

CITY OF KEIZER MISSION STATEMENT
KEEP CITY GOVERNMENT COSTS AND SERVICES TO A MINIMUM BY PROVIDING CITY SERVICES TO
THE COMMUNITY IN A COORDINATED, EFFICIENT AND LEAST COST FASHION

AGENDA

KEIZER CITY COUNCIL

WORK SESSION

Monday, July 8, 1996

5:30 p.m.

Robert L. Simon Council Chambers
Keizer City Hall, Keizer, Oregon 97303

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSSION

- a. Marion County Building Code Administration Agreement
- b. Updated Tax Base Request

4. OTHER BUSINESS

This time is provided to allow Council members the opportunity to bring matters before the Council which are not on tonight's agenda.

5. WRITTEN COMMUNICATIONS

To inform the Council of significant written communications and petitions.

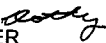
6. ADJOURN

Upon request, auxiliary aids and/or special services will be provided to participants with disabilities. To request services, please contact us at 390-3700 at least two working days (48 hours) in advance.

CITY COUNCIL MEETING: July 8, 1996

AGENDA ITEM NUMBER: 3a

TO: MAYOR AND CITY COUNCIL

THROUGH: DOTTY TRYK 
CITY MANAGER

FROM: JOHN N. MORGAN, AICP
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: BUILDING CODE ADMINISTRATION -
AWARD OF CONTRACT

DISCUSSION:

A report was presented to the Council on June 17, 1996 recommending the award of a contract for the provision of Building Code Administration services to Marion County. Concern was expressed by several Councilors about the proposal, as it involved adding a new staff position which would be a Building Code Technician. This position would be fully funded by building permit fee revenue.

The matter was referred back to the committee which had reviewed the various proposals from service providers for continued discussion and development of a new recommendation. The committee, which includes Councilors Jim Keller and Jerry McGee, Eric Meurer of the Homebuilders Association, City Manager Dotty Tryk, City Planner Roger Evans, and Community Development Director John Morgan, met on July 1 with representatives of the Marion County Community Development Department. The meeting included discussions of the potential employer of the Technician and of the need to change the service from its current location downtown in the Marion County offices.

The committee directed staff to present a staff report outlining two scenarios. The first is maintaining the status quo with the County providing the service out of the County offices. The second is to accept the Marion County proposal moving the administration site to Keizer City Hall and staffing it with a city employee, but with that employee being under a short term, possibly two year, contract. The Marion County officials expressed their disapproval of having the Technician being a County employee due to the

difficulties of supervising and supporting at remote location. Therefore, an option involving the County posting an employee at Keizer City Hall is not being explored.

Listed below are descriptions of the two scenarios along with an analysis of their positive and negative effects. This followed by general descriptions of the Building Code Technician position and the funding proposal, and finally by a summary and recommendation.

SCENARIO DESCRIPTIONS

Scenario One - Status Quo - County Administers Program at County Offices

Description

All building permit activity, plus public contact for questions and information, takes place at Marion County's Community Development Center, which is located downtown on Church Street between Court and Chemeketa. With the exception of the Cities of Salem and Silverton, all building permits in Marion County are processed through this office.

Keizer staff goes to the County offices usually twice a week to pick up and deliver plans, and to interact as necessary with the plan review staff. Once in City Hall, plans are reviewed by Community Development and Public Works staffs for zoning and infrastructure issues. The plans are also reviewed by the Keizer Fire District at this point. Plans are returned to the County offices for further review, issuance of the building permit, follow-up inspections, and archiving.

The City has access to the County's computerized permit tracking system and performs various "check-offs" and other administrative duties through that system.

The City has initiated a process for pre-review of single family building permits which has helped shorten the time frames for permit issuance. Builders can bring plans to Community Development for approval prior to taking them to the County, which has taken one to two days off the processing time.

The County gives the City 5% of the building permit revenue to cover the cost of providing and maintaining the computerized link to the permit tracking system. The City charges a 10% surcharge above the cost of a building permit. These funds pay for the time involved in plan review by each department.

Processing times vary depending on the complexity of the plans and the time of the year. During the 1995 building season, processing times for a single family building permit stretched to five to six weeks. Permits for multi-family and commercial projects were taking longer. Keizer officials received many complaints about the time delays, as

well as the appropriateness of providing building permit administration at the County offices instead of City Hall.

Positive Effects

The status quo is maintained, which has the least disruption with those used to doing business at the County offices.

No physical, financial, or organizational changes need to be made to City Hall in order to accommodate the provision of the service.

Negative Effects

Keizer citizens and builders must continue to go to the County offices downtown to transact business.

Anyone doing business at the County offices must compete with people from throughout the County for time and attention.

There will continue to be an inherent inefficiency in the City review of plans due to shelf time waiting for transfer to City Hall, the cost of transferring plans to and from City Hall, and the fact plans are only presented for review twice a week.

Scenario Two - Program Office moves to City Hall

Description

All building permit intake and issuance, plus public contact for questions and information, takes place at Keizer City Hall. Plan review and administration of inspections takes place at the Marion County's Community Development Center.

Keizer Community Development and Public Works staffs, as well as the Keizer Fire District, will be able to review plans on a daily basis. Plans will be transferred to the County for plan review then returned for issuance and archiving.

The City has access to the County's computerized permit tracking system and performs various "check-offs" and other administrative duties through that system.

The County gives the City 15% of the building permit revenue to cover the cost of providing a Building Code Technician and associated expenses and for maintaining the computerized link to the permit tracking system. The City charges a 10% surcharge above the cost of a building permit. These funds pay for the time involved in plan review by each department. There is no financial support for the program from any other City fund.

Processing times will be reduced from current processes through reduction of delays for Keizer staff review and through focused attention on Keizer citizen needs rather than having applications compete with those from throughout the County.

The Building Code Technician will be hired on a limited duration employment contract. This is so the employee is fully aware that the program, and therefore his/her employment may be curtailed or eliminated if building permit activity is significantly reduced.

Positive Effects

Customer service is greatly improved through providing a much more convenient location within the Keizer City Limits,

Turn around times will be reduced.

Non professional builders will not feel that they have been shuffled around.

Staff will be focused on Keizer values and issues.

Negative Effects

If and when building permit activity diminishes, the need to provide a full time office devoted to Keizer building issues will be reduced. At that time the hours of operation, and the Technician's work hours, will need to be reduced, or the program will need to be returned to the County.

Building Code Technician - Description

The County currently employs several Building Code Technicians. These are technical positions dedicated to provide customer service at the front desk. These technicians field all the phone and in-person questions answering most and referring others to the appropriate staff. The technicians take in building permit applications, plans, and other materials; manage the computerized and hard copy paperflows; handle all fees and other moneys; and issue permits and other approvals. A copy of the County's job description is attached for the Council's reference.

The City received four proposals for provision of building inspection services, three from private firms. All of the proposals for providing Building Code Administration Services placed a permit technician full time in Keizer City Hall. The County's proposal was based on laying off a County Technician due to their decreased work load, and having the City hire a Technician, presumably the one laid off, to operate the City building office. The County administration has stressed that it does not want to place a County employee at Keizer City Hall due to the difficulty in supervising a staff person in a remote location.

The County administration believes the Building Code Technician will not have eight hours of work per day in direct administration of the building office. However, fee revenue is projected to be adequate to cover the full cost of the Technician and the operation of the office throughout the year. In order to provide adequate customer service, the building office should be open between eight and five every day. Customer contacts will happen at any time so the Technician needs to be available throughout the period except for regular breaks when the office will be covered by other staff.

Presuming there will be open times in the Technician's schedule, staff intends to have the Technician be the initial contact for all Community Development inquiry calls such as zoning and flood plain information. These items are time consuming and can be handled by someone with this job description. By handling these types of calls, the Technician will provide some relief for the City Planner. The Planner for many months has been besieged with work related to Keizer's fast growth and has little prospect for seeing that slow down in the next few years especially as there is increased emphasis on commercial, industrial, and in-fill residential development, all of which are more complex and time consuming than standard subdivision related development activity.

FINANCING PROPOSAL

In all proposals received by the City, the operation of the Building Code Administration Program was self supporting through building fee revenue. In the case of the County's proposal, the City will retain 15% of the building permit revenue. This is an increase over the existing 5% retainer. The new 10%, which is estimated to result in \$40,000 to \$45,000 per year, will be used to support the Building Code Technician's total compensation package, as well as the operating expenses of the Building Office. It may also result in a surplus which will provide a buffer for low cash flow periods.

ANALYSIS:

The City's Mission Statement calls for local government to provide "...city services to the community in a coordinated, efficient, and least cost fashion." The County's proposal to move Building Code Administration services to City Hall with the establishment of a fee supported local Building Office works very well to implement the mission statement. The services remain coordinated with other local building agencies and the building industry. The services are provided in a manner more efficient than they are now, which will result in time savings and improved customer service. Finally, the proposal costs the City nor those paying building fees anything above the current costs. With the proviso that the Building Code Technician position be a contracted position with a known termination date unless renewed, fears about unnecessary perpetuation of the service can be successfully addressed.

Staff finds the County's proposal to be the best for meeting the needs of the community. They have a sophisticated computer system for tracking permits. They

have a good working relationship with local builders and a consistent approach to code interpretations. Approval of this contract with the provision that the Building Code Technician position be contracted for a period not to exceed two years unless renewed with the authorization of the City Council will provide good customer service as well as protect the city from future unintended employment commitments.

RECOMMENDATION:

It is recommended Council adopt the attached resolution authorizing the City Manager to execute a contract with Marion County for Building Code Administration services.

*Salary \$1714 - \$2297***BUILDING CODE TECHNICIAN**

009

GENERAL STATEMENT OF DUTIES:

Performs a variety of clerical and technical duties requiring considerable knowledge of regulations relating to building permits; performs related duties as required.

SUPERVISION RECEIVED:

Works under the supervision of an administrative supervisor who assigns and reviews work for conformance to departmental standards.

SUPERVISION EXERCISED:

Supervision of employees is not a normal responsibility of positions in this classification.

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following)

1. Receives applications for inspection permits, including building, plumbing, mechanical, electrical, mobile home, sanitation, demolition and relocation permits; asks appropriate questions to establish ownership, licensing, zoning, type of construction, individual construction problems, reasonable value of project on which to assess fee; reviews blueprints to determine required permits as regulated by building and specialty codes; locates property on map, assigns address as required.
2. Calculates permit fees by applying established formula for each specialty area and permit; receives payment; issues permit; balances cash.
3. Gives information to the public and other agencies requiring thorough knowledge in codes and interpretation of department regulations and building permit procedures; conducts research to assist the public.
4. Types technical reports and documents; composes and types pertinent correspondence. May compile and prepare reports. Sets up and maintains files and indexes.
5. Explains regulations and policy to the public relating to building inspection, fee assessment and zoning.
6. Receives complaints; enters into data base; generates letters; tracks all action and inaction taken on complaint.

BUILDING CODE TECHNICIAN

009

Page 2

7. Relays instructions, technical information, and inspection requests to field inspectors via computer, short-wave radio, and telephone.

RECRUITMENT REQUIREMENTSKNOWLEDGE, SKILL AND ABILITY:

Thorough knowledge of: building and specialty codes; methods and practices of construction; materials used in building construction;

Knowledge of: standard office practices and procedures; short-wave radio terms and regulations.

Ability to: communicate tactfully and effectively in both oral and written form; establish and maintain professional, effective, and collaborative working relationships with contractors, owners, the general public, staff, and other agencies; read and interpret a wide variety of plans, specifications, and maps relevant to permit considerations; estimate construction value; maintain records and prepare reports;

Skill in: operating a computer; entering data and typing accurately.

EXPERIENCE AND TRAINING:

1. Graduation from a senior high school; AND
2. One year (1) of experience in a Building Inspection department, building construction office, real estate firm, or government agency which included direct public contact; AND One year (1) of experience utilizing computer applications related to area of assignment; OR
3. Any satisfactory equivalent combination of experience and training.

ADOPTED: 9/81

REVISED: 3/89

2/96

009.cls

AGREEMENT

Agreement between the City of Keizer, a municipal corporation, hereafter, referred to as "CITY", and Marion County, a political subdivision of the State of Oregon, hereafter referred to as "COUNTY", made on this _____ day of _____, 1996.

WHEREAS, pursuant to ORS 190.003 to 190.250, Marion County and the City of Keizer desire to enter into an intergovernmental agreement; and

WHEREAS, the State of Oregon has promulgated state building codes, hereafter referred to as "codes", which include the Structural Specialty Code; the electrical Specialty Code; the Mechanical Specialty Code; the Plumbing Specialty Code; the One-and Two Family Dwelling Code; Oregon Administrative Rules for installation of manufactured dwellings, for mobile home parks, for recreational parks and organizational camps, and On-site Sewage Disposal Rules and Regulations; and

WHEREAS, the codes are uniform and applicable throughout the State of Oregon, including all cities and counties; and

WHEREAS, State Building Codes administration has been delegated to the COUNTY, for the CITY, as authorized by Oregon Revised Statute; and

WHEREAS, The CITY wishes to provide the broad array of Community Development functions to its citizens and those who do business within the CITY, but does not maintain staff adequate to provide all these functions, the CITY contracts with outside organizations to provide the staff to perform many of these functions; and

WHEREAS, the COUNTY has certified staff, and a computerized process in place to administer permits and perform inspections, as required by the State of Oregon.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

(1) Contract for Services

The CITY agrees that the COUNTY will issue structural, one and two family dwelling, manufactured dwelling, pre-fabricated structures, electrical, plumbing, mechanical, and on-site sewage disposal permits on behalf of the CITY for those projects and activities requiring building inspection within the incorporated boundaries of the CITY. It shall be the responsibility of the COUNTY to perform all required inspections and building plan reviews and other duties as outlined in this agreement. The CITY agrees that it will issue no permits nor cause any inspections to be made that are required by the codes except through this agreement.

All decisions on issues not involving specific provisions of the building codes will require the concurrence of the CITY'S Community Development Director or designee.

(2) Applications Permits, and Operation Locations

The CITY agrees to provide the COUNTY with approved street names and address assignments.

The CITY agrees to designate an agent, to review applications and plans for compliance with zoning and other CITY ordinance. The COUNTY will inspect for required land use regulations relative to setbacks, height of buildings, and other physical design standards.

The CITY agrees that the COUNTY Building Official will be the primary contact for administering this agreement.

The CITY shall maintain a Building Code Administration office at Keizer City Hall where all permits will be applied for and issued. The CITY shall staff the office with a full time Building Code Technician. The COUNTY will provide an inspector assigned primarily to Keizer permits.

The CITY agrees to accept applications for all permits required by the codes and administrative rules within the CITY boundaries; collect appropriate fees; and issue permits.

The CITY shall provide the Technician and required office furniture, equipment, and supplies. The cost of providing these resources shall be paid out of fee revenue.

The COUNTY shall offer to train the CITY's Technician in the same subjects and to the same degree it does its own permit clerks either as a group or individually at the City's expense.

The COUNTY shall maintain a computerized permit tracking system which shall account for all permit fees, shall track all data relative to permits, and shall be used to track the process and progress on each permit from application through final inspection. The COUNTY will provide the CITY access to this system which the CITY will accomplish by maintaining a computer and telecommunication link appropriate to this purpose. The CITY shall use the COUNTY system to administer its part of the permit process.

The COUNTY will provide to the CITY all printed forms, instructions, brochures, pamphlets, and other material used by the COUNTY in administering the permit application and issuance process. The CITY shall use these forms in order to assure total compatibility and integration of the joint permit process.

The CITY agrees to perform required review relative to zoning and public works standards. This review shall generally be performed prior to plans being transmitted to the

COUNTY. However, if said review, due to extraordinary circumstances, is expected to take more than the usual time for such review, the plans shall be transmitted to the COUNTY and processed simultaneously. The exact process for simultaneous review shall be developed between the CITY and COUNTY staffs.

The COUNTY agrees to deliver the application together with two or more complete sets of plans to the COUNTY Building Inspection Division for plan review and approval. The approved permit with required attachments will be returned by the COUNTY to the CITY for issuance. The COUNTY shall then perform required inspections. The CITY shall maintain the system for retaining, filing, and storing all permits.

The CITY agrees to provide the COUNTY with a copy of every permit issued within its boundaries upon issuance.

The COUNTY and CITY agree that one and two family permits and other permits of similar complexity shall be issued within 15 business days of being deemed complete with a goal of issuing all permits within 10 business days. The CITY's portion of the review shall be accomplished within five business days. The COUNTY shall provide the staff resources necessary to accomplish the 15 business day limit.

(3) Inspections

The COUNTY agrees to perform the required inspections within two business days upon notification by the permit holder that the work is ready for inspection.

The COUNTY shall prepare a Certificate of Occupancy upon completion of all code related inspections and forward it to the CITY for issuance.

(4) Fee Collection and Disbursement

The CITY and COUNTY agree that fees shall be paid and distributed according to the following:

- (a) Fees charged in the CITY and payable to the COUNTY shall be the same as those charged by the COUNTY for work in the unincorporated areas of the COUNTY.
- (b) The CITY will collect and retain a zoning surcharge in an amount determined by the CITY to cover zoning ordinance review of applications, and the enforcement of city ordinances, performed by city staff.
- (c) The CITY will retain up to fifteen percent of the adopted permit fees collected for structural, one and two family dwelling, manufactured dwelling, pre-fabricated structures, electrical, plumbing, and mechanical permits, to be reserved as a sinking fund, to establish, maintain, and appropriately upgrade the above described system for computerized tracking, processing, and record keeping of all

permits, and to cover the costs of the Permit Technician and the office space, equipment, and supplies necessary to support the permit function at Keizer City Hall.

- (d) The CITY agrees that the COUNTY shall be paid for said services eighty five percent of the adopted permit fees collected for state building code administration; and one hundred percent of the fees collected for on-site sewage disposal permits.
- (e) All plan review fees and the state surcharge fees shall be paid to the COUNTY. The COUNTY shall be responsible for completion and submittal of all reports to the Building Codes Agency, including submitting the monthly surcharge reports and fees. The CITY shall complete the Census Reports.

(5) Land Use Regulations

The COUNTY agrees that it will not issue any permit having a potential to affect land use as described in "Exhibit 'A'", and that has not been signed by authorized CITY personnel attesting that the proposed work will be in compliance with the CITY'S zoning and other land use and development ordinances. The COUNTY will not be responsible for enforcement of the CITY'S land use regulations.

The COUNTY shall assure that CITY land use regulations relating to setbacks, height standards for buildings, and other physical design standards, which are noted on the site plans and face of the permit application, shall be enforced as part of the normal inspection process.

It is the responsibility of the CITY to assure compliance with land use and other city ordinances prior to the CITY'S issuance of a temporary occupancy or Certificate of Occupancy (final occupancy) of all new construction other than one and two family dwellings.

(6) Enforcement

The CITY shall be responsible for enforcement of the CITY'S zoning and/or land use, or other city ordinances.

The COUNTY shall be responsible for enforcement of State Building Codes.

The COUNTY and the CITY agree to coordinate enforcement efforts when both building codes and city regulations are involved.

Any necessary legal action resulting from the enforcement of land use regulations is the responsibility of the CITY.

Any necessary legal action resulting from the enforcement of building codes is the responsibility of the COUNTY.

(7) General Terms of Agreement

THE CITY AGREES to defend and save harmless the COUNTY for any and all errors, omissions, or acts of CITY employees, officials or agents arising out of or under this agreement.

THE COUNTY AGREES to defend and save harmless the CITY for any and all errors, omissions, or acts of COUNTY employees, officials or agents arising out of or under this agreement.

This agreement may be terminated beginning July 1 of any calendar year by written notification submitted by either party by December 1 of the preceding year. Termination beginning other than July 1 of any given year, may occur with the consent of both parties. In the event of such termination, the COUNTY shall receive all permit/inspection fees for applications received and permits issued up to the time of termination. The CITY may request that the COUNTY complete inspection services on all such applications and permits, even though such services may be requested after the termination. The term of this agreement is perpetual and shall continue until terminated by the parties.

(8) Repeal

All prior agreements between the CITY and the COUNTY relating to permit/inspections, as set forth herein are null and void.

DATED this _____ day of _____, 19_____.

CITY OF KEIZER

MARION COUNTY

Chair, Board of Commissioners

City Manager

Commissioner

City Recorder

Commissioner

Approved as to form:

City Attorney

County Legal Counsel
AGREEMENT

EXHIBIT "A"

LAND USE GOAL COMPLIANCE AND
COMPREHENSIVE PLAN COMPATIBILITY PROCEDURES

The County identifies the following activities as having a potential to "affect land use" as defined in OAR 660-30-005(2):

- A. The issuance of electrical permits and structural permits for new buildings, additions and changes of building use;
- B. The issuance of sewer and water service permits for new buildings, additions and changes of building use;
- C. The issuance of manufactured dwelling set-up permits;
- D. The issuance of a permit for construction or addition to a manufactured dwelling park, recreational vehicle park or organizational camp;
- E. The issuance of permits for plumbing utilities hook-up or electrical hook-up for manufactured dwellings.
- F. The installation of on-site sewage disposal systems.

The County has adopted these policy/procedures which require verification that the construction activities involved in (A) through (F) comply with land use planning goals and are compatible with the comprehensive plan and regulations of the CITY. Sections (1) through (5) of this policy implement the procedures.

Section 1: Before a permit is issued for any activity mentioned in (A) through (F), except for electrical, plumbing, mechanical, or structural repairs and alternations not impacting land use, the County requires acknowledgment on the permit application by the designated agent of the CITY that a project has land use approval.

Section 2: A sewer and water service permit for construction involving a new building, an addition or change in the use of a building, will not be issued unless the project already has, or is granted at the same time, a related structural, park construction or manufactured dwelling permit.

Section 3: When an electrical permit involves construction of a new building, an addition, or change in the use of a building:

- (a) The applicant for a permit may provide the type of land use verification required in (A) through (F) at the time the permit is obtained; or

- (b) Acknowledgment on the permit application by the designated agent of the CITY that the project has land use approval.
- (c) The permit is in conjunction with a project that has land use approval.

Section 4: Any permit, including an electrical permit, may be denied by the County, if the County has knowledge that any other permit under the jurisdiction of the County was denied, that the project has not received land use approval, or the project is not otherwise permitted under the CITY'S comprehensive plan and its implementing ordinances.

The CITY has authority to direct the COUNTY to issue a stop work order or revoke a permit when the CITY finds a land use regulation has been violated.

The CITY may issue a CITY stop work notice if a land use violation has been found to exist outside regular business hours, and construction work is on-going that will perpetuate the violation. The CITY shall notify the COUNTY as soon as possible of the issuance of their stop work notice.

Section 5: Revocation of Permits: Any permit or inspection approval issued under this policy may be revoked by the County if the permit was issued in error, or based on false, erroneous or misleading information.

AGREEMENT

EXHIBIT "B"

PROCEDURES FOR PROCESSING APPLICATION/PERMITS

Procedures may change from time to time upon consent by the COUNTY and the CITY.

ADDRESSING

The CITY is responsible for assignment of all addressees within its jurisdiction. The COUNTY shall not take any applications for permits without an address approved by the CITY.

The CITY shall be responsible for notification to affected parties of any required street name or address change.

Subdivisions

- All subdivision plats are approved by the CITY prior to receipt by the COUNTY of any permit application.
- The CITY assigns street names and addresses to each lot. This may be done prior to recording of a final plat. The addressed plan shall be sent to the COUNTY.
- When a subdivision plat has been approved by the CITY, recorded, and addressed, the CITY sends a copy to the county.

Mobile Home Parks

- The CITY approves all phases of site plan development and assigns street names and addresses.
- When the site plan has been approved by the CITY, a copy of the addressed park is sent to the COUNTY.

Apartment Complexes

- The City approves the site development and assigns street names and addresses.
- When the site plan has been approved by the CITY, a copy of the addressed site plan is sent to the COUNTY.

Partitioning

- The CITY assigns address to all affected parcels of a partitioning and sends a copy of the addressed Partitioning Plat to the COUNTY.

Undeveloped Parcels

-Undeveloped parcels outside subdivisions, partitioning, mobile home parks, or apartment complexes shall be addressed by the CITY.

PERMIT APPLICATIONS

The CITY shall accept all permit applications, including structural, one and two family dwelling, manufactured dwelling, pre-fabricated structures, electrical, mechanical, plumbing and on-site sewage disposal.

The CITY shall review all structural, one and two family dwelling, manufactured dwelling, prefabricated structures and on-site sewage disposal installation permits for land use compatibility and setback requirements under the CITY zoning ordinance, prior to issuance of permits. Any other permit application determined by COUNTY staff to have a potential to affect land use as defined in EXHIBIT A shall also require CITY review.

-The CITY shall determine the completeness of a CITY application before accepting. A complete application includes:

1. City approved street name and address.
2. City approved and recorded subdivision where appropriate.
3. Site plan showing proposed location of structure, setbacks, and adjacent property addresses.
4. Two sets of construction plans.
5. Payment of application fees.

- The CITY shall take application, collect fees, and set up files for the both the CITY and the COUNTY generally in the same manner as other building permit files are set up by the COUNTY.

- The designated agent for the CITY shall enter the required zoning setbacks and conditions on the application and the site plan, and sign off by entering name and date. Each site plan shall also be signed approved by the CITY.

- The designated agent for the CITY shall enter the required zoning requirements and conditions in the computer database and/or on the application, and on the site plan. Sign off is required by entering designated agent's name and date of sign off. Each site

plan shall also be signed indicating approval by the CITY. The CITY shall return the file/application to the COUNTY for issuance and distribution.

-The COUNTY shall deliver plans to the COUNTY Building Inspection Division office for building code review and shall deliver back to the CITY approved permits with required attachments for issuance by the CITY.

-The COUNTY shall review construction plans for building codes.

-The COUNTY shall review construction plans for building codes.

-The COUNTY shall review on-site disposal systems.

-The COUNTY shall issue permits provided CITY signatures and zoning setbacks have been entered for land use compatibility, and zoning ordinance.

-The CITY will retain with a copy of each issued permit and will transmit a copy of each permit to the County. The CITY shall retain, file, and store all permit material.

INSPECTIONS

The COUNTY shall inspect construction to assure compliance with the State Building Codes and approved plans.

The COUNTY shall forward copies of final inspections on one and two family dwellings to the CITY.

The COUNTY shall inspect construction to assure compliance with the State Building Codes and approved plans.

The COUNTY shall prepare a Certificate of Occupancy upon completion of all code related inspections and forward to the CITY for issuance.

REPORTING AND MANAGEMENT

The COUNTY shall provide the CITY a monthly report containing, at a minimum, the address of each permit, the applicant's name, the type of permit and the value of construction. The COUNTY shall be responsible for providing information to the public relative to individual permits and relative to statistical data about permits in general.

The COUNTY shall submit Surcharge reports to Building Codes Division and Department of Environmental Quality on behalf of the CITY.

The CITY shall submit the monthly Census Report to the US Department of Commerce, Bureau of the Census.

The COUNTY and CITY will have quarterly meeting to exchange information and identify and correct any problems in the administration of this agreement and the Building Codes. A regular meeting date and time shall be established by mutual agreement. The COUNTY shall be responsible for setting and distributing the agenda in advance of each meeting, with input from the CITY, and keeping the minutes of each meeting.

REFUNDS

REFUNDS OF APPLICATION FEES

Any fee erroneously paid or collected may be refunded. No refunds shall be made for less than \$6.00. No fee shall be refunded excepted upon written request by the original permittee not later than 180 days after the date of the fee payment.

I. BUILDING, ELECTRICAL, PLUMBING, AND MECHANICAL APPLICATIONS

- A. Permit Application is canceled or withdrawn and no plans review has been done.
 - 1. 80% of the permit fee shall be refunded.
 - 2. All of the plans review fee shall be refunded.
 - 3. All of the State Surcharge shall be refunded.
 - 4. Zoning surcharge shall be refunded if the application has not completed zoning review.
- B. Permit Application is canceled or withdrawn after plans have been reviewed, but before permit it issued.
 - 1. No plans review fee shall be refunded.
 - 2. 80% of the permit fee shall be refunded.
 - 3. All of the State Surcharge shall be refunded.
 - 4. No zoning surcharge shall be refunded.

II. SUBSURFACE ON-SITE SEWAGE (OAR CHAPTER. 340,71-140-5)

- A. No refund on an application where field work has been done or other substantial review of the application.
- B. When a application has been canceled or withdrawn, before any field work or other substantial review of the application has been completed a

refund shall be made of the DEQ surcharge and 80% of the application fee.

- C. No refund on a DEQ surcharge unless the application is canceled within the same month that it is made, as all DEQ surcharges are remitted at the end of each month based on the number of submitted applications for that month.

III. MANUFACTURED STRUCTURES

- A. Permit application has been canceled or withdrawn and no review work has been completed:
 - 1. 80% of the permit fee shall be refunded.
 - 2. All of the State Surcharge shall be refunded.
 - 3. All zoning surcharge shall be refunded unless zoning review was completed.
- B. Permit application has been canceled or withdrawn after review work completed, but before permit is issued:
 - 1. 80% of the permit fee shall be refunded.
 - 2. All of the State Surcharge shall be refunded.
 - 3. No zoning surcharge shall be refunded.

REFUND OF PERMIT FEES

Any fee erroneously paid or collected may be refunded. No refunds shall be made for less than \$6.00. No fee shall be refunded except upon written request by the original permittee not later than 180 days after the date of the fee payment.

I. BUILDING, ELECTRICAL, PLUMBING, & MECHANICAL PERMITS

- A. Permit has been issued yet no construction work has been done:
 - 1. 80% of the permit fee shall be refunded.
 - 2. No plans review fee shall be refunded.
 - 3. No State Surcharge shall be refunded.
 - 4. No Zoning Surcharge shall be refunded.

II. SUBSURFACE ON-SITE SEWAGE (OAR CHAPTER 340, 71-140-5)

- A. No refund on a permit.
- B. No refund on a denied Site Evaluation.

III. MOBILE HOMES

- A. Permit has been issued and all review work completed:

- 1. 80% of the permit fee shall be refunded.
- 2. No State Surcharge shall be refunded.
- 3. No Zoning Surcharge shall be refunded.

NO REFUNDS WILL BE MADE WITHOUT A WRITTEN REQUEST FROM THE PERMITTEE. Request for cancellation of permits and refunds should be accompanied by the applicant copy of the permit, the green card, and the receipt. The job address and permittee's mailing address must also be included.
(Applications/Permits)

CITY COUNCIL MEETING: July 8, 1996

AGENDA ITEM NUMBER: 3b

TO: MAYOR KOHO AND CITY COUNCIL MEMBERS

FROM: DOTTY TRYK *Dotty*
CITY MANAGER

SUBJECT: TAX BASE DISCUSSION

BACKGROUND:

One of the Council Goals for 1995-97 was to develop a long term financial strategy by 1996 including approval of a new tax base. Tax base elections may only be held in May and November of even numbered years. Since the approval of the current one year levy, the Council has informally discussed the idea of placing a tax base on the November ballot. The purpose of tonight's meeting is to discuss the advantages and disadvantages of a tax base and, if a request is appropriate at this time, to begin to reach consensus as to the size of such a request. The deadline for placing a tax base request on the ballot is September 2. Once a tax base is approved, it can increase by up to 6% each year without a vote.

DISCUSSION:

To frame tonight's discussion, I have prepared two scenarios for Council's review, one at a minimal level and one at a high end.

Scenario A was built using our current taxing authority and increasing it by 6% to come to a new tax base number. The revenue and expenditure assumptions are attached. Essentially, this scenario assumes no increases in other revenues other than what would be attached to population growth. It also assumes the current level of service adjusted for wage increases and inflation. The result of the calculations is that the funding would last two years. It could be sold as a safety net with additional services packaged as special levies.

Scenario B was built based on a "wish list". It adds staff over time, funds city hall improvements and parks improvements, and maintains a healthy fund balance. After calculating the costs for these increased services a tax base number was developed rounded to \$2.5 million. It results in a hefty increase in tax rate, but at less than \$2.00, is still a bargain. In this scenario, the tax base will last at least 5 years.

The financial model I developed is very flexible. I can change any assumption and develop new numbers.

RECOMMENDATION:.

It would be helpful if the Council had a round table discussion about the merits of a new tax base at this time, the level of city services it would fund and the length of time a tax base should fund city services.

Tax Base Assumptions

Tax Base A--Set Tax Base at 6% above current taxing level
No change in current level of service

1. Other Revenues will remain static or increase at 3% (with population increase)
2. Inflation is assumed to be 3%
3. Health Insurance is assumed to increase at 10%/year
4. Step Increases at 5% and COL at 3% are assumed
5. No budgeted funds for increase in staff
6. No budgeted funds for city hall maintenance
7. No new programs or enhanced programs or recognition of increased demand due to growth

Current Level of Service
Tax Base 6% over Current Levy
Scenario A

Resources	Adjusted Budget 1995-96	% Change	Estimate 1995-97	% Change	Year 1 1997-98	% Change	Year 2 1998-99	% Change	Year 3 1999-00
Beginning Fund Balance	\$41,000	-100.00%	\$ -		\$ 100,000	6.18%	\$ 106,182	\$	21,086
Collection/ Prior Years	\$65,000	10.25%	\$71,664	6.00%	\$75,964	6.00%	\$80,522	6.00%	\$85,353
Franchises	\$681,664	3.22%	\$703,619	4.00%	\$731,764	3.00%	\$753,717	3.00%	\$776,328
CD Fees	\$60,000	39.58%	\$83,750	-4.48%	\$80,000	0.00%	\$80,000	0.00%	\$80,000
Intergovernmental	\$268,165	-5.48%	\$253,462	4.00%	\$263,600	3.00%	\$271,508	3.00%	\$279,654
Fines	\$434,000	34.33%	\$583,000	0.00%	\$583,000	0.00%	\$583,000	0.00%	\$583,000
Miscellaneous	\$26,100	169.92%	\$70,460	-43.22%	\$40,000	0.00%	\$40,000	0.00%	\$40,000
Transfers	\$68,500	0.00%	\$68,500	-0.75%	\$68,000	0.00%	\$68,000	0.00%	\$68,000
Total Resources	\$1,542,426	11.57%	\$1,632,446	5.86%	\$1,640,328	2.03%	\$1,660,929		\$1,681,421
Expenditures									
Administration	\$300,649	4.18%	\$313,216	5.00%	\$326,971	4.95%	\$346,255	4.95%	\$362,345
Community Development	\$107,082	21.37%	\$129,961	5.00%	\$136,459	5.00%	\$143,282	5.00%	\$150,446
Parks	\$66,585	34.31%	\$129,724	5.00%	\$136,210	4.80%	\$142,476	4.60%	\$149,000
Police	\$2,262,687	13.51%	\$2,602,344	7.00%	\$2,764,508	7.00%	\$2,979,424	7.00%	\$3,187,963
Municipal Court	\$217,146	2.61%	\$222,818	5.00%	\$233,969	5.00%	\$246,657	5.00%	\$257,940
Maintenance	\$13,888	-9.35%	\$12,590	5.00%	\$13,220	5.00%	\$13,660	5.00%	\$14,574
Contingency	\$60,000	-16.67%	\$50,000	0.00%	\$50,000	0.00%	\$50,000	0.00%	\$50,000
Transfers-Facilities	\$30,000	-45.67%	\$16,300	-100.00%	\$0	0.00%	\$0	0.00%	\$0
Total Expenditures	\$3,116,036	11.51%	\$3,478,963	5.94%	\$3,663,326	6.42%	\$3,919,974	6.44%	\$4,172,318
Taxes Needed	\$1,475,607		\$1,644,508		\$1,742,968		\$1,898,045		\$2,240,897
Taxes Generated	\$1,535,606		\$1,744,510		\$1,849,180		\$1,960,131		\$2,077,739
Fund Balance	\$60,000		\$100,000		\$106,182		\$21,086		\$193,199
Annual Levy	\$908,100		\$1,093,636						
Tax Base	\$713,736		\$758,564						
Total Levy	\$1,619,836		\$1,840,200						
New Tax Base @ 6%					\$1,950,612		\$2,067,649		\$2,191,708
Assessed Valuation	\$1,060,997,450	14%	\$1,188,317,144	12%	\$1,307,148,859	10%	\$1,437,863,744	10%	\$1,552,862,844
Increase in Valuation									\$8%
Tax Rate	\$1,527		\$1,540		\$1,492		\$1,438		\$1,411
One Cent Equals	\$10,059		\$11,265		\$12,362		\$13,631		\$14,721

**Tax Base B--Establish a level of service to meet growth demands for 5 years
Set a Base to meet those needs**

1. Other Revenues will remain static or increase at 3% (with population increase)
2. Inflation is assumed to be 3%
3. Health Insurance is assumed to increase at 10%/year
4. Step Increases at 5% and COL at 3% are assumed
5. Add \$50,000/year in parks improvements
6. Add .5 planner to .5 in Urban Renewal in year 1
7. Add parks maintenance person in year 2
8. Add two officers and one support staff to Police Department in year 2
9. Add two officers in year 3
10. Add one staff support in Administration in year 3
11. Do city hall improvements early in the 5 year program
12. Build a healthy fund balance

Increased Level of Service
Tax Base Requirements
Scenario B

Resources	Adjusted Budget 1985-86	% Change	Estimate 1985-87	% Change	Year 1 1987-88	% Change	Year 2 1988-89	% Change	Year 3 1989-90	% Change	Year 4 2000-01	% Change	Year 5 2001-02
Beginning Fund Balance	\$41,000	-100.00%	\$ -		\$ 100,000	247.00%	\$ 347,000		\$ 380,152		\$ 414,402		\$ 351,446
Collector Prior Years	\$65,000	10.25%	\$71,664	6.00%	\$75,864	6.00%	\$80,622	6.00%	\$85,353	6.00%	\$90,474	6.00%	\$95,909
CD Fines	\$991,664	3.22%	\$1,033,619	4.00%	\$1,074,764	3.00%	\$1,115,717	3.00%	\$1,156,368	3.00%	\$1,196,918	3.00%	\$1,237,677
CD Fines	\$801,000	30.58%	\$1,051,400	4.69%	\$1,080,000	0.00%	\$1,100,000	0.00%	\$1,120,000	0.00%	\$1,140,000	0.00%	\$1,160,000
Intercommunal	\$281,165	5.48%	\$295,422	4.00%	\$308,000	3.00%	\$321,538	3.00%	\$335,654	3.00%	\$349,093	3.00%	\$362,885
Fines	\$434,000	34.33%	\$583,000	0.00%	\$583,000	0.00%	\$583,000	0.00%	\$583,000	0.00%	\$583,000	0.00%	\$583,000
Microtrans	\$36,100	189.92%	\$70,460	-43.22%	\$40,000	0.00%	\$40,000	0.00%	\$40,000	0.00%	\$40,000	0.00%	\$40,000
Transfers	\$65,500	0.00%	\$65,500	-0.75%	\$65,000	0.00%	\$65,000	0.00%	\$65,000	0.00%	\$65,000	0.00%	\$65,000
Total Resources	\$1,642,429	11.57%	\$1,852,445	5.69%	\$1,940,338	14.57%	\$2,121,748		\$2,280,467		\$2,381,538		\$2,536,640

Expenditures													
Administration	\$300,649	4.18%	\$313,216	5.00%	\$326,971	4.65%	\$340,785	13.64%	\$354,645	4.65%	\$368,511	4.65%	\$382,386
Community Development	\$107,082	21.37%	\$129,961	5.00%	\$158,490	5.00%	\$184,282	5.00%	\$212,486	5.00%	\$241,121	5.00%	\$269,177
Parks	\$96,565	34.31%	\$129,724	5.00%	\$186,210	16.41%	\$210,778	4.89%	\$230,580	5.00%	\$250,296	4.60%	\$269,233
Police	\$2,292,687	13.51%	\$2,602,944	7.00%	\$2,794,628	11.49%	\$3,104,448	8.99%	\$3,401,387	7.00%	\$3,698,980	7.00%	\$3,984,672
Municipal Court	\$271,465	2.81%	\$222,818	5.00%	\$243,959	5.00%	\$258,157	5.00%	\$268,985	5.00%	\$282,435	5.00%	\$296,594
Maintenance	\$13,868	-9.39%	\$12,890	5.00%	\$13,220	5.00%	\$13,880	5.00%	\$14,674	5.00%	\$15,305	5.00%	\$16,086
Contingency	\$60,000	-16.67%	\$50,000	0.00%	\$50,000	0.00%	\$50,000	0.00%	\$50,000	0.00%	\$50,000	0.00%	\$50,000
Transfer-Fuel/ies	\$30,000	-45.67%	\$16,300	11.26.85%	\$200,000	0.00%	\$200,000	0.00%	\$15,000	0.00%	\$15,000	0.00%	\$15,000
Total Expenditures	\$3,118,026	11.51%	\$3,478,623	13.95%	\$3,983,326	9.75%	\$4,550,768	4.40%	\$4,942,017	6.40%	\$5,362,789	6.40%	\$5,784,632
Times Needed	\$1,475,607		\$1,644,508		\$2,022,898		\$2,129,048		\$2,248,530		\$2,471,281		\$2,803,191
Times Generated	1,535,606		1,744,510		2,370,000		2,512,200		2,682,332		2,882,708		2,982,070
Fund Balance	\$ 60,000		\$ 100,000		\$ 347,000		\$ 380,152		\$ 414,402		\$ 451,446		\$ 483,070

Annual Levy	\$906,100		\$1,083,636										
Tax Base	\$713,739		\$759,594										
Total Levy	\$1,619,838		\$1,843,230										
New Tax Base			\$2,500,000				\$2,690,000		\$2,890,000		\$2,977,540		\$3,156,192

Assessed Valuation	\$1,080,997,460		\$1,189,317,144		\$1,307,148,858		\$1,437,863,744		\$1,582,882,844		\$1,677,124,271		\$1,811,284,213
Increase in Valuation	14%		12%		10%		10%		9%		9%		9%
One Cent Expires	\$1,557		\$1,546		\$1,813		\$1,843		\$1,839		\$1,775		\$1,743
	\$10,058		\$11,265		\$12,382		\$13,631		\$14,721		\$15,889		\$17,171

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON
Resolution R96-_____

AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT
WITH MARION COUNTY FOR THE PROVISION OF
BUILDING CODE ADMINISTRATION SERVICES

WHEREAS, the City undertook a review of the options for providing building code administration services and solicited proposals for code administration providers;

WHEREAS, four proposals were received and three of the proposals were presented before a City committee charged with reviewing the proposals and developing a recommendation; and

WHEREAS, the committee selected the proposal of the Marion County Building Division as the best for meeting the objectives of the program and that recommendation was accepted by the City Council; NOW THEREFORE;

BE IT RESOLVED by the City Council of the City of Keizer to authorize the City Manager to finalize and sign the necessary contracts with the Marion County Building Division to carry out the Building Code Administration program.

PASSED this _____ day of _____, 1996.

SIGNED this _____ day of _____, 1996.

Mayor

City Recorder