



STAFF REPORT
10/9/2024

TO: Honorable Mayor and City Council Members

FROM: Anahi Fernandez, Management Analyst

SUBJECT: Authorize the City Manager to Execute a Letter of Agreement with CannaBiz Consulting Group for Cannabis Social Equity Consulting Services in a Not-to-Exceed Amount of \$35,000

STAFF RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to execute the attached Letter of Agreement with CannaBiz Consulting Group, in a not-to-exceed amount of \$35,000 for the continued provision of cannabis technical assistance services.

BACKGROUND:

On May 10, 2023, the City Council approved a consulting agreement with CannaBiz Consulting Group for “Cannabis Social Equity Consulting Services” in the amount of \$50,000. The major tasks of the Agreement included staff assistance services for the following tasks:

- *Amend the Social Equity Assessment Report*
- *Improve the Social Equity Program*
- *Conduct Operational Workshops*
- *Provide technical assistance hours to CSEP grantees*
- *Provide assistance to City Staff*

DISCUSSION/ANALYSIS:

The “Cannabis Social Equity Services” agreement with CannaBiz Consulting Group will expire October 31, 2024. The city currently has \$35,000 of grant funds that can be used for technical assistance services. CannaBiz Consulting Group Agreement will qualify for grant funding under California Governor’s Office of Business and Economic Development (GO-Biz) Cannabis Equity Grant.

Accordingly, staff is recommending to extend the agreement with CannaBiz Consulting Group until October 31, 2025. Attached to this staff report is a document entitled Letter of Agreement that will include a termination date of October 31, 2025 and includes the same tasks as the 2023 agreement:

- *Amend the Social Equity Assessment Report*
- *Improve the Social Equity Program*
- *Conduct Operational Workshops*
- *Provide technical assistance hours to CSEP grantees*
- *Provide assistance to City Staff*

ALTERNATIVES:

1. Authorize the City Manager to Execute a Letter of Agreement with CannaBiz Consulting Group for the Provision of Cannabis Social Equity Consulting Services in a not-to-exceed amount of \$35,000
2. Not Authorize the City Manager to Execute a Letter of Agreement with CannaBiz Consulting Group for the Provision of Cannabis Social Equity Consulting Services in a not-to-exceed amount of \$35,000

FISCAL IMPACT:

The Agreement with CannaBiz Consulting Group will be paid out of existing GO-Biz Cannabis Equity Grant funding. The City was awarded \$35,000 for this provision of service.

ATTACHMENTS:

1. Agreement with CannaBiz Consulting Group
2. CannaBiz Consulting Group Proposal
3. Former Agreement with CannaBiz Consulting Group