

Scope of Services for Full Service Governmental Relations

1. **Scope of Services.** The scope of services to be provided by Focused Advocacy, LLC during the term of this Agreement shall consist of the following:
 - a. Represent the City's general interests before the Texas legislature as guided by the City's publicly adopted legislative positions and agenda;
 - b. Provide general guidance and assistance to the City to develop a legislative agenda that advances the health, safety, and welfare of the City's citizens;
 - c. Work to assist the City in preserving local authority to effectively manage and operate their departments and services, including those of their municipally owned utilities;
 - d. Develop strategies to gain support and understanding of the City's legislative and regulatory goals;
 - e. Develop strategies to advance the City's legislative and regulatory goals within the legislative process;
 - f. Work with the City to seek proactive legislative opportunities, including funding opportunities, that the City deems positive to the public health, safety, or welfare of its citizens;
 - g. Work to defeat legislation the City deems detrimental to the public health, safety, or welfare of its citizens;
 - h. Provide the City staff and Council with timely updates regarding the status of pending legislation, with specific attention to bills deemed priority issues within the City's adopted legislative agenda;
 - i. Utilize proprietary software to help the City monitor the progress and status of legislation that affects the City;
 - j. Advise and inform the City of upcoming legislative committee hearings (both during the legislative session and the interim);
 - k. Assist with the preparation and drafting of legislative materials, including potential legislative amendments, bill summaries, and committee testimony;
 - l. Assist with the development and drafting of letters, speeches, and other legislative advocacy and educational materials;
 - m. Assist with the preparation of City officials who provide testimony before legislative bodies;

Scope of Services for Full Service Governmental Relations

- n. Attend and monitor on the City's behalf legislative hearings, agency hearings, stakeholder meetings, TML meetings, and interim legislative committee hearings;
- o. As directed, represent the City's interests before the regulatory bodies of Texas and various state agencies of the Texas executive branch by informing the City of key state agency hearings; and
- p. As directed, engage with state agency staff and personnel to protect, or advance the City's interests during administrative rule-making proceedings.