

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: LORI ANN FARRELL, CITY MANAGER
SUBJECT: APPROVAL OF SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT NUMBER F002573 FOR GRANT WRITING SERVICES WITH CALIFORNIA PUBLIC POLICY GROUP, INC.

AGENDA ACTION: MOTION

RECOMMENDATION

The City Manager's Office recommends that the Council, by motion, approve a Second Amendment to Professional Services Agreement Number F002573 with California Public Policy Group, Inc., Sacramento, California, increasing the time of performance by three years and increasing compensation in the amount of \$60,000, for a total contract amount not to exceed \$208,800. This item has no impact on current fiscal year budget.

EXECUTIVE SUMMARY

California Public Policy Group (CPPG), formerly Renne Public Law Group (RPLG), provides legislative advocacy services and grant writing services on behalf of the City under two separate contracts.

The City wishes to extend the time of performance for the grant writing services contract to December 31, 2028, and increase total compensation to \$208,800.

GOAL

This item relates to Council Goal #1 - Achieve and Maintain Budgeting Excellence and Fiscal Stability by increasing our capacity to seek and manage grants.

BACKGROUND/PRIOR COUNCIL REVIEW

A Professional Services Agreement for grant writing services with Renne Public Policy Group was executed in late 2022 under City Manager's signature authority in the amount of \$58,800. On September 24, 2024, the First Amendment granting a two-year extension and increasing compensation by \$90,000, for a total amount not to exceed \$148,800, was approved by Council by RES-2024-154.

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Additionally, on September 24, 2024, an Assignment and Assumption for services was approved by City Council by RES-2024-155, authorizing California Public Policy Group to assign and assume the contract.

ANALYSIS

California Public Policy Group (CPPG) is currently the City's contractor for grant writing services and technical expertise related to grants. From 2022 to 2025, CPPG assisted the City in securing over \$28 million in competitive grants. This number has grown since that time.

FISCAL IMPACT

Budget for this item will be included in the proposed FY 2026-27.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378(b)(5), the proposed action is not a "project" subject to the California Environmental Quality Act (CEQA) because it consists of the approval of an amendment to a professional services agreement for grant writing services, which is an organizational and administrative activity of government that will not result in either a direct or reasonably foreseeable indirect physical change in the environment. Accordingly, no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – Second Amendment to Professional Services Agreement
Number F002573

PRESENTER(S)

Lindsey Daugherty, Administrative Supervisor