



**DATE:** February 7, 2017

**TO:** Mayor and City Council

**FROM:** Development Services Director

**SUBJECT:** Adoption of a Resolution Authorizing the City Manager to Execute an Amendment to the Agreement with CSG Consultants, Inc., for Development Review Services in the Planning Division for a total Agreement Amount not to Exceed \$425,000

### **RECOMMENDATION**

That the City Council adopts the attached resolution authorizing the City Manager to execute an amendment to the agreement with CSG Consultants, Inc.

### **SUMMARY**

Given the difficulty in finding qualified candidates for the Development Review Specialist position in the Planning Division of the Development Services Department, staff requests that Council authorize the City Manager to execute an amendment to the Agreement with CSG Consultants, Inc., for an additional \$125,000, for a total agreement amount not to exceed \$425,000, and to extend the term of the Agreement to June 30, 2017.

### **BACKGROUND**

The Development Services Department employs a Senior Civil Engineer and a Development Review Specialist within the Planning Division. These positions are responsible for providing support at Hayward's One Stop Permit Center related to engineering inquiries, as well as serving as lead for the processing of all applications for tentative subdivision maps, lot line adjustments, lot mergers, associated encroachment permits, and special event permits. The Development Review Specialist position became vacant effective April 3, 2015. On May 18, 2015, the City entered into an Agreement with CSG Consultants Inc., for \$25,000 to provide Development Review Engineering Services and to supplant the vacant Development Review Specialist position. The City Council subsequently approved Resolution 15-095 on June 9, 2015, authorizing Amendment No.1 to the Agreement with CSG for a total cumulative amount not to exceed \$130,000. Resolution 16-077 was approved by Council on May 17, 2016, authorizing Amendment No. 2 to the Agreement with CSG to increase the total cumulative compensation amount not to exceed \$300,000.

## **DISCUSSION**

Associated with the May 2015 Agreement, CSG Consultants provided a highly qualified professional, Babak Kaderi, who also has an engineering background. The current request to amend the agreement with CSG relates to retaining Mr. Kaderi while the job specifications for the position are revised. This will provide the City with time to recruit and hire a permanent staff member for the position, as explained in more detail below. Mr. Kaderi's experience and education has proven to be beneficial in the workflow and services of our customers by:

1. More readily providing support to the Civil Senior Engineer in Planning since both Messrs. Baquilar and Kaderi possess a background and requisite experience in engineering that is not currently required of the Development Review Specialist.
2. Providing more direct guidance on engineering issues to the planning staff as well as the general public at the Permit Center.
3. Having the ability to perform in an acting capacity for the Senior Civil Engineer in Planning in his absence.

The City has advertised multiple recruitments for the Development Review Specialist over the past three years. Recruitment has been difficult due to the unique title and structure of the position. During FY 2016, the Development Review Engineer position was reclassified to Senior Civil Engineer (assigned to Development Services), and attracted more highly qualified candidates, which resulted in filling that position this past fall. The more advanced skills and engineering background of Mr. Kaderi has revealed the benefits of engineering knowledge in the Development Review Specialist position as well. Development Services staff is working with the Human Resources Department to reclassify this position to an Associate Engineer in order to attract candidates that are more suited to handling the current demands of this position. Staff will seek approval for the reclassification of the position as part of the FY 2018 budget. The ability to extend the Agreement with CSG will allow time to work with Human Resources on the reclassification and recruitment process.

Due to the increased workload, it has been necessary for Mr. Kaderi to work four days per week in order to continue serving customers in a timely manner. Increasing the compensation per the amendment with CSG Consultants will cover the cost of Mr. Kaderi working four days per week through June 30, 2017.

## **FISCAL IMPACT**

All costs for this professional services agreement will be offset by salary vacancy savings in the Development Services Department, and will be covered within the approved budget.

## **NEXT STEPS**

If the Council approves the attached resolution, staff will prepare for execution Amendment No. 3 to the Agreement between the City of Hayward and CSG Consultants.

*Prepared by:* Jade Kim, Management Analyst I

*Recommended by:* David Rizk, Development Services Director

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