



## 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](http://www.co.linn.or.us)

TO: Board of Commissioners  
FROM: Steve Wills, Planning & Building Department Director  
DATE: October 8, 2024  
RE: Planning and Building Department Update: September 2024

The attached tables include the Department's current FY2024-25 Revenue Summary and Permit Activity Reports through September 30, 2024. Also attached with this memorandum is the list of September 2024 land use applications received, a code enforcement summary, and current wildfire permitting reports. The September 2024 Department update is summarized below.

### PLANNING

- Land use permits issued in September 2024 totaled 50.
- There is a Planning Commission meeting scheduled for October 8, 2024 at 7:00 pm.
  - **PD24-0172**; combined applications by US Market Enterprise LLC for a *Comprehensive Plan* Text Amendment, a Zoning Map Amendment, a Code Text Amendment, and a Reasons Exception to Statewide Planning Goal 14.
- There is one Board land use hearing scheduled for October 29, 2024.
  - **P24-0172**; combined applications by US Market Enterprise LLC for a *Comprehensive Plan* Text Amendment, a Zoning Map Amendment, a Code Text Amendment, and a Reasons Exception to Statewide Planning Goal 14.
- Planning staff will be attending the Oregon APA Planning conference October 17-18<sup>th</sup>. Kate Bentz, Associate Planner, will be speaking on a panel regarding Integrating wildfire and hazard mitigation as part of updating Community Wildfire Protection Plans (CWPPs) and Natural Hazard Mitigation Plans (NHMPs).

### BUILDING

- Total County building permits issued in September 2024, including non-structural permits, totaled 294. The number of building permits issued for dwellings in September totaled 25: 5 single family dwellings and 2 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 16. Out of the 294 combined residential and commercial permits, 52 required plan review.

- Total Contract City building permits issued in September 2024, including non-structural permits, totaled 18. The number of building permits issued for dwellings in July totaled 11: 2 single family dwellings and no manufactured dwellings. 8 permits were issued for dwelling additions/alterations and 1 permit for an accessory building was issued. Total number of Commercial permits issued totaled 3. Out of the 18 combined residential and commercial permits, 9 required plan review.

## **CODE ENFORCEMENT**

- Total new cases for September 2024 was 24.
- Total cases closed in September 2024 was 15.

## **WILDFIRE GRANT**

- We have received no new fire hardening applications.
- One fire hardening grant check was issued.



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

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

<u>REVENUE SOURCE</u>		(1) YTD REVENUE
Building Permits -- Plan Review, Permits, Misc & Sales	\$159,121.83	\$159,121.83
C.E.T Administrative Fees	\$123.80	\$123.80
Building Permits -- Contract Cities	\$15,916.84	\$15,916.84
Electrical Permits	\$28,427.14	\$28,427.14
Planning Fees	\$16,475.00	\$16,475.00
	TOTAL	\$220,064.61

<u>REVENUE SOURCE</u>	(2) ESTIMATED REVENUE	(3) TOTAL REVENUE ESTIMATED <u>Column (1) + Column (2)</u>
Building Permits -- County	\$420,333.33	\$579,455.16
C.E.T Administrative Fees	\$3,333.33	\$3,457.13
Building Permits -- Contract Cities	\$316,666.66	\$332,583.50
Electrical Permits	\$216,666.66	\$245,093.80
Planning Fees	\$200,000.00	\$216,475.00
	TOTAL	\$1,377,064.59

<u>REVENUE SOURCE</u>	(4) 2023/2024 Budget	(5) Projected Surplus or (Deficit) <u>Column (3) - Column (4)</u>
Building Permits -- County, Permits & Sales	\$504,400.00	(\$345,278.17)
C.E.T Administrative Fees	\$4,000.00	(\$3,876.20)
Building Permits -- Contract Cities	\$380,000.00	(\$364,083.16)
Electrical Permits	\$265,000.00	(\$236,572.86)
Planning Fees	\$240,000.00	(\$223,525.00)
	TOTAL	(\$1,173,335.39)

**PLANNING AND BUILDING DEPARTMENT PERMIT ACTIVITY TABLES**  
**September 2024**

**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					0
NOV					0
DEC					0
JAN					0
FEB					0
MAR					0
APR					0
MAY					0
JUN					0
<b>TOTAL</b>	<b>88</b>	<b>357</b>	<b>101</b>	<b>493</b>	<b>1,039</b>

**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
<b>TOTAL</b>	<b>408</b>	<b>1,225</b>	<b>503</b>	<b>1,800</b>	<b>3,936</b>

**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
<b>TOTAL</b>	<b>867</b>	<b>1,091</b>	<b>531</b>	<b>1,879</b>	<b>4,368</b>

**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	
NOV	2	3	5	5	3	
DEC	5 16	9 17	3 21	5 17	3 12	0
JAN	4	3	2	4	2	
FEB	6	6	6	4	6	
MAR	14 24	8 17	6 14	8 16	6 14	0
APR	10	8	8	3	5	
MAY	4	6	13	6	2	
JUN	8 22	5 19	4 25	7 16	7 14	0
<b>TOTAL</b>	<b>83</b>	<b>78</b>	<b>84</b>	<b>71</b>	<b>61</b>	<b>14</b>

**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	
NOV	7	14	2	2	2	
DEC	7 18	10 32	4 9	1 4	1 4	0
JAN	4	2	2	1	1	
FEB	1	4	2	3	3	
MAR	3 8	4 10	6 10	1 5	1 5	0
APR	3	5	3	0	0	
MAY	4	2	1	8	8	
JUN	4 11	6 13	2 6	5 13	8	0
<b>TOTAL</b>	<b>60</b>	<b>74</b>	<b>40</b>	<b>33</b>	<b>28</b>	<b>15</b>

**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			
NOV	138		98		81		97		95			
DEC	164	468	111	356	80	278	125	331	81	257		0
JAN	120		86		84		102		83			
FEB	108		73		69		104		97			
MAR	173	401	111	270	99	252	94	300	101	281		0
APR	144		97		88		113		134			
MAY	140		110		90		128		91			
JUN	134	418	119	326	86	264	82	323	104	329		0
<b>TOTAL</b>	<b>1,816</b>		<b>1,418</b>		<b>1,091</b>		<b>1,314</b>		<b>1,210</b>		<b>364</b>	

**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	1			20			1	1		52	1	
HALSEY					1							
HARRISBURG										5		1
LYONS	1	1		4	2					3	1	
MILL CITY				3			9	1		5		1
MILLERSBURG	5			18			19			40		
SCIO												
TANGENT					2		2					
<b>TOTAL</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>45</b>	<b>5</b>	<b>0</b>	<b>31</b>	<b>2</b>	<b>0</b>	<b>105</b>	<b>2</b>	<b>2</b>

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

*CURRENT MONTH: September 2024*

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
<b>RESIDENTIAL</b>				
Evaluation & Processing	22	3,300.00	87	13,500.00
Variance	2	1,800.00	6	5,150.00
Comprehensive Plan Amendment	0	0.00	0	0.00
Land Use Compatibility Statement	7	525.00	11	825.00
Conditional Use	6	5,650.00	12	12,550.00
Home Occupation CU's	0	0.00	2	1,000.00
Medical Hardship CU's	0	0.00	1	850.00
PD Partition	1	1,250.00	2	2,000.00
PM Partition	0	0.00	1	350.00
Property Line Adjustment	3	2,300.00	6	4,050.00
Easement	0	0.00	3	1,950.00
Appeal	0	0.00	0	0.00
Temp RV/Mfg. Home Placement	0	0.00	4	600.00
Zone Amendment	0	0.00	0	0.00
Mortgage Lot	0	0.00	0	0.00
Non-conforming Use Alteration	0	0.00	0	0.00
Step 1 - Soil Review	1	350.00	2	700.00
Agricultural Bldg Review	4	1,000.00	10	2,500.00
Dwelling/Property Status/SPR	0	0.00	2	1,500.00
Measure 49	0	0.00	0	0.00
Extensions	2	200.00	6	600.00
Misc. Applications	2	550.00	3	1,550.00
<b>MONTHLY TOTAL</b>	<b>50</b>	<b>16,925.00</b>	<b>158</b>	<b>49,675.00</b>

Xerox/Microfilm	64.05	88.05
Tapes	154.50	154.50
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	175.20	175.20
<b>MONTHLY TOTAL</b>	<b>393.75</b>	<b>417.75</b>

**TABLE 9  
BUILDING SECTION PERMIT ACTIVITY  
FY 2024/2025**

CURRENT MONTH: September 2024

DESCRIPTION	MONTHLY TOTALS		YEAR TODATE TOTALS	
	NUMBER	FEE\$	NUMBER	FEE\$
<b>RESIDENTIAL</b>				
Single Family Dwelling	5	15,648.00	14	37,483.55
Manufactured Homes	2	1,072.80	14	6,784.56
Prefab. Buildings	0	0.00	0	0.00
Additions/Alterations	15	8,853.40	50	34,109.15
Accessory Buildings	3	3,848.85	18	17,830.90
<b>SUBTOTALS</b>	<b>25</b>	<b>29,423.05</b>	<b>96</b>	<b>96,208.16</b>
<b>NON-RESIDENTIAL</b>				
Industrial	0	0.00	0	0.00
Commercial	16	46,806.40	26	61,272.65
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
<b>SUBTOTALS</b>	<b>16</b>	<b>46,806.40</b>	<b>26</b>	<b>61,272.65</b>
Plumbing	20	4,586.06	61	19,099.01
Mechanical	57	6,769.95	180	21,554.15
<b>SUBTOTALS</b>	<b>77</b>	<b>11,356.01</b>	<b>241</b>	<b>40,653.16</b>
Electrical Permits	153	27,130.85	493	126,989.20
Master Electrical Permits	0	0.00	0	0.00
<b>SUBTOTALS</b>	<b>153</b>	<b>27,130.85</b>	<b>493</b>	<b>126,989.20</b>
Demolition/Decommission	0	0.00	2	300.00
Flood Dev. Evaluation	17	2,920.00	34	5,675.00
Misc. Permits	6	1,431.03	13	3,438.70
<b>SUBTOTALS</b>	<b>23</b>	<b>4,351.03</b>	<b>49</b>	<b>9,413.70</b>
PLAN REVIEWS	52	62,235.07	185	125,189.32
<b>SUBTOTALS</b>	<b>52</b>	<b>0.00</b>	<b>185</b>	<b>125,189.32</b>
<b>RAND TOTAL MONT</b>	<b>346</b>	<b>119,067.34</b>	<b>1,090</b>	<b>459,726.19</b>



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

*Current Month: September 2024*

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
<b>RESIDENTIAL</b>				
Single Family Dwelling	2	5,438.40	7	16,146.79
Manufactured Homes	0	0.00	1	402.30
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	8	1,761.90	18	4,572.56
Accessory Buildings	1	508.84	2	940.39
<b>SUBTOTALS</b>	<b>11</b>	<b>7,709.14</b>	<b>28</b>	<b>22,062.04</b>
<b>NON-RESIDENTIAL</b>				
Industrial	0	0.00	0	0.00
Commercial	3	2,836.65	9	17,876.63
Prefab. Buildings	0	0.00	0	0.00
Public	0	0.00	0	0.00
Additions/Alterations	0	0.00	6	1,728.11
<b>SUBTOTALS</b>	<b>3</b>	<b>2,836.65</b>	<b>15</b>	<b>19,604.74</b>
<b>MISC. APPLICATIONS</b>				
Recreational (RV Parks etc.)	0	0.00	0	0.00
Misc. Structures	0	0.00	0	0.00
Miscellaneous Permits	4	1,487.76	9	5,549.10
<b>SUBTOTALS</b>	<b>4</b>	<b>1,487.76</b>	<b>9</b>	<b>5,549.10</b>
Plumbing	6	1,861.95	31	10,091.44
Mechanical	7	1,266.11	33	3,595.50
<b>SUBTOTALS</b>	<b>13</b>	<b>3,128.06</b>	<b>64</b>	<b>13,686.94</b>
Plan Review	9	3,630.64	22	13,988.67
<b>GRAND TOTAL MONTH</b>	<b>31</b>	<b>18,792.25</b>	<b>116</b>	<b>74,891.49</b>

**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	
NOV	85,188.21	91,665.20	44,033.65	42,022.76	117,856.67	
DEC	63,127.55	112,792.14	27,931.62	40,539.64	86,286.60	
JAN	67,796.29	76,309.72	23,973.95	41,300.55	57,259.39	
FEB	96,198.93	47,947.91	48,470.08	49,872.30	74,352.15	
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	
<b>TOTAL</b>	<b>1,247,289.97</b>	<b>969,174.85</b>	<b>756,587.06</b>	<b>762,756.30</b>	<b>1,216,091.60</b>	<b>288,423.63</b>

**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	0.00
NOV	70,234.77	9,395.01	28,909.11	44,358.49	46,617.64	0.00
DEC	15,984.40	25,222.81	37,232.20	25,887.93	13,903.40	0.00
JAN	22,529.94	22,246.17	7,774.24	14,452.92	17,103.42	0.00
FEB	47,698.94	21,535.68	65,052.25	12,187.50	5,057.92	0.00
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
<b>TOTAL</b>	<b>434,964.28</b>	<b>360,547.10</b>	<b>363,006.91</b>	<b>470,213.47</b>	<b>392,222.41</b>	<b>62,785.24</b>

**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	0.00
NOV	24,998.00	28,993.70	24,648.71	27,146.00	24,555.90	0.00
DEC	18,521.00	30,285.10	17,055.50	23,058.75	17,447.85	0.00
JAN	19,702.00	22,736.40	15,145.00	23,920.00	18,741.16	0.00
FEB	15,424.63	27,818.25	23,627.25	23,254.00	33,803.43	0.00
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
<b>TOTAL</b>	<b>260,523.51</b>	<b>263,047.00</b>	<b>268,243.06</b>	<b>291,492.85</b>	<b>316,481.65</b>	<b>125,419.07</b>

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

LINE ITEM DESCRIPTION	ADMIN..	PLANNING	BUILDING	ELECTRICAL	BUDGET TOTAL
<b>REVENUE</b>					
REFUNDS/RESTITUTION	92,000.00				0.00
PLANNING FEES		154,071.50			55,875.00
ELECTRIC PERMITS				216,254.65	125,356.95
BLDG, MECH, PLUMB PERMITS			412,509.38		191,374.19
MISC PERMITS & PLAN REVIEW			244,312.76		159,338.05
REIMBURSEMENTS			1,788.08		900.00
SALES	4,633.50				229.65
CET FEES	3,373.47				2,749.16
CONTRACT CITIES			201,665.34		55,241.68
DEPOSIT SUSPENSE	0.00				0.00
CODE ENFORCEMENT CLEAN UP	233.72				0.00
FEE OVERAGES/SHORTAGES	75.47				1,493.15
TECHNOLOGY FEE					9,336.16
SALE OF COUNTY EQUIPMENT	0.00				0.00
<b>TOTAL REVENUE</b>	<b>\$7,848.72</b>	<b>\$154,071.50</b>	<b>\$860,275.56</b>	<b>\$216,254.65</b>	<b>\$601,893.99</b>
<b>EXPENDITURES PERSONAL SVS</b>					
ELECTRICAL INSPECTOR I			25,356.00		25,356.00
ELECTRICAL INSPECTOR II				12,390.00	12,390.00
BLDG. INSPECTOR I					0.00
BLDG. INSPECTOR II			20,886.18		20,886.18
PLUMBING INSPECTOR I			24,148.00		24,148.00
PLANS EXAMINER I					10,844.00
PLANS EXAMINER II			0.00		0.00
BLDG INSP-CODE ENF		0.00	0.00		0.00
CODE ENFORCEMENT TECH			28,899.54		28,899.54
ADMIN ASST/OFFICE MANAGER 1	5,137.20		3,852.90	3,852.90	12,843.00
OFFICE SPECIALIST 1	9,869.00				9,869.00
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			8,719.56		8,719.56
ASSISTANT PLANNER		11,121.60	2,780.40		13,902.00
ASSOCIATE PLANNER		16,389.00			16,389.00
SENIOR PLANNER		0.00	0.00		0.00
PLANNING MANAGER					26,559.00
BLDG. OFFICIAL	3,983.85		17,263.35	5,311.80	26,559.00
DIRECTOR	14,590.50	8,754.30	4,377.15	1,459.05	29,181.00
TEMPORARY HELP				1,532.50	1,532.50
OVERTIME				0.00	0.00
<b>WAGES</b>	<b>\$33,580.55</b>	<b>\$36,264.90</b>	<b>\$110,927.08</b>	<b>\$24,546.25</b>	<b>\$268,077.78</b>
LONGEVITY PAY	46.48	564.39	53.12		663.99
LEAD WORKER	0.00				0.00
CERTIFICATION PAY			0.00		0.00
FRINGE BENEFITS	5,075.84	20,303.36	38,576.39	37,561.22	101,516.82
PAYROLL COSTS	5,305.41	21,221.65	40,321.14	39,260.06	106,108.26
SALARY BENEFITS & ADJ.	0.00	0.00	0.00	0.00	0.00
<b>TOTAL PERSON. SERVICES</b>	<b>\$44,008.28</b>	<b>\$78,354.31</b>	<b>\$189,877.73</b>	<b>\$101,367.53</b>	<b>\$476,366.85</b>
<b>MATERIALS &amp; SERVICES</b>					
SUPPLIES	181.16	181.16	724.64	724.64	1,811.60
PRINT & REPRODUCTION	16.61	49.84	132.90	132.90	332.25
POSTAGE	121.64	1,946.17	121.64	243.27	2,432.71
SUBSCRIPT. & MEMBERSHIP		22.74	48.21	20.01	90.97
ACCELA SOFTWARE					0.00
NOTICE & PUBLICATION		1,339.92	1,451.57		2,791.49
MARKETING					0.00
MARKETING/PRODUCTION&MATERIALS				(658.75)	0.00
COPIER MAIN & USAGE	576.83	576.83	576.83	576.83	2,307.33
AVOCETTE SOFTWARE					0.00
P.C.'S, ACCESS., SOFTWARE	170.64	170.64	170.64	170.64	682.56
SCHOOLS & SEMINARS	1,467.59				1,467.59
MEETINGS/TRAVEL	750.40				750.40
TELEPHONE	4.32	34.55	21.59	25.91	86.37
VISA BANK CHARGES		2,848.33	11,393.32		14,241.65
FUND INTEREST EXPENSE					0.00
REPAIRS & MAINTENANCE	4.28	92.02	53.50	64.20	214.00
COMPUTER SUPPLIES & EQUIP	445.69	445.69	445.69	445.69	1,782.76
CODE ENFORCEMENT/CLEAN UP					0.00
CELL PHONE ALLOCATION					80.00
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
<b>TOTAL MAT. &amp; SERVICES</b>	<b>\$3,739.16</b>	<b>\$7,707.88</b>	<b>\$15,140.54</b>	<b>\$1,745.35</b>	<b>\$29,071.68</b>
<b>CAPITAL OUTLAY</b>					
MOTOR VEHICLE			0.00		0.00
SPECIAL EQUIP. (SIERRA)					0.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$47,747.44</b>	<b>\$86,062.19</b>	<b>\$205,018.27</b>	<b>\$103,112.88</b>	<b>\$505,438.53</b>
LESS REVENUE	<b>\$7,848.72</b>	<b>\$154,071.50</b>	<b>\$860,275.56</b>	<b>\$216,254.65</b>	<b>\$601,893.99</b>
<b>GEN. FUND EXPENDITURES</b>	<b>\$39,898.72</b>	<b>(\$68,009.31)</b>	<b>(\$655,257.29)</b>	<b>(\$113,141.77)</b>	<b>(\$96,455.46)</b>

**LINN COUNTY**  
**Activity Report by Dept, Fund**  
as of 09/30/2024 (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	16,475.00	240,000.00	0.00	240,000.00	55,875.00	184,125.00	23.2
3137	2410 ELECTRICAL PERMIT	28,427.14	265,000.00	0.00	265,000.00	125,356.95	139,643.05	47.3
3138	2410 BUILDING PERMIT	75,251.95	310,000.00	0.00	310,000.00	152,473.20	157,526.80	49.1
3140	2410 MISCELLANEOUS PERMITS	6,086.53	25,000.00	0.00	25,000.00	12,537.34	12,462.66	50.1
3150	2410 REIMBURSEMENTS	0.00	32,000.00	0.00	32,000.00	900.00	31,100.00	2.8
3170	2410 SALES	112.95	5,000.00	0.00	5,000.00	229.65	4,770.35	4.5
3178	2410 C.E.T. FEE	123.80	4,000.00	0.00	4,000.00	2,749.16	1,250.84	68.7
3179	2410 CONTRACT CITIES	15,916.84	380,000.00	0.00	380,000.00	55,241.68	324,758.32	14.5
3182	2410 PLAN REVIEW	67,200.67	260,000.00	0.00	260,000.00	146,800.71	113,199.29	56.4
3183	2410 MECHANICAL PERMITS	6,240.56	89,000.00	0.00	89,000.00	21,773.06	67,226.94	24.4
3186	2410 PLUMBING PERMITS	4,229.17	85,400.00	0.00	85,400.00	17,127.93	68,272.07	20.0
3187	2410 TECHNOLOGY FEE	4,839.29	0.00	0.00	0.00	9,336.16	-9,336.16	0.0
3220	2410 GRANTS	0.00	64,000.00	0.00	64,000.00	0.00	64,000.00	0.0
3242	2410 SALE OF COUNTY EQUIPMENT	0.00	7,000.00	0.00	7,000.00	0.00	7,000.00	0.0
3265	2410 OVERAGES/SHORTAGES	56.07	0.00	0.00	0.00	1,493.15	-1,493.15	0.0
	TOTAL REVENUE	224,959.97	1,766,400.00	0.00	1,766,400.00	601,893.99	1,164,506.01	34.0
5002	2410 OFFICE SPECIALIST I	3,325.00	39,272.00	0.00	39,272.00	9,869.00	29,403.00	25.1
5044	2410 ADMIN ASST/OFFICE MANAGER I	4,344.00	46,072.00	0.00	46,072.00	12,843.00	33,229.00	27.8
5305	2410 PLANS EXAMINER I	5,422.00	0.00	0.00	0.00	10,844.00	-10,844.00	0.0
5306	2410 PLANS EXAMINER II	0.00	69,133.00	0.00	69,133.00	0.00	69,133.00	0.0
5311	2410 ELECTRICAL INSPECTOR I	8,543.00	99,240.00	0.00	99,240.00	25,356.00	73,884.00	25.5
5312	2410 ELECTRICAL INSPECTOR II	4,095.00	50,020.00	0.00	50,020.00	12,390.00	37,630.00	24.7
5317	2410 PLUMBING INSPECTOR I	8,136.00	94,512.00	0.00	94,512.00	24,148.00	70,364.00	25.5
5321	2410 CODE ENFORCEMENT TECH	9,685.51	116,850.00	0.00	116,850.00	28,899.54	87,950.46	24.7
5323	2410 BLDG INSP-CODE ENFORCEMENT	0.00	61,470.00	0.00	61,470.00	0.00	61,470.00	0.0
5326	2410 BUILDING INSPECTOR II	6,370.18	61,470.00	0.00	61,470.00	20,886.18	40,583.82	34.0
5330	2410 PERMIT CLERK	2,317.42	45,680.00	0.00	45,680.00	8,719.56	36,960.44	19.0
5340	2410 ASSISTANT PLANNER	4,684.00	56,658.00	0.00	56,658.00	13,902.00	42,756.00	24.5
5342	2410 ASSOCIATE PLANNER	5,463.00	64,444.00	0.00	64,444.00	16,389.00	48,055.00	25.4
5355	2410 PLANNING MANAGER	8,853.00	102,840.00	0.00	102,840.00	26,559.00	76,281.00	25.8
5360	2410 BUILDING OFFICIAL	8,853.00	102,840.00	0.00	102,840.00	26,559.00	76,281.00	25.8
5370	2410 DIRECTOR PLANNING & BUILDING	9,727.00	115,277.00	0.00	115,277.00	29,181.00	86,096.00	25.3
5550	2410 TEMPORARY HELP	0.00	50,000.00	0.00	50,000.00	1,532.50	48,467.50	3.0
5920	2410 OVERTIME	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.0
5960	2410 LONGEVITY PAY	221.33	2,571.00	0.00	2,571.00	663.99	1,907.01	25.8

LINN COUNTY

Activity Report by Dept, Fund

as of 09/30/2024 (25.0% Months within Fiscal Year)

24 PLANNING & BUILDING  
10 GENERAL FUND

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
5980	2410 FRINGE BENEFITS	36,003.00	401,460.00	0.00	401,460.00	101,516.82	299,943.18	25.2
5985	2410 PAYROLL COSTS	35,501.86	432,160.00	0.00	432,160.00	106,108.26	326,051.74	24.5
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	161,544.30	2,106,466.00	0.00	2,106,466.00	476,366.85	1,630,099.15	22.6
6110	2410 SUPPLIES	743.95	12,000.00	0.00	12,000.00	1,811.60	10,188.40	15.0
6120	2410 PRINTING & REPRODUCTION	0.00	3,200.00	0.00	3,200.00	332.25	2,867.75	10.3
6125	2410 COPIER MAINT & USAGE	284.17	8,000.00	0.00	8,000.00	2,307.33	5,692.67	28.8
6150	2410 POSTAGE	605.92	9,000.00	0.00	9,000.00	2,432.71	6,567.29	27.0
6170	2410 SUBSCRIPTIONS & MEMBERSHIPS	59.99	5,000.00	0.00	5,000.00	90.97	4,909.03	1.8
6180	2410 NOTICES & PUBLICATIONS	283.34	4,500.00	0.00	4,500.00	2,791.49	1,708.51	62.0
6195	2410 P.C.'S, ACCESS, SOFTWARE	0.00	10,700.00	0.00	10,700.00	682.56	10,017.44	6.3
6200	2410 MEETINGS / TRAVEL	0.00	4,000.00	0.00	4,000.00	750.40	3,249.60	18.7
6205	2410 SEMINARS / SCHOOLS / TRAINING	677.50	10,000.00	0.00	10,000.00	1,467.59	8,532.41	14.6
6250	2410 TELEPHONE	0.00	12,000.00	0.00	12,000.00	86.37	11,913.63	0.7
6280	2410 REPAIRS & MAINTENANCE	60.00	5,000.00	0.00	5,000.00	214.00	4,786.00	4.2
6301	2410 VISA BANK CHARGES	4,496.36	18,000.00	0.00	18,000.00	14,241.65	3,758.35	79.1
6333	2410 COMPUTER SUPPLIES & EQUIP.	319.00	27,000.00	0.00	27,000.00	1,782.76	25,217.24	6.6
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	120.00	360.00	25.0
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	7,570.23	203,980.00	0.00	203,980.00	29,111.68	174,868.32	14.2
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	0.00	35,000.00	0.00	35,000.00	0.0
	REVENUE	224,959.97	1,766,400.00	0.00	1,766,400.00	601,893.99	1,164,506.01	34.0
	EXPENDITURE	169,114.53	2,345,446.00	0.00	2,345,446.00	505,478.53	1,839,967.47	21.5
	FUND BALANCE TOTAL					96,415.46		

LINN COUNTY

Activity Report by Dept, Fund

as of 09/30/2024 (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
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	16,800.00	0.00	100.0
6032	2427030 2020 WILDFIRE VICTIMS GRANT	4,850.00	16,800.00	0.00	16,800.00	15,950.00	850.00	94.9
	TOTAL MATERIALS & SERVICES	4,850.00	16,800.00	0.00	16,800.00	15,950.00	850.00	94.9
	REVENUE	0.00	16,800.00	0.00	16,800.00	16,800.00	0.00	100.0
	EXPENDITURE	4,850.00	16,800.00	0.00	16,800.00	15,950.00	850.00	94.9
	FUND BALANCE TOTAL					850.00		

# CODE ENFORCEMENT

## SEPT 2024 Statistics

New Cases Received

Sep-24

Cases by Category

OCCUPIED RVS (RV)	11
ILLEGAL BUSINESS (IB)	0
JUNK (J)	0
MARIJUANA GROW (MJ)	0
DRAINAGE(D)	1
NEIGHBOR DISPUTE (ND)	0
CONSTRUCTION W/O PERMITS (UP)	10
MULTIPLE DWELLINGS (MD)	0
LIVESTOCK (LS)	0
EASEMENT ( E )	1
MEDICAL HARDSHIP (MH)	0
HOMELESS ENCAMPMENT (HE)	0
DANGEROUS CONDITIONS (DC)	0
EVENTS	1
CHICKEN FARM / FLOOD PLAIN (FP)	0
(Some files have multiple categories)	

Total new SEPT. 2024

24

Cases Closed

Total Closed SEPT. 2024

15

Highlighted Cases

9/03/2024

A citation was issued to an organizer/property owner in Tangent who failed to obtain required approvals for a pirate-themed public event. In addition, the organizer held 2 events less than 90 days apart, leading to a 2nd charge on the citation. The organizer will be in court in October to plead to the charges.

09/04/2024

A re-inspection on Broadway in Mill City confirmed that a dead tree, referred to as a "widow maker" in the complaint, has now been cut down by the property owner. The tree had been leaning and was in danger of becoming uprooted from the ground. This case is now closed.

Contact was made with a tenant on Fairview Road in Mill City regarding a small storage building that had been placed in the public right-of-way. It was small enough to not require a building permit however it needed to be placed on private property. Since there was not enough room to move it onto the property, arrangements were made to have it taken away.

09/10/2024

Code Enforcement inspected a property in Sweet Home where 2 people (and a toddler) were living in an RV and had erected a large shed out of wood pallets. Their RV site was located on the back of a property that abuts Fern Ridge but the property owners live in a house on the same property that fronts Highway 228. The property owners stated they had allowed the people to live in the RV but now welcome assistance in relocating them off their property.

09/10/2024

While re-inspecting a property for the status of a clean up after tenants were evicted by the court, it was observed the front door was open and a car parked in the driveway. Code Enforcement was approached by one of the people evicted from the house who said she and her partner had moved back in and said the case had been dismissed in court. I contacted the person who did the eviction and he said that was incorrect information and that he would report to the court that they are in violation of a court order. That action should lead to assistance of the Sheriff's Department to remove the couple from the property.

Special Meetings

09/10/2024

Code Enforcement participated in a quarterly Safety Committee meeting where the team works to improve safe working environments and public access in all county buildings.

09/26/2024

Code Enforcement accompanied Commissioner Will Tucker and Planning & Building Director Steve Wills to a property on Cascade Drive in Lebanon to meet with the property owners about a setback issue involving an outbuilding used for a dog grooming business. The position of the building is within the required 30' setbacks on both Cascade Drive and on the side street adjacent to the property, causing visibility issues for drivers. In addition to the setback issue, the owners also need a Home Occupation permit for the dog grooming business.

Court Cases

09/11/2024

Code Enforcement participated in a special Webex hearing with the Linn County Justice Court to allow the defendants, who have been charged with living in a shop without septic and water, to provide documentation from the property owner to allow the building of a house on the property. However, the defendants provided information, instead, that the owner had decided to sell the property and part of the money from the sale would help the defendants move into a new place. The judge gave more time for the property to be put on the market and to make arrangements to move out.

09/18/2024

A couple staying in an old law enforcement Mobile Command Center vehicle in the back lot of a property on Fuller Lane in Lebanon appeared in court after being cited for occupying the "RV". They pleaded "not guilty" to the charges, claiming they are not living in it but fixing it up.



**LINN COUNTY, OREGON**  
**QUARTERLY FINANCIAL REPORT for Quarter Ended September 30, 2024**

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

10/3/2024

Prepared by: Bill Palmer

FOCUSSED FUNDS	BEGINNING FUND BALANCES			FUND BALANCES		
	Budget	Actual	Change	Actual	Actual	Change
	2024-2025	July 1, 2024	2024	9/30/2024	9/30/2023	
10-GENERAL- UNRESTRICTED	5,188,098	7,819,197	2,631,099	2,590,798	1,538,409	1,052,389
10-GENERAL-COMMITTED	3,636,712	3,468,647	(168,065)	3,742,279	3,295,605	446,674
10-GENERAL- OVERALL	8,824,810	11,287,844	2,463,034	6,333,077	4,834,014	1,499,063
21-GENERAL ROAD	11,450,000	27,449,754	15,999,754	25,385,951	20,859,777	4,526,174
39-LE 4-Yr Levy Fund	12,784,031	13,837,928	1,053,897	4,742,424	2,808,745	1,933,679
51-HEALTH	33,678,031	35,375,185	1,697,154	38,827,365	27,397,284	11,430,081
<b>TOTAL FOCUS FUNDS</b>	<b>66,736,872</b>	<b>87,950,711</b>	<b>21,213,839</b>	<b>75,288,817</b>	<b>55,899,820</b>	<b>19,388,997</b>

GL5011 rpt from py report

GL5011, % col from py report

FOCUSSED FUNDS	% Spent to date	
	25% Complete	9/30/2023
	9/30/2024	9/30/2023
10-GENERAL- UNRESTRICTED	22.20%	20.80%
10-GENERAL-COMMITTED	16.50%	20.50%
10-GENERAL- OVERALL	18.40%	18.40%
<b>TOTAL FOCUS FUNDS</b>	<b>12.00%</b>	<b>14.10%</b>

OTHER FUNDS	BEGINNING FUND BALANCES			FUND BALANCES		
	Budget	Actual	Change	Actual	Actual	Change
	2024-2025	July 1, 2024	2024	9/30/2024	9/30/2023	
22-Fair	-	166,845	166,845	(41,681)	(17,169)	(24,512)
24-Law Library	158,000	166,110	8,110	266,806	254,940	11,866
27-General Grants	12,917,302	11,851,738	(1,065,564)	11,543,276	22,138,277	(10,595,001)
28-Bike Trails	423,900	430,489	6,589	464,056	322,504	141,552
31-Corner Preservation	243,148	295,071	51,923	309,006	324,290	(15,284)
41-Historical Restoration	13,536	14,031	495	14,120	13,549	571
42-County Forest	715,000	614,609	(100,391)	660,577	903,014	(242,437)
63-County School Fund	-	-	-	156,423	294,556	(138,133)
68-FedForest/restricted	1,543,050	2,154,831	611,781	343,352	-	343,352
72-Internal Service Fund	16,165,936	16,037,076	(128,860)	1,974,521	1,597,484	377,037
<b>TOTAL OTHER FUNDS</b>	<b>82,902,808</b>	<b>103,987,787</b>	<b>21,084,979</b>	<b>15,690,456</b>	<b>25,831,445</b>	<b>(10,140,989)</b>
<b>TOTAL ALL FUNDS</b>				<b>90,979,273</b>	<b>81,731,265</b>	<b>9,248,008</b>

no begin balance in revenue from py report

Overall Linn County % spent:

101.50%	95.70%
8.80%	9.20%
9.90%	6.60%
0.00%	0.00%
5.90%	9.40%
0.00%	0.00%
0.10%	0.30%
0.00%	0.00%
0.00%	0.00%
17.80%	10.00%
<b>16.10%</b>	<b>16.20%</b>

Overall Linn County % spent:

Personal Svcs	21.90%	21.90%
Matt's & Svcs	25.00%	24.10%
Capital Outlay	5.70%	5.80%

FOCUSSED FUNDS	Revenue and Expense			% Chg		
	Actual dollars	Change	%	Actual dollars	Change	%
	9/30/2024	9/30/2023		9/30/2024	9/30/2023	
10-GENERAL	6,801,456	7,361,991	(560,535)	6,801,456	7,361,991	-7.61%
21-GENERAL ROAD	11,756,223	10,917,320	(838,903)	11,756,223	10,917,320	-7.68%
39-LE 4-Yr Levy Fund	3,601,962	4,236,540	(634,578)	3,601,962	4,236,540	-14.98%
51-HEALTH	5,665,765	6,534,110	868,345	5,665,765	6,534,110	13.29%
	309,128	197,864	111,264	309,128	197,864	56.23%
	9,404,633	8,125,716	(1,278,917)	9,404,633	8,125,716	-15.74%
	12,685,617	11,895,314	790,303	12,685,617	11,895,314	6.64%
	9,233,437	8,826,137	(407,300)	9,233,437	8,826,137	-4.61%

a Health had a large begin balance carry forward.  
 b LE fund tax revenues are yet to come.  
 c Fair revenues have not all been received yet.  
 d Grant fund balance is down compared to Sept of last year due to the purchase of the Wheelhouse and 7th St buildings.



**LINN COUNTY  
INFORMATION TECHNOLOGY SERVICES**

*Karen Guilford, Director*

---

*Linn County Courthouse  
300 SW 4th Ave, Room 109, Albany, Oregon 97321  
Phone (541) 967-3803*

To: Board of Commissioners

From: Karen Guilford *KG*

Date: October 8, 2024

Re: Resolution & Order No. 2024-346

The following item is scheduled to be heard on October 8, 2024:

Resolution & Order No. 2024-346: This resolution is to amend our contract with DeepSeas [our current cybersecurity provider] by adding Log Analytics and extend the agreement to 3-years.

Our current cybersecurity service with DeepSeas includes advanced anti-virus protection and some intrusion detection by monitoring lateral movement on endpoints such as PCs, laptops, and servers.

To further improve our security posture, we are seeking to add Log Analytics to our existing service. This enhancement will include logs from the aforementioned endpoints, as well as security logs from firewalls, Active Directory, DHCP, MDR, Microsoft 365/Azure, and more. These logs will be monitored 24/7 by DeepSeas, providing greater visibility into our network, enhancing our ability to detect anomalies, and resolve issues more quickly, thereby making our network more secure.

Financial Impact:

**Current Costs:**

- **Endpoints Only:** \$2,250 per month with a one-year commitment. (\$27,000 annually and \$81,000 three-year total)

**Proposed Additional Costs:**

- **Log Analytics:** \$2,118.17 per month with a three-year commitment. (\$25,418.04 annually and \$76,254.12 three-year total)

While the cost for endpoints remains unchanged, the new agreement will extend to three years for both services to maintain cost efficiency. Additionally, one-time onboarding fees for the new service will be waived with this three-year commitment:

**\*\*ITS has the necessary funds in the budget to cover the additional costs of this enhanced service.\*\***

Staff Recommendation: Approve

---