



COBURG CITY COUNCIL

ACTION ITEM

Addendum 4 to the Intergovernmental Agreement with the City of Cottage Grove for Building Permit Program Services

Meeting Date	Staff Contact	Phone	Email
June 11, 2024	Megan Winner	541.682.7862	Megan.winner@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Consider approval to allow for the City Administrator to execute addendum 4 to the Intergovernmental Agreement with Cottage Grove for the purpose of providing Building Permit Program Services to the City of Coburg.

Suggested Motion

I move to approve the City Administrator sign Addendum 4 to the June 8, 2020 Intergovernmental Agreement with Cottage Grove for the purpose of providing Building Permit Program Services to the City of Coburg.

BACKGROUND

Since June 2020, the City of Coburg has been working under an Intergovernmental Agreement with Cottage Grove for the purpose of providing Building Permit Program Services. Amendments to the IGA are needed to more accurately reflect the cost to Cottage Grove to offer the program. This year the cost increase reflects the increase in employee costs for Cottage Grove to provide the program. Cottage Grove also contracts with the Cities of Veneta and Creswell to provide Building Permit Program Services to those jurisdictions.

RECOMMENDATION AND ALTERNATIVES

1. Staff recommends that Council approve the City Administrator to execute the agreement (there should probably be no more than three alternatives provided)
2. Council can choose to not approve Addendum 4

BUDGET / FINANCIAL IMPACT

The cost of Building Permit Program services is directly tied to a percentage of the overall program. The City of Coburg pays for 15% of the Building Permit Program. This is a flat fee and

the amount does not change based on workload; some years the City of Coburg may have revenue in excess of contract IGA expense and some years there could be a deficit in this program.

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 are properly dedicated to administration and enforcement of Coburg's Building Program.

PUBLIC INVOLVEMENT

This is an annual budgetary item. Revenues and expenditures for the Building Permit Program Services are part of the 2025 adopted budget. Public comment was available through the budget process.

NEXT STEPS

Execute Addendum 4

ATTACHMENTS

1. Proposed – ADDENDUM 4 and 2024-2025 Building Permit Program Services Costs
2. June 8, 2020 Intergovernmental Agreement