

TRADE, TRAVEL AND TOURISM COMMITTEE REPORT relative to approving the recommended procurement/selection of a qualified consultant to develop a five-year strategic plan for workforce development.

Recommendations for Council action:

1. APPROVE the results of the 2023 Request for Quotes for the Five-Year Strategic Plan for Workforce Development as detailed in the Joint Transmittal from the Workforce Development Board (WDB) and the Economic and Workforce Development Department (EWDD) dated August 25, 2023, attached to the Council file.
2. AUTHORIZE the General Manager, EWDD, or designee, to:
 - a. Negotiate and execute an agreement with the recommended consultant for a nine-month term from September 1, 2023 through May 31, 2024, in the amount of \$300,000, to develop a Five-Year Strategic Plan for Workforce Development, subject to the review and approval by the City Attorney as to form, funding availability, compliance with City contracting requirements, including Charter Section 1022 requirements, and federal grant guidelines, available grant funding, and applicable provisions of the Workforce Development Board/Local Elected Officials (WDB-LEO) agreement.
 - b. Make technical corrections as necessary to transactions included in the City Administrative Officer (CAO) report dated September 12, 2023, attached to the Council file, to implement Mayor and Council intentions, subject to the approval of the CAO.
3. INSTRUCT EWDD to report back to the Trade, Travel and Tourism Committee on a bimonthly basis relative to the work being performed by Civic Makers.

Fiscal Impact Statement: The CAO reports that the recommendations in the CAO report, attached to the Council file, will have no additional impact to the General Fund. The recommendations are consistent with those adopted as part of the EWDD and WDB Year 24 Annual Plan (Council file 23-0602). The Fiscal Year 2023-24 contract authority proposed in this report totals \$300,000 in Workforce Innovation Opportunity Act (WIOA) Formula funds allocated in the Annual Plan, as submitted by the EWDD and approved by the WDB, the Council, and the Mayor.

Financial Policies Statement: The CAO reports that the City's Financial Policies require that the City pursue federal, state and private grants but strictly limit financial support of these programs to avoid commitments that continue beyond available funding. The recommendations provided in this report are in compliance with the City's Financial Policies in that all grant funds will be utilized for grant-eligible activities. All funding is subject to the availability of grant funds and funding determinations by the Mayor and City Council. The recommendations in this report are consistent with previous actions by the Council and the Mayor as it relates to the EWDD and WDB Year 24 Annual Plan (Council file 23-0602).

Community Impact Statement: None submitted

SUMMARY

At its regular meeting held on September 19, 2023, the Trade, Travel, and Tourism Committee considered a report from the CAO and a joint report from EWDD and WDB relative to approving the recommended procurement/selection of a qualified consultant to develop a five-year strategic plan for workforce development.

After an opportunity for public comment was held, the Committee moved to approve the CAO recommendations, as amended, to include a bimonthly report from EWDD, as detailed above. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

TRADE, TRAVEL, AND TOURISM COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
PARK	YES
McOSKER	YES
SOTO-MARTINEZ	YES

AS 9/19/23

-NOT OFFICIAL UNTIL COUNCIL ACTS-