



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

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TO: Board of Commissioners
FROM: Steve Wills, Planning & Building Department Director
DATE: February 13, 2024
RE: Planning and Building Department Update: January 2024

The attached tables include the Department's current FY2023-24 Revenue Summary and Permit Activity Reports through January 31, 2024. Also attached with this memorandum is the list of January 2024 land use applications received, a code enforcement summary, and current wildfire permitting reports. The January 2024 Department update is summarized below.

PLANNING

- Land use permits issued in January 2024 totaled 37.
- There is no Planning Commission meeting scheduled for February 2024.
- There is no Board hearing scheduled for February 2024.

BUILDING

- Total County building permits issued in January 2024, including non-structural permits, totaled 233. The number of building permits issued for dwellings in January totaled 21: 2 single family dwellings and 3 manufactured dwellings. 16 permits were issued for dwelling additions/alterations and 0 permits for accessory buildings were issued. Total number of Commercial permits issued totaled 0. Out of the 233 combined residential and commercial permits, 32 required plan review.
- Total contract city permits issued in January 2024, including non-structural permits, totaled 36; There were 5 contract city permits issued in January for new single-family dwellings, 1 permit for a manufactured dwelling and 3 permits were issued for dwelling additions/alterations and 0 permits for accessory buildings were issued. Total number of Commercial permits issued totaled 4. Out of the 36 combined residential and commercial permits, 10 required plan review.

CODE ENFORCEMENT

- Total new cases for January 2024 was 7.
- Total cases closed in January 2024 was 9.

WILDFIRE GRANT

- We have had no new fire hardening applications and have not issued any grant checks.



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<http://www.linncountyor.gov/planningbuilding>

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

<u>REVENUE SOURCE</u>	(1) YTD REVENUE		
Building Permits -- Plan Review, Permits, Misc., & Sales	\$708,115.83		
C.E.T Administrative Fees	\$15,535.83		
Building Permits -- Contract Cities	\$80,653.11		
Electrical Permits	\$159,518.99		
Planning Fees	<u>\$138,438.55</u>		
TOTAL	\$1,102,262.31		
<u>REVENUE SOURCE</u>	(2) ESTIMATED REVENUE Aug '23 - June '24	(3) TOTAL REVENUE ESTIMATED Column (1) + Column (2)	
Building Permits -- County	\$420,333.33	\$1,128,449.16	
C.E.T Administrative Fees	\$3,333.33	\$18,869.16	
Building Permits -- Contract Cities	\$316,666.66	\$397,319.77	
Electrical Permits	\$216,666.66	\$376,185.65	
Planning Fees	<u>\$200,000.00</u>	\$338,438.55	
TOTAL	\$1,156,999.98	\$2,259,262.29	
<u>REVENUE SOURCE</u>	(4) 2020/2021 Budget	(5) Projected Surplus or (Deficit) Column (3) - Column (4)	
Building Permits -- County, Permits & Sales	\$504,400.00	\$624,049.16	
C.E.T Administrative Fees	\$4,000.00	\$14,869.16	
Building Permits -- Contract Cities	\$380,000.00	\$17,319.77	
Electrical Permits	\$260,000.00	\$116,185.65	
Planning Fees	<u>\$240,000.00</u>	\$98,438.55	
TOTAL	\$1,388,400.00	\$870,862.29	

PLANNING AND BUILDING DEPARTMENT PERMIT ACTIVITY TABLES
January 2024

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	29	81	53	150	313
NOV	25	95	28	109	257
DEC	30	81	20	100	231
JAN	34	117	50	126	327
FEB					0
MAR					0
APR					0
MAY					0
JUN					0
TOTAL	237	698	244	952	2,131

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 MO QTR	2019/2020 MO QTR	2020/2021 MO QTR	2021/2022 MO QTR	2022/2023 MO QTR	2023/2024 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		6
NOV	2	2	3	5		3
DEC	5 15	5 16	9 17	3 21	0	3
JAN	5	4	3	2		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	35

**TABLE 5
MANUFACTURED DWELLING PERMITS ISSUED
COUNTY**

	2018/2019 MO QTR	2019/2020 MO QTR	2020/2021 MO QTR	2021/2022 MO QTR	2022/2023 MO QTR	2023/2024 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		4
NOV	3	7	14	2		3
DEC	3 14	7 18	10 32	4 9	0	6
JAN	6	4	2	2		3
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	26

**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		81	
NOV	138		138		98		81		97		95	
DEC	150	463	164	468	111	356	80	278	125	331	81	
JAN	116		120		86		84		102		83	
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		683	

**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								1		
HARRISBURG							5		1	5		
LYONS	4	2					3	1		1	1	
MILL CITY	1			9			5		1	11	19	2
MILLERSBURG	10			18			40			48		
SCIO												
TANGENT		2		2								
TOTAL	15	5	0	30	1	0	105	2	2	80	21	4

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

CURRENT MONTH: January 2024

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Evaluation & Processing	3	300.00	106	10,600.00
Variance	3	1,950.00	26	16,900.00
Comprehensive Plan Amendment	1	4,500.00	4	22,500.00
Land Use Compatibility Statement	4	300.00	21	1,650.00
Conditional Use	4	3,350.00	15	15,850.00
Home Occupation CU's	0	0.00	1	900.00
Medical Hardship CU's	4	1,850.00	24	11,700.00
PD Partition	1	1,000.00	8	3,100.00
PM Partition	5	1,700.00	6	2,050.00
Property Line Adjustment	0	0.00	12	6,100.00
Easement	0	0.00	7	4,550.00
Appeal	0	0.00	1	2,000.00
Temp RV/Mfg. Home Placement	1	250.00	2	500.00
Zone Amendment	0	0.00	0	0.00
Mortgage Lot	0	0.00	0	0.00
Non-conforming Use Alteration	0	0.00	1	1,000.00
Step 1 - Soil Review	0	0.00	4	1,400.00
Agricultural Bldg Review	8	1,200.00	44	6,600.00
Dwelling/Property Status/SPR	1	750.00	18	7,450.00
Measure 49	0	0.00	2	1,100.00
Extensions	0	0.00	3	300.00
Misc. Applications	2	5,139.50	9	8,406.30
MONTHLY TOTAL	37	22,289.50	314	124,656.30

SALES REVENUES			
Xerox/Microfilm	8.00		191.50
Tapes	44.50		167.00
Maps	0.00		0.00
Comp. Plan/Code/Transportation Books	0.00		0.00
Reports	0.00		175.00
Postage	0.00		77.00
Extensions	287.50		3,787.50
MONTHLY TOTAL		340.00	4,398.00

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

CURRENT MONTH: January 2024

DESCRIPTION	MONTHLY TOTALS		YEAR TODATE TOTALS	
	NUMBER	FEES	NUMBER	FEES
RESIDENTIAL				
Single Family Dwelling	2	8,531.60	35	84,903.93
Manufactured Homes	3	1,469.50	25	11,975.00
Prefab. Buildings	0	0.00	0	0.00
Additions/Alterations	16	11,535.80	104	66,825.05
Accessory Buildings	0	0.00	21	16,070.19
SUBTOTALS	21	21,536.90	185	179,774.17
NON-RESIDENTIAL				
Industrial	0	0.00	0	0.00
Commercial	0	0.00	24	42,669.60
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	0	0.00	24	42,669.60
Plumbing	18	4,872.80	140	42,436.84
Mechanical	44	5,197.80	313	40,332.61
SUBTOTALS	62	10,070.60	453	82,769.45
Electrical Permits	126	19,377.88	950	153,612.16
Master Electrical Permits	0	0.00	1	285.00
SUBTOTALS	126	19,377.88	951	153,897.16
Demolition/Decommission	0	0.00	7	1,030.00
Flood Dev. Evaluation	6	810.00	24	4,410.00
Misc. Permits	18	4,400.00	61	26,730.48
SUBTOTALS	24	5,210.00	92	32,170.48
PLAN REVIEWS	32	13,402.21	235	139,956.81
SUBTOTALS	32	13,402.21	235	139,956.81
RAND TOTAL MONT	265	69,597.59	1,940	631,237.67

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

Current Month: January 2024

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Single Family Dwelling	5	5,837.10	14	15,730.66
Manufactured Homes	1	374.25	5	1,689.00
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	970.13	22	20,075.10
Accessory Buildings	0	0.00	6	2,626.23
SUBTOTALS	9	7,181.48	47	40,120.99
NON-RESIDENTIAL				
Industrial	0	0.00	0	0.00
Commercial	4	1,912.50	43	58,266.05
Prefab. Buildings	0	0.00	0	0.00
Public	0	0.00	0	0.00
Additions/Alterations	0	0.00	0	0.00
SUBTOTALS	4	1,912.50	43	58,266.05
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	12	2,904.90	75	30,321.97
Mechanical	21	1,996.28	73	7,385.85
SUBTOTALS	33	4,901.18	148	37,707.82
Plan Review	10	4,725.84	75	65,506.18
GRAND TOTAL MONTH	46	18,721.00	238	201,601.04

**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	132,345.60
NOV	137,029.07	85,188.21	91,665.20	44,033.65	42,022.76	117,856.67
DEC	53,122.43	63,127.55	112,792.14	27,931.62	40,539.64	86,286.60
JAN	51,553.10	67,796.29	76,309.72	23,973.95	41,300.55	57,259.39
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	703,669.84

**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	22,649.18
NOV	137,095.15	70,234.77	9,395.01	28,909.11	44,358.49	46,617.64
DEC	10,453.12	15,984.40	25,222.81	37,232.20	25,887.93	13,903.40
JAN	13,715.27	22,529.94	22,246.17	7,774.24	14,452.92	17,103.42
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	217,364.58

**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	25,455.43
NOV	21,884.00	24,998.00	28,993.70	24,648.71	27,146.00	24,555.90
DEC	18,379.00	18,521.00	30,285.10	17,055.50	23,058.75	17,447.85
JAN	20,631.75	19,702.00	22,736.40	15,145.00	23,920.00	18,741.16
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	159,519.00

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

LINE ITEM DESCRIPTION	ADMIN..	PLANNING	BUILDING	ELECTRICAL	BUDGET TOTAL
REVENUE					
PLANNING FEES		138,588.55			138,588.55
ELECTRIC PERMITS				160,629.64	160,629.64
BLDG, MECH, PLUMB PERMITS			613,153.36		613,153.36
MISC. PERMITS & PLAN REVIEW			93,869.06		93,869.06
REIMBURSEMENTS			176,606.00		176,606.00
MISC. (REIMBURSEMENTS)	0.00				0.00
SALES	2,292.50				2,292.50
CET FEES	15,535.83				15,535.83
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	733.74				733.74
SALE OF COUNTY EQUIPMENT	14,000.00				14,000.00
TOTAL REVENUE	\$32,562.07	\$138,588.55	\$964,281.53	\$160,629.64	\$1,296,061.79
EXPENDITURES PERSONAL SVS					
ELECTRICAL INSPECTOR I			65,842.00		65,842.00
ELECTRICAL INSPECTOR II				25,856.25	25,856.25
BLDG. INSPECTOR II			56,519.00		56,519.00
PLUMBING INSPECTOR I			62,705.00		62,705.00
PLANS EXAMINER I			9,559.09		9,559.09
BUILDING INSPECTOR I		911.25	8,201.25		9,112.50
CODE ENFORCEMENT TECH			39,299.88		39,299.88
OFFICE MANAGER 1	12,798.40		9,598.80	9,598.80	31,996.00
OFFICE SPECIALIST 1	48,900.00				48,900.00
OFFICE SPECIALIST 2	0.00	0.00	0.00	0.00	0.00
OFFICE SPECIALIST 3	0.00	0.00	0.00	0.00	0.00
PERMIT CLERK			28,457.00		28,457.00
ASSISTANT PLANNER		41,327.43	10,331.86		51,659.29
ASSOCIATE PLANNER		15,153.00			15,153.00
SENIOR PLANNER		0.00	0.00		0.00
PLANNING MANAGER					68,560.00
BLDG. OFFICIAL	10,284.00		44,564.00	13,712.00	68,560.00
DIRECTOR	36,134.50	21,680.70	10,840.35	3,613.45	72,269.00
TEMPORARY HELP				23,850.00	23,850.00
OVERTIME				0.00	0.00
WAGES	\$108,116.90	\$79,072.38	\$280,076.23	\$76,630.50	\$678,298.01
LONGEVITY PAY	119.98	1,456.90	137.12		1,714.00
LEAD WORKER	0.00				0.00
CERTIFICATION PAY			0.00		0.00
FRINGE BENEFITS	11,447.90	45,791.61	87,004.06	84,714.48	228,958.06
PAYROLL COSTS	13,410.58	53,642.30	101,920.37	99,238.26	268,211.51
SALARY BENEFITS & ADJ.	0.00	0.00	0.00	0.00	0.00
TOTAL PERSON. SERVICES	\$133,095.36	\$179,963.20	\$469,137.78	\$260,583.24	\$1,177,181.58
MATERIALS & SERVICES					
SUPPLIES	677.16	677.16	2,708.64	2,708.64	6,771.61
PRINT & REPRODUCTION	31.66	94.99	253.30	253.30	633.25
POSTAGE	238.04	3,808.65	238.04	476.08	4,760.81
SUBSCRIPT. & MEMBERSHIP		149.93	317.85	131.94	599.71
AVOCETTE SOFTWARE					4,267.50
NOTICE & PUBLICATION		634.21	687.07		1,321.28
COPIER MAIN & USAGE	1,097.46	1,097.46	1,097.46	1,097.46	4,389.83
P.C.'S, ACCESS., SOFTWARE	506.22	506.22	506.22	506.22	2,024.86
SCHOOLS & SEMINARS	4,083.40				4,083.40
MEETINGS/TRAVEL	1,879.92				1,879.92
TELEPHONE	20.52	164.16	102.60	123.12	410.39
VISA BANK CHARGES		4,008.07	16,032.28		20,040.35
CODE ENFORCEMENT					629.89
CELL PHONE ALLOCATION					320.00
REPAIRS & MAINTENANCE	8.19	176.08	102.37	122.85	409.49
COMPUTER SUPPLIES & EQUIP	4,605.44	4,605.44	4,605.44	4,605.44	18,421.77
REFUNDS		3,506.48	5,352.00	369.10	9,227.59
OTHER CONTRACTED SERVICES			0.00		0.00
TOTAL MAT. & SERVICES	\$13,148.01	\$19,428.84	\$32,003.26	\$10,394.14	\$80,191.65
CAPITAL OUTLAY					
MOTOR VEHICLE			35,000.00		35,000.00
SPECIAL EQUIP. (SIERRA)					17,756.62
TOTAL CAPITAL OUTLAY	\$0.00	\$0.00	\$35,000.00	\$0.00	\$52,756.62
TOTAL EXPENDITURES	\$146,243.37	\$199,392.04	\$501,141.05	\$270,977.38	\$1,310,129.85
LESS REVENUE	\$32,562.07	\$138,588.55	\$964,281.53	\$160,629.64	\$1,296,061.79
GEN. FUND EXPENDITURES	\$113,681.30	\$60,803.49	(\$463,140.48)	\$110,347.74	\$14,068.06

Linn County Planning & Building
Land Use Applications Tracking Sheet
January 2024

DATE	FILE # & NAME	PLANNER	STATUS
1/2/2024	PD24-0002; DIGGS, Melody (MH)	Alyssa	Approved
1/2/2024	PD24-0003; EWEB (LUCS)	Alyssa	Approved
1/3/2024	PD24-0004; CALA FARMS (PLA)(V)	Alyssa	Notice
1/4/2024	PD24-0005; NORMAN, Chuck & Robin (PLA)	Alyssa	Approved
1/12/2024	PD24-0013; ARTHUR, Rick (V)	Alyssa	Notice
1/12/2024	PD24-0014; ZHOU, Joe & HE, Guoying (SPR)	Kate	Pending
1/12/2024	PD24-0015; KELLY, Clare (STEP 1)	Alyssa	Complete
1/12/2024	PD24-0016; ARMSTRONG, Kimberly (TD)	Alyssa	Notice
1/11/2024	PD24-0017; MARI-LINN FARMS (PLA)	Kate	Pending
1/11/2024	PD24-0018; PACIFIC RIM (MH)	Kate	Pending
1/12/2024	PD24-0019; MILLER, Steve & Terry (STEP 1)	Kate	Pending
1/12/2024	PD24-0021; DARBY, Michael (MH)	Kate	Pending
1/12/2024	PD24-0022; MERRILL, Lynn (EP)	Alyssa	Notice
1/22/2024	PD24-0023; SILBERNAGEL, Tony & Linda (PLA)	Alyssa	Approved
1/24/2024	PD24-0026; KOOS SEED FARM (LUC)	Alyssa	Approved
1/25/2024	PD24-0027; WILLAMETTE VALLEY EXCAVATING (QUARRY EXPANSION)	Alyssa	Pending
1/25/2024	PD24-0028; CUNNINGHAM, Korby (RD)	Alyssa	Approved
1/29/2024	PD24-0030; BURKHOLDER PROPERTIES (LUC)	Alyssa	Approved
1/30/2024	PD24-0032; KLEINSCHMIT, Troy (LUC)	Alyssa	Approved
1/30/2024	PD24-0033; PHELAN, Rod & MOORE, Julie (V)	Alyssa	Notice

LINN COUNTY
Activity Report by Dept, Fund

24 PLANNING & BUILDING
 10 GENERAL FUND
 as of 01/31/2024 (58.3% Months within Fiscal Year)

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
3070	2410	22,849.50	240,000.00	0.00	240,000.00	138,438.55	101,561.45	57.6
3137	2410	18,741.16	260,000.00	0.00	260,000.00	159,518.99	100,481.01	61.3
3138	2410	58,883.11	310,000.00	0.00	310,000.00	507,335.26	-197,335.26	163.6
3140	2410	980.50	25,000.00	0.00	25,000.00	17,792.99	7,207.01	71.1
3150	2410	0.00	2,000.00	100,000.00	102,000.00	176,606.00	-74,606.00	173.1
3170	2410	52.50	5,000.00	0.00	5,000.00	2,292.50	2,707.50	45.8
3178	2410	-474.47	4,000.00	0.00	4,000.00	15,535.83	-11,535.83	388.3
3179	2410	0.00	380,000.00	0.00	380,000.00	80,653.11	299,346.89	21.2
3182	2410	829.95	260,000.00	0.00	260,000.00	75,988.57	184,011.43	29.2
3183	2410	6,508.64	84,000.00	0.00	84,000.00	52,602.53	31,397.47	62.6
3186	2410	7,108.11	80,400.00	0.00	80,400.00	52,103.98	28,296.02	64.8
3242	2410	0.00	0.00	0.00	0.00	14,000.00	-14,000.00	0.0
3265	2410	12.27	0.00	0.00	0.00	733.74	-733.74	0.0
	TOTAL REVENUE	115,491.27	1,650,400.00	100,000.00	1,750,400.00	1,293,602.05	456,797.95	73.9
5002	2410	6,142.00	72,008.00	0.00	72,008.00	42,758.00	29,250.00	59.3
5044	2410	4,022.00	41,326.00	0.00	41,326.00	27,974.00	13,352.00	67.6
5305	2410	0.00	0.00	0.00	0.00	9,559.09	-9,559.09	0.0
5306	2410	0.00	65,154.00	0.00	65,154.00	0.00	65,154.00	0.0
5311	2410	8,270.00	95,424.00	0.00	95,424.00	57,572.00	37,852.00	60.3
5312	2410	3,150.00	48,096.00	0.00	48,096.00	22,496.25	25,599.75	46.7
5317	2410	7,876.00	90,876.00	0.00	90,876.00	54,829.00	36,047.00	60.3
5321	2410	4,665.90	56,112.00	0.00	56,112.00	34,076.14	22,035.86	60.7
5323	2410	0.00	67,812.00	0.00	67,812.00	0.00	67,812.00	0.0
5325	2410	1,837.50	0.00	0.00	0.00	7,112.50	-7,112.50	0.0
5326	2410	7,140.00	82,054.00	0.00	82,054.00	49,379.00	32,675.00	60.1
5330	2410	3,552.00	41,840.00	0.00	41,840.00	24,727.00	17,113.00	59.0
5340	2410	0.00	115,659.00	0.00	115,659.00	51,659.29	63,999.71	44.6
5342	2410	5,051.00	0.00	0.00	0.00	10,102.00	-10,102.00	0.0
5355	2410	8,570.00	98,880.00	0.00	98,880.00	59,990.00	38,890.00	60.6
5360	2410	8,570.00	98,880.00	0.00	98,880.00	59,990.00	38,890.00	60.6
5370	2410	8,979.00	103,608.00	0.00	103,608.00	62,853.00	40,755.00	60.6
5550	2410	2,560.00	50,000.00	0.00	50,000.00	20,730.00	29,270.00	41.4
5920	2410	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.0
5960	2410	214.25	2,472.00	0.00	2,472.00	1,499.75	972.25	60.6
5980	2410	29,319.15	393,312.00	0.00	393,312.00	200,487.04	192,824.96	51.0

LINN COUNTY
Activity Report by Dept, Fund
as of 01/31/2024 (58.3% 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	31,744.12	424,960.00	0.00	424,960.00	234,702.64	190,257.36	55.2
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	141,662.92	2,042,970.00	0.00	2,042,970.00	1,032,496.70	1,010,473.30	50.5
6110	2410 SUPPLIES	1,067.83	8,000.00	50,000.00	58,000.00	6,743.36	51,256.64	11.6
6120	2410 PRINTING & REPRODUCTION	0.00	3,200.00	0.00	3,200.00	633.25	2,566.75	19.7
6125	2410 COPIER MAINT & USAGE	226.41	8,000.00	0.00	8,000.00	4,389.83	3,610.17	54.8
6150	2410 POSTAGE	728.30	9,000.00	0.00	9,000.00	4,760.81	4,239.19	52.8
6170	2410 SUBSCRIPTIONS & MEMBERSHIPS	0.00	5,000.00	0.00	5,000.00	599.71	4,400.29	12.0
6174	2410 AVOCETTE SOFTWARE	0.00	28,000.00	0.00	28,000.00	4,267.50	23,732.50	15.2
6180	2410 NOTICES & PUBLICATIONS	0.00	4,500.00	0.00	4,500.00	1,321.28	3,178.72	29.3
6195	2410 P.C.'S, ACCESS., SOFTWARE	0.00	5,000.00	0.00	5,000.00	2,024.86	2,975.14	40.4
6200	2410 MEETINGS / TRAVEL	414.57	3,000.00	0.00	3,000.00	1,879.92	1,120.08	62.6
6205	2410 SEMINARS / SCHOOLS / TRAINING	349.89	10,000.00	0.00	10,000.00	3,869.40	6,130.60	38.6
6250	2410 TELEPHONE	55.75	10,200.00	0.00	10,200.00	410.39	9,789.61	4.0
6280	2410 REPAIRS & MAINTENANCE	40.00	5,000.00	0.00	5,000.00	409.49	4,590.51	8.1
6301	2410 VISA BANK CHARGES	11,640.98	18,000.00	0.00	18,000.00	20,040.35	-2,040.35	111.3
6333	2410 COMPUTER SUPPLIES & EQUIP.	3,337.77	17,000.00	0.00	17,000.00	18,421.77	-1,421.77	108.3
6357	2410 CODE ENFORCEMENT/CLEAN UP	0.00	60,000.00	0.00	60,000.00	629.89	59,370.11	1.0
6405	2410 CELL PHONE ALLOCATION	40.00	480.00	0.00	480.00	280.00	200.00	58.3
6695	2410 REFUNDS	1,027.20	15,000.00	0.00	15,000.00	9,227.59	5,772.41	61.5
6900	2410 TAXABLE MEALS REIMBURSEMENT	0.00	100.00	0.00	100.00	0.00	100.00	0.0
	TOTAL MATERIALS & SERVICES	18,928.70	209,480.00	50,000.00	259,480.00	79,909.40	179,570.60	30.7
7450	2410 SPECIAL EQUIPMENT	0.00	0.00	50,000.00	50,000.00	17,756.62	32,243.38	35.5
7460	2410 MOTOR VEHICLE	0.00	35,000.00	0.00	35,000.00	35,000.00	0.00	100.0
	TOTAL CAPITAL OUTLAY	0.00	35,000.00	50,000.00	85,000.00	52,756.62	32,243.38	62.0
	REVENUE	115,491.27	1,650,400.00	100,000.00	1,750,400.00	1,293,602.05	456,797.95	73.9
	EXPENDITURE	160,591.62	2,287,450.00	100,000.00	2,387,450.00	1,165,162.72	1,222,287.28	48.8
	FUND BALANCE TOTAL					128,439.33		

LINN COUNTY

Activity Report by Dept, Fund

as of 01/31/2024 (58.3% 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	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	0.00	200,000.00	0.00	200,000.00	29,650.00	170,350.00	14.8
6032	2427030 2020 WILDFIRE VICTIMS GRANT	0.00	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	0.00	200,000.00	0.00	200,000.00	12,350.00	187,650.00	6.1
	REVENUE	0.00	200,000.00	0.00	200,000.00	29,650.00	170,350.00	14.8
	EXPENDITURE	0.00	200,000.00	0.00	200,000.00	12,350.00	187,650.00	6.1
	FUND BALANCE TOTAL					17,300.00		

CODE ENFORCEMENT

Jan. 2024 Statistics

New Cases Received

Jan. 2024

Cases by Category

OCCUPIED RVS (RV)	1
ILLEGAL BUSINESS (IB)	1
JUNK (J)	1
MARIJUANA GROW (MJ)	0
DRAINAGE(D)	1
NEIGHBOR DISPUTE (ND)	0
CONSTRUCTION W/O PERMITS (UP)	3
MULTIPLE DWELLINGS (MD)	0
LIVESTOCK (LS)	0
EASEMENT (E)	0
MEDICAL HARDSHIP (MH)	0
HOMELESS ENCAMPMENT (HE)	0
DANGEROUS CONDITIONS (DC)	0
CHICKEN FARM / FLOOD PLAIN (FP)	0
(Some files have multiple categories)	
Total new for Jan. 2024	7

Cases Closed

Total Closed Jan. 2024

9

Highlighted Cases

1/3/2024

Code Enforcement investigated a report of an occupied house with no electricity or water service and an accumulation of junk on the property on Glass Street in Crawfordsville. The junk included multiple inoperable vehicles as well as piles of scrap metal.

A complaint was received about an occupied RV at a property on Gap Road in Brownsville. There was no electrical or water service there since the house was damaged by fire several months ago. No one was present at the time of the inspection so contact information was posted for the occupants to call Code Enforcement with more information.

A re-inspection at a property on Santiam Highway in Lebanon led to a referral by Code Enforcement to an agency that provides services and support to families in need. The owner of the property is deceased and family members with young children are living there with little resources to remove an accumulation of trash and junk off the property.

Code Enforcement hand-delivered "Stop Work" notices to several properties in January for work without land use approvals and building permits: one on Rowell Hill Road and on Upper Calapooia Drive in Sweet Home for shop buildings and one on Cartney Drive in Harrisburg for construction beyond the scope of their permit.

Special Meetings 1/09/2024

A meeting was held with Commissioner Sprenger, County Counsel, the Sheriff's Department, Code Enforcement and Planning & Building to discuss options to encourage out-of-area owners to clean up their properties, specifically addressing a problem property in Crabtree.

Court Cases 1/2024

The regularly-scheduled court appearance for Code Enforcement cases was cancelled in January due to the freezing weather. All cases will be heard on February 21st instead.

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: February 8, 2024

Re: Resolution and Order 2024-048

The following item(s) are scheduled to be heard on February 13, 2024:

Resolution & Order 2024-048 Linn County Parks and Recreation would like to apply for a Local Government Grant Program (LGGP) grant from the Oregon Parks and Recreation Department (OPRD) for funds to do park improvements and rehabilitation at John Neal Memorial Park in Lyons. The scope of work may include some or all of the following: bringing power and water to every site, making improvements to the group area, reconfiguring several lesser used sites, and paving. The intention is to provide an experience similar to River Bend County Park for our northern Linn County visitors. This R&O is a necessary component of the application process.

Financial Impact: John Neal Park brings in an average of \$67,000 per year at 22% occupancy from May 1- Labor Day. By rehabilitating the site, we anticipate 50% or better occupancy for the same period, resulting in an increased revenue of more than \$85,272 annually. This grant is a matching grant, so LCPR will provide half of the funds and the State will match that contribution. (We are working with engineers to come up with estimates for the scope of work requested.) LCPR will match grant funds with a combination of force labor, equipment, and TLT/RV licensing funds.

Staff Recommendation: Approve



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TO: Board of Commissioners
FROM: Gene Karandy, Linn County Attorney
DATE: February 13, 2024
RE: 2024-041

The following items are scheduled to be heard on February 13, 2024.

Resolution & Order 2024-041:

Amends the Linn County Public Contracting Rules. The purpose of these amendments is to: (1) Adopt findings and amend the Class Special Procurement for insurance contracts agent of record to allow for a five year term and ensure agents of record are knowledgeable in providing agent of record services to government entities; (2) Amend the scope of personal services contracts to include contracts for computer software, hardware, and network system implementation, support, repair, and maintenance services, and increase the direct appointment cost and term of personal services contracts; and (3) Increase the small purchase limit for public improvement contracts to assure conformity with ORS 279C.

Financial Impact: None

Staff Recommendation: Approve