



STAFF REPORT

Meeting Type: City Council
Meeting Date: March 18, 2024
From: Kelly O'Neill Jr., Development Services Director
Subject: Revised IGA with State of Oregon for ePermitting Software

DECISION TO BE MADE:

Whether to authorize the City Manager to enter into a revised intergovernmental agreement (Exhibit A) with the State of Oregon for ePermitting Software and Services.

PURPOSE / OBJECTIVE:

The purpose of the revised intergovernmental agreement (IGA) is to update language and add the following provisions:

1. A provision about Bluebeam licenses. Similar to Adobe, Bluebeam allows for staff to edit, mark up, and make comments in PDF documents that are submitted by applicants. The State of Oregon now provides these licenses for plan review. These licenses are under a state contract, so it is important to include information to ensure that cities and counties using the licenses abide by the Bluebeam licensing agreement.
2. A provision explaining charges for re-implementing optional modules. Since these modules are not part of the State of Oregon Building Division's core function, they are adding a fee for re-implementation of the optional modules.

BACKGROUND / CONTEXT:

On October 28, 2019, the Building Division launched our first cloud-based software using the State of Oregon ePermitting Software program. This software allows for online application submissions and inspection requests. The software replaced the Microsoft Access legacy system created by former city manager Scott Lazenby in the mid-1990s. The State of Oregon ePermitting Software is currently used by over 80 municipal jurisdictions in Oregon. The existing IGA was signed in February 2018 (Exhibit B).

BUDGET IMPACT:

This IGA does not affect the City budget. The ePermitting Software and Services is paid for by the state surcharge that is added to all trade permits.

RECOMMENDATION:

Authorize the City Manager to enter into a revised IGA with the State of Oregon for ePermitting Software and Services.

LIST OF ATTACHMENTS / EXHIBITS:

- Exhibit A. Proposed IGA for 2024
- Exhibit B. Existing IGA from 2018