



Meeting Agenda

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, July 26, 2017

5:00 PM

Council Chambers

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF AGENDA**

4. **APPROVAL OF MINUTES**

- 4.A [17-0792](#) Approval of May 24, 2017 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

5. **COMMITTEE BUSINESS**

- 5.A [17-0784](#) Community Policing - Citizen Engagement Briefing

Attachments: [Presentation](#)

- 5.B [17-0778](#) Economic Development Update

- 5.C [17-0770](#) Downtown Ambassador and Clean Team Services Request for Proposal

Attachments: [Request for Proposal](#)

6. **REPORTS AND UPDATES**

7. **ADJOURNMENT**

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council Committee meeting, please contact the Council's Secretary at 360.753-8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



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

General Government Committee

Approval of May 24, 2017 General Government Committee Meeting Minutes

Agenda Date: 7/26/2017
Agenda Item Number: 4.A
File Number: 17-0792

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

Title

Approval of May 24, 2017 General Government Committee Meeting Minutes



Meeting Minutes - Draft

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, May 24, 2017

4:30 PM

Council Chambers

1. CALL TO ORDER

The meeting was called to order at 4:30p.m.

2. ROLL CALL

Present: 3 - Chair Jeannine Roe, Committee member Jessica Bateman and Committee member Clark Gilman

3. APPROVAL OF AGENDA

The agenda was approved.

4. APPROVAL OF MINUTES

- 4.A** [17-0556](#) Approval of April 26, 2017 General Government Committee Meeting Minutes

The minutes were approved.

5. COMMITTEE BUSINESS

- 5.A** [17-0573](#) Parking and Business Improvement Area (PBIA) Spring 2017 Update

Downtown Ambassador Mark Rentfrow gave an update on the Parking & Business Improvement Area (PBIA) Board.

So far in 2017 the PBIA has deployed brooms and dustpans to downtown businesses to assist with promoting a clean environment; redeployed cigarette butt collectors; selected two new locations for murals; strengthened their partnership with the Olympia Downtown Association and other non profits; and revamped their website.

The PBIA is working on their goals for the second quarter of 2017 which include promoting the vitality of downtown along with new downtown businesses; deploy downtown flower baskets and continue to work with Parks and Public Works on the Downtown sanitation plan.

Committee members asked clarifying questions.

The report was completed.

5.B [17-0172](#) Downtown Ambassadors And Downtown Welcome Center Status Report

Mr. Rentfrow gave an update on the Welcome Center, Ambassadors and clean team. He noted the welcome center is now open Thursday- Sunday.

Downtown Ambassador Teal Russell gave an update on media and social media efforts to include being on MIXX 96 every other Thursday to promote events in Olympia. She noted Clean Team members are hired through the Capital Recovery Center Youth Build program. She shared data regarding waste picked up from streets by the Clean Team.

Committee Chair Roe expressed the desire to have further conversation about needles at a future meeting and to invite someone from the County to discuss the topic as well. She also asked that more trash cans be placed in the Artesian Commons.

Committee members asked clarifying questions.

The report was completed.

5.C [17-0585](#) Consideration of Topics and Locations for Offsite General Government Committee Meeting

Strategic Communications Director Kellie Purce Braseth discussed possible locations, timing and topics off a future offsite meeting of the General Government Committee.

Ms. Purce Braseth discussed a recent referral request to the General Government Committee regarding a Tacoma program called Space Works and if it can be used as an opportunity to hold a meeting off site. The Space Works program is an initiative designed to activate empty storefronts and vacant spaces using art and "creative entrepreneurs".

The Committee discussed potential meeting dates and meeting structure.

The discussion was completed.

5.D [17-0579](#)

City Manager Steve Hall discussed preparing for the City Council Mid-Year Retreat.

Retreat topics include: Meeting disruption and protocols; lunch time walking tour of several downtown businesses to include the new lofts on Legion Way, Gotti Sweets, and Gallery Boom; overview of 2018 hot topics/major projects and a check-in regarding relationships with Councilmembers, staff and stakeholders.

Committee members asked clarifying questions.

The recommendation was completed.

6. REPORTS AND UPDATES

Ms. Purce Braseth reminded the Committee that Jurassic Parliament training will occur on June 26, at 5:30p.m. in City Council Chambers. She also discussed several vacancies on advisory committees.

7. ADJOURNMENT

The meeting adjourned at 5:57p.m.



General Government Committee
Community Policing - Citizen Engagement
Briefing

Agenda Date: 7/26/2017
Agenda Item Number: 5.A
File Number: 17-0784

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

Title

Community Policing - Citizen Engagement Briefing

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive the information. Briefing only, no action requested.

Report

Issue:

Whether to receive an overview of the Olympia Police Department's Professional Standards System.

Staff Contact:

Paul Lower, Lieutenant, Olympia Police Department, 360-753-8410

Presenter(s):

Ronnie Roberts, Chief of Police

Background and Analysis:

The Olympia Police Department (OPD) has a Professional Standards System to ensure accountability and consistency in their work. This includes internal, external and citizen review processes.

OPD also works to strengthen trust of residents and foster community engagement through outreach and citizen contact.

Neighborhood/Community Interests (if known):

Community members have shown interest in how department activities are reviewed both internally and externally.

Options:

N/A

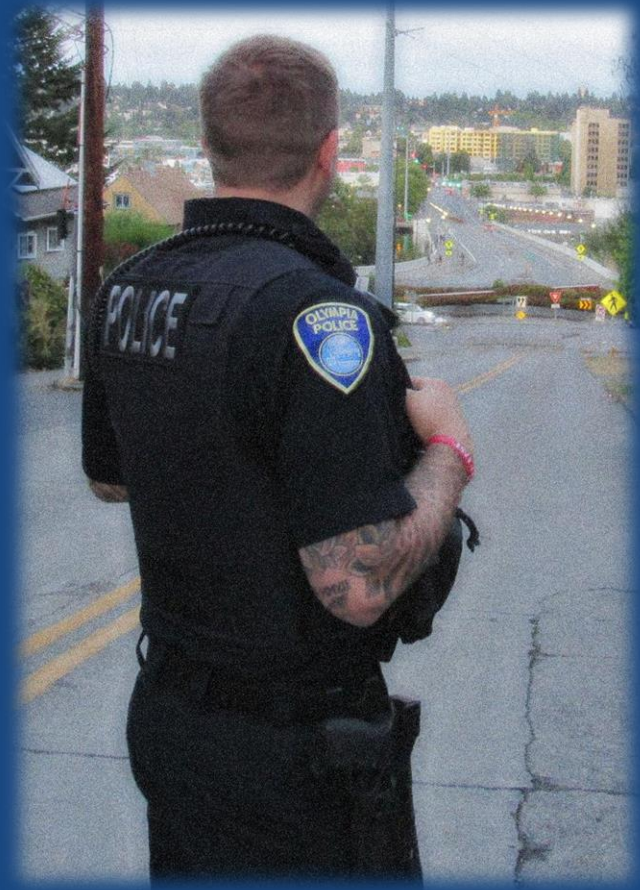
Financial Impact:
N/A

Attachments:
Presentation



Police Actions Review

- ❖ Accountability
- ❖ Standards
- ❖ Process



Internal Review

- ❖ Hiring & Training Process
- ❖ Use of Force Review
- ❖ Internal Affairs Process
- ❖ Annual Performance Standards Review



External Review

- ❖ Civil Service Commission

- ❖ City Council

- ❖ City Manager

- ❖ Legal

 - ❖ City Attorney

 - ❖ Mark Barber

 - ❖ Outside Attorney

 - ❖ Edward Taylor with Sebris, Busto, James



Citizen Review

❖ Online Forms

- ❖ <http://olympiawa.gov/city-government/forms/compliments-and-complaints.aspx>

❖ Olympia Police Email

- ❖ olympiapolice@ci.olympia.wa.us

❖ Professional Standards Office

- ❖ <http://olympiawa.gov/city-services/police-department/comment-on-service.aspx>



Community Engagement

- ❖ Citizen Contacts
- ❖ Community Outreach





Thank You



Our mission is to consistently earn the trust of the residents and visitors in our community.





General Government Committee

Economic Development Update

Agenda Date: 7/26/2017
Agenda Item Number: 5.B
File Number: 17-0778

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

Title

Economic Development Update

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive the Information. Briefing only; No action requested.

Report

Issue:

Whether to receive a status report and update on various economic development issues and projects.

Staff Contact:

Keith Stahley Director, Community Planning and Development Department 360.753.8227

Presenter(s):

Keith Stahley, Director, Community Planning and Development Department

Background and Analysis:

Staff will provide a status report and update on various economic development issues and projects including: The Avalon Center (former Griswold's property) Exclusive Negotiation Agreement, regional coordination on recruitment and economic development issues and development activity within the community.

Neighborhood/Community Interests:

Economic development affects all neighborhoods.

Options:

Receive report and provide feedback and direction.

Financial Impact:

None at this time.

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

Attachments:

None.



General Government Committee
Downtown Ambassador and Clean Team
Services Request for Proposal

Agenda Date: 7/26/2017
Agenda Item Number: 5.C
File Number: 17-0770

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

Title

Downtown Ambassador and Clean Team Services Request for Proposal

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to recommend approval of the attached request for proposal document and forward to City Council for their consideration.

Report

Issue:

Whether to recommend approval of the attached request for proposal document and forward a to City Council for their consideration.

Staff Contact:

Keith Stahley, Director Community Planning and Development Department 360.753.8227

Presenter(s):

Keith Stahley, Director Community Planning and Development Department

Background and Analysis:

The City entered into a contract with the Capital Recover Center to provide administration and oversight of a contract for ambassador and clean team services in 2012. The program budget has grown from \$50,000 to over \$350,000 over the past five years and the Ambassadors and Clean Team have become fixtures in our Downtown. The Welcome Center was added in 2014. Last year the City added human waste removal as part of the downtown sanitation efforts.

Neighborhood/Community Interests (if known):

The Downtown Ambassadors and Clean Team provide services primarily in the core of downtown. The proposed request for proposals continues this focus with the target areas being 4th Avenue and Capitol Way and the primary service area being within the boundary of the Parking and Business Improvement Area. Additional areas adjacent to downtown may be added as needs may arise.

Options:

1. Recommend approve of the proposed request for proposal document as presented and forward to City Council for their consideration.
2. Revise the proposed request for proposal document and forward the revised document to City Council for their consideration.
3. Do not recommend approval of the proposed request for proposal document and provide feedback and direction to staff to revise the document and return to the committee for further consideration.

Financial Impact:

None at this time. The 2017 for the Ambassador Program is approximately \$350,000.

Attachments:

Proposed Request for Proposal document for the Downtown Ambassador and Clean Team Program

**City of Olympia
2017 Request for Proposals (RFP)
Downtown Ambassador Program**

The Request:

The City seeks a partner to provide assistance in overseeing daily operations for its Downtown Ambassador Program and Clean Team. The partner will be a qualified program administrator who can manage an array of services in order to help maintain Olympia's clean, safe and vibrant downtown. This proposed contract will run from January 1, 2018 through December 31, 2018, with a potential option for two one year renewals contingent upon funding.

The City anticipates and encourages organizations that provide service in and to downtown to submit proposals. The selected agency will coordinate cleaning, safety, hospitality and outreach work in our downtown. It is anticipated that the agency will provide all employees for this program and will furnish them with daily supervision, training, uniforms, and all necessary tools, equipment including personal protective equipment and outreach supplies to perform contracted services. The agency will be required to provide liability insurance in an amount and manner specified by the city.

The City anticipates that the supervisor and employees will be in close coordination with the City's Downtown Liaison, Code Enforcement and the Olympia Police Department. The contract will be managed by the Community Planning and Development Director or his designee.

Following a review of proposals and letters of interest, the City may negotiate service contract(s) with one or more agencies to provide some or all of the services described below.

Downtown Cleaning Services:

Provide cleaning services in a defined downtown core service area (designated below) to residents, visitors and workers within the downtown. Services, performed may include:

- Trash and needle collection
- Monitor and report trash can status
- Graffiti removal
- Pressure washing
- Leaf removal from City property and other designated areas
- Human and animal waste removal
- Seasonal weed removal from City sidewalks
- Flyer removal from City utilities and signage
- Assist with ice and snow removal, de-icing and drain clearance

Priority Cleaning hours:

- Monday - Sunday 7:00 AM - 4:00 PM (hours may vary depending on needs)

Downtown Hospitality and Safety Services:

Provide on-street hospitality and safety services for the residents, workers and visitors within a defined Downtown service area (designated below). These services may include:

- Foot patrols by Downtown Ambassadors
- Trespass engagement
- Visitor assistance
- Parking assistance
- Transit information
- Social media and event promotion
- Outreach Services
- Business Check-ins
- Event Coordination
- Provide administrative and meeting responsibilities as necessary
- Distribute City provided referral information to all local human service programs
- Welcome new businesses
- Maintain social media presence including Facebook, Instagram, Twitter and other outlets

Priority hospitality and safety hours:

- Tuesday- Saturday 10:00 AM to 6:00 PM (hours may vary depending on needs)

Welcome Center:

Presently the City provides space for the Ambassador program at 301 4th Ave E. The [city-City](#) plans to continue this lease until December 31, 2018. In addition to serving as a base of operations for the Ambassador Program and Clean Team the space is also operated as a Welcome Center on a limited basis primarily using volunteers to support a public information desk. The Welcome Center is open Thursday thru Sunday approximately 4 hours per day.

Proposals that include alternative approaches and locations to support the Ambassador Program, the Clean Team and Welcome Center will be considered.

Current Budget:

Expenditure	2017
Program Manager	(vacant)
Lead Ambassador	\$25,480.00
Junior Ambassador	\$23,660.00
Lead Clean Team	\$25,480.00
Second Clean Team	\$23,660.00
Third Clean Team	\$21,840.00
Fourth Clean Team	\$21,840.00
Team Lead (admin) 15 hrs/wk	\$13,260.00
Four half-time Youth (HWA)	\$49,920.00
<i>Subtotal Payroll</i>	<i>\$205,140.00</i>
Payroll taxes/employee expenses	\$41,028.00
<i>Total Payroll</i>	<i>\$246,168.00</i>
Truck Expenses	\$3,200.00
Supplies	\$30,000.00
Welcome Center rent	\$20,004.00
CRC Admin	\$12,000.00
Training & vaccinations	\$14,000.00
<i>Subtotal Other Costs</i>	<i>\$79,204.00</i>
Plus Payroll	<i>\$246,168.00</i>
Total	\$325,372.00

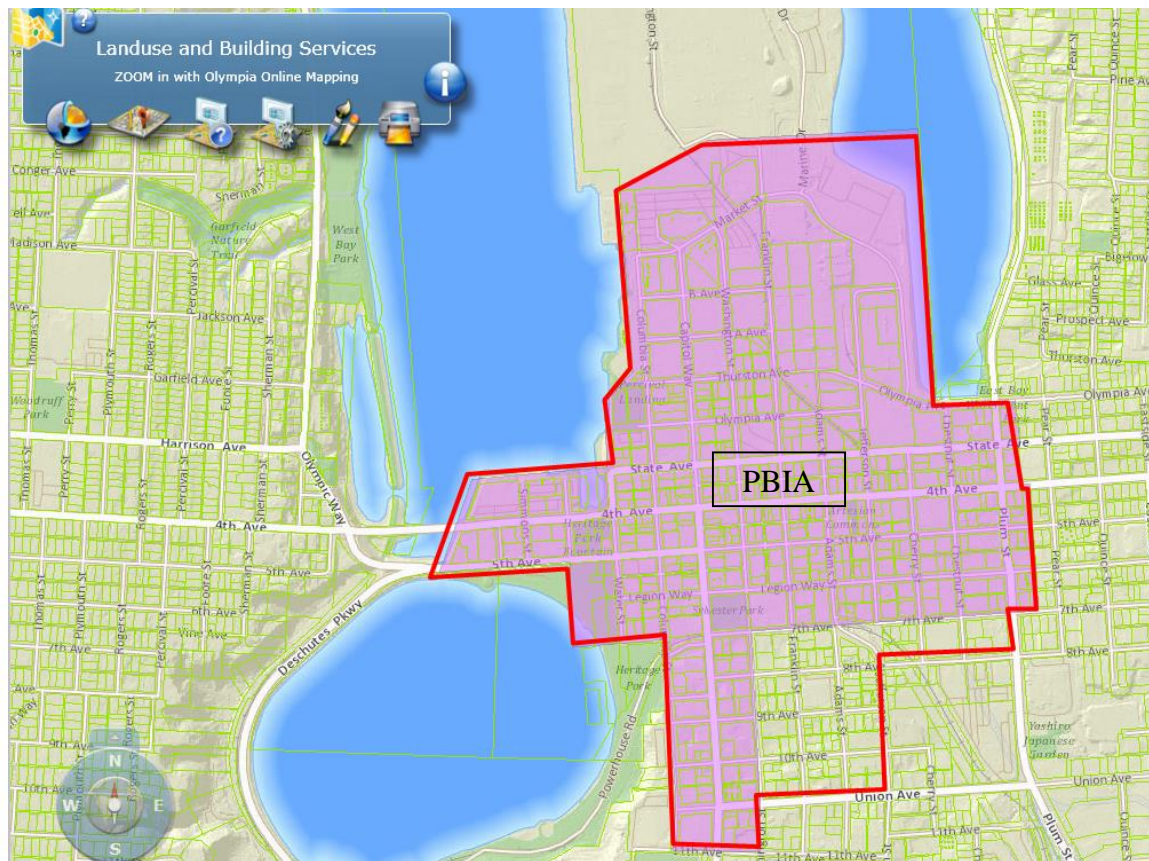
Source of Funding:

Please note that this proposed contract may be funded from a combination of sources including both the City of Olympia general fund and federal Community Development Block Grant funds. All potential applicants will be screened against the federal listing of disbarred contractors.

Funding Source	2012	2013	2014	2015	2016	2017
General Fund	50,000	60,000	60,000	60,000	144,300	208,600
PBIA		37,500	30,000	33,500	43,500	43,500
CDBG				25,650	51,270	55,397
Parks, Arts & Recreation				2,200		
Parking Revenue		50,000	50,000	50,000	70,000	50,000
City LTAC funds					5,000	
Total	50,000	147,500	140,000	171,350	314,070	357,497

Service Area:

The service area will generally be as defined on the map below. Within that area 4th Avenue and Capitol Way will be the target areas, the PBIA boundary is the primary service area and the remainder of the downtown is a secondary service area. Resources should be allocated accordingly.



Project Reporting:

The selected contractor will coordinate and communicate with the Community Planning and Development Director or designee no less frequently than a weekly basis and shall provide a monthly performance data report as agreed to in the service contract within 10 days of end of the month. At a minimum, the report will detail person hours worked, volume of trash removed, social service referrals made, customer contracts made, police calls for service made.

Project Timing:

The City is interested in continuing the existing program with no disruption. The contract period will run from January 1, 2018 until December 31, 2019 with the possibility of two one-year extensions.

Selection Process and Considerations:

The responses to this RFP will be reviewed by a Selection Committee convened by the Community Planning and Development Department Director. At a minimum, the Selection Committee shall include the Chair of the PBIA, Chair of the General Government Committee, Police Department representative, Community Planning and Development Director, Downtown Business Owner and Visitor and Convention Center representative.

In evaluating this contract the Selection Committee shall consider:

1. Previous experience with community outreach
2. Previous experience with supervising and training work crews and providing contracted services
3. Knowledge and expertise of the project supervisor who *will work on the project*
4. Knowledge of Olympia's downtown
5. Availability to meet the project timeline

A final decision will be made based on the agency's availability to do the work within the needed time frame, with respect to the necessary expertise to be successful and with respect to the agency's clarity around their approach to providing the service.

The City reserves the right to negotiate a contract in whole or in part or reject all proposals if it is deemed in the City's best interests.

The Selection Committee shall make a recommendation regarding the preferred contractor to the City Council. Following selection by City Council a contract for services shall be developed by the Community Planning and Development Director and approved by City Council.

Content of Submittals:

Submittals shall not exceed ~~4 double-sided,~~(8) 8 ½ x 11 pages of text, including cover and letter of interest, with a minimum 12 pt. font, double-spaced. ***One hard copy*** and one digital copy of the proposal shall be submitted. The format shall be:

- A letter of interest signed by a principal of the agency, with a statement of availability to complete the work and a general approach and timeline to delivering the necessary services to meet identified timelines, objectives, outcomes and results.
- A cost estimate to complete the work outlined in the proposed approach.

- Qualifications and experience of the staff assigned to supervise the project.
- Approach to recruiting, selecting and training Downtown Ambassadors and Clean Team members.
- A statement that the agency will be responsible for and take reasonable measures to ensure that its employees abide by the city's Administrative Guidelines as they relate to employee behavior while on the job.
- A statement that the agency acknowledges and will abide by the City's Administrative Guidelines in hiring and while providing contracted services.

Response:

To be considered proposals should be delivered to the Community Planning and Development Department, 601 4th Ave, Olympia, Washington 98501

Further Information:

If you have questions, please contact Keith Stahley at (360) 753-8227 or e-mail kstahley@ci.olympia.wa.us.

Deliver to:

Keith Stahley
CP&D Director
City of Olympia
601 4th Ave
Olympia, WA 98501

Mail to:

Keith Stahley
CP&D Director
City of Olympia
P.O. Box 1967
Olympia WA 98507-1967