



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
www.Hayward-CA.gov

## Cover Memo

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**File #:** CONS 16-234, **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 4Leaf, Inc., to Provide Additional Building Official Services through end of July of 2016

### **RECOMMENDATION**

That the Councils adopts the attached resolution, authorizing the City Manager to execute an amendment to a contract for professional services with 4Leaf, Inc., (4Leaf) to perform the duties of the vacant City Building Official position through July 31, 2016. The new total contract amount with this amendment will not exceed \$170,000.

### **BACKGROUND**

The primary function of the Building Division is to enforce the City's construction codes, which are based on the California Code of Regulations, Title 24 Building Code, Mechanical Code, Electrical Code and Plumbing Code; and oversee plan checking, issuance of permits, and construction inspections based on these codes and standards. The position of City Building Official is required by law, and is vital to the day-to-day operations and oversight of the Building Division. In support of the Building Official, there is a Supervising Building Inspector who supervises three Senior Building Inspectors, three Building Inspectors, outside contract inspectors, and an Administrative Clerk; and a Supervising Plan Checker/Expediter who supervises a Plan Check Engineer, a Senior Plan Checker, a Plan Checker, a Senior Permit Technician, four Permit Technicians; a Permit Center Administrative Clerk; and a Secretary.

### **DISCUSSION**

The Development Services Department currently employs twenty full-time positions in the Building Division, which is managed and overseen by the City Building Official. The position of City Building Official has been vacant since June 2014 due to difficulty in finding a successful candidate for the position. Recruitment efforts have continued with the assistance of the Human Resources Department, and an outside recruiting firm. Applications have been reviewed, and the initial interviews were conducted on April 22<sup>nd</sup>. Staff anticipates having a permanent City Building Official by the end of the fiscal year. It would be beneficial to retain Fred Cullum, Acting Building Official, through 4Leaf through end of July in order to assist with the transition period.

Staff seeks Council authorization for the City Manager to execute a second amendment for up to \$55,000

to the Agreement with 4Leaf Inc., to continue providing Building Official services through the end of July, for a new total contract amount not to exceed \$170,000. Below is a breakdown of the agreement and amendment amounts, which are reflected in the attached resolution.

	<u>Council Approval</u> <u>Date (Reso. No.)</u>	<u>Services</u> <u>Through...</u>	<u>Amount</u>	<u>Total/Not-To-Exceed Amount</u>	
Original Agmt.		1-27-15 (15-015)		June 30, 2015	\$80,000 \$80,000
1st Amdmt.	10-27-15 (15-198)	June 30, 2016	\$35,000		\$115,000
2 <sup>nd</sup> Amdmt.	5-17-16(requested)	July 31, 2016	\$55,000		\$170,000

**FISCAL IMPACT**

All costs for the professional services agreement for Building Official services will be offset by salary savings from the vacant authorized position of City Building Official within the Development Services Department FY 2016 approved budget (\$219,711 budgeted position for FY 2016).

**PUBLIC CONTACT**

No public contact has occurred associated with this action.

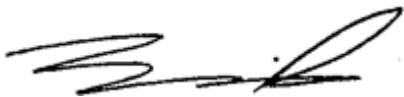
**NEXT STEPS**

If the Council approves the attached resolution, staff will prepare Amendment #2 to the Agreement between the City of Hayward and 4Leaf Inc.

Prepared by: Jade Kim, Management Analyst I

*Recommended by:* David Rizk, Development Services Director

Approved by:



Fran David, City Manager

Attachments:

Attachment I

Resolution