



Legislation Text

File #: 16-1459, **Version:** 1

Resolution to Approve Amendment No. 5 to the Carlisle/Wortman Professional Services Agreements for Building Official Services, Amend the FY16 Budget and Appropriate Necessary Funds (\$500,000.00) **(8 Votes Required)**

The 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 is currently in the process of completing the fourth round of interviews to fulfill the Building Official position with three candidates in consideration. Upon completion of the process, we anticipate extending an offer to the most qualified candidate by the end of October 2016.

There is and will be a continued need for Carlisle/Workman's services for Building Official and plan review services through the interview and hiring process for Building Official. Continued services are needed to ensure a smooth transition of open projects to the new Building Official without comprising services to the community. 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. Subsequently Council extended the contract and increased funding for continued Building Official services to be funded from the Construction Code Fund; most recently in May of 2016. At this time staff is requesting to amend the FY17 budget for the Construction Code Fund by \$500,000.00 and amend the contract to continue Building Official and plan review services. The Construction Code Fund has sufficient fund balance.

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

Prepared by: Derek L. Delacourt, Community Services Area Administrator

Approved by: Howard S. Lazarus, City Administrator

Whereas, The City needs uninterrupted Building Official services;

Whereas, The City contracted with Carlisle/Wortman Associates, Inc (Carlisle/Wortman) to provide Building Official and plan review services;

Whereas, The City has conducted a search for Building Official and is in the process of interviewing three candidates;

Whereas, The City's need for Building Official and plan review services is ongoing and will exceed the previously contracted amount of \$900,000.00;

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; and

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;

RESOLVED, That City Council approve Amendment No. 5 in the amount of \$500,000.00 to the contract with Carlisle/Wortman for ongoing Building Official and plan review services for an amended total contract not to exceed amount of \$1,400,000.00;

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

RESOLVED, That City Council amend the approved FY17 Construction Code Fund expenditure budget by \$500,000.00 with funding of the \$500,000.00 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.