



Staff Report

TO: City Council
FROM: Kyle Warsinski, Economic Development Manager
DATE: June 15, 2021
SUBJECT: **Second Amendment to the Professional Services Agreement with Townsend Public Affairs in an Amount Not to Exceed \$48,000**

Background and Analysis:

On April 17, 2018, the City of Beaumont entered into a 39-month agreement with Townsend Public Affairs covering the remainder of FY2018 and the next three fiscal years ending June 30, 2021. The total cost of these services was originally \$4,000 per month totaling \$156,000 over the term of the contract. The original contract was amended in July 2020, due to the uncertainty of revenues to the City associated with the COVID-19 pandemic. That amendment changed the monthly fee to \$0 per month for the period of July 1, 2020, through June 30, 2021, and the scope of services was revised to solely include State and Federal lobbyist services and removed grant writing and funding advocacy services. The total cost of the services for the 39 months was then adjusted to \$108,000, to be billed monthly at a flat rate of \$2,000.

Townsend Public Affairs provides the City professional lobbyist services at both the State and National level, provides weekly legislative updates, and identifies current and future grant and other funding opportunities.

The current contract term expires on June 30, 2021, unless extended by the parties with the approval of the City Council. City staff has contacted Townsend Public Affairs and negotiated an extension to the contract for two additional years, with the scope of services remaining unchanged from the current year. Key elements of the Second Amendment are listed below.

- The fee shall be amended to \$2,000 per month;
- The term shall be amended to July 1, 2021, through June 30, 2023;
- The scope of services shall be amended to exclude grant writing and funding advocacy services. The scope of services will solely include State and Federal lobbyist service; and

- All other terms and conditions of the agreement, except as set forth herein, shall remain in full force and effect.

Fiscal Impact:

The proposed amendment will result in a cost of \$24,000 per year, for a total not to exceed amount of \$48,000. The estimated cost to prepare this report is \$98.

Recommended Action:

Approve the Second Amendment to the Professional Services Agreement with Townsend Public Affairs for state and federal lobbyist services in an amount not to exceed \$48,000.

Attachments:

- A. Second Amendment to the Professional Services Agreement with Townsend Public Affairs
- B. Original Professional Services Agreement with Townsend Public Affairs dated April 17, 2018