



DATE: October 16, 2018

TO: Mayor and City Council

FROM: Director of Development Services

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 amount an additional \$40,000, for a total agreement amount not to exceed \$155,000, and to extend the term of the agreement to March 31, 2019.

BACKGROUND

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

- Development of La Vista Park
- Oversight and administration of the Bay-Friendly Water Efficient Landscape Ordinance
- California State Department of Water Resources annual tracking and reporting

In addition, the City has received plan submittals on the following large and complex projects that require review:

- Lincoln Landing
- Maple & Main
- Mission Seniors
- SOHAY (William Lyon Homes)

Due to increase in workload, the City has contracted 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 additional projects. The City executed an agreement with Dutchover & Associates on September 1, 2017 for temporary staffing to perform Landscape Architect services for an amount not to exceed \$50,000.

On April 3, 2018, Council approved Resolution #18-053 authorizing an amendment to the Agreement with Dutchover & Associates, increasing the budget amount to \$115,000, and extending the term through September 30, 2018.

DISCUSSION

Dutchover & Associates has provided landscape architectural services that include plan review, responses to permit center counter inquires, and field inspections. 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.

Staff requests that Council authorize the City Manager to execute an amendment to the agreement with Dutchover & Associates to increase the amount an additional \$40,000, for a total agreement amount not to exceed \$155,000, and to extend the term of the Agreement to March 31, 2019.

FISCAL IMPACT

There are sufficient funds budgeted in the City's FY 2019 operating budget to cover the costs associated with this amendment. As appropriate, development projects will be billed for project plan review and inspection services and a portion of the costs associated with this agreement will be recovered.

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 II

Recommended by: Laura Simpson, Director of Development Services

Approved by:



Kelly McAadoo, City Manager