

## RESOLUTION 2026-###

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSULTING SERVICES AGREEMENT WITH TOWNSEND PUBLIC AFFAIRS, INC. FOR TWO YEARS (FISCAL YEARS 2026-27 & 2027-28) FOR LEGISLATIVE AND PUBLIC FUNDING ADVOCACY SERVICES, FOR A TOTAL COMPENSATION OVER TWO YEARS NOT TO EXCEED \$144,000**

WHEREAS, this proposed action is not a project defined by CEQA;

WHEREAS, the execution of this agreement is necessary for the ongoing operational needs of the City;

WHEREAS, since FY 2010-11, Townsend Public Affairs, Inc. (TPA) has worked closely with the City of San Pablo and become very familiar with community issues and City Council priorities. TPA has helped secure approximately \$15 million in funding for the City's public safety, healthcare, parks and recreation, and transportation infrastructure goals;

WHEREAS, the current agreement between the City of San Pablo and TPA for period FY 2023 - 2026 expires on June 30, 2026;

WHEREAS, in order to maximize the economic and social health of the City of San Pablo, there is a need to extend this contract for assistance with inter-governmental affairs, legislation and legislative advocacy for the next two-fiscal year period;

WHEREAS, the City Manager has received a proposal from Townsend Public Affairs, Inc. (TPA) on June 1, 2026, for the next two-years from July 1, 2026 – June 30, 2028 to provide the following services to meet critical City operational needs. As contained in their proposal, TPA has included the specific services as outlined in Exhibit A of the attached new contract services agreement, as follows:

- Conduct Detailed Orientation
- Develop Legislative Strategy
- Implement the Legislative Strategy
- Build and Strengthen Relevant Relationships
- Leverage Relationships for Strategic Advocacy Plan
- Coordinate Advocacy Trips
- Track Legislation
- Craft Testimony and Position Letters
- Draft Bill Language
- Engage in the Rule-Making Process
- State Budget Funding Opportunities
- Federal Earmark Opportunities

WHEREAS, although the City's Purchasing Guidelines indicate that three written

quotes or an RFP process is appropriate for engaging professional services, competitive bidding requirements may be dispensed if the public interest is better served by doing so, as where competitive bidding would not produce an advantage; and the exception may be invoked where the product or service contracted for is of unique value and may not be obtained elsewhere;

WHEREAS, TPA works with many other public agencies and non-profit organizations helping them navigate the complex processes that govern federal and state legislative and funding efforts;

WHEREAS, in this case, the public interest is better served by not following the typical competitive process because of this consultant's significant history and experience with the San Pablo community and expertise in legislative services; and

WHEREAS, staff has confirmed that the pricing for TPA's proposed services are reasonably in line with the market.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Pablo hereby authorizes the City Manager to dispense with competitive bidding/proposal requirements and to execute a two-year consulting services agreement for FY 2026-27 – FY 2027-28 periods for community outreach services with Townsend Public Affairs, Inc. in an amount not to exceed \$144,000 over the two-year life of the agreement;

BE IT FURTHER RESOLVED that:

1. A proposed professional services agreement is being presented to the City Council for authorization by the City Manager to execute via adopted Resolution. Once the Resolution is adopted, all City required insurance coverage/requirements will be confirmed with the consultant before the City Manager executes said contract.
2. The attached agreement would result in a cost of \$5,750 per month or \$69,000 per year for the FY 2026-27 period, and increasing to \$6,250 per month or \$75,000 per year for FY 2027-28. The agreement is for a full two-year term (FY 2026-27 – FY 2027-28), with a total combined cost not to exceed \$144,000. Total funding of \$138,000 for the FY 2026-27 and FY 2027-28 fiscal year periods is commensurate with budgeted resources contained in the adopted Two-Year Biennial GF Operating Budget for FY 2026-27 – FY 2027-28 periods adopted by the City Council on June 15, 2026, which becomes effective July 1, 2026.
3. A combined total of \$138,000 has been budgeted in the General Fund 100-1310-43600 for FY 2026-27 & FY 2027-28 with a total unfunded amount of (\$6,000) to be appropriated from FY 2027-28 City Manager Contingency Reserve (Fund 190) or adjusted appropriately at Mid-Year Budget Cycle

prior to July 1, 2027.

4. All budgeted funds are covered under the City Manager's Departmental Budget - Professional Services line item, effective July 1, 2026, through June 30, 2028.

BE IT FURTHER RESOLVED that the foregoing recitations are true and correct and are included herein by reference as findings.

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ADOPTED this 15th day of June 2026, by the following votes:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

ATTEST:

APPROVED:

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Dorothy Gantt, City Clerk

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Elizabeth Pabon-Alvarado, Mayor