



DATE: April 3, 2018

TO: Mayor & City Council

FROM: Interim Development Services Director

SUBJECT: Adoption of a Resolution Authorizing the City Manager to Execute an Amendment to the Agreement with Dutchover & Associates for Landscape Architect Services

RECOMMENDATION

That the City Council adopts the attached resolution authorizing the City Manager to execute an amendment to the agreement with Dutchover & Associates.

SUMMARY

Staff requests that Council authorizes the City Manager to execute an amendment to the Agreement with Dutchover & Associates, to increase the compensation amount an additional \$65,000, for a total agreement amount not to exceed \$115,000, and to extend the term of the Agreement to September 30, 2018.

BACKGROUND

The Planning Division has one approved FTE for the position of Landscape Architect. The Landscape Architect is responsible for the review of landscape plans, coordinating projects, beautification, park dedications fees, tree preservation activities, and additional project-related workload including:

- La Vista Park
- Bay-Friendly Water Efficient Landscape Ordinance
- California State Department of Water Resources annual tracking and reporting
- PG&E Community Pipeline Safety Initiative

It was critical to contract with an outside firm for Landscape Architect services to maintain the day-to-day operations and plan review in the Planning Division to allow the Landscape Architect to handle the responsibility of these additional projects. The City executed an agreement with Dutchover & Associates on September 1, 2017, to provide qualified temporary staffing to perform Landscape Architect services for an amount not to exceed \$50,000.

DISCUSSION

Associated with the original agreement, Dutchover & Associates has provided a qualified professional, Brian Dutchover, who has been assisting with plan review, Permit Center counter inquiries, and field inspections. Mr. Dutchover has been working on a part-time basis, two to three days per week to assist with the increasing workload. The additional assistance allows the city's Landscape Architect to focus on more complex projects, such as La Vista Park coordination and oversight, and the PG&E Community Pipeline Safety Initiative, as well as handle the larger on-site inspections.

The current request to amend the agreement with Dutchover & Associates relates to retaining Mr. Dutchover to continue his assistance in the Planning Division on a part-time basis through September 30, 2018, for an amount not to exceed \$115,000.

FISCAL IMPACT

All costs for this professional services agreement will use previously budgeted funds in the Development Services Department FY 2018 Operating Budget. There is no additional impact to the General Fund. Costs will be billed to development projects as appropriate and as they relate to review of project plans or inspections.

STRATEGIC INITIATIVES

This agenda item supports the Complete Communities Strategic Initiative. The purpose of the Complete Communities initiative is to create and support structures, services, and amenities to provide inclusive and equitable access with the goal of becoming a thriving and promising place to live, work and play for all. This item supports the following goal and objectives:

GOAL 1: Improve quality of life for residents, business owners, and community members in all Hayward neighborhoods.

Objective 2: Foster a sense of place and support neighborhood pride

Objective 3: Increase collaboration with businesses, non-profits and neighborhood groups on placemaking projects

Objective 4: Create resilient and sustainable neighborhoods

SUSTAINABILITY FEATURES

The recommended action for this report will not directly result in physical development, purchase or service, new policy or legislation related to sustainability. However, ensuring proper and efficient landscaping that follows the overall landscape goals and regulations of the City, and its beautification efforts are directly related to the General Plan. Staff, and

consultants acting as agents of the City, encourage all applicants to adhere to the General Plan guidelines.

NEXT STEPS

If the Council approves the attached resolution, staff will prepare an amendment to the Agreement between the City of Hayward and Dutchover & Associates for execution by the City Manager.

Prepared by: Jade Kim, Management Analyst I

Recommended by: Stacey Bristow, Interim Development Services Director

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is written above a horizontal line.

Kelly McAdoo, City Manager