

## **M E M O R A N D U M**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: ASSISTANT CITY MANAGER KRISTIN GRASSETH**

**RE: RESTRUCTURING BUILDING DEPARTMENT UPDATE**

**DATE: JULY 1, 2020**

### **PROGRESS REPORT:**

Scott Gebhart started as full time Building Official and code enforcement. Martin Chaw of FCS group has been contracted to begin work on the cost recover study to evaluate the fees that cover the work that is being done and the time it takes to prepare and process applications with building and planning departments. Currently there is a tentative completion date of August.

Notifications of comment period of the proposed fee adjustment were posted May 28, 2020 on the City's website, BBQ, and Facebook page asking for written comments to be submitted by email to the building department, or dropped off in person. Comment period will end with public hearing at July 8<sup>th</sup>, 2020 council meeting.

Ordinance 20-01 is still in draft mode as it is currently being revised to reflect up to date statutes and guidelines. Scott Gebhart and Councilor Steve Nuttall have been working together to identify areas within Ordinance 93-06 that will need to be changed as the referenced OAR's are no longer valid or accurate and have been changed within the Oregon State Building Codes and those changes have not been reflected in our Ordinance.

E- Permitting training orientation took place on June 25<sup>th</sup> with staff and will continue weekly through the end of the year. Implantation is scheduled for September.

# Revised Tentative Timeline – Structuring the Building Department

6/30/2020



CITY COUNCIL  
MEETINGS  
2020



- **New full time Building Official/Code enforcement started**
- **Final Council and Public Comment at July 8,2020 Council Meeting/Close Comment period**
- **Continue working on cost recovery study with FCS Group**
- **Prepare changes to revised draft Ordinance 20-01**
- **E- Permitting data conversion and training**

- **Continue training for e-permitting & conversion**
- **Read Ordinance 20-01 for its first reading at August 5, 2020 Council Meeting**
- **Final Cost Recovery Study to be complete**

- **New building fees take effect**
- **Implement e-permitting program**
- **Complete the restructuring of the Building Department**
- **Read Ordinance 20-01 for its second and final reading**