

**MINUTES
FAIRVIEW CITY COUNCIL WORK SESSION
FAIRVIEW CITY HALL
1300 NE VILLAGE STREET
FAIRVIEW, OREGON 97024**

October 1, 2003 -- 5:30pm

**I. CALL TO ORDER/
ROLL CALL**

Mayor Weatherby called the meeting to order at 5:30pm.

PRESENT: Mayor Mike Weatherby
Councilor Darrell Cornelius
Councilor Sherry Lillard
Councilor Steve Owen
Councilor Len Edwards
Councilor James Raze
Councilor Jim Trees
Rich Faith, Troutdale
Dick Bohlman, Troutdale
Kyra Williams, Troutdale

ABSENT: Councilor Sherry Lillard

STAFF PRESENT: Mary Jo Briggs, City Administrator
Roy Wall
John Andersen, Community Development
Director
Caren Huson, City Recorder

**II. BUILDING INSPECTION
PROGRAM**

John Andersen, Community Development Director, stated that Troutdale had been very helpful in assisting Fairview to determine actual cost of services provided. Director Andersen introduced Dick Bohlman, Building Inspector, Kyra Williams, Troutdale Finance Director, and Rich Faith, Troutdale Community Development Director.

Councilor Raze commented that he was currently working on a subdivision in Gresham which made him realize how wonderful a job Troutdale does in its building inspection program.

Mr. Faith reported that Fairview started contracting with Troutdale for building inspection services in 1989 at the same time Wood Village and Unincorporated Multnomah County contracted with Troutdale for the same services. In the 1980's there was a downturn in economy and development and everyone was looking at ways to control costs; one way to do that was to contract with another city if that city had a full-scale inspection program, thus saving employment costs in hiring additional staff. Mr. Faith stated that Troutdale offers the full range of inspection services: structural, mechanical, electrical, plumbing, plan review, and inspection services that pertain to the entire range of

building types. In addition, they also provide administrative services through their Permits Specialist who tracks Fairview permits and insures that everything is in compliance with the Tri-County Inspection Program.

Mr. Faith commented that Troutdale staff and Fairview staff had reviewed the figures and determined that building activity in Fairview accounts for about 1/3 of the revenues brought in, but also accounts for over 50% of the program expenses. Troutdale receives 80% of the permit fees that Fairview collects, and that they spend the same amount of time on Fairview projects as they would on Troutdale projects. Mr. Faith added that Troutdale also assists Fairview in answering questions regarding inspections, and also provides problem solving and trouble-shooting for inspections. The last two reviews received from the State indicate that the Troutdale "staff is dedicated to provide a quality program and that the city was fortunate to have staff that is motivated to achieve excellence."

Councilor Owen questioned if permits fees were the same amount at Wood Village and Unincorporated Multnomah County. Mr. Bohlman responded yes.

Councilor Edwards asked how many inspectors Troutdale had. Mr. Faith responded that Troutdale had 3 inspectors: Building, Plumbing and Electrical.

Ms. Williams reported that Troutdale staff had reviewed three years worth of timesheets for all inspectors which indicate the amount of time they spend in each city. Mayor Weatherby asked if Portland and Gresham also did that for the cities they provide inspection services for. Ms. Williams responded that she thought Gresham only provided inspection services for the City of Gresham and that she did not know if cities contracted with Portland for building inspection services.

Councilor Owen questioned what the termination date was for the contract between Fairview and Troutdale. Mr. Faith responded that currently it was an on-going contract with no end date. Director Andersen commented that this was the first time that staff had really looked at the numbers, but every two years the State reviews the efficiency of Troutdale's building inspection program and Fairview's program.

Councilor Trees asked if any of the inspectors at Troutdale were independent contractors. Ms. Williams responded that the City Attorney has ruled that they are contract employees and not independent contractors. Mr. Bohlman added that an independent contractor would charge a minimum of 8 hours a day at \$58 an hour. At Troutdale, the contract Plumbing Inspector receives 80% of the 80% that Troutdale receives from Fairview and it actually saves the cities money because if there are not many inspections to be done, they simply receive a percentage of the cost for those inspections, not the cost of an 8 hour day.

Councilor Cornelius noted that the City of Sandy, which has a population of 5500 (which is lower than Fairview) her their own building inspection program.

Councilor Owen commented that the amount of money paid by Fairview for building inspections is quite a large amount, and he did not feel right in telling Troutdale how to save money, but he did think things were on the right track with staff from both cities taking a look at the program and its costs. Fairview is trying to find cost savings in all areas. Councilor Cornelius stated that he simply wants the program to be fair and accountable; the level of service from Troutdale has been great, but Fairview always needs to justify their costs.

Mary Jo Briggs, City Administrator, mentioned that there needs to be a better tracking system than what has occurred in the past so that we have accountability for the bill we pay. Administrator Briggs suggested that the staffs from both cities meet on an annual basis to review the inspection program and look at cost allocation. We are all on the right track, but there needs to be an accounting that is reliable and credible.

Councilor Raze stated that the program needs to be fair and that Fairview pays its fair share.

Administrator Briggs stated that Fairview will renegotiate the Building Inspection contract with Troutdale which will include an agreed upon accounting system, that it would be reviewed annually, and that Fairview would look at its allocation and make sure all our costs are covered.

III. ADJOURNMENT

Mayor Weatherby adjourned the Work Session at 6:31pm.

Mayor Mike Weatherby

Dated:

Caren C. Huson Quiniones

City Recorder