

## **Appendix A**

### **Scope of Services**

Consultant shall engage in lobbying activities on behalf of the City of Westminster, including, but not limited to:

- Provide outreach and education to Members of Congress regarding issues important to the City of Westminster
- Monitor and identify federal funding opportunities with a specific focus on obtaining funding for water/sewer infrastructure, transportation (including transit and multimodal), and for the projects at 100<sup>th</sup> and Simms, and Federal Parkway
- Represent the City's positions on issues and legislation before the Federal Legislative Branch, including attending stakeholder meetings, and report back to the City Manager or his/her designees
- Advise the City on Federal legislative issues that may arise outside of the legislative session, and as necessary, attend legislative interim committees of importance and report back to the City
- Advise the City regarding any miscellaneous intergovernmental/legislative issues
- Travel:
  - Be available two times per year to travel with City elected officials and/or Staff to Washington, D.C. to coordinate stakeholder meetings;
  - Perform travel, as necessary, out of state to aid in federal legislative/regulatory lobbying should the need be identified, not to exceed two (2) trips.
  - Travel expenses will be reimbursed in addition to the fee included in this contract at a rate commensurate with the City's schedule for travel, lodging and meals appropriate for City officials under similar circumstances and be agreed upon by both parties prior to actual expenditure.
- Provide timely updates during the Federal legislative session on the status of proposed and pending legislation on issues identified by the City
- Participate in conference calls at a frequency, date and time established in advance through the mutual agreement of the City and the Lobbyist firm
- Provide an annual report to the City Council outlining pertinent legislative events and accomplishments of the prior year, as well as identifying key priorities for the following year
- Engage in other federal lobbying activities and efforts as may be requested by the City