



Deschutes County Board of Commissioners
1300 NW Wall St., Bend, OR 97703-1960
(541) 388-6570 - Fax (541) 385-3202 - www.deschutes.org

MINUTES OF WORK SESSION

DESCHUTES COUNTY BOARD OF COMMISSIONERS

WEDNESDAY, SEPTEMBER 7, 2016

Present were Commissioners Alan Unger, Anthony DeBone and Tammy Baney. Also present were County Administrator Tom Anderson; Deputy County Administrator Erik Kropp; Legal Counsel David Doyle; Nick Lelack and Todd Cleveland, Community Development; and one other citizen.

Chair Unger called the meeting to order at 1:30 p.m.

1. Before the Board was a Discussion and Update of ATT System Reporting Requirements & Newberry Neighborhood Groundwater Protection.

ATT Systems Operation and Maintenance Program

Nick Lelack, Community Development Director, and Todd Cleveland, Environmental Soils, were present to review the Alternative Treatment Technology System operation and maintenance program update, and the Newberry neighborhood and groundwater partnership funds (see staff memo for report in detail). Discussion held on the computer tracking system.

Discussion was held on holding tanks in South County, and on wells and high nitrate readings. Readings are being recorded in a database by DEQ hydrologists. Ground water concerns may need funding requests considered by the legislature. Realtors and property buyers need to be aware of ground water concerns. Commissioner DeBone will draft talking points for the legislature.

Discussion was held on drafting a letter to the DEQ from the Board stating its commitment and requesting their plan of commitment and acceptance of Goal 11 recommendations. Nick Lelack will invite DEQ representatives to attend a future work session.

Newberry Neighborhood and Groundwater Partnership Funds:

Discussion was held on Fund 297, Newberry Neighborhood, and Fund 296, Groundwater Partnership. These two funds work together to provide financial assistance to protect ground water and drinking water. Fund 297 is used to account for the debt service payments for sewer expansion in La Pine and the SDSs associated with Newberry Neighborhood development. Fund 296 is used to account for revenues from Pollution Reduction Credits, Newberry land sales, and more. This provides funding to the Nitrogen Rebate Program (a \$3,750 rebate to property owners to help upgrade standard septic systems to nitrogen-reducing septic systems) and to the NeighborImpact Septic Loan Program.

The group discussed debt service payments, the Nitrogen Rebate Program, and the NeighborImpact Septic Loan Program. Since fiscal year 2014, there have been 17 rebates granted. The NeighborImpact Septic Loan Program is a revolving loan program providing loans to low-income residents to upgrade their septic systems to nitrogen-reducing septic systems. There was discussion regarding the balances in each fund. CDD staff recommended a fund transfer from Fund 297 to Fund 296, the NeighborImpact Septic Loan Program.

Michael Hinton, program manager at NeighborImpact, was present and reviewed the loan program, which began last spring. The CDD Director considers the approval of each loan application. The biggest issue has been low equity in the properties, which places the revolving loan fund at risk. CDD does send notices to properties with failing septic systems along with resource information.

The Board suggested transferring \$60,000 into Fund 296 and to review this again at the next budget cycle. Discussion was held on placing a deadline date on the rebate program, which will be reviewed next year.

2. Before the Board was Discussion of a Community Development Request for Additional FTE:

Mr. Lelack and Mr. Cleveland presented a staff request to the Board. With increased permit applications and business demands, the Community Development Department requested hiring an additional permit technician and an environmental soils specialist. Currently the department has a full-time temporary employee due to the increased activity, and this position could be replaced by hiring a permit technician.

This request would require a budget adjustment. The Board suggested Mr. Lelack move forward with recruitment and work with Finance on the budget adjustment. This is a permanent addition and will be included in the budget for next year. The Board thanked Mr. Cleveland for his dedicated service through a challenging time.

Update on Marijuana-related Businesses:

Mr. Lelack reported there have been approximately 16 pre-applicant conferences held so far. Each conference takes approximately 90 minutes. At this time, only two completed applications have been submitted to the department. Land use issues were briefly discussed at this time.

CONSENT AGENDA

Before the Board was Consideration of Approval of the Consent Agenda.

BANEY: Move approval of the Consent Agenda.

DEBONE: Second.

VOTE: BANEY: Yes.

DEBONE: Yes.

UNGER: Chair votes yes.

Consent Agenda Items:

3. Board Signature of Document No. 2016-588, a Cooperative Improvement Agreement with ODOT for U.S. Highway 97/Sunriver Interchange
4. Board Signature of Document No. 2016-585, Amending the Local Agency Agreement, Highway Safety Improvement Program, for Cline Falls Highway and Powell Butte Highway
5. Board Signature of a One-Year Option Agreement for Two Lots in the Finley Butte Industrial Park (Ordonez)
6. Board Approval of a Grant Award of \$750 for Oregon Economic Development Association's Annual Conference in Sunriver
7. Board Signature of Minutes:
 - Business Meetings of August 15 and 24, 2016
 - Work Sessions of August 24 and 29, 2016
 - Joint Meeting with Black Butte Ranch County Service District Board, June 30, 2016

CONVENED AS THE GOVERNING BODY OF THE 9-1-1 COUNTY SERVICE DISTRICT

8. Before the Board was Consideration of Approval of Weekly Accounts Payable Vouchers for the 9-1-1 County Service District in the amount of \$51,439.34.

BANEY: Move approval, subject to review.

DEBONE: Second.

VOTE: BANEY: Yes

DEBONE: Yes

UNGER: Chair votes yes.

CONVENED AS THE GOVERNING BODY OF THE EXTENSION/4-H COUNTY SERVICE DISTRICT

9. Before the Board was Consideration of Approval of Weekly Accounts Payable Vouchers for the Extension/4-H County Service District.

There were no vouchers this week.

RECONVENED AS THE DESCHUTES COUNTY BOARD OF COMMISSIONERS

10. Before the Board was Consideration of Approval of Weekly Accounts Payable Vouchers for Deschutes County in the amount of \$578,627.76.

BANEY: Move approval, subject to review.

DEBONE: Second.

VOTE: BANEY: Yes

DEBONE: Yes

UNGER: Chair votes yes.

OTHER ITEMS

- The AOC District 2 meeting will be held in Lakeview on September 29. Commissioners DeBone and Unger will attend. Commissioner Unger presented the draft agenda for review.
- The 2017 NACO Western Interstate Regional Conference will be held in May 2017 and moving forward with planning the event.

- Mr. Kropp reported on the recent interviews for members of the Audit Committee. Chair Shawn Armstrong recently submitted his resignation, and a prior vacancy occurred with a term expiring in June. A recommendation made to appoint Tom Lanhars and Darryl Parrish.

BANEY: Move approval of the appointments of Tom Lanhars and Darryl Parrish to the Audit Committee.

DEBONE: Second.

VOTE: BANEY: Yes
 DEBONE: Yes
 UNGER: Chair votes yes.

- Mr. Anderson noted a joint meeting with the City of Sisters is planned for October.

The group went into executive session under ORS 192.660 (2) pending litigation, at 3:18 p.m.

The Board went back into regular session. No action was taken, and the session adjourned at 4:16 p.m.

APPROVED this 5th Day of October 2016 for the
 Deschutes County Board of Commissioners.

Alan Unger

Alan Unger, Chair

Tammy Baney

Tammy Baney, Vice Chair

Anthony DeBone

Anthony DeBone, Commissioner

ATTEST:

[Signature]

Recording Secretary



Deschutes County Board of Commissioners
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WORK SESSION AGENDA

DESCHUTES COUNTY BOARD OF COMMISSIONERS

1:30 P.M., WEDNESDAY, SEPTEMBER 7, 2016

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be addressed at the meeting. This notice does not limit the ability of the Board to address additional subjects. Meetings are subject to cancellation without notice. This meeting is open to the public and interested citizens are invited to attend.

Work Sessions allow the Board to discuss items in a less formal setting. Citizen comment is not allowed, although it may be permitted at the Board's discretion. If allowed, citizen comments regarding matters that are or have been the subject of a public hearing process will NOT be included in the official record of that hearing. Work Sessions are not normally video or audio recorded, but written minutes are taken for the record.

1. **DISCUSSION** of ATT System Reporting Requirements & Newberry Neighborhood Groundwater Protection – *Nick Lelack*
2. **DISCUSSION** of a Community Development Request for Additional FTE – *Nick Lelack*

CONSENT AGENDA

3. **Board Signature** of Document No. 2016-588, a Cooperative Improvement Agreement with ODOT for U.S. Highway 97/Sunriver Interchange
-

Meeting dates, times and discussion items are subject to change. All meetings are conducted in the Board of Commissioners' meeting rooms at 1300 NW Wall St., Bend, unless otherwise indicated. If you have questions regarding a meeting, please call 388-6572.

Deschutes County encourages persons with disabilities to participate in all programs and activities. To request this information in an alternate format, please call (541) 617-4747, or email ken.harms@deschutes.org.

4. **Board Signature** of Document No. 2016-585, Amending the Local Agency Agreement, Highway Safety Improvement Program, for Cline Falls Highway and Powell Butte Highway
5. **Board Signature** of a One-Year Option Agreement for Two Lots in the Finley Butte Industrial Park (Ordonez)
6. **Board Approval** of a Grant Award of \$750 for Oregon Economic Development Association's Annual Conference in Sunriver
7. **Board Signature** of Minutes:
 - Business Meetings of August 15 and 24, 2016
 - Work Sessions of August 24 and 29, 2016
 - Joint Meeting with Black Butte Ranch County Service District Board, June 30, 2016

CONVENE AS THE GOVERNING BODY OF THE 9-1-1 COUNTY SERVICE DISTRICT

7. **CONSIDERATION of Approval** of Weekly Accounts Payable Vouchers for the 9-1-1 County Service District

CONVENE AS THE GOVERNING BODY OF THE EXTENSION/4-H COUNTY SERVICE DISTRICT

8. **CONSIDERATION of Approval** of Weekly Accounts Payable Vouchers for the Extension/4-H County Service District

RECONVENE AS THE DESCHUTES COUNTY BOARD OF COMMISSIONERS

9. **CONSIDERATION of Approval** of Weekly Accounts Payable Vouchers for Deschutes County

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10. OTHER ITEMS

- Executive Session – litigation – *Erik Kropp*

Other Items can be any items not included on the agenda that the Commissioners wish to discuss as part of the meeting, pursuant to ORS 192.640.

At any time during the meeting, an executive session could be called to address issues relating to ORS 192.660(2)(e), real property negotiations; ORS 192.660(2)(h), litigation; ORS 192.660(2)(d), labor negotiations; ORS 192.660(2)(b), personnel issues; or other executive session categories.

Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media.

11. ADJOURN

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<u>Work Session</u>							
<i>(Please Print)</i>							9/7/16
<u>Name</u>	<u>Agency</u>	<u>Mailing Address</u>	<u>City</u>	<u>Zip</u>	<u>Phone #</u>	<u>e-mail address</u>	
Tyler Neesa	COAR	2112 NE 4th St.	Bend	97701	501-246-6801	tyler@coar.com	
Rebecca Tuccio	Craft3	971 NW Harriman #101	Bend	97701	888-231-2170 x510	rtuccio@craft3.org	
Scott Cooper	NeighborImpact	2303 SW First St.	Redmond	97756	541 323 6502	scott@neighborimpact.org	
MICHAEL HINTON	NEIGHBORIMPACT	2303 SW 1st St.	REDMOND	97756	541 323-6560	MICHAEL.HINTON@NEIGHBORIMPACT.ORG	
SHERI PINNER	CDD						
Kim Adamson	CDD						
Page #	of	Pages					



Community Development Department

Planning, Building Safety, Environmental Soils, Code Enforcement
PO Box 6005, Bend, Oregon 97708-6005
117 NW Lafayette Avenue
www.deschutes.org/cd

MEMORANDUM

TO: Board of County Commissioners

FROM: Nick Lelack, Director
Todd Cleveland, Environmental Soils Supervisor
Sherri Pinner, Management Analyst

DATE: September 7, 2016

SUBJECT: Operation & Maintenance Program
Groundwater Partnership & Newberry Neighborhood Funds Update

SUMMARY

The purpose of this memorandum and work session is to provide the Board of County Commissioners an update on the Community Development Department's (CDD) Alternative Treatment Technology (ATT) System Operation and Maintenance Program as requested by the Board, and the Newberry Neighborhood and Groundwater Partnership Funds. These programs are intended to preserve and protect Southern Deschutes County's high quality groundwater and drinking water systems.

Staff seeks Board direction (page 5 of this memorandum) on whether funds should be transferred to the NeighborImpact Septic Loan Program and/or Nitrogen Rebate Program and, if so, the timing and amounts of the transfers.

1. ATT SYSTEMS / OPERATION & MAINTENANCE PROGRAM

In 2005, the Department of Environmental Quality (DEQ) Onsite Wastewater Treatment System Rules (Oregon Administrative Rules (OAR) 340-071 and 073) were revised, including the approval of Alternative Treatment Technology (ATT) systems for use in Oregon (OAR 340-071-0345).

Deschutes County is a contract agent for DEQ in the onsite wastewater management program. CDD and DEQ staffs closely coordinate in implementing these rules.

Since January 1, 2006, 264 ATT systems have been installed to serve new homes on undeveloped lots and an additional 75 ATT systems have been installed to replace failing systems on developed lots as required by OAR. Therefore, a total of 339 ATT systems have been installed since 2006 in South County. Over 500 ATT systems have been installed throughout Deschutes County.

ATT systems consist of various types of mechanical components which require regular service to ensure they remain in proper working order.

NOTE: The report evaluation program is highly technical, complex and resource intensive. The report evaluation fees do not cover the full costs of administering the program. Actual costs would be significantly higher. The reason actual costs are not charged is to encourage and facilitate compliance with these requirements.

B. Current Status & Potential Next Steps

- CDD has recently updated its record-keeping software program following the transition from Accuterm to Accela. CDD is still working through details of the new software program with IT.
- One potential future change to simplify the reporting evaluation program may be to require all reporting due at the same time each year, and send a notice to both the service provider under contract and the owner. This is still to be determined.

2. NEWBERRY NEIGHBORHOOD & GROUNDWATER PARTNERSHIP FUNDS

These funds effectively work together to account for revenues generated from Transfer of Development Credits (TDC's), Pollution Reduction Credits (PRC's), development SDC's, and land sales. The revenue is used to provide financial assistance to protect high quality groundwater and drinking water in Southern Deschutes County and to pay debt service payments for the sewer expansion in La Pine.

Fund 297 – Newberry Neighborhood

- This Fund is used to account for the debt service payments for the sewer expansion in La Pine (paid for by the FF&C Series 2012 Bond) and the SDC's associated with the Newberry Neighborhood development (repayment of LPSSD/City of La Pine sewer loan – balance of \$903,526 at June 30, 2016).
- Fund balance: approximately \$220,000.
- Annual debt service payments: approximately \$55,000 through 2032 (16 payments remaining for a total \$945,095 in outstanding debt).
- Approximately 4 years of debt service payments available.
- Fund is dependent on development in the Newberry Neighborhood for income. Only 4 SDC's in the amount of \$5,700 each have been received over the past several years – all have been received since April 2016. Approximately 10 new single family homes need to be developed annually to pay the debt service (\$5,700 X 10 = \$57,000) unless other larger developments are built. For example, the Little Deschutes Lodges 1 and 2 paid approximately \$75,000 each in sewer SDC's.
- Potential development in the New Neighborhood:
 1. Four (4) new single homes are under development in Crescent Creek (within the Newberry Neighborhood). This is the first development in the Newberry Neighborhood in several years, and the first since the completion of the Little Deschutes Lodges 1 and 2. The success of these new homes will be an indicator of future residential demand/sales over the next 1-3 years in Crescent Creek. If these four (4) homes sell in a reasonable period of time, the developer will proceed with building four (4)

Board Direction

Staff seeks Board direction on whether to transfer none or some of the \$220,000 available in Fund 297 to Fund 296 to add resources to the NeighborImpact Septic Loan Program and/or Nitrogen Rebate Program.

With relatively limited resources available in the short term, pending a significant increase in development activity and corresponding revenue into these funds, **staff recommends all or most of the fund transfers be to the NeighborImpact Septic Loan Program** because it primarily benefits low income residents or residents who do not otherwise qualify for conventional loans to upgrade or repair septic systems.

Options:

Please find below options for the Board's consideration.

1. Transfer \$55,000, leaving 3 years of debt service available in Fund 297. If this is the selected option, consider allocating:
 - a. All \$55,000 to the NeighborImpact Septic Loan Program, increasing its balance to \$73,138; **or**
 - b. Resources to both programs in the following amounts:
 - i. \$9,705 to the Nitrogen Rebate Program, creating a total fund balance of \$11,250. This amount would fund 3 more rebates in FY 17; and,
 - ii. \$45,295 to the NeighborImpact Septic Loan Program. NeighborImpact's balance for septic repairs and upgrades in South County would be \$63,433.
 - c. Other allocation.
2. Defer the decision for 6 months or at the time development activity is initiated, whichever comes first.
3. Do not transfer any funds at this time and re-evaluate during the FY 17-18 Budget.



Community Development Department

Planning, Building Safety, Environmental Soils, Code Enforcement
PO Box 6005, Bend, Oregon 97708-6005
117 NW Lafayette Avenue
www.deschutes.org/cd

MEMORANDUM

To: Board of County Commissioners

From: Nick Lelack, Director

Cc: Lori Furlong, Todd Cleveland, Sherri Pinner

Date: September 7, 2016

Subject: New FTE request – 1.0 Permit Technician and 1.0 Environmental Health Specialist

The purpose of this memorandum is to request approval to hire two (2) additional FTE to meet the Community Development Department's (CDD) business demands: 1 Permit Technician and 1 Environmental Soils Specialist in FY 16-17.

CDD is continuing to experience increased permit applications above projections developed during budget preparations last spring. In addition, since then:

- CDD has assumed jurisdiction over the building program in the City of Sisters and is now both providing permit technician services at City Hall one day per week (rather than building inspector staffing the office) as well as processing all Sisters' permits (previously performed by City staff);
- The Board has adopted marijuana regulations, which are expected to generate new applications across all divisions; and
- The on-call environmental soils specialist Dan Haldeman is expected to run out of hours in this month.

Specifically, CDD requests approval of the following:

1. 1.0 FTE permit technician to process increased application volumes and to reduce structural permit turnaround time, as well as to offset new business demands generated by assuming jurisdiction of the City of Sisters building program effective July 1. This change in administering the building program in Sisters results in an estimated 20% increase on the demand on the permit technician staff in Sisters. In the event permit application demand increases in Sisters, CDD will need to increase staff time at that location to meet demand. Additionally, CDD has been using the services of an on-call temporary staff. If granted permission to add 1.0 permit tech, the use of an on-call temporary staff would be discontinued.

During FY 16, CDD experienced a 9.91% increase in total permit applications over FY 15 with structural permits increasing at a rate of 15.35%. The result of managing more demand with the same number of staff is our turnaround time on structural permits has increased 8.12 hours or 26.06% and turnaround days have increased 1.02 days or 26.22%.

During FY 16, Coordinated Services experienced a 21.54% increase in phone call volume over FY 15, and hours spent on those calls increased by 24.46%.

In addition, a permit technician has been dedicated to the environmental soils program for two years for approximately 50% of this employee's time. The remainder of this employee's time is split between managing the property address program for the County and City of Redmond, staffing the La Pine Satellite office and providing front counter backup.

	FY 15	FY 16	Volume Increase	% Increase
Permit Volume				
Building Permits	1,206	1,367	161	13.35%
Supplemental Permits	5,734	6,261	527	9.19%
Total Permits	6,940	7,628	688	9.91%
Structural Permit Analysis				
Structural Permits	1,016	1,172	156	15.35%
Turnaround Time (hours)	31.16	39.28	8.12	26.06%
Turnaround Days	3.89	4.91	1.02	26.22%
Phone Call Volume				
Number of Phone Calls	42,911	52,155	9,244	21.54%
Hours Spent on Phone Calls	920	1,145	225	24.46%

2. 1.0 FTE in the Environmental Soils Division for an environmental health specialist 1 or 2. This position was contemplated in the current budget with the unknowns surrounding Mr. Haldeman's retirement and/or utilization of his 1000 hours per calendar year. In fact, CDD budgeted additional money in this Division in anticipation of this potential scenario.

During FY 16, the environmental soils division experienced a 12.94% increase in total septic permit and site evaluation applications over FY 15 with site evaluation applications increasing at a rate of 69.33%. The Division currently has one full time field direct service staff (Larry Howard), one supervisor (Todd Cleveland) spending 50% of his time providing field direct services, and one on-call staff (Mr. Haldeman) working a maximum of 1,000 hours per year. The result of managing more demand with the same number of field staff is our total hours spent on inspections has increased 16.04% over FY 15.

Department of Environmental Quality has recommended guidance for calculating the number of FTE required to manage workload volume. Per the analysis below, this Division may be understaffed by .50 and .75 FTE. Additionally, based on these recommendations, environmental soils field staff spent an

average of 225.05 hours more than recommended or 19% in FY 15 and an average of 491.07 hours more than recommended or 39% in FY 16.

During FY 16, this division experienced an increase in revenue of \$172,061 or 34.35% over FY 15. On-call staff has fewer than 150 hours available and will likely be out of available hours at the end of September 2016 leaving our direct field staff level at 1.5 FTE. Workloads have continued to increase and currently there are approximately 250 active permits that will need additional field inspections. With the increasing permit volume and site evaluations there has been increasing complexity of sites and systems that take more time for field staff. Often this has led to additional field visits and more personal communications and consultation.

Site evaluations are an indicator of future permit and development activity and the number of applications have continued to exceed projections. In July and August of 2016, there have been 55 site evaluation applications. This is approximately 50% of the total projected for the entire FY 17. Environmental Soils code enforcement cases are not included in the field DEQ work load permit calculations. Code enforcement and public health investigations have increased with currently 41 active cases. Many complaints involve staff time that does not lead to permitted work with fees. Enforcement cases have increased in complexity and are more time consuming with more time spent with site visits, meetings, hearings and/or court. The amount of time working on these cases takes approximately an estimated 0.25-0.4 FTE based on current case load.

If this FTE is approved, on-call staff (Mr. Haldeman) will be utilized as needed to meet business demands, which may be less than 1000 hours per year.

	FY 15	FY 16	Volume Increase	% Increase
Permit Volume				
Septic Permits	1,025	1,073	48	4.68%
Site Evaluation Permits	150	254	104	69.33%
Total Permits	<u>1,175</u>	<u>1,327</u>	<u>152</u>	12.94%
Environmental Soils Workload				
Permit Hours (does not include admin)	2,919	3,387	468	16.04%
Ave hours per permit	2.48	2.55	0.07	2.75%
Staffing Analysis				
DEQ Recommended fte	2.52	2.68	0.16	6.35%
Environmental Soils fte (includes on-call & .50 supervisor)	2.11	1.93	-0.18	-8.53%
Staffing Variance	<u>-0.41</u>	<u>-0.75</u>		
DEQ recommended hours per fte	1,158.17	1,263.69		9.11%
Average hours per fte	<u>1,383.22</u>	<u>1,754.77</u>		26.86%
Hours variance	225.05	491.07		118.21%
Percentage Variance	0.19	0.39		
Permit Revenue				
Permit Fees	500,924	672,985	172,061	34.35%

CDD Operating Analysis by Division

<u>Division</u>	<u>FY 16-17 Revised Expenditures</u>	<u>Allocated Coordinated Services</u>	<u>New FTE ¹ Additional Expenditures</u>	<u>Total Revised Expenditures</u>	<u>FY 16-17 Revised Revenues</u>	<u>Surplus / (Deficit)</u>
Administration	\$1,753,895					
Admin-GIS/Web	\$143,702					
Admin - Code Enforcement	\$427,837	\$85,307	\$3,083 ³	\$516,227	\$439,880	(\$76,347)
Building Safety	\$1,473,259	\$971,050	\$35,094 ³	\$2,486,003	\$2,801,003	\$315,000
Electrical	\$349,794	\$194,210	\$7,018 ³	\$551,022	\$670,543	\$119,521
Contract Services ⁴	-	-		-	-	-
EH - Onsite Program	\$409,104	\$136,128	\$41,429 ^{2,3}	\$586,661	\$604,941	\$18,280
Current Planning	\$1,119,725	\$232,326	\$8,396 ³	\$1,360,447	\$1,353,917	(\$6,530)
Long Range Planning	\$452,653	\$196,025	\$7,084 ³	\$655,762	\$666,580	\$10,818
CDD Bldg. Debt + Cap Out	-	-	-	-		
Total	\$6,129,969	\$1,815,046	\$102,104	\$6,156,122	\$6,536,864 ⁵	\$380,742

¹ Includes the addition of 2 new positions at full cost for 12 months (Permit Tech & Environmental Health Specialist I)

² Total cost of EHS I for 10 months offset by \$40,000 budgeted for extra help; increase to expenditure = \$23,805

³ Total cost of permit tech \$54,710 allocated to divisions'

⁴ Contract Services division closed and reallocated to Building Services and Electrical

⁵ YTD actual revenues through 8/31/16 estimated to be 4% more than budgeted which will offset projected deficits.

CDD Operating Fund Analysis

	Revised Budget FY 16-17	
Beginning Balance 7-1-16	\$2,330,492	¹
Operating revenue	\$6,536,864	
Total Revenue Revised Budget	\$8,867,356	
Operating Expense	\$6,156,122	
Reserve Funds	\$1,375,000	
Total Exp Revised Budget	\$7,531,122	
Ending Balance 6-30-17	\$1,336,234	

¹ Beginning balance = \$752,286 more than anticipated

CDD Reserve Funds Analysis

Fund	FY 15	FY 16	FY 17	Total
300 - CDD Reserve	\$688,093	\$643,161	\$700,000	\$2,031,254
301 - Bldg. Program Reserve	\$1,002	\$344,491	\$650,000	\$995,493
302 - Electrical Program Res.	\$0	\$0	\$0	\$0
303 - Bldg. Improve. Reserve	\$0	\$50,000	\$25,000	\$75,000
TOTALS	\$689,095	\$1,037,652	\$1,375,000	\$3,101,747

Deschutes County CDD Monthly Issued Building Permits

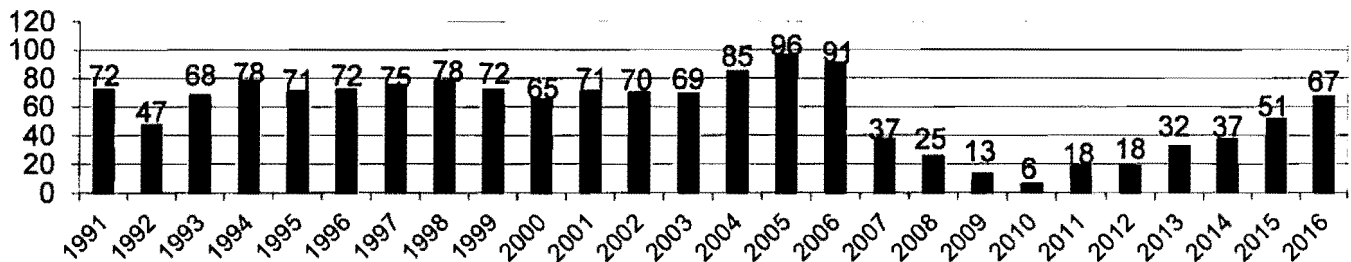
August

Month	Customers	New Homes	Commercial Valuation	Septic Evaluations	Total Valuation
Aug-04	2,278	85	\$727,235	42	\$33,096,770
Aug-05	2,528	96	\$692,286	52	\$30,582,601
Aug-06	2,586	91	\$305,728	53	\$38,019,468
Aug-07	2,008	37	\$8,208	25	\$19,495,623
Aug-08	1,475	25	\$119,513	11	\$12,167,842
Aug-09	933	13	\$357,192	6	\$7,650,047
Aug-10	673	6	\$168,500	8	\$3,836,277
Aug-11	642	18	\$11,300	8	\$6,788,065
Aug-12	643	18	\$603,968	8	\$6,756,646
Aug-13	751	32	\$541,900	13	\$12,399,454
Aug-14	484	37	\$561,079	6	\$14,452,512
Aug-15	376	51	\$1,432,392	14	\$20,123,701
Aug-16	390	67	\$1,209,181	51	\$23,357,254

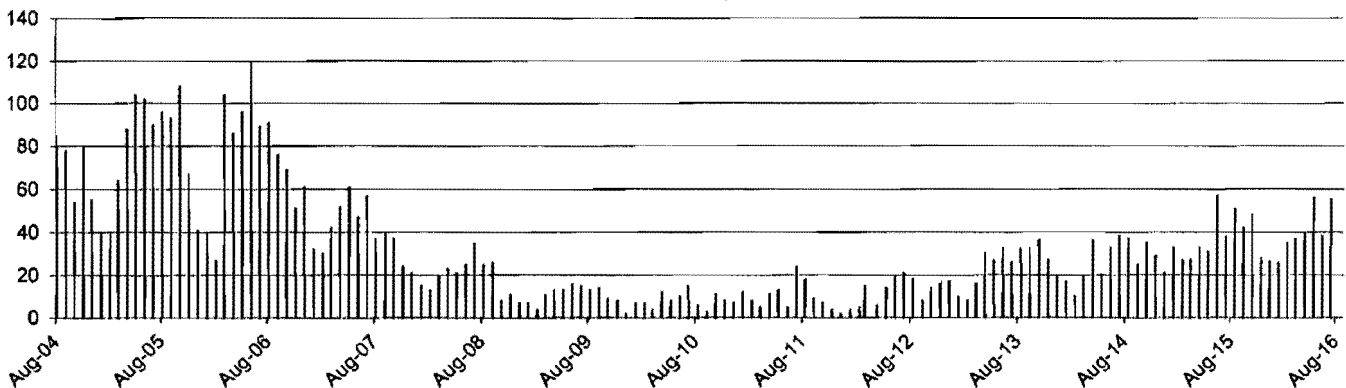
Calendar Year Totals (January through Aug)

2004	16,907	538	\$4,314,039	346	\$177,892,245
2005	16,900	636	\$8,115,680	383	\$207,088,188
2006	18,273	651	\$9,605,185	434	\$226,588,023
2007	15,587	358	\$1,710,911	247	\$169,517,283
2008	11,746	176	\$3,088,133	108	\$84,826,039
2009	8,006	92	\$10,931,768	57	\$67,311,357
2010	5,997	69	\$16,083,528	43	\$54,067,600
2011	4,488	96	\$14,802,567	56	\$60,566,764
2012	4,557	102	\$16,553,204	52	\$65,129,492
2013	5,235	182	\$15,162,296	92	\$91,624,981
2014	4,150	210	\$9,528,333	100	\$92,265,811
2015	3,249	297	\$9,728,127	122	\$118,616,758
2016	2,799	353	\$21,043,803	242	\$139,496,847

Aug New Houses



New Houses by Month





Community Development Department

Planning Division * Building Safety Division * Environmental Soils Division

117 NW Lafayette Avenue * Bend, Oregon * 97701-1925

(541) 388-6575 * FAX (541) 385-1764

<http://www.co.deschutes.or.us/cdd/>

Permit Summary from 8/1/2016 through 8/31/2016

Compiled on 9/6/2016 10:18:25 AM

Total Permits Issued:		Total Valuation:	
704		\$23,357,254	
Residential Buildings		Residential Valuation	
New Construction:	63	New Construction:	\$19,259,316
Alterations/Additions:	30	Alterations:	\$1,029,491
Accessory Buildings:	33	Accessory Buildings:	\$1,859,267
Commercial Buildings		Commercial Valuation	
New Construction:	10	New Construction:	\$669,181
Alterations:	3	Alterations:	\$540,000
Manufactured Home Permits		Customers	
New Construction:	4	390	
Alterations/Additions:	0		
Other Permits			
Demolition:	2		
Driveway Access:	24		
Electrical:	187		
Mechanical:	169		
Plumbing:	44		
Septic:	86		
Septic Site Evaluations:	51		

Quality Services Performed with Pride

COMMUNITY DEVELOPMENT
Statement of Financial Operating Data

	Year to Date July 1, 2016 through August 31, 2016 (16.7% of the year)			FY 2017		
	FY 2016					
	Actual	Actual	% of Budget	Budget	Projected	Variance
Revenues						
Admin-Operations	86,401	15,846	19%	81,551	81,551	-
Admin-GIS	877	55	6%	1,000	1,000	-
Admin-Code Enforcement	349,648	74,100	17%	436,000	436,000	-
Building Safety	2,435,823	488,272	19%	2,600,000	2,600,000	-
Electrical	572,160	123,526	20%	622,500	622,500	-
Contract Services	536,646	-	0%	502,500	502,500	-
Env Health-On Site Prog	671,414	133,148	22%	598,750	598,750	-
Planning-Current	1,325,662	241,246	18%	1,343,350	1,343,350	-
Planning-Long Range	686,012	107,704	16%	656,500	656,500	-
Total Revenues	6,664,642	1,183,898	17%	6,842,151	6,842,151	-
Expenditures						
Admin-Operations	1,621,971	301,236	17%	1,753,895	1,753,895	-
Admin-GIS	134,450	21,158	15%	143,702	143,702	-
Admin-Code Enforcement	306,588	57,939	14%	427,837	427,837	-
Building Safety	836,425	185,346	13%	1,453,625	1,453,625	-
Electrical	295,001	47,386	15%	313,684	313,684	-
Contract Services	328,534	-	N/A	-	-	-
Env Health-On Site Pgm	346,978	57,599	14%	409,104	409,104	-
Planning-Current	998,174	162,340	14%	1,175,469	1,175,469	-
Planning-Long Range	506,993	63,659	14%	452,653	452,653	-
Transfers Out (D/S Fund)	163,940	-	N/A	-	-	-
Total Expenditures	5,539,054	896,663	15%	6,129,969	6,129,969	-
Revenues less Expenditures	1,125,588	287,234		712,182	712,182	-
Transfers In/Out						
In: General Fund - L/R Planning	90,783	-	N/A	-	-	-
Out: A & T Reserve	-	-	N/A	-	-	-
Out: CDD Reserve Funds	(1,037,652)	-	0%	(1,381,600)	(1,381,600)	-
Net Transfers In/Out	(946,869)	-	0%	(1,381,600)	(1,381,600)	-
Change in Fund Balance	178,719	287,234		(669,418)	(669,418)	-
Beginning Fund Balance	2,151,773	2,330,492	148%	1,578,206	2,330,492	752,286
Ending Fund Balance	\$ 2,330,492	\$ 2,617,727		\$ 908,788	\$ 1,661,074	\$ 752,286