

## REPORT TO CITY COUNCIL

**DATE: JUNE 26, 2024**

**TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: RAMIRO ADEVA, ASSISTANT CITY MANAGER**

**SUBJECT: APPROVE FIRST AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES WITH TOWNSEND PUBLIC AFFAIRS (TPA)**

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The City currently contracts with Townsend Public Affairs (TPA) for our City's state and federal legislative advocacy and grant writing needs. The City Council approved a two-year contract with Townsend Public Affairs in July 2022. The current contract is scheduled to terminate on June 30, 2024. Under the existing agreement, there is an option to extend the agreement for an additional one-year term at the same current rates. City Staff and Townsend Public Affairs have discussed the optional extension and are in agreement to extend the current contract.

TPA has proven to be an invaluable partner and has compiled a growing list of notable advocacy successes for the City, which include:

- \$6M State earmark for design of the Diversion Project and Ladyface Greenway Project through Assemblymember Richard Bloom
- \$500K State earmark for bikeway improvements through Assemblymember Jacqui Irwin
- \$1M Congressional earmark for structural repairs for the Agoura Hills Calabasas Community Center (AHCCC) through Congressman Ted Lieu
- \$1.3M Congressional earmark for the Civic Center Microgrid Project through Congresswoman Julia Brownley
- \$1.6M Congressional earmark for bikeway improvements through Congresswoman Julia Brownley

The ability of having one firm with resources in Washington D.C. as well as Sacramento has allowed for more seamless advocacy efforts and simplified the coordination necessary for submitting grant applications to the various public agencies responsible for dispersing funds at the different levels of government. Additionally, TPA provides detailed weekly updates of the political and legislative landscape at both the Federal and State levels, ensuring the City is always in prime position to respond to pressing matters with timely letters of support or opposition, and can proactively prepare for and monitor any major developments as they unfold.

The amendment will extend the current agreement until June 30, 2025, and allow City staff to discuss future agreement terms and rates with Townsend Public Affairs for continued services in preparation for the upcoming two-year FY 2025-2026 and FY 2026-2027 budget process.

Should the City Council approve the amendment, Townsend Public Affairs will continue lobbying and grant writing services for the City. The first amendment to the agreement has been reviewed and approved as to form by the City Attorney.

### **FISCAL IMPACT**

There will be no fiscal impact to the FY 2024-25 Budget as the funding (\$60,000) is currently allocated in Fund 010-4190-551000 (Non-Departmental/Professional Services).

### **RECOMMENDATION**

Staff respectfully recommends the City Council approve the First Amendment to the Agreement for Consultant Services with Townsend Public Affairs (TPA).

Attachment: Amendment to the Agreement for Consultant Services

FIRST AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES  
WITH THE CITY OF AGOURA HILLS

NAME OF CONSULTANT:	Townsend Public Affairs
RESPONSIBLE PRINCIPAL OF CONSULANT:	Attn: Cori Takkinen
CONSULTANT'S ADDRESS:	1401 Dove Street, Ste. 330 Newport Beach, CA 92660
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Ramiro Adeva
COMMENCEMENT DATE:	July 1, 2024
TERMINATION DATE:	June 30, 2025
CONSIDERATION:	Amendment Amount: \$60,000 Total Contract Price: \$180,000 Not to Exceed: \$60,000/yr

**FIRST AMENDMENT TO AGREEMENT BETWEEN  
CITY OF AGOURA HILLS AND TOWNSEND PUBLIC AFFAIRS**

THIS FIRST AMENDMENT is made and entered into as of June 26, 2024, by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and Townsend Public Affairs (hereinafter referred to as "Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Amendment is made with the respect to the following facts and purposes:

a. On June 22, 2022, the City and Consultant entered into that certain Agreement entitled "Agreement for Consultant Services Between the City of Agoura Hills and Townsend Public Affairs" in the amount of One Hundred Twenty Thousand Dollars and Zero Cents (\$120,000).

b. The parties now desire to extend the term of the agreement to June 30, 2025, increase the total payment by the amount of Sixty Thousand Dollars and Zero Cents (\$60,000), for a total contract amount of One Hundred Eighty Thousand Dollars and Zero Cents (\$180,000), and to amend the Agreement as set forth in this Amendment.

2. Section 1 of the Agreement entitled "**TERM**" is hereby amended to read as follows:

"This Agreement shall remain and continue in effect until tasks herein are completed, but in no event later than June 30, 2025, unless sooner terminated pursuant to the provisions of this Agreement."

3. Section 4 of the Agreement entitled "**PAYMENT**" at paragraph "a" is hereby amended to read as follows:

"The City agrees to pay Consultant monthly, in accordance with the payment rates and schedules and terms set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B, other than the payment rates and schedule of payment, are null and void. The FIRST Amendment amount shall not exceed Sixty Thousand Dollars and Zero Cents (\$60,000), for a total contract Agreement amount of One Hundred Eighty Thousand Dollars and Zero Cents (\$180,000).

4. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this FIRST Amendment to Agreement to be executed the day and year first above written.

**CITY OF AGOURA HILLS**

\_\_\_\_\_  
Illece Buckley Weber,  
Mayor

ATTEST:

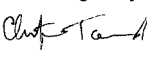
\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk  
*Date Approved by City  
Council* \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Candice K. Lee,  
City Attorney

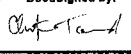
**CONSULTANT**

Townsend Public Affairs  
1401 Dove Street, Ste. 330  
Newport Beach, CA 92660  
Cori Takkinen  
949-399-9050

DocuSigned by:  
  
By: \_\_\_\_\_  
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Print Name: Christopher Townsend

Title: President and Secretary

DocuSigned by:  
  
By: \_\_\_\_\_  
8F4E4E56A1704DE...

Print Name: Christopher Townsend

Title: President and Secretary

**[Signatures of Two Corporate Officers Required]**