



CITY OF HAYWARD

Hayward City Hall
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Cover Memo

File #: CONS 19-158, **Version:** 1

DATE: March 19, 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 ICF Incorporated for Commercial Cannabis Program Permit Application Review Services, for Round 1, Tier 2 Applications, and Increasing the Compensation Amount Not to Exceed \$250,838.

RECOMMENDATION

That the City Council approves the attached resolution authorizing the City Manager to negotiate and execute an amendment to the Agreement with ICF Incorporated for Commercial Cannabis Program permit application review services to include Round 1, Tier 2 applications, and increasing the contract to an amount not to exceed \$250,838.

SUMMARY

On April 20, 2018, the City executed an agreement with ICF Incorporated for services related to developing the process to review, rate & rank the applications for the City's Commercial Cannabis Program, and to conduct Round 1, Tier 1 review of applications. This agreement expires on March 31, 2019.

On January 15, 2019, Council directed staff to begin working with the applicants in the pool not previously selected in the City's initial process, create a second tier of applicants to review for consideration, and potentially award additional Commercial Cannabis Permits. Council also authorized and appropriated \$70,000 in funding from the General Fund to cover the costs associated with the process.

Staff is requesting authorization to amend the agreement with ICF Incorporated to conduct additional interviews and complete the selection process, in an amount not to exceed \$250,838, and extend the term of the agreement to March 31, 2020.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution

Attachment III Scope of Services