

AGENDA ITEM: \_\_\_\_\_ 8 \_\_\_\_\_

MEETING DATE: \_\_\_\_\_ 2/7/2019 \_\_\_\_\_

DEPARTMENT: ADMINISTRATION

## REPORT TO THE CITY COUNCIL

### **SUBJECT:**

Contract renewal with Townsend Public Affairs Inc.

### **RECOMMENDATION:**

Staff recommends Council consider renewing annual service agreement for consulting services changed to match payments to production of specific grant applications authorized by City.

### **BACKGROUND:**

The Council's most recent action (in August 2018) on this contract was to approve for signing pending additional staff/legal review. Upon finding that there was no scope of work with deliverables that could be matched to payments, staff contacted the firm to request an alternative pay structure and to identify specific projects for work on funding applications: for example, City priorities include 1) Immediate funding to complete Heritage Park, 2) Seed funding for fire and emergency medical services, 3) Construction funding for public safety headquarters, 4) Refurbishment of the Community Center and City Hall.

### **FISCAL IMPACT:**

Previous contracts for past years paid flat monthly retainer of \$30,000 annually. The new proposal changes the payments to be based upon actual production of funding applications at a rate of \$5,000 per completed application. The number of applications would be determined by the City.

Prepared by:

Approved by:

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Acting City Manager

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Acting City Manager

**SUPPLEMENT TO  
CONTRACT FOR CONSULTING SERVICES (#3)**

THIS SUPPLEMENT TO CONTRACT FOR CONSULTANT SERVICES ("Supplement") is made and entered into this 1<sup>st</sup> day of January 2019 by and between City of Parlier ("Client"), a municipal government, and Townsend Public Affairs, Inc., a California corporation ("Consultant").

**R E C I T A L S**

- A. Client and Consultant have entered into that certain Contract for Consultant Services dated as of March 1, 2016 ("Contract"), Supplement #1 dated as of April 1, 2017, and Supplement #2 dated as of November 1, 2017.
- B. The parties to this Supplement desire to change the term and fee of the Contract as set forth herein.
- NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto supplement and amend the Contract as hereinafter set forth.
1. TERM: This Supplement shall remain in effect until either party chooses to cancel it with thirty (30) days prior written notice.
  2. PAYMENT RATE: Client shall pay FIVE THOUSAND DOLLARS (\$5,000.00) per completed grant, each authorized by Client in advance.
  3. All other terms and conditions of the Contract, except as set forth herein, shall remain in full force and effect.

WHEREFORE, this Supplement is executed by the parties as of the date set forth above.

CLIENT: CITY OF PARLIER  
a municipal government

By: \_\_\_\_\_  
Antonio Gastelum  
City Manager

CONSULTANT: TOWNSEND PUBLIC AFFAIRS, INC.  
a California corporation

By: \_\_\_\_\_  
Christopher Townsend  
President and Secretary

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MEETING DATE: \_\_\_\_\_ 2/7/2019 \_\_\_\_\_

DEPARTMENT: ADMINISTRATION

## **REPORT TO THE CITY COUNCIL**

### **SUBJECT:**

Contract amendment with Granted Solutions

### **RECOMMENDATION:**

Staff recommends Council consider amending existing service agreement for consulting services to include additional technical assistance services including Community Development.

### **BACKGROUND:**

### **FISCAL IMPACT:**

Prepared by:

\_\_\_\_\_  
Acting City Manager

Approved by:

\_\_\_\_\_  
Acting City Manager

**REPLACED WITH CLOSED SESSION ITEM #15**

AGENDA ITEM: \_\_\_\_\_10\_\_\_\_\_

MEETING DATE: \_\_\_\_\_2/7/2019\_\_\_\_\_

DEPARTMENT: ADMINISTRATION

## REPORT TO THE CITY COUNCIL

### **SUBJECT:**

Contract amendment proposal with Rip Washington & Associates

### **RECOMMENDATION:**

Staff recommends Council consider proposed service agreement with Rip Washington & Associates to provide technical assistance services including Financial Controller and internal audit.

### **BACKGROUND:**

Will provide high-quality accounting and controller capacity to ensure full preparation for timely external audit reports; state, county and Federal compliance; streamlined payables process; and strong internal controls.

### **FISCAL IMPACT:**

Annual contract spending expected to be capped at a maximum of same dollars that would otherwise be spent on full-time benefited Finance Director, no budget impact.

Prepared by:

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Acting City Manager

Approved by:

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Acting City Manager

## **AGREEMENT FOR SERVICES**

TO: City of Parlier  
DATE: January 1, 2019

### **Identification of Parties**

This letter comprises the terms of the agreement between Rip Washington Associates, an independent contractor, and the City of Parlier, California.

### **Subject of Agreement**

This is an agreement to retain Rip Washington Associates for professional services under an hourly billing arrangement.

### **Time of Performance**

The period covered by this agreement began on January 1, 2019 and is intended to cover services provided through June 30, 2020, with the option to continue forward month-to-month until terminated by either party at will with 90 days written notice.

### **Quantity and Scope of Work**

Professional services including the following responsibilities and activities:

- Annual audit preparation and General Ledger management for various client entities
- Bank account reconciliations for various client entities
- Payroll administration and support
- Bill payment administration and support

### **Price/Compensation**

Billable hourly rate of \$50 to be charged for qualified accounting staff assigned to City work. Business expenses incurred to perform these services to be reimbursed at cost.

Terms accepted by principals or authorized signatories for both parties:

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Authorized signature

RIP WASHINGTON ASSOCIATES  
(W-9 required)

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Authorized signature

CITY OF PARLIER

AGENDA ITEM: \_\_\_\_\_11\_\_\_\_\_

MEETING DATE: \_\_\_\_\_2/7/2019\_\_\_\_\_

DEPARTMENT: ADMINISTRATION

## **REPORT TO THE CITY COUNCIL**

### **SUBJECT:**

Lease agreement with Fresno County Economic Opportunities Commission for Las Colonias Head Start Program

### **RECOMMENDATION:**

Staff recommends Council consider approving an amendment to the existing Lease agreement between the City and FCEOC for use of the Part B (Rear) of the Civic Center to now include the property at 741.5 Tulare St. Also to have lessee pay electrical/utilities.

### **BACKGROUND:**

EOC Head Start program regulations require administrative space additional to the Civic Center square footage available in Part B. In addition, socialization space is needed during the period of construction taking place in Part B between the current time to the beginning of the next school year. Approval of this additional space to be available to EOC will allow them to begin an Early Head Start program in addition to their current programs for the City.

### **FISCAL IMPACT:**

Potential rental revenue would be foregone for a period of 15 years however the property has typically been donated for minimal or no rent, so no budget impact expected. City would capture ownership value of property improvements upon end of lease term if not renewed.

Prepared by:

Approved by:

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Acting City Manager

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Acting City Manager

**FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION  
HEAD START  
AMENDMENT TO LEASE  
NO. One**

**LEASE AGREEMENT**, made and entered into on the 1st day of February, 2019 by and between the **CITY OF PARLIER** located at 1100 Parlier Avenue, Parlier, California 93648 hereinafter referred to as **LESSOR** and **FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION HEAD START**, hereinafter referred to as **Fresno EOC Head Start** or **LESSEE**, has been changed to read as follows:

**Lessor and Lessee do mutually agree as follows:**

In consideration of mutual covenants contained herein, the City of Parlier does hereby lease to **Fresno Economic Opportunities Head Start** that certain Property, specifically located at 745 Tulare Street, Parlier, California 93648 that consists of approximately 3,768 square feet and 741 ½ Tulare Street, Parlier, California 93648, that consists of approximately 1,600 square feet, described more particular below, belonging to LESSOR upon the following terms and conditions which are hereby mutually agreed to by the parties hereto.

**1.        PROPERTY LEASED**

The LESSOR leases to Fresno EOC Head Start and Fresno EOC Head Start leases from the LESSOR the real property located at 745 Tulare Street, Parlier, California 93648. Which portion consists of the following:

- A.        Classroom Space
- B.        Children's Restrooms
- C.        Playground Space
- D.        Parking Area

The LESSOR leases to Fresno EOC Head Start and Fresno EOC Head Start leases from the LESSOR the real property located at 741 ½ Tulare Street, Parlier, California 93648. Which portion consists of the following:

- E.        Staff Offices
- F.        Staff Restrooms
- G.        Kitchen

**9.        TERM**

- A.        This agreement shall have an initial term of **FIFTEEN (15)** years commencing on **July 1, 2018** and ending on **June 30, 2033**. It is understood and agreed that this Agreement shall be renewed automatically after the expiration of the initial or any succeeding terms for an additional five (5) years unless terminated by either party in accordance with Section 17 (A) of this Agreement.

17. **TERMINATION**

- A. This Agreement may be terminated at the end of any term upon One Hundred and Eighty (180) (six (6) months) days written notice by either party.

IN WITNESS WHEREOF, the **Fresno County Economic Opportunities Commission Head Start** and **The City of Parlier** have executed this Amendment to Agreement to contract dated February 1, 2019, effective this 1st day of February 2019.

LESSEE: FRESNO COUNTY ECONOMIC  
OPPORTUNITIES COMMISSION

LESSOR: City of Parlier

By: \_\_\_\_\_  
Brian Angus, Chief Executive Officer  
1920 Mariposa Mall, Suite 200  
Fresno, California 93721

By: \_\_\_\_\_  
Antonio Gastelum, City Manager  
1100 E. Parlier Ave.  
Parlier, CA 93648