



## Item No. 9 Town of Atherton

### CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: GEORGE RODERICKS, CITY MANAGER**

**DATE: OCTOBER 20, 2021**

**SUBJECT: APPROVAL OF AMENDMENT NO. 1 TO AGREEMENT WITH RENNE PUBLIC LAW GROUP, LLP FOR GRANT WRITING SERVICES**

#### **RECOMMENDATION**

Adopt Amendment No. 1 to the Agreement with Renne Public Law Group, LLP for the addition of grant writing services.

#### **BACKGROUND/ANALYSIS**

In July 2021 the Town entered into an agreement with Renne Public Law Group, LLP (RPPG) to provide state legislative tracking, analysis and advisory services. RPPG also provides grant writing services that the Town could utilize to seek grants from various agencies that align with Town project priorities.

The attached amendment expands the scope of work for RPPG to authorize the City Manager to utilize those services as deemed appropriate. Grant Writing services are provided on a per-project fee basis.

<b>Tier</b>	<b>Amount of Funding Request</b>	<b>Per-Grant Fee</b>
1	Letters of Intent/Inquiry (standalone) or grants worth \$5,000 and below	\$500
2	\$5,001 to \$50,000	\$2,000
3	\$50,001 to \$250,000	\$4,000
4	\$250,001 to \$499,999	\$5,000
5	\$500,000 to \$1,500,000	\$6,000
6	\$1,500,001 or higher	\$8,000

#### **POLICY FOCUS**

Policy discussion should focus on need for grant writing services to expand funding opportunities for Town services, programs and projects.

**FISCAL IMPACT**

None.

**GOAL ALIGNMENT**

This Report and its contents are in alignment with the following Council Policy Goals:

- Goal A – Maintain Fiscal Responsibility
- Goal B – Preserve Small Town Character and Quality of Life
- Goal E – Strengthen Community Engagement and Transparency
- Goal F – Be Forward-Thinking, Well-Managed, and Well-Planned

**PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town’s electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town’s electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service provides (water, power, and sewer), and regional elected officials.

**COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

This item \_\_\_ has or X has not been before a Town Committee or Commission.

- \_\_\_ Audit/Finance Committee (meets every other month)
- \_\_\_ Bicycle/Pedestrian Committee (meets as needed)
- \_\_\_ Civic Center Advisory Committee (meets as needed)
- \_\_\_ Environmental Programs Committee (meets every other month)
- \_\_\_ Park and Recreation Committee (meets each month)
- \_\_\_ Planning Commission (meets each month)
- \_\_\_ Rail Committee (meets every other month)
- \_\_\_ Transportation Committee (meets every other month)

**ATTACHMENTS**

- Exhibit A –RPPG Contract Amendment No. 1
- Exhibit B – RPPG Scope of Work Under Amendment

**AMENDMENT NO. 1  
to the  
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES BETWEEN  
TOWN OF ATHERTON AND  
RENNE PUBLIC LAW GROUP, LLP.**

This Amendment No. 1 to the Agreement for Services Between Town of Atherton and Renne Public Law Group LLP, doing business as Renne Public Policy Group (the "Contract"), entered into in July 1, 2021, is made and entered into this \_\_\_\_ day of October 2021.

**RECITALS**

**WHEREAS**, in July 2021, the Town of Atherton ("City") awarded a services agreement to Renne Public Law Group LLP, doing business as Renne Public Policy Group ("RPPG") to provide state legislative tracking, analysis and advisory services; and

**WHEREAS**, the City is currently in need of professional grant writing services, which the City knows RPPG to be qualified in and competent to perform; and;

**WHEREAS**, the City and RPPG desire to amend the Contract to expand the scope of work to include grant writing services and provide the City Manager with the authority to approve those services.

**NOW, THEREFORE, IT IS MUTUALLY AGREED** by the parties hereto to amend the Contract as follows:

Section 1. Amendment to Scope of Services

Exhibit A of the Contract is hereby rescinded and replaced in its entirety with **Exhibit "A"** attached hereto.

Section 3. Amendment to Compensation

Subsection "D" is added to read as follows:

"Subject to the terms of Section 3(A) of this Contract, the City Manager is authorized to approve and sign each grant writing project completed by Consultant for which the 'Per-Grant Fee' cost is less than the amount set by resolution for formal procedures."

Except as expressly set forth herein, all terms and conditions of the Contract remain in full force and effect. In the event of a conflict between this Amendment No. 1 and the Contract, the terms of Amendment No. 1 shall control.

**IN WITNESS WHEREOF** the parties hereto have executed this Amendment No. 1 as of the date herein set forth.

**TOWN OF ATHERTON**

By: \_\_\_\_\_  
City Manager

**RENNE PUBLIC LAW LLP.**

By: \_\_\_\_\_  
Principal

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Mona G. Ebrahimi, City Attorney

**ATTEST:**

By: \_\_\_\_\_  
City Clerk

### EXHIBIT B

#### Consultant Proposal/Scope of Work

##### Legislative Tracking and Analysis

The initial scope of work includes the following ("services"), but does not include direct state legislative and administrative advocacy services. Such services would require the City to register with the California Secretary of State (SOS) as a lobbyist employer—and would further require RPPG to register with the SOS as City's lobbyist of record:

- Legislative tracking of bills specific to land use, housing, and wildfire as they pertain to land use.
- As needed, detailed (written and verbal) legislative analysis on legislation of importance and (written and verbal) updates, inclusive of providing the political climate and background.
- Monitoring and reporting of relevant legislative hearings.
- Providing periodic Town Council briefings (such as after major committee hearings, legislative deadlines, and/or upon request by the Town) on specific legislation, political climate, and strategic counsel on formal and informal engagement.
- Drafting legislative position letters as needed and providing direction on how to submit letters to the appropriate legislative and committee contacts.
- Keep the City apprised of actions being taken by statewide local government advocacy organizations such as the League of California Cities/Cal Cities, California State Association of Counties, and others.
- Keep the City apprised of actions taken by building industry association groups, construction trade groups, pro-housing organizations and the like.

##### Grant Writing

- Grant writing and project management services, from start to finish of the proposal development process. This includes the preparation of funding abstracts, project narratives, and required forms and attachments.
- RPPG's grant writing clients receive a monthly "Funding Opportunities Catalog" documenting current and cyclical grant programs from federal agencies, state agencies, and private foundations.
- Providing updates and analysis on the state budget and trailer bills to identify funding opportunities ahead of the official postings by government agencies.
- Prior to submitting a grant application, RPPG's grant writer will review the contents of each form, check for typographical or grammatical errors, and ensure that all required components for a complete proposal are included in the application package.

## ATTACHMENT 2

- Monthly written reports on grant-seeking activities and upcoming funding opportunities being tracked will be distributed to the Town of Atherton’s leadership team.

### *Additional Optional Services*

- Targeted research is available on an “on-call” basis.
- Development of a “Funding Opportunities Assessment” in consultation with the Town of Atherton’s leadership team to guide the organization’s grant-seeking activities.
- “Grant readiness” training for staff to support grant-seeking and/or administrative activities at the staff level.
- Monthly “Grant Activity Calls” can be scheduled upon request to provide information on upcoming funding opportunities and progress on grant-seeking activities.

### *Pricing*

Grant writing services will be provided based on a per-project fee schedule.

<b>Tier</b>	<b>Amount of Funding Request</b>	<b>Per-Grant Fee</b>
1	Letters of Intent/Inquiry (standalone) or grants worth \$5,000 and below	\$500
2	\$5,001 to \$50,000	\$2,000
3	\$50,001 to \$250,000	\$4,000
4	\$250,001 to \$499,999	\$5,000
5	\$500,000 to \$1,500,000	\$6,000
6	\$1,500,001 or higher	\$8,000

Services designated as “optional” will be billed at an hourly rate of \$250, billed in increments of 8 minutes.