



# CITY OF HAYWARD

Hayward City Hall  
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## Cover Memo

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**File #:** CONS 16-233, **Version:** 1

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**DATE:** May 17, 2016

**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, and Revise the Compensation by an Additional \$170,000, for a Total Amount Not to Exceed \$300,000

### **RECOMMENDATION**

That the Council adopts the attached resolution authorizing the City Manager to execute an amendment to a contract for professional services with CSG Consultants, Inc., (CSG) to perform the duties of the vacant Development Review Specialist position in the Planning Division of the Development Services Department through November 30, 2016. The total contract amount will not exceed \$300,000 after this amendment is approved.

### **BACKGROUND AND DISCUSSION**

The Development Services Department employs a Development Review Engineer, and 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 lead the processing of all applications for subdivision maps, lot line adjustments, lot mergers and lot splits, and associated encroachment permits. The Development Review Specialist position became vacant effective April 3, 2015, and the City's long-time Development Review Engineer resigned effective April 27, 2015. Given that both of these positions are currently vacant, it is critical that an alternative method for providing these services is utilized while the City recruits for these positions.

On May 18, 2015, the City entered into an Agreement for up to \$25,000 with CSG Consultants Inc., to provide Development Review services. CSG provided three qualified candidates for consideration. Babak Kaderi was selected to handle the responsibilities of Development Review Specialist at a rate of \$145 per hour, working three days per week.

Resolution 15-095 was approved by Council on June 9, 2015 to amend the agreement and increase the compensation amount to \$130,000. 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. Also, CSG increased its hourly rate to \$150 per hour effective January 1, 2016.

The Development Review Section of the Planning Division is unique, in that it requires engineering

knowledge and capabilities within the Planning Division, whose primary function is to process subdivision maps. The positions within the Development Review Section require the ability to coordinate with the Public Works Department, as well as other City departments, related to processing such maps, as well as performing other related engineering functions and providing support at the Permit Center.

Staff is working with the Human Resources Department in researching the position titles, specifications and salary rates utilized by other cities to handle these responsibilities. The ability to extend the Agreement with CSG will allow staff to develop the best approach for recruiting qualified candidates for the Development Review Specialist.

**FISCAL IMPACT**

	Approval <u>Date</u>	<u>Amount</u>	<u>Total/Not-To-Exceed Amount</u>
Original Agmt.	5-18-15	\$25,000	\$25,000
1st Amdmt.	6-9-15 (15-095)	\$105,000	\$130,000
2 <sup>nd</sup> Amdmt.	5-17-16(requested)	\$170,000	\$300,000

The increased compensation amount of \$170,000 for this amendment for this professional services agreement will be offset by salary savings of approximately \$665,000 this fiscal year due to vacancies in the Development Services Department, and will be covered within the approved budget.

**PUBLIC CONTACT**

No public contact has occurred associated with this action.

**NEXT STEPS**

If the Council approves the attached resolution, staff will prepare Amendment No. 2 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:



Fran David, City Manager

Attachments:

Attachment I

Resolution

