



STAFF REPORT

MEETING DATE: May 10, 2023

PRESENTER: John Jansons, City Manager

SUBJECT: Resolution Approving Third Amendment to Consultant Services Agreement with Blais & Associates for Grant Writing and Management Services (JAJ)

RECOMMENDATION: Council by motion adopt resolution approving third amendment to consultant services and management services with Blais & Associates.

EXECUTIVE SUMMARY: The City desires to continue to work with Blais & Associates (B&A) to apply for, and potentially receive, additional grant funds for various priority projects and programs. Additionally, continuation of the contract with B&A will afford the City grant management and reporting support services as needed on existing grants received by the City since 2020. The City of Kerman is extremely satisfied with the performance of B&A to date, during which over \$1.5 million dollars in grant funds were secured for priority projects in Kerman.

DISCUSSION: The City of Kerman entered into a Consultant Services Agreement (CSA) with B&A for grant writing and management services on July 7, 2020. In November of 2021, a First Amendment to the CSA with B&A for grant writing and management services was approved by Council through June 30, 2022. On July 27, 2022, a Second Amendment was approved extending the CSA to June 30, 2023. To continue services without interruption, a Third Amendment is now recommended.

Upon mutual agreement by the City and Consultant, Section 2 of the Agreement may be amended to extend the term of the agreement for an additional three years to June 30, 2026.

The City of Kerman is extremely satisfied with the performance of B&A to date, during which over \$1.5 million dollars in grant funds were secured for priority projects in Kerman. Most recently Blais assisted with award of nearly from the Clean California program for highway corridor beatification and prepared an application for Animal Control Services.

FISCAL IMPACT: The recommended FY 23/24 City budget will include funds in the amount of \$30,000 for grant services in FY 23/24, and the additional years of service proposed in this amendment will be budgeted annually with a funding recommendation each year.

ATTACHMENTS:

A. Resolution w/Exhibit

Attachment 'A'

RESOLUTION NO. 23-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN APPROVING THIRD AMENDMENT TO CONSULTANT SERVICES AGREEMENT WITH BLAIS AND ASSOCIATES FOR GRANT WRITING AND MANAGEMENT SERVICES

WHEREAS, the City of Kerman entered into a Consultant Services Agreement (CSA) with Blais and Associates on July 7, 2020; and

WHEREAS; this agreement was extended and funded in FY 21/22 through to June 30, 2022, by a First Amendment and to June 30, 2023 by a Second Amendment; and

WHEREAS, the proposed FY 23/24 City Budget provides for continuation of grant services through June 30, 2024 by a Third Amendment to the CSA; and

WHEREAS, Exhibit 'A' to this Resolution presents a Third Amendment to extend the CSA; through June 30, 2026 proposed in the amount of \$30,000 for Fiscal Year 23/24 only; and

WHEREAS, additional funding for subsequent years will be recommends each year depending on available resources and a schedule of work at that time; and

WHEREAS, the City continues to desire professional grant writing, management and support services by approving a Third Amendment to the CSA; and

WHEREAS, Blais and Associates has a track record of success in assisting Kerman in obtaining over \$1,500,000 in grant funds for priority projects in Kerman.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Kerman does resolve as follows:

1. The foregoing recitals are true and correct.
2. The City Council hereby approves the Third Amendment to the Consultant Services Agreement with Blais and Associates Exhibit 'A' for grant writing and management services through June 30, 2026, which is attached hereto as Exhibit 'A' to this resolution in the amount of \$30,000 for FY 23/24, year one of the extension.
3. The City Manager is authorized to execute the Third Amendment to Consultant Services Agreement with Blais & Associates for professional grant writing, management services and make any minor corrections with approval of City Attorney to the required documents necessary to effectuate Amendment.
4. This resolution shall be effective immediately.

The foregoing resolution was considered by the City Council to the City of Kerman at a regular meeting of said Council held on the 10th day of May 2023, and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby approved.

Maria Pacheco
Mayor

ATTEST:

Marci Reyes
City Clerk

Exhibit 'A'

**THIRD AMENDMENT TO AGREEMENT WITH BLAIS & ASSOCIATES
FOR GRANT WRITING AND MANAGEMENT SERVICES**

The City of Kerman and Blais & Associates agree to enter this Third Amendment to Agreement for Grant Writing and Management Services.

RECITALS

WHEREAS, on July 7, 2020, the City of Kerman entered into an agreement with Blais & Associates for grant writing and management services (hereinafter "Agreement"); and

WHEREAS, on November 10, 2021, a First Amendment was approved to fund and extend services through June 30, 2022.

WHEREAS, on July 27, 2022, a Second Amendment was approved to fund and extend services through June 30, 2023.

WHEREAS, City and Consultant desire to extend the Agreement through June 30, 2026, with a funding recommendation of \$35,000 for FY 23/24 subject to final approval by City Council in the adopted FY 23/24 Budget.

WHEREAS, funding for FY 24/25 and FY 25/26 is subject to funding approval at that time depending on available resources and schedule of work required as approved by City Council.

NOW THEREFORE BE IT RESOLVED, the parties hereby agree to amend Section 2 titled "Term of Agreement" and Section 3 titled "Compensation" as follows:

TERMS AND CONDITIONS

1. Section 2. Term of Agreement. This Agreement shall be effective from July 1, 2023, to June 30, 2025, subject to any earlier termination in accordance with this Agreement and subject to City Council's approval of the 23/24 Fiscal Year Budget.
2. Section 3. Compensation. CONSULTANT'S sole compensation for satisfactory performance of all services required or rendered pursuant to this Agreement shall reflect 2023-2024 rate schedule on a time and material basis or fixed quote in an amount not to exceed \$30,000 for FY 23/24.
3. Except as amended by this Third Amendment, all other terms and conditions of the Agreement for grant writing and management services shall remain in full force and effect.
4. This Third Amendment extending the Agreement shall be effective July 1, 2023.

IN WITNESS HEREOF, the Parties have caused this Third Amendment to the Agreement to be executed by their duly authorized representatives as set forth below.

CITY OF KERMAN

John Jansons, City Manager

DATE: _____

BLAIS & ASSOCIATES

[Name]
[Title]

DATE: _____