



**DATE:** December 8, 2020

**TO:** Mayor and City Council

**FROM:** Director of Development Services

**SUBJECT:** Adopt a Resolution Authorizing the City Manager to Negotiate and Execute an Amendment to the Agreement with The Metropolitan Planning Group for Planning and Services Increasing the Not to Exceed Amount to \$200,000, and Extending the Term to December 31, 2021

### **RECOMMENDATION**

That the Council adopts a resolution (Attachment II) authorizing the City Manager to negotiate and execute an amendment to the agreement with the metropolitan planning group for planning and services increasing the Not to Exceed amount to \$200,000, and extending the term to December 31, 2021.

### **SUMMARY**

Staff seeks Council approval to authorize the City Manager to execute an Amendment to the Agreement with The Metropolitan Planning Group (M-Group) for On-Call Planning Services by increasing the not to exceed amount to \$200,000 and extending the term to December 31, 2021.

### **BACKGROUND**

On February 12, 2020, Council approved Resolution #20-149 authorizing the City Manager to negotiate and execute an amendment to the agreement with M-Group increasing the not to exceed amount to \$125,000 and extending the term of the agreement to December 31, 2020. This consultant provides qualified temporary staffing professionals to perform a wide range of technical responsibilities related to Planning Division activities. The recent retirement of a Senior Planner, and the unexpected resignation of an Associate Planner within the Planning Division, as well as the anticipation of several large projects in the Planning Division pipeline, result in a foreseeable need for further staff augmentation.

### **DISCUSSION**

The current agreement with M-Group is valid through December 31, 2020. The recent retirement of a Senior Planner effective October 28<sup>th</sup>, and an unexpected separation of one Associate Planner effective December 11<sup>th</sup>, has created vacancies in the Planning Division, requiring further utilization of temporary staffing to maintain the workflow and customer service levels.

Since the construction restrictions within the Shelter-In-Place Order were lifted by Alameda County on April 29, 2020, the Planning Division has received 189 new applications from May 1, 2020 through October 31, 2020. This is in comparison to 193 applications last year during the same time period.

A Senior Planner officially retired service from the City effective October 28<sup>th</sup>, 2020. As part of the transition plan, an Associate Planner assumed the responsibility as the Hayward Area Shoreline Planning Agency (HASPA) staff representative and project manager of the Shoreline Master Plan and related CalTrans Grant. Although the Host City responsibilities are scheduled to transfer to East Bay Regional Park District effective January 1, 2021, the City of Hayward Planning Division will maintain oversight of the grant through its completion. That Associate Planner has resigned his position with the City of Hayward effective December 11, 2020. His current projects also include: Pilgrim Baptist 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.

Amending the current agreement with M-Group will support Planning Division staff pending recruitment to fill these two critical positions.

### **FISCAL IMPACT**

Approval of this item will not negatively impact the General Fund. All costs to amend this professional services agreement will be covered within the Development Services Department's FY21 approved budget for Contract and Consulting Services and most costs will be recovered through charges to development applications.

### **STRATEGIC ROADMAP**

This agenda item supports the Strategic Priority of Combat Climate Change. Specifically, this item relates to the completion of the following project:

Project 9, Part 9.a. Complete EIR for Shoreline Master Plan

### **PUBLIC CONTACT**

No public contact has occurred associated with this action.

### **NEXT STEPS**

If the Council approves this resolution, staff will prepare an amendment to the Agreement with The Metropolitan Planning Group in a form approved by the City Attorney.

*Prepared by:* Jade Kim, Management Analyst II

*Recommended by:* Laura Simpson, Director of Development Services

*Approved by:*

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

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Kelly McAdoo, City Manager