



# Committee of the Whole

Ryan Countryman

Council Initiated:

Yes

No

**ECAF:** 2024-0076

**Motion:** 24-041

Type:

Contract

Board Appt.

Code Amendment

Budget Action

Other

Requested Handling:

Normal

Expedite

Urgent

Fund Source:

General Fund

Other

N/A

Executive Rec:

Approve

Do Not Approve

N/A

Approved as to

Form:

Yes

No

N/A

**Subject:** Contract – On-Call Engineering Support

**Scope:** Motion 24-041 authorizes the County Executive to sign a consultant services agreement with Hale Milligan & Associates.

**Duration:** Execution to December 31, 2025.

**Fiscal Impact:**  Current Year  Multi-Year  N/A

| Expenditures       | Current Year     | 2025     | 2026     | 2027     | 2028     | Total            |
|--------------------|------------------|----------|----------|----------|----------|------------------|
| 193-Prof. Services | \$270,864        | 0        | 0        | 0        | 0        | \$270,864        |
| <b>Total</b>       | <b>\$270,864</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>\$270,864</b> |

| Revenue          | Current Year     | 2025     | 2026     | 2027     | 2028     | Total            |
|------------------|------------------|----------|----------|----------|----------|------------------|
| 193-Fund Balance | \$270,864        | 0        | 0        | 0        | 0        | \$270,864        |
| <b>Total</b>     | <b>\$270,864</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>\$270,864</b> |

1. This contract would not generate any additional revenue. Cost savings from vacant engineering positions supported by permitting Fund 193 would offset this expense.
2. Planning and Development Services (PDS) anticipates that the work would occur primarily in 2024. However, on-call support could continue through 2025 subject to the authorized not to exceed amount of \$270,864.

**Authority Granted:** Authorization for the Executive to sign the Agreement with Hale Milligan.

**Background:** Due to retirements and other staff departures, the PDS engineering team is short staffed relative to the volume and complexity of permits that the department has under review. Although actively recruiting to fill several vacant engineering positions, PDS has determined the need for consultant services on an on-call as-needed basis. The consultant would assist with review of various engineering documents submitted by applicants for land developments to determine the applicant’s compliance with required standards before a permit may be issued.

PDS selected Hale Milligan from the 2024-2025 on-call consultant services program and negotiated a scope of work for a not to exceed amount of \$270,864. This work would be at the request of PDS as needed for permit review, billed in hourly increments, and invoiced monthly. The proposed contract would end on December 31, 2025.

A prior contract with Hale Milligan authorized by Motion 22-280 expired on December 31, 2023. Although PDS marked the current motion as “normal” for handling when transmitting it to Council, the department subsequently requested expedited handling due to pressing need to resume assistance in permit review.

**Request:** Consideration during Committee of the Whole on January 30, 2024.