

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: MARASKESHIA SMITH, CITY MANAGER
SUBJECT: SECOND AMENDMENT TO PROFESSIONAL SERVICES
AGREEMENT NUMBER F002745 WITH JACOB GREEN &
ASSOCIATES, INC

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the City Manager's Office that the Council, by resolution, approve the Second Amendment to Professional Services Agreement Number F002745, with Jacob Green & Associates, Inc, Tustin, California, supplementing the scope of services and adding compensation of \$61,800 for a total contract amount not to exceed \$141,800 for quarterly City Council Goal workplan implementation and process improvement support.

EXECUTIVE SUMMARY

The City entered into an agreement with Jacob Green & Associates, Inc (JGA) to provide professional assistance with the development of the 2024 City Council goals. As a continuation of that process, the City is adding an amendment in professional services agreement (PSA) F002745 to assist with the quarterly implementation and reporting of the Council Goal-related workplans and to assist with developing organizational process improvements. The cost for these additional services is not to exceed \$61,800, and the total value of the agreement not to exceed \$141,800.

BACKGROUND

The City entered into an agreement with JGA, on January 8, 2024 to provide professional assistance with the City Council goal setting process. The City Council held its Goal Setting workshop on February 6, 2024, and adopted its FY 2024-25 Goals and Objectives on May 7, 2024, which includes seven goals and several objectives per goal.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The first amendment to PSA F002745 was to include the required insurance documents and clarifying the scope of work only.

The purpose of this proposed second amendment is to provide City staff with continued professional assistance with the Council Goal Work Plan process. This includes creating a dashboard to ensure continued visibility that the Work Plans necessary to complete the adopted Council Goals are on track, thus fostering a culture of continuous improvement, and leading to more reliable and sustainable outcomes. This City will also use JGA to assist with assessing and improving the operational efficiency and effectiveness of key City processes.

The not-to-exceed cost of these additional new services is \$61,800, bringing the total value of the contract to \$141,800. Since the total contract value is more than \$100,000, the amendment requires City Council approval.

FISCAL IMPACT

The additional expense for these services represents a one-time expenditure utilizing existing appropriations included in the Fiscal Year 2024-25 adopted General Fund budget. There is no fiscal impact resulting from the approval of this contract amendment.

ENVIRONMENTAL IMPACT

This action is exempt from the provision of the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines Section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

None.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/Exhibit A – Second Amendment to PSA Number F002745 with Jacob Green & Associates

PRESENTER

Maraskeshia Smith, City Manager