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DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

April 23, 2026

BCC Agenda Item: _____

Board of County Commissioners
Clackamas County

Approval of Amendment #1 to an Intergovernmental Agreement with the City of Milwaukie Building Inspection and Plan Review services. Estimated revenue of \$157,000 per fiscal year. Funding through permitting revenue. No County General Funds are involved.

Previous Board Action/Review: 4/28/16: Approval of an Intergovernmental Agreement with the City of Milwaukie for Building Inspection and Plan Review Services

Performance Clackamas: Safe Secure Communities and Public Trust in Good Government

Counsel Review: Yes

Procurement Review: N/A

Contact Person: Matthew Rozzell

Contact Phone: 503-742-4744

EXECUTIVE SUMMARY: Through authority delegated by the State of Oregon, the Department of Transportation and Development (DTD) Building Codes Program provides fire/life safety, structural, mechanical, electrical, plumbing, permitting, plan review and inspection services.

On April 28, 2016, the Board approved entering into an Intergovernmental Agreement (IGA) to allow the DTD Building Codes Program to provide plan review and inspections services to the City of Milwaukie. This IGA is reciprocal but had not been updated since 2016 and payment terms as well as contact people were outdated.

Additionally, the City of Milwaukie has recently hired an A-level electrical inspector that necessitates the change to the payment terms. This hire will also result in fewer inspections performed by Clackamas County for the City of Milwaukie with an estimated annual reduction in revenue of \$140,000 to the Building Codes Program.

Amendment #1 is requested to update four aspects of the current IGA:

1. Updating inspections services to be calculated hourly, using the active charge-out rate plus overhead, for the employee providing the service, including travel time between jurisdictions.
2. Updating charge-out rates each fiscal year.

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3. Including electrical plan review, to be paid at 70% of the plan check fee.
4. Updating the contact persons to accurately reflect who should be receiving communication and notices for Clackamas County and the City of Milwaukie.

RECOMMENDATION: Staff respectfully recommend that the Board of County Commissioners approve Amendment #1 of the Intergovernmental Agreement between the City of Milwaukie and the Department of Transportation and Development's Building Codes Program for Building Inspection and Plan Review (BI/PR) services.

Respectfully submitted,

Dan Johnson

Dan Johnson, Director
Department of Transportation & Development

Amendment No. 1 to the
Intergovernmental Agreement for Provisions of
Building Inspection/Plan Review (BI/PR) Services

This Amendment is entered into by and between City of Milwaukie (A political subdivision of the State of Oregon) and the following counties or cities, each of which is an Oregon municipal corporation: Clackamas County.

RECITALS

- A. On April 28, 2016, the parties entered into an Intergovernmental Agreement for Provisions of Building Inspection/Plan Review (BI/PR) Services.
- B. The parties desire to amend the Agreement to change how Reimbursement Costs are calculated and to update contact persons.

AGREEMENT

Now, therefore, based on the foregoing, the signatories agree as follows:

- 1. Section 4 of the Agreement is deleted in its entirety and replaced with the following:
 - 4. Payment for Use of Shared Employee and Revenue Sharing.
 - 4.1 Inspection services shall be calculated hourly, using the active charge-out rate of labor, plus overhead, for the employee providing the service and shall include travel time between jurisdictions. Charge-out rates are updated each fiscal year, and invoices will reflect the current rate for services performed.
 - 4.2 Plan review services shall be paid at 70% of the plan check fee.
- 2. Section 11 of the Agreement is deleted in its entirety and replaced with the following:
 - 11. Contact Persons. Communications about this Agreement and any notice sent under its terms shall be sent by and to the following contact persons for the respective parties:

<u>Jurisdiction</u>	<u>Contact Person</u>	<u>Address</u>
City of Milwaukie	Patrick McLeod	10501 SE Main St.
Clackamas County	Matt Rozzell	150 Beaver creek Rd.
- 3. Except as expressly amended above, all other terms and conditions of the Agreement shall remain in full force and effect. By signature below, the parties agree to this Amendment, effective upon the date of the last signature below.

City of Milwaukie
Jurisdiction

Clackamas County
Jurisdiction

Signature

Signature



Joseph Briglio
Printed Name

Acting City Manager
Title

Craig Roberts
Printed Name

Chair, Board of County Commissioners
Title