



CITY *of* CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: SEPTEMBER 29, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MICHAEL MCCONVILLE, DEPUTY CITY MANAGER

**SUBJECT: DISCUSSION ON THE PROCUREMENT OF GRANT
WRITING/LOBBYIST SERVICES**

**MEETING
DATE: OCTOBER 9, 2024**

SUMMARY RECOMMENDATION:

That the City Council provide direction to staff on the procurement of grant writing/lobbyist services.

BACKGROUND:

The consideration of procuring grant writing/lobbyist services is adopted as a Group A Item on the Future Agenda Items Prioritization listing.

Local municipal agencies frequently utilize professional grant writers and lobbyists because of their specialized knowledge and experience in securing funding and navigating the complexities of grant applications and the legislative processes of accessing state and federal funds. These professionals often achieve higher success rates due to their expertise and established relationships with funding agencies and legislators. Developing these relationships can provide long-term benefits for the City, resulting in more consistent funding and support.

The City currently does not use external grant writing/lobbyist services when seeking grants. Utilizing a grant writer/lobbyist will assist staff in identifying

funding sources currently not known to the City and will better position Calabasas to receive state budget allocations.

DISCUSSION/ANALYSIS:

During the one-on-one meetings regarding this item, Councilmembers were asked to consider (1) the desired services sought to have the grant writing/lobbyist firm perform, and (2) the funding source for procuring these services. The following direction was provided with majority support:

- (1) Scope of Work: The duties performed by the selected firm would focus on building relationships with local, state, and federal partners to support various funding opportunities that would be advantageous to the City. The firm would not serve in an advocacy capacity to influence legislation.

- (2) Funding: Upfront and ongoing costs for Fiscal Year 24/25 would be paid using General Fund Reserves. Costs for future Fiscal Years would be appropriated during the annual budget process.

To proceed with the City Council’s direction regarding the procurement of grant writing/lobbyist services, staff will be issuing a Request for Qualifications (RFQ) before the end of the calendar year. Staff estimates that the costs for such services will range from \$80,000 - \$120,000 annually.

FISCAL IMPACT/SOURCE OF FUNDING:

There is no fiscal impact. Staff is seeking direction from the City Council on the procurement of grant writing/lobbyist services and will return with a Professional Services Agreement for the City Council to adopt.

REQUESTED ACTION:

That the City Council provide direction to staff on the procurement of grant writing/lobbyist services.