



Legislation Details (With Text)

**File #:** 15-1089      **Version:** 1      **Name:** 9/8/15 Carlisle/Wortman Funding for Services  
**Type:** Resolution      **Status:** Passed  
**File created:** 9/8/2015      **In control:** City Council  
**On agenda:** 9/8/2015      **Final action:** 9/8/2015  
**Enactment date:** 9/8/2015      **Enactment #:** R-15-303

**Title:** Resolution to Amend Carlisle/Wortman Professional Services Agreements for Building Official and Planning Services, Amend the FY16 Budget and Appropriate Necessary Funds (8 Votes Required)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. PSA Amendment NO 1 for Planning Services, 2. PSA Amendment No 3

Date	Ver.	Action By	Action	Result
9/8/2015	1	City Council	Approved	Pass

Resolution to Amend Carlisle/Wortman Professional Services Agreements for Building Official and Planning Services, Amend the FY16 Budget and Appropriate Necessary Funds (**8 Votes Required**) City has contracted with Carlisle/Wortman to provide Building Official and plan review services since the City’s Building Official left City’s employment. In April 2015. The City began its search for a Building Official and has yet to find a candidate suitable for the City’s Building Services. The major challenge in finding a Building Official is the limited pool of candidates having the necessary State certification and needed experience for Ann Arbor. We are continuing our search for City’s Building Official.

In the interim, there is and will be a continued need for Carlisle/Wortman’s services for Building Official and plan review services. To date, Carlisle/Wortman has provided satisfactory services to the City. In January 2015, Council approved not to exceed \$200,000.00 for Carlisle/Wortman for Building Official and plan review services. Council is now requested to approve an additional \$400,000.00 for continued Building Official and plan review services to be funded from the Construction Code Fund. You are also requested to amend the FY16 budget for the Construction Code Fund by \$400,000.00. The Construction Code Fund has sufficient fund balance.

With the retirement of the City’s Planning Manager, there is need for consulting planning services to provide technical assistance to city planning staff on complex planning projects, to keep up with the work load demands, and provide necessary support to the City’s Planning Commission. The City entered into a not to exceed \$25,000.00 contract with Carlisle/Wortman for these planning services. Carlisle/Wortman’s principal office is located in Ann Arbor and has the expertise, along with trained and licensed staff to provide these services. Carlisle/Wortman provides planning services to a number of other municipal clients. Council is requested to approve \$60,000.00 for contract amendment with Carlisle/Wortman to continue its provision of planning services while the City proceeds with hiring a planning manager. The said consulting planning services were unanticipated and were not budgeted in the FY16. Council is also requested to appropriate \$60,000.00 from General Fund Fund Balance and amend FY16 Planning budget by \$60,000.00.

Carlisle/Wortman complies with the requirements of the City's non-discrimination and living wage ordinances.

Prepared by: Sumedh Bahl, Community Services Area Administrator

Reviewed by: Mary Joan Fales, Senior Assistant City Attorney

Approved by: Steven D. Powers, City Administrator

Whereas, The City needs uninterrupted Building Official and plan review services;

Whereas, The City contracted with Carlisle/Wortman Associates, Inc (Carlisle/Wortman) to provide Building Official and plan review services for an amount not to exceed \$200,000.00;

Whereas, City has conducted a search for Building Official, has been unable to find a suitable candidate yet and is continuing its search for Building Official;

Whereas, The City's need for Building Official and plan review services is on-going and will exceed the contracted amount of \$200,000.00;

Whereas, Carlisle/Wortman has performed the needed services to-date satisfactorily;

Whereas, Funding is available but unbudgeted in the Construction Code Fund for the necessary additional services;

Whereas, The City needs consulting planning services to assist City staff due to the retirement of the Planning Manager and will need these services until a new Planning Manager is hired;

Whereas, City has contracted with Carlisle/Wortman for said planning services and estimate amount of contracted services to not exceed \$25,000.00 and the need for services will be on-going during the hiring search for a new Planning Manager and will exceed the contract amount;

Whereas, The said consulting planning services were unanticipated and is not budgeted in FY16; and

Whereas, Carlisle/Wortman complies with the requirements of City's Non-Discrimination and Living Wage Ordinances;

RESOLVED, That City Council approve Amendment No. 3 in the amount of \$400,000.00 to the contract with Carlisle/Wortman for on-going Building Official and plan review services for a total contract not to exceed \$600,000.00;

RESOLVED, That City Council approve Amendment No. 1 in the amount of \$60,000.00 for contract with Carlisle/Wortman for consulting planning services for a total contract not to exceed \$85,000.00;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute the above Amendments subject to approval as to substance by the City Administrator and approval as to form by the City Attorney;

RESOLVED, That City Council appropriate \$60,000.00 from the General Fund Fund Balance to amend the approved FY16 Planning expenditure budget by \$60,000.00; and

RESOLVED, That City Council amend the approved FY16 Construction Code Fund expenditure budget by \$400,000.00 with funding of the \$400,000.00 from a one-time use of the Construction Code Fund balance effective with the passage of this Resolution to be expended in accordance with the terms of the Carlisle/Wortman contract as it may be amended from time to time and without regard to fiscal year.