

Mammoth Lakes Town Council

Agenda Action Sheet

Title: Authorize a professional services agreement with California Consulting Inc. for grant research and writing services.

Council Meeting Date: 6/1/2022

Prepared by: Sandra Moberly, Community and Economic Development Director

Recommended Motion: Authorize the professional services agreement with California Consulting, Inc., subject to the Town Attorney's approval and finalization of the agreement, for grant research/writing services as described in the agreement which is included as Attachment A.

Summary: In the past, grant writing in the Town has typically been completed at a department level with occasional assistance from outside agencies. While the Town has been extremely successful in obtaining grants in the past, there is a need for a consolidated, strategic approach to grant research and applications. California Consulting, Inc. provides grant writing services to municipalities throughout California and has a proven track record of successful grant research/applications. Staff suggests that the Town consider retaining California Consulting for one-year to evaluate their services and determine whether we want to retain them on an ongoing basis. The monthly fee associated with the contract is \$4,250 for a total annual fee of \$51,000.

OPTIONS ANALYSIS

Option 1: Authorize the execution of a professional services agreement with California Consulting Inc., for grant research/writing services subject to the Town Attorney's approval and finalization of the agreement.

Option 2: Do not authorize the execution of a consulting agreement with California Consulting Inc.

FINANCIAL CONSIDERATIONS:

Funding for this contract will come from the Town's General Fund and is provided for in the FY22-23 budget, with the first moth (June 2022) provided for in the FY21-22 budget..

LEGAL CONSIDERATIONS:

The Town Attorney has reviewed the attached consulting agreement and will work with staff and the consultant to finalize the agreement.

ATTACHMENTS

Attachment 1: Draft Consulting Agreement: California Consulting, Inc.