



JOINT REPORT

DATE: December 12, 2023

CATEGORY: Consent

DEPT.: Community Development

TITLE: **Economic Vitality Strategy Rebudget and Contract Amendment**

RECOMMENDATION

1. Adopt a Resolution of the City Council of the City of Mountain View Amending the Fiscal Year 2023-24 Budget to Appropriate Thirty-One Thousand One Hundred Ninety Dollars (\$31,190) from the General Non-Operating Fund for Consultant Services on the Economic Vitality Strategy, to be read in title only, further reading waived (Attachment 1 to the Council report). (Five votes required)
2. Adopt a Resolution of the Shoreline Regional Park Community of the City of Mountain View Amending the Fiscal Year 2023-24 Budget to Appropriate Three Thousand Eight Hundred Ten Dollars (\$3,810) from the Shoreline Regional Park Community Fund into the General Non-Operating Fund for Consultant Services on the Economic Vitality Strategy, to be read in title only, further reading waived (Attachment 2 to the Council report). (Five votes required)
3. Authorize the City Manager or designee to execute an amendment to the professional services agreement with Community Attributes Inc. for consultant services on the Economic Vitality Strategy to increase the maximum compensation by \$35,000 for a total contract amount not to exceed \$212,700 in Fiscal Year 2023-24.

BACKGROUND

On June 22, 2021, Council approved \$200,000 of American Rescue Plan Act (ARPA) funds in the Fiscal Year 2021-22 Budget to develop a Citywide Economic Vitality Strategy. On [May 10, 2022](#), Council approved an agreement with Community Attributes Inc. (CAI) to develop the Economic Vitality Strategy in the amount of \$177,700.

At the [September 26, 2023 Council Study Session](#), Council provided feedback on the draft Economic Vitality Strategy, including reprioritizing strategies, modifying goals, and directing staff to return to a Study Session after conducting additional outreach and making revisions to the

Strategy. To complete the additional work requested, the CAI contract must be amended for an additional \$35,000, increasing the contract total from \$177,700 to \$212,700. The \$35,000 contract amendment is to be funded by a combination of \$31,190 from the General Non-Operating Fund and \$3,810 from the Shoreline Regional Park Community Fund (see Table 1).

ANALYSIS

The following table provides a summary of the funding of the Economic Vitality Strategy previously approved by Council in Fiscal Year 2022-23 and the current funding request for completing the project this fiscal year.

Table 1: Funding Breakdown

FISCAL YEAR 2022-23	
ARPA Funds Encumbered	\$200,000
Contracted Consultant Services	(177,700)
Remaining Balance <i>(Returned to General Non-Operating Fund)</i>	\$ 22,300
Fiscal Year 2023-24 Funding Request	
Rebudget from General Non-Operating Fund	\$22,300
General Non-Operating Fund	8,890
Shoreline Regional Park Community Fund	3,810
Total Funds Requested	\$35,000
Economic Vitality Strategy Total Cost	
Original Contract	\$177,700
Contract Amendment Request	35,000
New Contract Total	\$212,700

Staff is requesting to reappropriate (rebudget) the remaining \$22,300 from the General Non-Operating Fund for Fiscal Year 2023-24 and appropriate an additional \$8,890 from the General Non-Operating Fund and \$3,810 from the Shoreline Regional Park Community Fund to complete implementation of Council's direction for the Economic Vitality Strategy, in alignment with [Council's Fiscal Year 2023-25 Strategic Priority](#) and Council's Work Plan Project No. 29.

FISCAL IMPACT

Council approved \$200,000 of ARPA funds to support the Economic Development Strategy in the Fiscal Year 2022-23 Budget, and \$177,700 was encumbered during the fiscal year. Reappropriating \$22,300 from the General Non-Operating Fund that was returned to the fund in Fiscal Year 2023-24, appropriating an additional \$8,890 from the General Non-Operating Fund and \$3,810 from the Shoreline Regional Park Community Fund, totaling \$35,000 in additional funding, will enable staff to complete the Economic Vitality Strategy. If the contract amendment

is authorized by Council, then the \$35,000 will be appropriated, or reappropriated, from the General Non-Operating Fund and the Shoreline Regional Park Community Fund for this contract amendment.

ALTERNATIVES

1. Do not rebudget the funding or appropriate additional budget and do not proceed with the additional work requested for the Economic Vitality Strategy.
2. Provide other direction.

PUBLIC NOTICING

Agenda posting is advertised on Channel 26, and the agenda and this report appear on the City's website.

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819-12-12-23CR
203701

- Attachments:
1. City Council Resolution
 2. Shoreline Regional Park Community Resoultion