



DATE: March 16, 2021

TO: Mayor & City Council

FROM: Director of Development Services

SUBJECT Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with the Metropolitan Planning Group for On-Call Planning Services for an Amount Not-to-Exceed \$175,000

RECOMMENDATION

That Council approves the attached resolution (Attachment II) authorizing the City Manager to negotiate and execute an agreement with the Metropolitan Planning Group, Inc., (M-Group) for on-call planning services for an amount not-to-exceed \$175,000.

SUMMARY

Multiple vacancies in Planner positions in the Planning Division of the Development Services Department, as well as the anticipation of several large projects in the pipeline, result in a foreseeable need for further staff augmentation. The Development Services Department previously entered into professional services agreements with multiple consultants providing on-call planning services during FY17 through FY20; however, the M-Group has been the primary consultant with the ability to consistently provide highly qualified, local staff augmentation, when needed. Execution of an agreement with the M-Group will support Planning Division staff pending recruitment to fill critical Planner positions while allowing staff to develop the best approach to complete planning projects.

BACKGROUND

Multiple vacancies in Planner positions in the Planning Division of the Development Services Department, as well as the anticipation of several large projects in the pipeline, result in a foreseeable need for further staff augmentation. The Assistant/Associate and Senior Planner positions typically perform a wide-range of planning activities, including public inquiries, permit center counter-coverage, interacting with City staff, public officials, and outside agencies to process development proposals, preparing environmental documents, and attending or participating in Council, Planning Commission and neighborhood meetings and public hearings. M-Group provides qualified temporary staffing professionals to perform a wide range of technical responsibilities related to Planning Division activities.

DISCUSSION

The Development Services Department is currently in staffing transition due to several recent and upcoming retirements and unanticipated separations throughout the department. The impacts of these separations include multiple acting roles amongst Planning staff, two Associate Planner vacancies, and a third Associate Planner vacancy anticipated by the end of the fiscal year. Recruitment to fill these vacancies is currently in progress; however, completion of the recruitment has been delayed by a hiring freeze and other challenges due to COVID-19. These combined factors are creating an impact toward the timely delivery of services to customers within the development and residential community.

Although there was a decrease in planning applications submitted during the months of March and April 2020 due to the Alameda County Shelter in Place Order in response to COVID-19, the Planning Division received 341 applications during the calendar year versus 378 applications in 2019, while also taking on several unplanned projects in response to COVID-19, such as establishing the following:

- Temporary Outdoor Gathering Permit
- Temporary Outdoor Dining Permit
- Temporary Outdoor Business Activities Permit

Since the construction restrictions within the Shelter-In-Place Order were lifted by Alameda County on April 29, 2020, the Planning Division has received 266 new applications from May 1, 2020 through January 31, 2021. This is in comparison to 275 applications the previous year during the same time period. Current and upcoming projects include:

- U-Haul Development Project
- Hines Project (former Gillig site)
- Pilgrim Baptist Church
- Hayward Retail Center
- Multi-family Residential Development – 21659 Mission Blvd.
- Maple & Main
- Parcel Group 6
- Parcel Group 8
- Housing Incentives
- Affordable Housing

Planning projects or development reviews previously assigned to former staff have been reassigned within the Division, including: Clearbrook Circle Church, rezoning/GPA for the residential project at the former Burlington Coat Factory site, the Hayward Senior Center, a cannabis manufacturer, as well as two Industrial redevelopment projects including one at the former Berkeley Farms site.

The Development Services Department previously entered into professional services agreements with multiple consultants providing on-call planning services during FY17 through FY20; however, the M-Group has been the primary consultant with the ability to consistently provide highly qualified, local staff augmentation, when needed.

Execution of an agreement with the M-Group will support Planning Division staff pending recruitment to fill critical Planner positions while allowing staff to develop the best approach to complete planning projects.

FISCAL IMPACT

All costs to cover these professional services are included in the Development Services Department's FY 2021 approved budget for Contract and Consulting Services and fees billed to development project deposits, as appropriate.

STRATEGIC ROADMAP

This agenda item is a routine operational item that does not directly relate to any of the six priorities outlined in the Council's Strategic Roadmap.

PUBLIC CONTACT

No public contact has occurred associated with this action.

NEXT STEPS

If the Council approves this resolution, staff will prepare an agreement with the M-Group in a form approved by the City Attorney.

Prepared by: Jade Kim, Administrative Analyst II

Recommended by: Laura Simpson, Director of Development Services

Approved by:

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

Kelly McAadoo, City Manager