



# CITY OF SALEM

585 Liberty St SE  
Salem, OR 97301

## Staff Report

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File #: 17-246

Version: 1

Date: 5/22/2017

Item #: 3.3c.

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**TO:** Mayor and City Council

**THROUGH:** Steve Powers, City Manager

**FROM:** Lisa Anderson-Ogilvie, AICP, Interim Community Development Director

### **SUBJECT:**

Amendment of Intergovernmental Agreement with State of Oregon to provide plan review and inspection services

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

### **ISSUE:**

Shall the City Council authorize the City Manager to execute an amendment to the Intergovernmental Agreement with the State of Oregon to provide plan review and inspection services?

### **RECOMMENDATION:**

Staff recommends that the City Council authorize the City Manager to execute an amendment to the Intergovernmental Agreement with the State of Oregon to provide plan review and inspection services.

### **SUMMARY AND BACKGROUND:**

The State of Oregon maintains intergovernmental agreements (IGA) with local jurisdictions that can perform commercial and residential plan review and prefabricated structure inspections when its Building Codes Division (BCD) is unable to meet demands due to staffing or resource issues. The IGA with BCD does not affect City of Salem service levels since requests from BCD are only accepted and completed if the Building and Safety Division determines that it has adequate resources and staffing available. Revenue received through the IGA covers the cost of services that the Building and Safety Division provides to BCD.

### **FACTS AND FINDINGS:**

1. The City of Salem and the State of Oregon have maintained such an agreement since fiscal

year 2005-06. Unless amended, the IGA will expire on June 30, 2017. The amendment will enable the City of Salem to continue performing commercial and residential plan review and inspections for BCD until June 30, 2020.

2. In addition to extending the timeframe for the agreement, changes were made to the contact information for the City and a fee of \$100.00 per hour for engineering consultation services was added. The previous agreement did not cover engineering consultation services.
3. The amendment maintains the fees for non-engineering consultation of \$65.00 per hour and 65% of the total plan review fee for plan review and re-checks. Revenue received through the IGA covers the cost of services that the Building and Safety Division provides to BCD.

Rebai Tamerhoulet  
CD Building & Safety Division Administrator

Attachments:

1. Proposed Amendment to IGA
2. Current IGA

May 12, 2017