



STAFF REPORT

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
MEETING DATE: MAY 19, 2025
FROM: TOM DUBOIS, CITY MANAGER
SUBJECT: RENEW CONTRACTS WITH HAUGE BRUECK ASSOCIATES, LLC
AND COLE HUBER LLP

RECOMMENDATION:

- 1) Adopt Resolution 24-25-* extending the contracts with Hauge Brueck Associates, LLC (HBA) for On-Call Planning Services and Applicant Reimbursable Planning Services.
- 2) Adopt Resolution 24-25-* extending the contract with Cole Huber LLP, for City Attorney Services

BACKGROUND:

The City has contracted with Hauge Brueck Associates, LLC (HBA) for various planning related work for the past decade. HBA has provided both on call planning services for the City, which is paid for out of the General Fund, and also applicant-initiated work. Applicant-initiated work is paid for by the applicant, having no financial impact on the City. HBA has more recently worked on grant funded projects for the City. The previous agreement with HBA was signed in 2023 for two years and needs to be renewed July 1, 2025.

The City has also contracted Cole Huber LLP for City attorney services for over a decade. The previous agreement with Cole Huber was signed in 2022 for three years and needs to be renewed July 1, 2025.

DISCUSSION:

The contracts for planning services and attorney services are set to expire on June 30, 2025. Staff recommends that the City enter into a new contracts with HBA, for on call planning services and applicant reimbursable planning services, and Cole Huber, for attorney services. The recommended term of the HBA's contracts is twenty-four (24) months, July 1, 2025 to June 30, 2027. The recommended term for Cole Huber's contract is thirty-six (36) months, July 1, 2025 to June 30, 2028.

BUDGET IMPACT:

- The hourly rate for HBA in the new contract is increasing by \$10/hour.
- The hourly rate for Cole Huber will increase progressively each year as follows: \$275/hour 2025-26, \$290/hours 2026-27, \$300/hour 2027-28.

ATTACHMENT:

- A) Renewal Contract (On-Call Services) – Hauge Brueck Associates, LLC (HBA) 2025-2027
- B) Renewal Contract (Applicant Reimbursable) – Hauge Brueck Associates, LLC (HBA) 2025-2027
- C) Legal Services Agreement – Cole Huber – July 1 2025