

# MEMORANDUM

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: ASSISTANT CITY MANAGER KRISTIN GRASSETH**

**RE: RESTRUCTURING OF THE BUILDING DEPARTMENT**

**DATE: MAY 1, 2020**

## **RECOMMENDED ACTIONS:**

1 - Move to read "AN ORDINANCE AMENDING SECTIONS 1.4, 1.10, 2.1, 2.3, 2.5, 2.6, 2.7, 2.8, 2.9, OF ORDINANCE NO. 96-03 AN ORDINANCE PROVIDING ADMINISTRATION & ENFORCEMENT OF BUILDING CODES" by title only for its first reading and to tentatively approve said Ordinance as of its first reading.

2 - Move to obtain additional information and public comment on proposed increase in building permit fee schedule.

If Council has enough information:

3 - Move to approve the increase of the 30 hours of building personnel to 40 hours to provide consistent and quality customer service.

4 - Move to terminate the intergovernmental agreement with Cannon Beach for building services.

## **BACKGROUND INFORMATION**

The attached strategic plan has the intent of restructuring the Building Department in order for the City to be able to protect the value of the homes being inspected and the surrounding homes by assuring that the houses are built according to the approved plans and adhered to the minimum building codes required.

By implementing the action items mentioned in this plan, the City would be able to provide better quality control for the homeowner and a better response to building contractors. The action items included are meant to be completed by the end of this year.