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

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
TO: City Manager  
VIA: Finance Director

FROM: Community Development and Sustainability  
Dept. Head: 

I request the following budget adjustments:

**A. Internal Transfers of Currently Appropriated Funds:**

<table>
<thead>
<tr>
<th>NAME</th>
<th>FUND NO.</th>
<th>DIV/PROG.</th>
<th>ACTIVITY</th>
<th>ELEMENT/OBJ.</th>
<th>AMOUNT (CR)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

TOTAL: $ -

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

Unallocated Reserve

<table>
<thead>
<tr>
<th>FUND NO.</th>
<th>DIV/PROG.</th>
<th>ACTIVITY</th>
<th>ELEM/OBJ.</th>
<th>Project #</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>3222</td>
<td>332</td>
<td>2270</td>
<td>214020</td>
</tr>
</tbody>
</table>

New/Revised Revenue Account

TOTAL: $ 94,000

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>FUND NO.</th>
<th>DIV/PROG.</th>
<th>ACTIVITY</th>
<th>ELEMENT/OBJ.</th>
<th>AMOUNT (DR)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>001</td>
<td>3222</td>
<td>430</td>
<td>4550</td>
<td>-</td>
</tr>
</tbody>
</table>

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

A. ___ Approved
B. ___ City Council appropriated funds. City Council informed of revised revenue estimate.

Signature and Date: 12-15-15

Date: 12-15-15  BA No. 54

Posted By: 