

## Engineering Division of the Public Works Department

To: Mayor McFarland and Committee Members

From: Andrew Beyer, P.E.

Date: August 20, 2024

Subject: Finance Committee Agenda Narrative for August 26, 2024

### Background

Agenda Item:

Review and take possible action: Approve General Municipal Engineering Services Agreement with Graef-USA, Inc.

As you are aware, the Assistant City Engineer position has been vacant since January 2024. This prolonged vacancy created a gap in our ability to maintain the level of engineering oversight and project management required for the successful implementation of various city infrastructure projects. In the interim, we have temporarily addressed this gap by Engineering Division staff working additional hours, through the hiring of a limited-term employee and seasonal staff. However, this arrangement is not sustainable for the long term.

To address this gap moving forward in 2024, the Public Works Department recommends entering into an agreement with Graef to perform professional engineering services typically managed by the Assistant City Engineer. The Public Works Department is currently working with Graef on upcoming Capital Improvement Program (CIP) projects. Graef is a well-regarded engineering firm with extensive experience in municipal engineering services.

The agreement with Graef covers a broad range of services that align with the duties and responsibilities of the Assistant City Engineer. These services include, but are not limited to:

- Providing municipal engineering services.
- Providing surveying services
- Providing office hours at City Hall
- Providing plan review services
- Providing construction observation services
- Providing drafting services
- Providing contract administrative services
- Attending/participating in meetings

Attached: Professional Service Agreement  
Draft Resolution

## Budget Goal

2024 Operation Goal #2.

## Financial Impact

The general municipal engineering services agreement would be funded through unused 2024 salary and benefits from the vacant Assistant City Engineer position.

## Recommendation

Given the critical nature of these services and the continued vacancy in the Assistant City Engineer position, it is recommended that the Finance Committee approve the agreement with Graef. This arrangement will ensure that our engineering projects continue to move forward efficiently and effectively in 2024 while we work to fill the Assistant City Engineer position.

## 2024 Operational Goals

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance
2. Supports employee retention and growth, and also works to address critical staffing areas
3. Invests in the assessment, strategic planning and maintenance of our city buildings
4. Promotes and fosters innovative approaches for community development and growth
5. Maintains a safe and healthy community, and expands community education on safety and health