



**DATE:** September 26, 2017

**TO:** Mayor and City Council

**FROM:** Interim Development Services Director

**SUBJECT:** Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute an Amendment to the Agreement with CSG Consultants, Inc., for Development Review Services in the Planning Division

### **RECOMMENDATION**

That the City Council adopts the attached resolution authorizing the City Manager to negotiate and execute and Amendment to the Agreement with CSG Consultants, Inc.

### **SUMMARY**

Staff has selected a qualified candidate to fill the Associate Engineer position, who is tentatively scheduled to start in October. Pending the onboarding of this permanent employee, staff requests that Council authorize the City Manager to execute an amendment to the Agreement with CSG Consultants, Inc., for an additional \$85,000, for a total agreement amount not to exceed \$510,000.

### **BACKGROUND**

The Development Services Department employs a Senior Civil Engineer and a Development Review Specialist within the Planning Division. These positions are responsible for providing support at Hayward's One Stop Permit Center related to engineering inquiries, as well as serving as lead for the processing of all applications for tentative subdivision maps, lot line adjustments, lot mergers, associated encroachment permits, and special event permits. The Development Review Specialist position became vacant effective April 3, 2015.

On May 18, 2015, the City entered into an Agreement with CSG Consultants Inc., for \$25,000 to provide Development Review Engineering Services. The City Council subsequently approved Resolution 15-095 on June 9, 2015, authorizing Amendment No.1 to the Agreement with CSG for a total cumulative amount not to exceed \$130,000. Resolution 16-077 was approved by Council on May 17, 2016, authorizing Amendment No. 2 to the Agreement with CSG to increase the total cumulative compensation amount not to exceed \$300,000. Most recently, Resolution 17-012 was approved by Council on February 7, 2017, authorizing Amendment No. 3 to the Agreement with CSG to increase the total cumulative compensation amount not to exceed \$425,000.

## **DISCUSSION**

Associated with the May 2015 Agreement, CSG Consultants has provided a qualified professional, Babak Kaderi, who also has an engineering background. Mr. Kaderi's experience and education has proven to be beneficial in the workflow and services of our customers by:

1. More readily providing support to the Senior Civil Engineer in Planning since both Messrs. Baquilar and Kaderi possess a background and requisite experience in engineering that is not currently required of the Development Review Specialist.
2. Providing more direct guidance on engineering issues to the planning staff as well as the general public at the Permit Center.
3. Having the ability to perform in an acting capacity for the Senior Civil Engineer in Planning in his absence.

Recruitment for a Development Review Specialist has proven difficult due to the unique title and structure of the position. The more advanced skills and engineering background of Mr. Kaderi has revealed the benefits of engineering knowledge in the Development Review Specialist position as well. Council approved the reclassification of the Development Review Specialist to Associate Engineer as part of the FY2017 mid-year budget amendment.

The Human Resources Department conducted a recruitment for Associate Engineer, and a qualified candidate has been selected with a tentative start date of October 2, 2017. The ability to extend the Agreement with CSG will allow time for this candidate to start employment, as well as for training and transition time.

## **STRATEGIC PRIORITIES**

This agenda item is a routine operational item and does not relate to one of the Council's Strategic Initiatives.

## **SUSTAINABILITY FEATURES**

CSG does not provide any physical improvements to the City's infrastructure. Therefore, this section is not applicable.

## **FISCAL IMPACT**

The \$85,000 increase to this agreement will come from multiple sources, one being the use of salary savings from vacant positions in the Development Services Department; the other will use appropriation authorized in the FY2018 Operating budget.

**NEXT STEPS**

If Council approves the attached resolution, staff will prepare for execution Amendment No. 4 to the Agreement between the City of Hayward and CSG Consultants.

*Prepared by:* Jade Kim, Management Analyst I

*Recommended by:* Stacey Bristow, Interim Development Services Director

Approved by:



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Kelly McAdoo, City Manager