



Legislation Text

File #: 16-0702, **Version:** 1

Resolution to Approve Amendment No. 4 to the Carlisle/Wortman Professional Services Agreements for Building Official and Planning Services, Approve Amendment No. 3 to the Carlisle/Wortman Professional Services Agreement for City Planning Services Unit Support Services, Amend the FY16 Budget and Appropriate Necessary Funds (**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. Recently the City did extend an offer to a qualified candidate for the Building Official position, that offer was accepted and the City anticipated a start date of May 11th. However, the candidate has since rescinded. The City is currently reevaluating its options on how best to proceed. In the near term it is anticipated that the remaining contract balance with Carlisle/Wortman will expire.

Until the Department is fully staffed, there is and will be a continued need for Carlisle/Workman'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. Subsequently Council extended the contract and increased funding by \$400,000.00 for continued Building Official and plan review services to be funded from the Construction Code Fund. At this time staff is requesting to amend the FY16 budget for the Construction Code Fund by \$300,000.00 and amend the contract to continue Building Official and plan review services. The Construction Code Fund has sufficient fund balance.

With the retirement of the City's Planning Manager, there is a continuing 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, and their contract was increased by \$60,000.00 to meet additional demand. Council is requested to approve \$50,000.00 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 \$50,000.00 from General Fund Balance and amend FY16 Planning budget by \$50,000.00.

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: Tom Crawford, Interim 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, The City has conducted a search for Building Official and is in the process of transition to a new hire;

Whereas, The City's need for Building Official and plan review services is on-going and will exceed the previously contracted amount of \$600,000.00;

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, The City has contracted with Carlisle/Wortman for said planning support services and the need for services will be on-going during the hiring search for a new Planning Manager and will exceed the previously contracted amount of \$85,000.00;

Whereas, The needed consulting planning support 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. 4 in the amount of \$300,000.00 to the contract with Carlisle/Wortman for on-going Building Official and plan review services for an amended total contract not to exceed amount of \$900,000.00;

RESOLVED, That City Council approve Amendment No.3 in the amount of \$50,000.00 for contract with Carlisle/Wortman for consulting planning support services for an amended total contract not to exceed \$135,000.00;

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 \$50,000.00 from the General Fund Fund Balance to amend the approved FY16 Planning expenditure budget by \$50,000.00 without regard to fiscal year; and

RESOLVED, That City Council amend the approved FY16 Construction Code Fund expenditure budget by \$300,000.00 with funding of the \$300,000.00 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.

Sponsored by: Councilmember Briere