

MEMORANDUM

TO: Mayor and City Council

FROM: Faye Stewart, Public Works & Development Director

SUBJECT: BUILDING PROGRAM INTERGOVERNMENTAL AGREEMENT FEE ADDENDUM APPROVALS

DATE: June 5, 2024

Background

On February 12, 2018, June 11, 2018 and June 8, 2020 Cottage Grove entered into a partnership with Creswell, Veneta, and Coburg establishing a Building Permit and Inspection Services program by Inter Governmental Agreements (IGA) with each city.


Each year program operating costs are calculated for the building program for each city. Addendums to their IGA's are prepared reflecting the program costs shared by each city. For 2023-24 the shared Building Program operating costs are \$491,182.00. Creswell IGA program cost Addendum No. 6 is for \$83,005.88, Veneta IGA program cost Addendum No. 6 is \$110,862.40, and Coburg IGA program cost Addendum No. 4 is \$84,085.88.

Recommendation

Staff recommends City Council approve Creswell IGA Addendum No. 6, Veneta IGA Addendum No. 6, and Coburg IGA Addendum No. 4 reflecting each cities building program costs for 2024-25 fiscal year and authorize the City Manager to sign the Addendums.

Cost

None



Mike Sauerwein, City Manager



Faye Stewart, Public Works &
Development Director

ADDENDUM NO. 4

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITIES OF COTTAGE GROVE AND COBURG FOR BUILDING PERMIT PROGRAM SERVICES

BETWEEN: City of Cottage Grove (Cottage Grove)

AND: City of Coburg (Coburg)

EFFECTIVE DATE: July 1, 2024.

RECITALS

- A. Cottage Grove and Coburg entered into an Intergovernmental Agreement for Building Permit Program Services, on June 8, 2020, with an effective date of July 1, 2020 (IGA).
- B. Amendments to the Contract are needed to more accurately reflect Cottage Grove's costs to provide Coburg with Building Permit Program Services.

AGREEMENT

In consideration of the foregoing Recitals, which by this reference are incorporated herein, and of the mutual covenants, conditions and obligations on the part of each party to be kept and performed, it is hereby agreed as follows:

1. Section 4, Consideration, subsection (A) of the IGA, is hereby amended to read as follows:

“\$21,021.47 to Cottage Grove on a quarterly basis, by July 25th, October 25th, January 25th and March 25th each year this Agreement continues in effect. This amount represents the actual cost to Cottage Grove to provide Building Permit Program Services to Coburg, thus ensuring that all Building Permit funds collected by Coburg are properly dedicated to administration and enforcement of Coburg's Building Inspection Program.”

By execution of this Addendum, each party hereby acknowledges that it has read this Addendum No. 4, understands this amendment, and reaffirms all unamended provisions of the IGA.

CITY OF COTTAGE GROVE,
an Oregon municipal corporation

CITY OF COBURG.
an Oregon municipal corporation

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Date: _____, 2024

Date: _____, 2024

F:\1Clients\Muni\Cottage Grove, City of\Public Works\Building Code Inspection Program\ADD No 1 - Coburg IGA (050219) CHCkad.docx

2024-2025 Projected Building Program Costs

Total Staff Expenses \$491,182.00

- \$202,997.45 Building Official
- \$190,681.87 Electrical Inspector
- \$ 97,502.66 Residential Building Inspector and Plans Examiner (75% of total cost)

Total Materials and Services \$11,200.00

- \$2,000 Fuel and Lubricants
- \$ 500 Vehicle Expense
- \$ 500 Computer Service and Supplies
- \$ 500 Books, Maps, Periodicals
- \$1,000 Computer Equipment
- \$1,200 Professional Association Dues
- \$3,500 Education & Registration Fees
- \$2,000 Travel and Subsistence

Total Cottage Grove Building Program Expenses \$260,480.34

- \$245,591.00 Staffing
- \$ 5,600.00 Materials & Services (billed quarterly as expended)
- \$ 20,175.28 General Office Overhead (8% of total costs)
- \$ 1,000.00 Vehicle Expense (Mileage Re-Imbursement)

Total Creswell Building Program Expenses \$83,005.88 (Quarterly Payment \$20,751.47)

- \$73,677.30 Staffing
- \$ 1,680.00 Materials & Services (billed quarterly as expended)
- \$ 6,148.58 General Office Overhead (8% of total costs)
- \$ 1,500.00 Vehicle Expense (Mileage Re-Imbursement)

Total Veneta Building Program Expenses \$110,862.40 (Quarterly Payment \$27,715.60)

- \$98,236.40 Staffing
- \$ 2,240.00 Materials & Services (billed quarterly as expended)
- \$ 7,886.00 General Office Overhead (8% of total costs)
- \$ 2,500.00 Vehicle Expense (Mileage Re-Imbursement)

Total Coburg Building Program Expenses \$84,085.88 (Quarterly Payment \$21,021.47)

- \$73,677.30 Staffing
- \$ 1,680.00 Materials & Services (billed quarterly as expended)
- \$ 6,228.58 General Office Overhead (8% of total costs)
- \$ 2,500.00 Vehicle Expense (Mileage Re-Imbursement)

Percentage of program expenses:

Cottage Grove	50%
Coburg	15%
Creswell	15%
Veneta	20%

ADDENDUM NO. 6

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITIES OF COTTAGE GROVE AND CRESWELL FOR BUILDING PERMIT PROGRAM SERVICES

BETWEEN: City of Cottage Grove (Cottage Grove)

AND: City of Creswell (Creswell)

EFFECTIVE DATE: July 1, 2024.

RECITALS

- A. Cottage Grove and Creswell entered into an Intergovernmental Agreement for Building Permit Program Services, on February 13, 2018, with an effective date of February 1, 2018 (IGA).
- B. Amendments to the Contract are needed to more accurately reflect Cottage Grove's costs to provide Creswell with Building Permit Program Services.

AGREEMENT

In consideration of the foregoing Recitals, which by this reference are incorporated herein, and of the mutual covenants, conditions and obligations on the part of each party to be kept and performed, it is hereby agreed as follows:

1. Section 4, Consideration, subsection (A) of the IGA, is hereby amended to read as follows:

“\$20,751.47 to Cottage Grove on a quarterly basis, by July 25th, October 25th, January 25th and March 25th each year this Agreement continues in effect. This amount represents the actual cost to Cottage Grove to provide Building Permit Program Services to Creswell, thus ensuring that all Building Permit funds collected by Creswell are properly dedicated to administration and enforcement of Creswell's Building Inspection Program.”

By execution of this Addendum, each party hereby acknowledges that it has read this Addendum No. 6, understands this amendment, and reaffirms all unamended provisions of the IGA.

CITY OF COTTAGE GROVE,
an Oregon municipal corporation

CITY OF CRESWELL.
an Oregon municipal corporation

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Date: _____, 2024

Date: _____, 2024

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ADDENDUM NO. 6

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITIES OF
COTTAGE GROVE AND VENETA FOR BUILDING PERMIT
PROGRAM SERVICES**

BETWEEN: City of Cottage Grove (Cottage Grove)

AND: City of Veneta (Veneta)

EFFECTIVE DATE: July 1, 2024.

RECITALS

- A. Cottage Grove and Veneta entered into an Intergovernmental Agreement for Building Permit Program Services, on June 11, 2018, 2018, with an effective date of July 1, 2018 (IGA).
- B. Amendments to the Contract are needed to more accurately reflect Cottage Grove's costs to provide Veneta with Building Permit Program Services.

AGREEMENT

In consideration of the foregoing Recitals, which by this reference are incorporated herein, and of the mutual covenants, conditions and obligations on the part of each party to be kept and performed, it is hereby agreed as follows:

- 1. Section 4, Consideration, subsection (A) of the IGA, is hereby amended to read as follows:

“\$27,715.00 to Cottage Grove on a quarterly basis, by July 25th, October 25th, January 25th and March 25th each year this Agreement continues in effect. This amount represents the actual cost to Cottage Grove to provide Building Permit Program Services to Veneta, thus ensuring that all Building Permit funds collected by Veneta are properly dedicated to administration and enforcement of Veneta's Building Inspection Program.”

By execution of this Addendum, each party hereby acknowledges that it has read this Addendum No. 6, understands this amendment, and reaffirms all unamended provisions of the IGA.

CITY OF COTTAGE GROVE,
an Oregon municipal corporation

CITY OF VENETA.
an Oregon municipal corporation

By: _____

Name: _____

Title: _____

Date: _____, 2024

By:  _____

Name: Matt Michel

Title: City Administrator

Date: 6/5 , 2024

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