



# Meeting Agenda

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Monday, April 17, 2017**

**5:00 PM**

**Council Chambers**

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**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF MINUTES**

**4.A** [17-0431](#) Approval of March 8, 2017 Finance Committee Meeting Minutes

Attachments: [Minutes](#)

**5. COMMITTEE BUSINESS**

**5.A** [17-0409](#) Briefing on Bonds, Debt and Levies

**5.B** [17-0332](#) Puget Sound Energy (PSE) Green Direct Program

**5.C** [17-0386](#) Use of Asset Forfeiture Funds

**5.D** [17-0427](#) Arts, Cultures and Heritage Program Scope of Work

Attachments: [Draft RFP](#)

**5.E** [17-0430](#) Council Policy Fund Prioritization Criteria

**5.F** [17-0429](#) Oral Report - Capital City Charters Letter of Intent

**6. REPORTS AND UPDATES**

**7. ADJOURNMENT**

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City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

## **Finance Committee**

### **Approval of March 8, 2017 Finance Committee Meeting Minutes**

**Agenda Date:** 4/17/2017  
**Agenda Item Number:** 4.A  
**File Number:** 17-0431

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**Type:** minutes   **Version:** 1   **Status:** In Committee

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**Title**

Approval of March 8, 2017 Finance Committee Meeting Minutes



# Meeting Minutes - Draft

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Wednesday, March 8, 2017**

**5:00 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Cooper called the meeting to order at 5:07 p.m.

**2. ROLL CALL**

**Present:** 3 - Chair Jim Cooper, Committee member Jessica Bateman and Committee member Jeannine Roe

**3. APPROVAL OF AGENDA**

The agenda was approved.

**4. APPROVAL OF MINUTES**

**4.A** [17-0253](#) Approval of February 8, 2017 Finance Committee Meeting Minutes

The minutes were approved.

**5. COMMITTEE BUSINESS**

**5.A** [17-0179](#) Discussion with Washington Center for the Performing Arts

Washington Center for the Performing Arts (Center) Executive Director Jill Barnes, Center Chair Jim Haley, and Center Development Director Jocelyn Wood attended the meeting to provide a financial update. Ms. Barnes presented folders with income trajectory information as well as sample marketing materials. She highlighted several events and programs the Center worked on over the last year to increase revenue.

Efforts include:

- Cultivated new and existing donorships through their "Friends" program.
- Increased number of building tours - People are taking ownership.
- Uncorked and Unplugged event - This year's event will be April 12 from 5:30 p.m. to 7:00 p.m.
- Improved donor recognition using banners in the lobby.
- Increasing community awareness that the Center is a non-profit in need of donors/sponsors.
- Increased sponsorships by \$25,000 over the previous year with 14 new sponsors.
- Hosted the first Center Stage Awards with local talent providing entertainment. It was a huge success and this year's Awards will be September 23.
- Raised \$50,000 for capital improvements - the most raised in one year since the

mid-1990s.

Mr. Haley believes the positive results they are seeing are due to Ms. Wood's efforts in growing community relationships. He and Ms. Wood agreed it is a slow, long-term process. Committee member Roe (who is also Council liaison to the Center) commended Center staff on their work. Chair Cooper noted the City's funding of Ms. Wood's position appears to have been a good investment. He reminded everyone her position is funded through 2017 and would be reevaluated at a later time.

**The discussion was completed.**

**5.B**     [17-0187](#)     Discussion of 2016 Year-end Financial Position

Administrative Services Director Mary Verner presented a list of items discussed during 2017 budget deliberations. \$327,071 is available to assign. Fiscal Services Director Dean Walz clarified assignments will be used in financial reporting. Mr. Hall reminded everyone these are one-time funds and should be assigned to one-time items.

Assignment recommendations:

- Downtown Strategy - \$50,000
- Arts/Culture RFP - \$50,000
- Comp Plan - \$40,000
- Policy/Legislative Advocacy (Support) - \$100,000
- Code Enforcement Fund - \$50,000
- Council Goal Money - \$37,071
- Total - \$327,071

Mr. Hall asked Community Planning & Development Director Keith Stahley for an update on hazard trees. Mr. Stahley indicated \$64,000 would be required to take care of 2017 hazard tree areas of concern.

Citizen Karen Messmer brought up the fact that Finance Committee has mentioned taking a possible safety measure to voters. She reminded the Committee that a public safety measure was passed in July 2012. She cautioned about asking the voters for more money when the public may not know where the current public safety money is going. She posited the Committee needs to demonstrate a greater flexibility of ideas -- they should be asking departments for suggestions on making cuts rather than only asking for more money from citizens. The Committee thanked Ms. Messmer for her comments.

**Chair Cooper moved, seconded by Committee member Roe, to assign \$327,071 from the 2016 fund balance to the 2017 budget. The motion passed unanimously.**

**Chair Cooper moved, seconded by Committee member Bateman, to refer the Chair/City Manager assignment recommendations to the full Council. The**

**motion passed unanimously.**

**5.C**     [17-0181](#)     Discussion on Funding Options for a Sustainable Budget

Ms. Verner and Mr. Hall presented funding options for a sustainable budget. Mr. Hall stated the utility tax and business and occupation (B&O) tax are the two sources we have available to raise the most revenue. He expressed concern that raising the B&O tax might impede our recent economic development efforts. The other way to increase revenue requires going to the voters and time is growing short to get a measure on the ballot. Chair Cooper wants to pay special attention to how any increases will affect low-income citizens.

The Committee asked to add City efficiencies back into the presentation and conversation with the public so it doesn't appear that we are strictly focused on generating revenue. Ms. Bateman asked for a summary of ballot measures over the last 10-15 years and what the results were. She also asked for information and impacts of an increase in the B&O tax and what our availability to levy looks like.

**The discussion was completed.**

**6.        REPORTS AND UPDATES**

Chair Cooper announced he will be out of town on the second Wednesday of April, May, and June. The Committee agreed to keep the meeting dates as scheduled and Chair Cooper will participate in the meetings by teleconference.

**7.        ADJOURNMENT**

Chair Cooper adjourned the meeting at 6:32 p.m.



## Finance Committee

### Briefing on Bonds, Debt and Levies

**Agenda Date:** 4/17/2017  
**Agenda Item Number:** 5.A  
**File Number:** 17-0409

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**Type:** information   **Version:** 1   **Status:** In Committee

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**Title**

Briefing on Bonds, Debt and Levies

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive the briefing. Information only; No action requested.

**Report**

**Issue:**

Whether to receive an overview of bonds, debt and levies - why and how they are used by cities, how the City of Olympia is using them now to finance City services.

**Staff Contact:**

Mary Verner, Director of Administrative Services, 360.753.8499

**Presenter(s):**

Nancy Neraas, Foster Pepper, Bond Counsel  
Dean Walz, City of Olympia, Fiscal Services Director

**Background and Analysis:**

The City of Olympia uses several financial instruments to raise funds to provide City services. These briefings will provide overviews of why and how bonds, other forms of debt, and levies are used to finance City capital and operating budgets.

**Neighborhood/Community Interests (if known):**

No specific interests known at this time. Briefing will provide informational materials that can be used to communicate with neighborhoods and the broader community.

**Options:**

N/A

**Financial Impact:**

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**Type:** information   **Version:** 1   **Status:** In Committee

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N/A

**Attachments:**

None.



## Finance Committee

### Puget Sound Energy (PSE) Green Direct Program

**Agenda Date:** 4/17/2017  
**Agenda Item Number:** 5.B  
**File Number:** 17-0332

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**Type:** information   **Version:** 1   **Status:** In Committee

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#### **Title**

Puget Sound Energy (PSE) Green Direct Program

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee

##### **City Manager Recommendation:**

Move to approve a recommendation to enter into a long-term contract with PSE to purchase renewable energy through the Green Direct Program, and forward to Council for consideration.

#### **Report**

##### **Issue:**

Whether to recommend entering into a long-term contract with PSE to purchase renewable energy through PSE's Green Direct Program.

##### **Staff Contact:**

Rich Hoey, P.E., Public Works Director, 360.753.8495

##### **Presenter(s):**

Rich Hoey, P.E., Public Works Director  
Tom MacLean, PSE (available for questions)

#### **Background and Analysis:**

Since 2006, the City of Olympia has purchased "green power" from Puget Sound Energy (PSE) to offset 100 percent of the electricity consumed by the City's water related utilities. This green power, otherwise known as renewable energy credits (RECs), represents the environmental attributes of renewable energy. These RECs are sold separately from the electricity and are purchased by people or organizations wanting to support developing renewable sources of energy.

In 2016, the City made a one-time, bulk purchase of RECs from PSE that was sufficient to offset 100 percent of its electricity use city-wide. This one-time, low cost option was no longer available in 2017.



Representatives from Puget Sound Energy recently approached the City about a new “Green Direct” program beginning in 2019. This new program offers large customers the opportunity to directly purchase renewable energy (both electricity and RECs). PSE indicated that if there is sufficient interest in this new program, a new wind power project would move forward in the south Thurston County area. Under this program, the City could clearly say that all of its power is coming from renewable energy sources.

At this time, PSE has commitments to support 75 percent of the project cost to proceed. PSE is selling only a limited amount of renewable energy under this program and expect it to be fully committed this year. The next open enrollment period starts May 1 and extends through July 31, 2017. In order to qualify, the City needs to purchase 100 percent of its energy through the Green Direct program. The City used 8.4 million kwh of electricity in 2016.

The Green Direct program requires a long-term commitment. The available contract terms are 10-years, 15-years and 20-years. The longer term options have slightly lower annual costs. The cost of the renewable energy is fixed with a guaranteed 2 percent annual inflation factor. When compared to the cost of traditional electricity purchases, it is possible that the City could save money through the Green Direct program. Whether the City saves money or spends more depends on the level of regular electricity rate increases over the life of the contract. Staff will share additional detail on this during the Finance Committee meeting.

In summary, after reviewing the program details, staff believes the Green Direct Program provides a cost-effective way to obtain 100 percent of the City’s electricity from renewable energy sources. It may even save the City money over time. In addition, it will lead to the development of a renewable energy facility within our region, thereby benefitting our regional economy. Finally, it supports the City’s Comprehensive Plan goals related to climate change and emissions reduction.

**Neighborhood/Community Interests (if known):**

Several community groups, including Thurston Climate Action Team, have expressed support for City action on reducing greenhouse emissions. The City of Olympia is highly ranked nationally for the percentage of residents that choose to purchase green power (or renewable energy credits).

**Options:**

1. Recommend to City Council that the City enter into a long-term contract with PSE for purchase of renewable energy through PSE’s Green Direct program. This option supports the City’s climate goals by purchasing 100 percent renewable energy, and establishes cost certainty over the life of the contract.
2. Recommend to City Council that the City pursue purchasing renewable energy credits via an open market. This option would require additional staff research on options and costs.
3. Recommend to City Council that the City not purchase renewable energy or renewable energy credits. This option may cost less, but may be perceived as counter to the City’s climate goals.

**Financial Impact:**

Funding would come from existing program budgets. Whether the City will save or spend more under the Green Direct program will depend on the level of electricity rate increases over time.

**Attachments:**

None.



## Finance Committee

### Use of Asset Forfeiture Funds

**Agenda Date:** 4/17/2017  
**Agenda Item Number:** 5.C  
**File Number:** 17-0386

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**Type:** decision **Version:** 1 **Status:** In Committee

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#### **Title**

Use of Asset Forfeiture Funds

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Move to recommend approval of the expenditure of \$15,065 from the Asset Forfeiture Fund for scheduling and payroll software and forward to Council for action.

#### **Report**

##### **Issue:**

Whether to recommend approval of the expenditure of \$15,065 from the Asset Forfeiture Fund for scheduling and payroll software and forward to Council for action.

##### **Staff Contact:**

Laura Wohl, Administrative Services Manager, Olympia Police Department, 360.753.8214

##### **Presenter(s):**

Laura Wohl, Administrative Services Manager, Olympia Police Department

#### **Background and Analysis:**

The Olympia Police Department (OPD) completed a large asset forfeiture process in late 2001, following criminal convictions in a homicide case. The net proceeds, \$369,247, were placed in the Special Accounts Control Fund, Seizure and Forfeiture Account ("Asset Forfeiture Fund"). By statute, money seized and/or forfeited as a result of criminal behavior must be used "exclusively for the expansion and improvement of law enforcement activities," and the funds may not be used to supplant pre-existing funding sources (RCW 10.105.010).

When the Asset Forfeiture Fund was established in 2002, Council determined that the primary purposes for its use were to invest in employees by providing them with special training and educational opportunities and to fund one-time expenditures for equipment.

As a 24/7/365 operation with multiple programs, OPD has complex scheduling and payroll needs. To field the necessary complement of police officers on duty and corrections officers in the jail, sergeants and managers spend considerable time each month developing a core schedule and then, each day, managing the schedule for unexpected absences. Scheduling at OPD requires juggling multiple factors: specialty skills needed for particular positions, planned absences for training and vacations, overtime limits, etc. At this time, OPD has no tool to help with this task. For each vacancy on a shift, both planned and unplanned, a supervisor or manager must determine who is available with the requisite skills for the open position. When planning for a major event, the task becomes even more complex. In addition, supervisors have only one way to contact officers about unplanned scheduling needs: calling officers one-by-one until the available shift vacancies are filled.

In addition to complex scheduling, OPD also has complex payroll. Three different union contracts dictate a variety of pay exceptions that must be tracked and calculated each pay period. The City's current payroll software lacks the flexibility needed to manage the complicated time-keeping efficiently. Support staff spend literally days preparing payroll each period. Similarly, the City's payroll system is not designed to provide management reports that will allow OPD's leadership to manage staff resources effectively.

The Department considered three possible software packages. The software InTime best meets our needs and our financial constraints. InTime allows OPD to create schedules with the right staff in the right positions with little effort. When supervisors need to schedule staff for extra shifts, the information is automatically sent to multiple staff cell phones and e-mails simultaneously. Staff can access InTime from any internet device. In addition, management has the ability to draw much more detailed information about how shifts are staffed and how employee time is used.

For several months, the Department has been testing InTime. The test unit supervisor has enjoyed less time spent on administrative tasks, while the officers have found it easier to record their hours and to respond to requests for extra shifts. Support staff have also evaluated the software and have determined that it will save them considerable time in preparing monthly payroll information. The software is web-based and fully-supported. Payroll information from InTime can be easily entered into the City payroll system for processing employee pay.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

The Committee may choose to not approve the expenditure from the Asset Forfeiture fund in which case the Department will not purchase the software.

**Financial Impact:**

\$15,065

**Attachments:**

None



## Finance Committee

### Arts, Cultures and Heritage Program Scope of Work

**Agenda Date:** 4/17/2017  
**Agenda Item Number:** 5.D  
**File Number:** 17-0427

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**Type:** discussion   **Version:** 1   **Status:** In Committee

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#### **Title**

Arts, Cultures and Heritage Program Scope of Work

#### **Recommended Action**

##### **Committee Recommendation:**

Not reviewed by a committee.

##### **City Manager Recommendation:**

Provide feedback and direction on scope of work to develop strategies to expand the City's leadership in nurturing Olympia's Arts, Cultures and Heritage (ARCH) profile.

#### **Report**

##### **Issue:**

Provide feedback and direction on the proposed scope of work and forward a recommendation for City Council approve to \$50,000 in funding to move forward with an RFP.

##### **Staff Contact:**

Steve Hall, City Manager, 360.753.8370

##### **Presenter(s):**

Steve Hall, City Manager

#### **Background and Analysis:**

The City Council referred this topic to the Finance Committee to review the draft scope of work and recommend funding to develop strategies to expand the City's leadership in nurturing Olympia's Arts, Cultures and Heritage (ARCH) profile.

Arts, Cultures and Heritage (ARCH) programs, projects and events contribute to the City's goals of a vibrant, livable community by contributing to our economic base, enhancing our identity and "sense of place," creating new opportunities for recreation and play, and deepening our understanding of our region and its history. Olympia has tremendous cultural and historical treasures, yet the City's support for ARCH falls short of the investment in other communities.

The Downtown Strategy, the Metropolitan Parks District, the Parks, Arts & Recreation Plan, and the

City Comprehensive Plan reinforce the importance of ARCH to our community and identify goals and strategies that are unreachable without additional resources. A wide range of events, programs and projects would better safeguard and highlight Olympia's heritage, honor diverse cultures, and adequately support and encourage art and artists. A more creative and entrepreneurial approach - with additional resources - are needed to cultivate arts, culture and heritage opportunities.

For all these reasons, the time is right for Olympia to assess the best strategies to foster an environment where arts, culture and heritage can thrive in the years ahead.

To assist in this endeavor, it will be necessary to engage a consultant to assess the City's best options for expanding leadership, allocating and leveraging resources, and tracking results. The consultant's scope of work should include analysis of what's working in other communities as well as the opportunities and challenges in our community; identification of goals, strategies and timeline; clarifying steps toward integrating programs and efforts, and to build new alliances.

**Neighborhood/Community Interests (if known):**

n/a

**Options:**

Approve Scope of Work and forward a recommendation for the City Council to approve \$50,000 funding for an RFP.

Revise Scope of Work and forward a recommendation for the City Council approve \$50,000 in funding for an RFP.

Do not approve Scope of Work and do not forward a recommendation for the City Council to approve \$50,000 for an RFP.

**Financial Impact:**

\$50,000

**Attachments:**

Draft RFP

**REQUEST FOR PROPOSALS (RFP)****FOR****Development of an Expanded Arts, Culture and Heritage Profile for Olympia**

Contract Amount: \$50,000

Anticipated contract period: June - November 2017

**INTRODUCTION**

The City of Olympia seeks proposals from firms or individuals to provide research, options and recommendations to enhance the Olympia community's offerings of and support for programs, activities and events in arts, cultures and heritage (ARCH).

The selected consultant must have knowledge of arts, cultures, and heritage programs in other communities throughout the nation; an understanding of how local governments can best support and catalyze these efforts; and demonstrated ability to provide and present recommendations to elected officials, community leaders and the general public.

This RFP is being published \_\_\_\_\_, the deadline for responses is **4:00p.m. PDT May 12, 2017.** This is not a postmark deadline. Earlier responses are welcome and interview/s will be scheduled with one or more RFP respondent/s as soon as practical after a qualifying response has been received by the City of Olympia and reviewed for responsiveness to the RFP Criteria.

**OBJECTIVES**

The purposes of this project are to take the City's arts, cultures and heritage programs, events and experiences to the next level:

- To refresh and expand Olympia's efforts to deliver creative and effective public programs and support for arts, cultures and heritage, and to reach participants and supporters of arts, cultures and heritage who are increasingly sophisticated, mobile and diverse.
- To ensure arts, cultures and heritage contribute to the City's comprehensive plan [link]; the Parks, Arts & Recreation Plan [link], and the Downtown Strategy [link].
- To grow and enrich participation of community groups, artists, historians and others in Olympia's arts, cultures, and heritage profile.
- To establish a broader nationwide reputation for arts, cultures and heritage.
- To provide analysis, clarify options, and explore mechanisms for strengthening the City's commitments to arts, cultures and heritage.

**BACKGROUND**

Olympia has a well-established reputation for arts and heritage Programs. The City has achieved national recognition for its history, diverse cultures, artists, and creativity.

In addition, Olympia has strong interest in its heritage as a place where communities have lived, worked, and gathered for thousands of years. Olympians are proud to celebrate our story as

Washington State's capital. In addition to the City's 30-year-old historic preservation program, multiple community groups and individuals promote and support a deep connection to Olympia's tribal and historical places.

The Olympia Arts Commission and Olympia Heritage Commission are staff-supported citizen advisory committees that provide policy and program recommendations to City Council, as well as oversight for a number of events, activities and products. Numerous community organizations, groups and individuals contribute to varied experiences and resources.

And, finally, the City's Comprehensive Plan, Parks Plan, Historic Preservation Plan, and Downtown Strategy each highlight the value of arts, culture and history as critical elements for adding to the livability and the economy of the community.

We are proud of what we have accomplished and treasure the quality of life in our community. The City seeks to build on this strong foundation to further develop an ARCH profile that strengthens, demonstrates and leverages our commitment to arts, cultures, and heritage.

### **TASKS FOR THE CONSULTANT**

- Develop an assessment of the community's current efforts, including but not limited to those supported directly by the City.
  - Interview key stakeholders and participants in the Olympia community's current ARCH efforts.
  - Review and analyze relevant policies and plans, including but not limited to the City Comprehensive, Arts Parks and Recreation Plan, and Downtown Strategy.
  - Closely coordinate with a City appointed steering committee to thoroughly learn and understand the Community's ARCH status.
- Identify most relevant and promising practices from other communities regionally and nationally, focusing on models that should inform Olympia's considerations of ARCH investments and priorities.
- Work with the Steering Committee and key stakeholders to develop a vision, priorities and other options for the community's ARCH efforts.
- Analyze options and prepare recommendations for achieving the vision, including strategic priorities, financial models for revenue and expenditures, personnel and staffing models, building community support, and strengthening partnerships and alliances within City departments and across the community.
- Work with the Economic Development Council to scope and complete a Creative Vitality Index for Olympia.



## **PROJECT TIMING**

Following selection of a consultant, a contract for services will be finalized. We hope a draft report will be presented to the City Council by \_\_\_\_\_ and a final presentation and report will be delivered no later than \_\_\_\_\_.

## **SUBMISSION REQUIREMENTS: DUE 5 pm PDT FRIDAY, \_\_\_\_\_**

Please provide two hard copies and one digital copy of your response and qualifications to Jay Burney, Assistant City Manager.

Proposals must be delivered to 601 4<sup>th</sup> Avenue East Olympia, Washington no later than 4:00 p.m. PDT on Friday, \_\_\_\_\_.

Submit digital responses on a CD or USB flash drive or by email to jburney@ci.olympia.wa.us. Submissions must include:

- A one-page letter of interest outlining your qualifications for this contract and your availability in the timeframe as outlined in this RFP.
- A list of relevant work samples, including documentation (such as a report or plan) for one project in which you played a significant role. Specify your role and the date of the project. This can be a web link or a printed document.
- Current resume, not to exceed five pages, including name, address, phone number, email address and website for lead roles in your proposal.
- Three reference who can speak to your eligibility for this project. Please provide name, title, address, email and current daytime telephone for each reference.

## **GENERAL TERMS AND CONDITIONS**

(1) Questions related to this RFP shall be submitted in writing. **Questions via telephone will not be accepted.** All questions to this RFP must be received by Wednesday, \_\_\_\_\_ at 4:00 p.m. Pacific Daylight Time. Questions received after this date may not be answered. All submitted questions will be addressed via addendum and posted on Builder Exchange of Washington web site under City of Olympia Goods and Services category.

(2) Proposals must be sealed and plainly marked:

### **Request for Proposal – Development of an Expanded Arts, Culture and Heritage Profile**

Jay Burney  
Assistant City Manager  
City of Olympia  
601 4th Avenue E  
Olympia, WA 98501

(3) Respondents assume the risk of any delay in the mail. Whether sent by mail or by personal delivery, respondents assume responsibility for having the proposals deposited on time at City Hall. All proposals received after the designated time stated will not be considered.

(4) After your submittal, an RFP Committee will arrange an interview for those respondents that are short listed, which either shall be in person or by conference call, as determined by the committee.

(5) Once the RFP Committee has selected its preferred RFP respondent(s), the Committee will enter into a letter of intent with the respondent(s). The letter of intent will provide for a period of time (to be negotiated with the respondent(s)), in which the City will cooperate exclusively with the respondent(s) in the review and development of a final lease agreement.

(6) Once the respondent(s) delivers a final project proposal and applicable legal document (e.g. lease), the Assistant City Manager will determine whether or not to recommend the final proposal and/or lease for approval by the City Council.

## **SELECTION CRITERIA**

The City may select more than one respondent to enter into the final agreement and proposals will be evaluated based on the following criteria:

- (1) Professional, appropriate and complete response to this RFP that is well-organized and submitted on time and as specified.
- (2) Previous experience on similar projects.
- (3) Demonstrated experience working successfully with multiple stakeholders and in/with a public entity.
- (4) Proposed approach to the project, including consideration of local limitations and opportunities.

A selection committee will rank the qualifications and approach of each team. One or more respondents may be selected for an oral interview. The goal of the City is to select a team within 30 days of the submittal deadline.

The selection committee shall consist of:

- The Mayor
- A member of the City's Arts Commission
- A member of the City's Historic Society
- 2 citizens at large who have extensive experience in Olympia arts programs, activities and organizations

The selection committee shall make a recommendation to the full City Council.

An EEOC Compliance Review Form will be required for this project.

The City reserves the right to award the contract in whole or in part if deemed in the best interest of the City.

## **DISCRETION AND LIABILITY WAIVER**

The City of Olympia reserves the right to reject all proposals or to request and obtain, from one or more of the respondents, supplementary information as may be necessary for the City to analyze the proposals pursuant to the consultant selection criteria contained herein.

The respondent, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

The City shall not be responsible for any costs incurred by the respondents in preparing, submitting or presenting its response to the RFP.

It is the sole responsibility to the RESPONDENT to assure that they have received the entire RFP.

The City reserves the right to negotiate with the selected respondent(s) the exact terms and conditions of the contract or lease agreement.

The City is under no obligation to award this project to the respondent offering the overall lowest fee or lease terms. Evaluation criteria included in this document shall be used in evaluating proposals.

All bid documents are public record and subject to public disclosure.

## **CONTACTS**

All questions regarding this RFP shall be directed to:

Jay Burney  
Assistant City Manager  
City of Olympia  
jburney@ci.olympia.wa.us  
601 4th Avenue E  
Olympia, WA 98501

## **DIRECTIONS FOR DELIVERY OF PROPOSAL**

The deadline for submission of proposals is **4:00p.m. on Friday, May 12, 2017.**  
No faxed will be accepted.

Mail-in proposals must be received no later than May 12, 2017.

Deliver two (2) hard copies of the proposals and an electronic PDF file to (provided that any cash flow spreadsheets be delivered in Microsoft Excel (.xls) format):

Jay Burney  
Assistant City Manager  
jburney@ci.olympia.wa.us  
City of Olympia  
601 4th Avenue E  
Olympia, WA 98501

Please do not contact The City of Olympia for status of the selection process.

**END OF RFP**

DRAFT



## Finance Committee

### Council Policy Fund Prioritization Criteria

**Agenda Date:** 4/17/2017  
**Agenda Item Number:** 5.E  
**File Number:** 17-0430

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**Type:** discussion   **Version:** 1   **Status:** In Committee

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**Title**

Council Policy Fund Prioritization Criteria

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Discuss criteria, scope and scale in order to prioritize Council Goal funds.

**Report**

**Issue:**

Whether to discuss the criteria, scope and scale in order to prioritize the expenditure of Council Goal funds.

**Staff Contact:**

Steve Hall, City Manager, 360.753.8370

**Presenter(s):**

Steve Hall, City Manager

**Background and Analysis:**

Criteria, scope and scale must be established in order to prioritize the expenditure of Council Goal funds.

**Attachments:**

None



## Finance Committee

### Oral Report - Capital City Charters Letter of Intent

**Agenda Date:** 4/17/2017  
**Agenda Item Number:** 5.F  
**File Number:** 17-0429

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**Type:** report   **Version:** 1   **Status:** In Committee

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#### **Title**

Oral Report - Capital City Charters Letter of Intent

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Receive the oral report regarding the letter of intent received and direct staff to either negotiate a draft contract for further consideration or decline the request.

#### **Report**

##### **Issue:**

Whether to pursue negotiations with Capital City Charters to lease dock space at Percival Landing for the purpose of operating a private charter boat.

##### **Staff Contact:**

Paul Simmons, Parks, Arts & Recreation Director, 360.753.8462

##### **Presenter(s):**

Paul Simmons, Parks, Arts & Recreation Director

#### **Background and Analysis:**

The Parks, Arts & Recreation Department received a letter of intent to lease 60 feet of dock space at Percival Landing to the private charter company Capital City Charters, CCC. The purpose would be to operate the Spirit of Olympia during tour season of May 1<sup>st</sup> - October 31<sup>st</sup>. According to the letter, the expressed purpose of the vessel would include:

- Educational, informational tours of Budd Inlet and points in South Sound
- Scheduled public passenger tours
- Events, weddings, reunions corporate gatherings

In order to accommodate this request, staff would first be required to make minor electrical upgrades

to D Float and would also be required to amend the City's existing lease for Percival Landing.

**Attachments:**

None