

## STAFF REPORT

**DATE:** December 15, 2015

**TO:** City Council

**FROM:** Mike Webb, Assistant City Manager & Director Community Development and Sustainability

**SUBJECT:** Budget Adjustment, Mace Ranch Innovation Center

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### **Recommendation**

Approve the attached budget adjustment appropriating \$94,000 for allocating private planning application fees of \$94,000 for Mace Ranch Innovation Center (MRIC).

### **Council Goals**

This action is associated with a specific task identified in the Council Goals, “Drive innovation and Economic Vitality”

### **Fiscal Impact**

There will be no additional general fund money required for this effort. Applicant fees will cover 100% of the amended contract.

### **Background and Analysis**

On October 14, 2014, City Council approved a contract for Project Management services for Tschudin Consulting Group in the amount of \$318,200 for the Innovation Centers. The original contract estimated 20 hours per week to process two innovation center applications over a 17-month period through June 30, 2016. Pursuant to the terms of the contract, this work was based on time and materials, but recognizing that actual hours may vary based on assignments. The original contract estimated 20 hours per week. Actual hours worked per week has been 23 hours. The change in hours worked has depleted the contract earlier than anticipated. The remaining funds will be exhausted by late December. Based on an average 23 hours per week, a contract amendment of \$94,000 is needed to carry Project Management services through public hearings in April 2016. This would bring the total contract to \$412,200. All other aspects of the contract would remain unchanged. The MRIC application is a very complicated project due to the complexities of the entitlements required, the need to work extensively with the applicant to secure project details, the level of community engagement, numerous public records act requests, and required attendance at numerous commission meetings and regular team meetings. The addition of an equal weight alternative to the Draft EIR has also necessitated additional hours beyond those anticipated when the application was originally submitted. Actual hours necessary to complete the project application review will be carefully monitored and the amount reflected in this adjustment is that which staff believes will be necessary to complete the review process through public hearings.

### **Attachment**

- Budget Adjustment

CITY OF DAVIS  
Request for Budget Adjustment

Agenda Item: 04H  
City Council Meeting Date: 12/15/15

TO: City Manager  
VIA: Finance Director

Fiscal Year 2015/16

FROM: Community Development and Sustainability

Dept. Head [Signature]  
Signature and Date

I request the following budget adjustments:

A. Internal Transfers of Currently Appropriated Funds:

TRANSFERS FROM PROGRAM NAME	FUND NO.	DIV/ PROG.	ACTIVITY	ELEMENT/ OBJECT	AMOUNT (CR)
					\$ -
					\$ -
					\$ -
TOTAL					\$ -

B. New Appropriation's Source of funding/Revised Revenue Change:

Unallocated Reserve

	FUND NO.	Fund Name DIV/PROG.	ACTIVITY	ELEM/OBJ	AMOUNT	Project #
New/Revised Revenue Account	001	3222	332	2270	\$ 94,000	214020
New/Revised Revenue Account						
New/Revised Revenue Account						
TOTAL					\$ 94,000	

C. Allocation of Internal Transfers and/or New Appropriations:

TRANSFERS TO PROGRAM NAME	FUND NO.	DIV/ PROG.	ACTIVITY	ELEMENT/ OBJECT	AMOUNT (DR)	Project #
Current Planning Project	001	3222	430	4550	\$ 94,000	214020
TOTAL					\$ 94,000	

D: Reason For Adjustment (Explain fully. Attach sheet if necessary. If new revenue, record a description on reverse side on Part VI.)

Contract Amendment for Mace Ranch Innovation Center to Tschudin Consulting Group for additional hours worked.

Finance Director

A.  Funds have been appropriated & are available.

A.  Approved  
 Disapproved

B.  Funds have been appropriated.  
 Funds must be appropriated.

B.  City Council appropriated funds.  
 City Council informed of revised revenue estimate.

[Signature]  
Signature and Date

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Date: 12/10/15 BA No. 54

Posted By: \_\_\_\_\_