION					320.00
REFUNDS		0.00	0.00	0.00	0.00
REFUNDS/RESTITUTION					0.00
TAXABLE MEALS REIMBURSEMENT					0.00
OTHER CONTRACTED SERVICES			0.00		0.00
TOTAL MAT. & SERVICES	\$8,205.77	\$17,451.47	\$33,861.90	\$6,268.83	\$66,766.72
CAPITAL OUTLAY					
MOTOR VEHICLE			29,848.70		29,848.70
SPECIAL EQUIP. (SIERRA)					0.00
TOTAL CAPITAL OUTLAY	\$0.00	\$0.00	\$29,848.70	\$0.00	\$29,848.70
TOTAL EXPENDITURES	\$125,373.16	\$230,851.21	\$553,143.37	\$275,929.26	\$1,397,586.45
LESS REVENUE	\$7,848.72	\$154,071.50	\$860,275.56	\$216,254.65	\$1,714,386.40
GEN. FUND EXPENDITURES	\$117,524.44	\$76,779.71	(\$307,132.19)	\$59,674.61	(\$316,799.95)

LINN COUNTY

Activity Report by Dept, Fund
as of 02/28/2025 (66.7% Months within Fiscal Year)

24 PLANNING & BUILDING
10 GENERAL FUND

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
3070	2410	19,049.25	240,000.00	0.00	240,000.00	153,480.50	86,519.50	64.0
3137	2410	25,537.65	265,000.00	0.00	265,000.00	245,464.63	19,535.37	92.6
3138	2410	26,042.65	310,000.00	0.00	310,000.00	275,708.92	34,291.08	88.9
3140	2410	8,788.19	25,000.00	0.00	25,000.00	66,156.09	-41,156.09	264.6
3150	2410	170.00	32,000.00	0.00	32,000.00	3,695.00	28,305.00	11.5
3170	2410	0.00	5,000.00	0.00	5,000.00	388.80	4,611.20	7.7
3178	2410	487.79	4,000.00	0.00	4,000.00	1,960.42	2,039.58	49.0
3179	2410	5,134.65	380,000.00	0.00	380,000.00	155,732.39	224,267.61	41.0
3182	2410	27,220.21	260,000.00	0.00	260,000.00	698,769.94	-438,769.94	268.7
3183	2410	7,014.05	89,000.00	0.00	89,000.00	54,240.25	34,759.75	60.9
3186	2410	4,209.40	85,400.00	0.00	85,400.00	36,674.93	48,725.07	42.9
3187	2410	1,868.28	0.00	0.00	0.00	20,731.89	-20,731.89	0.0
3220	2410	0.00	64,000.00	0.00	64,000.00	0.00	64,000.00	0.0
3242	2410	0.00	7,000.00	0.00	7,000.00	0.00	7,000.00	0.0
3265	2410	741.39	0.00	0.00	0.00	1,382.64	-1,382.64	0.0
	TOTAL REVENUE	126,263.51	1,766,400.00	0.00	1,766,400.00	1,714,386.40	52,013.60	97.0
5002	2410	0.00	39,272.00	0.00	39,272.00	26,884.62	12,387.38	68.4
5044	2410	0.00	46,072.00	0.00	46,072.00	30,219.00	15,853.00	65.5
5045	2410	4,344.00	0.00	0.00	0.00	4,344.00	-4,344.00	0.0
5305	2410	5,691.00	0.00	0.00	0.00	38,223.00	-38,223.00	0.0
5306	2410	0.00	69,133.00	0.00	69,133.00	0.00	69,133.00	0.0
5311	2410	8,543.00	99,240.00	0.00	99,240.00	68,071.00	31,169.00	68.5
5312	2410	4,121.25	50,020.00	0.00	50,020.00	30,896.25	19,123.75	61.7
5317	2410	8,136.00	94,512.00	0.00	94,512.00	64,828.00	29,684.00	68.5
5321	2410	10,384.74	116,850.00	0.00	116,850.00	78,835.08	38,014.92	67.4
5323	2410	5,186.25	61,470.00	0.00	61,470.00	5,186.25	56,283.75	8.4
5326	2410	7,376.00	61,470.00	0.00	61,470.00	54,757.75	6,712.25	89.0
5330	2410	3,669.00	45,680.00	0.00	45,680.00	26,356.56	19,323.44	57.6
5340	2410	4,916.00	56,658.00	0.00	56,658.00	38,714.00	17,944.00	68.3
5342	2410	5,463.00	64,444.00	0.00	64,444.00	43,704.00	20,740.00	67.8
5355	2410	8,853.00	102,840.00	0.00	102,840.00	70,824.00	32,016.00	68.8
5360	2410	8,853.00	102,840.00	0.00	102,840.00	70,824.00	32,016.00	68.8
5370	2410	10,199.00	115,277.00	0.00	115,277.00	78,288.00	36,989.00	67.9
5550	2410	0.00	50,000.00	0.00	50,000.00	2,172.50	47,827.50	4.3
5920	2410	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.0
5960	2410	221.33	2,571.00	0.00	2,571.00	1,770.64	800.36	68.8
5980	2410	33,938.71	401,460.00	0.00	401,460.00	279,551.72	121,908.28	69.6

LINN COUNTY

Activity Report by Dept, Fund

as of 02/28/2025 (66.7% Months within Fiscal Year)

24 PLANNING & BUILDING
10 GENERAL FUND

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
5985	2410 PAYROLL COSTS	35,924.60	432,160.00	0.00	432,160.00	286,520.66	145,639.34	66.2
5990	2410 SALARY & BENEFITS ADJUSTMENTS	0.00	92,997.00	0.00	92,997.00	0.00	92,997.00	0.0
	TOTAL PERSONAL SERVICES	165,819.88	2,106,466.00	0.00	2,106,466.00	1,300,971.03	805,494.97	61.7
6110	2410 SUPPLIES	291.89	12,000.00	0.00	12,000.00	5,846.63	6,153.37	48.7
6120	2410 PRINTING & REPRODUCTION	15.00	3,200.00	0.00	3,200.00	411.50	2,788.50	12.8
6125	2410 COPIER MAINT & USAGE	512.20	8,000.00	0.00	8,000.00	5,774.95	2,225.05	72.1
6150	2410 POSTAGE	872.69	9,000.00	0.00	9,000.00	6,098.82	2,901.18	67.7
6170	2410 SUBSCRIPTIONS & MEMBERSHIPS	40.98	5,000.00	0.00	5,000.00	2,446.38	2,553.62	48.9
6180	2410 NOTICES & PUBLICATIONS	0.00	4,500.00	0.00	4,500.00	3,740.86	759.14	83.1
6195	2410 P.C.'S, ACCESS., SOFTWARE	0.00	10,700.00	0.00	10,700.00	731.48	9,968.52	6.8
6200	2410 MEETINGS / TRAVEL	125.61	4,000.00	0.00	4,000.00	943.68	3,056.32	23.5
6205	2410 SEMINARS / SCHOOLS / TRAINING	0.00	10,000.00	0.00	10,000.00	3,303.62	6,696.38	33.0
6250	2410 TELEPHONE	0.00	12,000.00	0.00	12,000.00	498.51	11,501.49	4.1
6280	2410 REPAIRS & MAINTENANCE	40.00	5,000.00	0.00	5,000.00	369.00	4,631.00	7.3
6301	2410 VISA BANK CHARGES	4,784.33	18,000.00	0.00	18,000.00	30,723.76	-12,723.76	170.6
6333	2410 COMPUTER SUPPLIES & EQUIP.	0.00	27,000.00	0.00	27,000.00	5,557.53	21,442.47	20.5
6357	2410 CODE ENFORCEMENT/CLEAN UP	0.00	60,000.00	0.00	60,000.00	0.00	60,000.00	0.0
6405	2410 CELL PHONE ALLOCATION	40.00	480.00	0.00	480.00	320.00	160.00	66.6
6695	2410 REFUNDS	0.00	15,000.00	0.00	15,000.00	0.00	15,000.00	0.0
6900	2410 TAXABLE MEALS REIMBURSEMENT	0.00	100.00	0.00	100.00	0.00	100.00	0.0
	TOTAL MATERIALS & SERVICES	6,722.70	203,980.00	0.00	203,980.00	66,766.72	137,213.28	32.7
7460	2410 MOTOR VEHICLE	0.00	35,000.00	0.00	35,000.00	29,848.70	5,151.30	85.2
	TOTAL CAPITAL OUTLAY	0.00	35,000.00	0.00	35,000.00	29,848.70	5,151.30	85.2
	REVENUE	126,263.51	1,766,400.00	0.00	1,766,400.00	1,714,386.40	52,013.60	97.0
	EXPENDITURE	172,542.58	2,345,446.00	0.00	2,345,446.00	1,397,586.45	947,859.55	59.5
	FUND BALANCE TOTAL					316,799.95		

LINN COUNTY

Activity Report by Dept, Fund

as of 02/28/2025 (66.7% 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	0.00	0.00	0.00	0.00	27,000.00	-27,000.00	0.0
3991	2427030 BEGINNING BALANCE	0.00	16,800.00	0.00	16,800.00	16,800.00	0.00	100.0
	TOTAL REVENUE	0.00	16,800.00	0.00	16,800.00	43,800.00	-27,000.00	260.7
6032	2427030 2020 WILDFIRE VICTIMS GRANT	5,050.00	16,800.00	0.00	16,800.00	26,200.00	-9,400.00	156.0
	TOTAL MATERIALS & SERVICES	5,050.00	16,800.00	0.00	16,800.00	26,200.00	-9,400.00	156.0
	REVENUE	0.00	16,800.00	0.00	16,800.00	43,800.00	-27,000.00	260.7
	EXPENDITURE	5,050.00	16,800.00	0.00	16,800.00	26,200.00	-9,400.00	156.0
	FUND BALANCE TOTAL					17,600.00		

CODE ENFORCEMENT

Feb. 2025 Statistics

New Cases Received		Feb. 2025	
Cases by Category			
	OCCUPIED RVS (RV)		2
	ILLEGAL BUSINESS (IB)		0
	JUNK (J)		3
	MARIJUANA GROW (MJ)		0
	DRAINAGE(D)		0
	NEIGHBOR DISPUTE (ND)		0
	CONSTRUCTION W/O PERMITS (UP)		3
	MULTIPLE DWELLINGS (MD)		1
	LIVESTOCK (LS)		0
	EASEMENT (E)		0
	MEDICAL HARDSHIP (MH)		0
	HOMELESS ENCAMPMENT (HE)		0
	DANGEROUS CONDITIONS (DC)		0
	CHICKEN FARM / FLOOD PLAIN (FP)		0
	Zoning		0
	Setback/ Across the property line		0
	(Some files have multiple categories)		
Total new Feb. 2025			9
Cases Closed		Total Closed Feb. 2025	15

Highlighted Cases 2/2025

An inspection was done on a property on Santiam Highway in Lebanon that advertised an arcade, collectibles store and a flea market in a zone that did not allow such activity. The property owner was contacted, along with the operator of the arcade and collectibles as well as a food truck owner, about the zoning issues. In addition, they were allowing customers to access their businesses by driving and parking on an adjacent property unrelated to their own. They will all need to shut down their businesses and work with land use to determine the best use of the property.

02/27/2025

Accompanied by Sheriff's Deputies, Code Enforcement met with the occupants of 10 RVs on a property on High Deck Road in Foster. The occupants were given notices of violation for occupying the RVs and for excessive junk. Notices were also posted on RV doors for anyone who was not there during the visit or who refused to come out. The listed owner of the property had given a life estate to another man to live in a cabin there who was allowing the RV dwellers to move onto the property and pay rent to him. While that complicates things, meaning the owner may not be able to evict him, it does not prevent compliance action that can be taken against him.

Special Meetings

- 2/11/2025 Met with Sheriff's Department staff to develop an approach to a problem property on High Deck in Foster involving occupied RVs and an accumulation of inoperable vehicles, boats and junk. High Deck Road itself has had 85 law enforcement responses in 2024 and at least 20 so far in 2025.
- 2/11/2025 Code Enforcement attended a public meeting with the Commissioners to answer questions about several occupied RVs on a property on Fairview Road in Lebanon.
- 2/12/2025 Code Enforcement participated in a board meeting for the Oregon Code Enforcement Association. Megan Sharp is currently serving as the appointed secretary for the board.

Court Cases

- 2/19/2025 In a case on Rowell Hill in Sweet Home involving excessive junk and inoperable vehicles, the occupants pleaded "No Contest" and were given a 30-day extension to clear the junk from the property. They were also advised they would be fined and the property owner issued a citation if they do not comply by the next court date.

The owner of a property on Wiley Creek Road in Sweet Home was given an extension by the judge until May 2025 after providing copies of eviction notices that were handed out to all the RV dwellers there. If they do not move out by the owner's deadline, he will need to file for eviction action in court.

After a property owner on Sodaville-Waterloo Drive in Lebanon was cited for attempting to turn a single family house into a duplex, he continued to create issues by not working with design and engineering professionals to submit plans and obtain permits. In court, the judge was asked to apply a "continuing violation" to the charges, meaning the owner could be fined for each day he remained in violation. After that happened, the owner finally obtained the required permits and his case was dismissed at the next hearing.

Owners of 2 properties on Horseshoe Loop in Lebanon, adjacent to Santiam Highway, had their cases dismissed when they came into compliance. They removed excessive junk and vehicles near a Quonset hut from one and hauled off an occupied RV from another.

FIRE HARDENING

Planning & Building did not receive any applications for the month of February

One grant payment was sent out on February 11, 2025 in the amount of \$5,050.00

LINN COUNTY TREASURER



MICHELLE HAWKINS

Treasurer

mhawkins@co.linn.or.us

BREANNA OXFORD

Chief Deputy Treasurer

boxford@co.linn.or.us

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P.O. Box 100, Albany, Oregon 97321
(541) 967-3861 FAX: (541) 926-8228*

To: Board of Commissioners

From: Linn County Treasurer/Budget Officer

Date: March 11TH, 2025

Re: **Order # 2025-094**

Order # 2025-094 is a Grant increase within the Grants Fund for the Planning Department. This grant is for the 2020 Wildfire Victims Grant from the State of Oregon.

For a total of \$ 27,000.00

Financial Impact. There is no financial impact.