



CITY OF ORLAND STAFF REPORT

MEETING DATE: March 3, 2026

TO: Honorable Mayor and Council

FROM: Joe Goodman, City Manager

SUBJECT: **Ratification of Prior Building Inspection Services and Approval of Professional Services Agreement with Paxton Family Inspection Services (Discussion / Action)**

Background

On November 16, 2022, the City entered into a Professional Services Agreement with Paxton-Scott Enterprises to provide Building Official, inspection, and plan review services. The agreement term was scheduled to expire on June 30, 2024, unless extended in writing by both parties.

In December 2024, it was brought to the attention of the previous City Manager that the agreement had expired and that an updated contract would be needed. At that time, the consultant indicates that a revised agreement was submitted reflecting two primary updates:

- A business name change from Paxton-Scott Enterprises to Paxton Family Inspection Services; and
- Updated service rates.

Due to significant administrative staffing transitions occurring during that period, the City does not have a record of a fully executed agreement, nor does it appear that the updated agreement was presented to the City Council for approval. However, the consultant's updated business name was entered into the City's accounting system, and invoices have been processed and paid at the updated rates since that time.

Throughout this period, Paxton Family Inspection Services has continued to provide Building Official, inspection, plan review, code enforcement support, and related services at the request and direction of City staff, ensuring continuity of operations.

DISCUSSION

Recently, Paxton Family Inspection Services contacted the City requesting clarification of their authority to continue performing services and requesting formal ratification of prior services and approval of a new agreement moving forward.

Staff has reviewed the situation and believes this represents an administrative oversight during a period of organizational transition rather than a performance or contractual dispute. The consultant has continued to perform services in good faith at the direction of the City, and the City has likewise accepted and paid for those services.

Staff has been satisfied with the quality, responsiveness, and professionalism of the services provided. Maintaining continuity in Building Official and inspection services is important for development activity, permit processing, and code compliance within the community.

To ensure proper documentation, risk management, and compliance with municipal contracting practices, staff is recommending that the City Council ratify prior services provided since July 1, 2024 and approve the attached Professional Services Agreement moving forward.

FISCAL IMPACT

Services are paid through building permit and development-related revenues. The City has been paying invoices at the contractor's updated rates since December 2024. Approval of the agreement will formalize the existing compensation structure and does not represent a new unbudgeted fiscal impact.

RECOMMENDATION

Staff recommends that the City Council:

1. Ratify building inspection, plan review, and related services provided by Paxton Family Inspection Services from July 1, 2024 to present; and
 2. Approve and authorize the City Manager to execute a Professional Services Agreement with Paxton Family Inspection Services for Building Official, inspection, plan review, and related services moving forward.
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ATTACHMENTS

1. Professional Services Agreement Extension– Paxton Family Inspection Services
2. Original Building Official Contract with Wyatt Paxton - 2022
3. Consultant Correspondence