



DATE: July 2, 2019

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 a resolution (Attachment II) authorizing the City Manager to execute an amendment to the agreement with Dutchover & Associates for landscape architect services.

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 \$50,000, for a total agreement amount not to exceed \$255,000, and to extend the term of the agreement to December 30, 2019.

BACKGROUND

The Planning Division has one approved position for Landscape Architect. The Landscape Architect is responsible for the review of landscape plans for both public and private projects, coordinating projects, beautification, managing park dedication fees, and tree preservation activities. 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 (South Hayward Bart)

It has been 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 and 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.

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. Resolution #18-223 was approved on October 16, 2018 authorizing a third amendment to the agreement with Dutchover & Associates, increasing the compensation amount to \$155,000, and extending the term to March 31, 2019. Resolution #19-064 was approved on April 2, 2019 increasing the budget amount to \$205,000 and extending the term to June 20, 2019.

As part of the FY20 Operating Budget, Council authorized a new Junior Landscape Architect position. Development Services and Human Resources staff are working in coordination to complete the steps necessary to move forward with the recruitment process.

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 inquires, and field inspections. Mr. Dutchover has been working on a part-time basis, two to three days per week to assist with the increased workload. Additional hours have been necessary due to an unexpected leave of the Landscape Architect. The additional assistance allows the city's Landscape Architect, who is currently on limited work duty, to focus on more complex projects, 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 December 30, 2019, for an amount not to exceed \$255,000, to allow staff to complete the recruitment process for the Junior Landscape Architect.

FISCAL IMPACT

All costs for this professional services agreement will be paid for through a combination of funds included in the adopted in the FY 2020 Operating Budget and fees billed to the development projects as appropriate and as they relate to review of project plans or inspections. There is no additional impact to the General Fund.

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 McAdoo, City Manager