



Meeting Agenda

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, September 20, 2017

5:00 PM

Room 207

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

4.A [17-0966](#) Approval of August 9, 2017 Finance Committee Meeting Minutes

Attachments: [Minutes](#)

5. COMMITTEE BUSINESS

5.A [17-0964](#) Consideration of Joint Funding for the Development Director at the Washington Center of the Performing Arts

5.B [17-0967](#) Operating Budget Challenges - Criminal Division's Vital Needs

Attachments: [Software Cost Proposal](#)

5.C [17-0915](#) Operating Budget Challenges - Code Enforcement Briefing

5.D [17-0971](#) Consideration of Funding for a Lobbyist

Attachments: [Resume - Jennifer Ziegler Public Affairs](#)

5.E [17-0965](#) Oral Report - Long Term Budget Sustainability

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 August 9, 2017 Finance Committee Meeting Minutes

Agenda Date: 9/20/2017
Agenda Item Number: 4.A
File Number: 17-0966

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

Title

Approval of August 9, 2017 Finance Committee Meeting Minutes



Meeting Minutes - Draft

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, August 9, 2017

5:00 PM

Room 207

1. CALL TO ORDER

Chair Jim Cooper called the meeting to order at 5:10 p.m.

2. ROLL CALL

Committee member Jessica Bateman joined the meeting during item 5.B.

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

OTHERS PRESENT

Assistant City Manager Jay Burney
Administrative Services Director Mary Verner
Acting Administrative Services Director Dean Walz
Administrative Services Deputy Director Debbie Sullivan
Public Works Director Rich Hoey

3. APPROVAL OF AGENDA

Item 5.E moved before 5.A

The was approved as amended.

4. APPROVAL OF MINUTES

4.A [17-0840](#) Approval of July 12, 2017 Finance Committee Meeting Minutes

The minutes were approved.

5. COMMITTEE BUSINESS

5.A [17-0818](#) Water Project Financing Promissory Note

The City has three projects in progress that are financed with Drinking Water State Revolving Fund (DWSRF) loans. The State didn't pass the 2017-2019 capital budget bill which contains the required state match for the pass through of the federal funds. A

notification letter of the suspension of the program has been received.

Mr. Walz, and Mr. Hoey have been looking for interim financing to sustain the projects, maintain cost controls ,and limit disruption. Mr. Walz presented four options with a recommendation to prepare a promissory note that would be purchased by the City internal investment pool. This would sustain funding for the three projects through completion.

If the State finalizes the capital budget, they may make it retroactive back to July 1, 2017. If this occurs, the City can determine the financial feasibility of completing a retroactive draw to pay the promissory note.

Mr. Burney stated that it has been communicated to Legislators the importance of passing the capital budget bill retroactive to July 1, 2017.

Committee Member Roe made a motion for staff to prepare a promissory note to be presented to the Council on the consent agenda. Chair Cooper seconded the motion. Passed unanimously.

The decision was approved.

5.B [17-0815](#) Recommendation to Fund Fire Equipment Replacement

Assistant Fire Chief Michael Buchanan presented in June 2017 information regarding the need to develop a funding plan for fire equipment replacement. Mr. Walz presented an option to budget an annual contribution to the fund in the amount of \$900,000 per year for debt funding the fire equipment replacement schedule. This would be the least costly option available.

Committee recommended Staff to fund the Fire Equipment Replacement Plan when preparing the 2018 budget.

The recommendation was discussed and closed.

5.C [17-0771](#) Maintenance Center Feasibility Study

The Public Works and Priest Point Park maintenance operations are located in aging facilities and the City has outgrown the space. Mr. Hoey stated that creating a single location for all of Public Works and Priest Point Park maintenance would require at least 18 acres.

The search for 18 acres of useable land within the City limits was unsuccessful. Focus has been redirected to three sites currently owned by the City: Maintenance Center,

Justice Center, and Carpenter Road. Olympia Police Department is actively looking to partner with the City of Lacey and Tumwater to relocate the firing range which would free Carpenter Road for development.

Two financing options were presented: 20 year and 30 year debt. Waste Resources currently has no debt and isn't currently rated for debt. Mr. Walz feels the 30-year debt option would appear risky and would increase the total cost too much to be beneficial.

Mr. Hoey presented an incremental rate increase plan over five years to reduce the immediate impact to household budgets while creating a debt reserve for a future Maintenance Center on Carpenter Road. The tentative timeline for constructing the Maintenance Center on Carpenter is 2022.

Committee is in consensus to move forward with 30 percent design for Carpenter Road improvements, include the rate increase as part of the Utility Advisory Committee (UAC) and City Council rate reviews. The Committee also supported using existing funds to complete the environmental and constructability study for the Maintenance Center.

The information was provided.

5.D [17-0819](#) Disclosure Requirements for Banking Services Request for Proposal (RFP)

Mr. Walz suggested opening the request for proposal to every bank in Olympia which meets the requirements for a municipality bank. Included in the request for proposal (RFP) process would be questions about the Dakota Access Pipeline. This would provide greater involvement of the local banks.

Committee member Bateman mentioned that the Council needs to identify the social issues they value. The Dakota Access Pipeline is just one social issue. Finding a bank that lends itself to the same values as the Council will require clarification. This might be a topic for the Council Retreat in January.

The decision was tabled.

5.E [17-0817](#) Finance Committee Resource Library

Digital Engagement Manager, Melynda Schmitt, demonstrated and presented the new resource library for the Finance Committee. The site is located on the City's intranet -- "Departments", "Administrative Services" and "Finance Committee Resources".

It provides easy access to past presentations and information for reference. Committee members expressed they were happy to have this resource available and asked if the site can be linked to Legistar for external access. Finance Committee is serving as the

beta test for this type of resource before expanding to other Committee's. Currently the information can only be accessed through the City's Intranet.

The discussion was completed.

5.F [17-0816](#) Offsite Finance Committee Meeting Options

Administrative Services Director Mary Verner is looking for direction. The Committee has expressed interest in having a meeting offsite. The month of August is almost complete, so we would need to identify a theme, location and month to have the offsite meeting.

Mr. Burney suggested that an interactive piece would be needed to draw the community and a second meeting might be needed to handle regular business items that don't tie in with the theme.

Some themes suggested:

- Changing Community Needs and the City Budget
- Budget 101
- Socially Responsible Investing

The Committee would like staff to present ideas for an October meeting offsite with possible locations. A second meeting will need to be established in October for regular business items.

The decision was discussed and closed.

6. REPORTS AND UPDATES

None.

7. ADJOURNMENT

Chair Cooper adjourned the meeting at 6:55 p.m.



Finance Committee

Consideration of Joint Funding for the Development Director at the Washington Center of the Performing Arts

Agenda Date: 9/20/2017
Agenda Item Number: 5.A
File Number: 17-0964

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

Title

Consideration of Joint Funding for the Development Director at the Washington Center of the Performing Arts

Recommended Action

City Manager Recommendation:

Consider a request from the Washington Center to jointly fund the Development Director position for the next two years.

Report

Issue:

Consider the Finance Committee's recommendation to use \$150,000 from the Center's Endowment Fund to support current Center operations. Also, recommend funding a full time Development Director for the Center at up to \$100,000 per year for two years. The funds for the Director, as well as the operations, will be a reimbursement of expenditures.

Staff Contact:

Steve Hall, City Manager, 360.753.8447

Debbie Sullivan, Deputy Administrative Services Director, 360.753.8499

Presenter(s):

Jill Barnes, Executive Director for the Washington Center for the Performing Arts

Background and Analysis:

The City owns the Washington Center for the Performing Arts (CPA). It is operated by contract through a nonprofit organization directed by a volunteer Board of Directors.

In 2015, the City Council agreed to support a Development Director position for the Washington Center's Endowment Fund. The job of the Development Director is to increase revenues of all types to support the Center and its mission. The City allotted up to \$100,000 from the endowment to cover the cost of salary and benefits for the position. Authorization for that funding ends in January 2017.

Executive Director for the Center, Jill Barnes, is proposing to continue to the position for an additional

two years with a joint funding proposal. Ms. Barnes will present her proposal plus a summary of the past fundraising work of the Center.

Neighborhood/Community Interests (if known):

The WCPA provides a venue for dozens of local performing arts organizations. Ensuring success of the Center will allow these groups to continue and to thrive.

Options:

1. Recommend the proposal to the full Council.
2. Modify the proposal.
3. Do not recommend the proposal.

Financial Impact:

The Washington Center Endowment Fund has a current balance of \$970,000.



Finance Committee

Operating Budget Challenges - Criminal Division's Vital Needs

Agenda Date: 9/20/2017
Agenda Item Number: 5.B
File Number: 17-0967

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

Title

Operating Budget Challenges - Criminal Division's Vital Needs

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive the information. Briefing and Discussion.

Report

Issue:

Whether to discuss the Criminal Division's vital operating needs.

Staff Contact:

Mark Barber, City Attorney, 360.753.8338

Rocio Ferguson, Chief Prosecutor, 360.763.8449

Presenter(s):

Mark Barber, City Attorney, 360.753.8338

Background and Analysis:

The Criminal Division consists of two prosecutors (Chief Prosecutor, Rocio Ferguson, and Assistant Prosecutor II, Tye Graham), a paralegal, a coordinator for domestic violence victims, and intern support staff. The prosecutors must cover numerous court calendars throughout the prosecution of criminal defendants. Each prosecutor has earned vacation and sick leave, which results in only one prosecutor available to handle the Criminal Division's case load. Recent developments within the last two years have challenged the division's ability to meet its duties. These challenges are:

1. **Felony Level Cases Referred to Municipal Court.** There has been a significant increase in felony level cases being sent to Olympia Municipal Court. Felony cases are usually filed and prosecuted by the Office of the Thurston County Prosecuting Attorney. The City was notified by the Thurston County Prosecuting Attorney's Office that prosecution of certain lower level

felony crimes will be declined and that the Criminal Division will have to charge and pursue such crimes as misdemeanors in Olympia Municipal Court. The Criminal Division expects the number of declines by the county prosecutor to increase. As these crimes are more serious, the Criminal Division is negatively impacted as such crimes are entitled to vigorous prosecution which takes more time and process to achieve justice for crime victims. It is expected these numbers will continue to increase.

2. Community Court. In 2016, the Criminal Division helped launch the Olympia Community Court. A purpose of the court is to divert minor offenders from prosecution in Olympia Municipal Court. The Court received a \$200,000 grant in July 2016. The grant funds are used to pay for service providers, court programs, and some remodeling, **but not for prosecution services**. Although the success of the Community Court program requires additional prosecutor's time in court, together with numerous pre-court meetings, and collaboration with service providers, the Criminal Division does not have additional prosecutor staff for these needs.

As Community Court continues to grow, the demands on the Criminal Division will continue to increase. In 2016, Community Court cases added approximately 938 additional court hearings. For 2017, there will be an estimated 1,152 hearings added for Community Court. Community Court does **not** divert or reduce the caseload of the Criminal Division. It is an additional calendar the prosecutors must cover and the cases are more time consuming to successfully divert minor offenders from the criminal justice system.

3. Modified Jail Booking System. There is a substantial increase in the Criminal Division staff's workload based upon the recently modified jail booking system that has eliminated use of citations for arrested defendants. Historically, Olympia Police officers issued citations, which were used as the formal charging document by the jail to hold and book an inmate in custody. This same citation was equally used by the Criminal Division and Court as the actual charging document. The Criminal Division staff receives a daily list of inmates arrested within the past 24 hours and the staff must obtain all police reports related to each arrest. A prosecutor then must review the police and investigative reports to determine what, if any, criminal charges to file. The staff must prepare substantive formal charging documents related to each filed criminal charge for each inmate/defendant. Criminal Division staff must then submit these formal charging documents to the Olympia Municipal Court and jail before the afternoon in-custody calendar. This change in system has caused a significant increase to the workload of both the staff and prosecutors.
4. Victim Assistance. The Criminal Division makes it a priority through its Victim Assistance Coordinator (VAC) to remain in regular contact, through all stages of prosecution, with all victims of domestic violence. However, limited staffing makes it difficult to consult with *all crime victims* in non-domestic violence cases. These important, non-domestic violence cases include: driving under the Influence where the driver collides with another person; stalking where the offender continuously preys upon the victim; harassment where the offender threatens to harm the victim; assault where the offender causes physical injury or harm to the victim; property damage where the offender destroys the victim's property; theft where the offender steals the victim's property; and vehicle prowling where the offender scavenges through the victim's vehicle and belongings. Unfortunately, victims in these cases do not always receive direct information that a case has been filed; these victims are not always kept

apprised of the progress of the case through the system; and these victims are not always aware of their right to receive compensation for financial loss suffered.

5. Police Training. In addition to appearing in Olympia Municipal Court and Olympia Community Court, the prosecutors provide case specific legal advice to Olympia police officers in the field. The prosecutors also provide formal department legal trainings. OPD has seen retirements and has hired new law enforcement officers. There is growing demand for legal training for the Olympia Police Department. The combination of these increased demands on the Criminal Division creates a strain on current personnel resources.
6. Prosecution Case Management Software. The Criminal Division has a seriously outdated, paper-oriented, manual data-entry system, which depends on multiple systems, as well as outside agencies, to retrieve data. The data must then be manually entered into Word and Excel files to manage it. The Criminal Division has no document management system and no case load management system. As a result, there is no automatic case flow management or document generation process, leaving it up to staff, prosecutors, and the Victim Assistance Coordinator to individually send and track discovery requests and documents, manually create letters and pleadings, and keep handwritten notes and spend significant time individually managing each paper file throughout the process. This situation creates unnecessary duplication of work and is time consuming, inefficient, and leaves too much room for human error. A modern case management software system is an imperative for any contemporary prosecutor's office to track and manage its caseload.

Because the Criminal Division does not have a case management system, it is not possible to produce accurate reports and analyze data. The ability to extract information and observe trends in types, locations, offenders, and resolution of crimes referred is essential to our objective of proactive response to the needs of Olympia and the citizens we serve. Performance analytics is essential for a prosecutor's office to effectively monitor the pace of litigation and ensure the most fair and consistent charging and resolution of cases.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Hire an entry level FTE prosecutor. This would provide a stable, ongoing solution for handling the increasing caseload more effectively and efficiently. This option would provide for prosecutor participation in police officer training sessions and in community outreach meetings. The estimated cost of such an entry level FTE prosecutor is approximately \$115,000 (salary and benefits) for the first year.
2. Add \$50,000 to the Legal Department's budget for outside prosecution services to permit the Criminal Division to sustain its caseload when a prosecutor is sick or on earned leave, or to permit training for Olympia police officers. This alternative would not provide the Criminal Division with a stable, ongoing solution to handle its workload. It would assist, however, by providing the Chief Prosecutor the ability to enlist the services of contracted outside legal counsel to cover trials or provide coverage should a prosecutor become ill, have an emergency or take earned vacation.

3. Case Management and Workflow Automation Software. A case management and workflow automation software solution is vital for the Criminal Division no matter what is decided about staffing. It has been noted by the City's IT Department that the Criminal Division is 20+ years behind where the office should be in regard to automation and its software needs. This has become evident during assessments of other municipal courts in Washington State.

Financial Impact:

Option 1 Approximately \$115,000

Option 2 \$50,000

Option 3 See attached cost proposal from Journal Technologies for eProsecutor software

Attachments:

Cost Proposal from Journal Technologies



915 E 1st St, Los Angeles, CA 90012

September 12, 2017

Mr. David Kuhn, IT Business Services Manager
City of Olympia, City Hall
601 4th Avenue East
Olympia, WA 98501

Dear Mr. Kuhn:

I enclose the eCourt, eProbation, eProsecutor and eDefender pricing overview for your review. As discussed over the phone, you will use the cloud – Amazon Web Services or Microsoft Azure – so you don't have to worry about the overhead of managing hardware. Additionally, each system is configured and setup independently to provide for a separation of sensitive data and security but integrated to facilitate efficiency.

Thus, we can get started on eProbation as soon as you are able. There are no upfront, one-time license fees or implementation progress payments. The annual license and maintenance fees and the professional service fees to date are due just before each rollout.

As with all of our case management systems, eProbation starts from a highly capable baseline configuration. We simply need to tweak screens and data elements to meet your specific needs, making the configuration move quickly. Your staff will be involved in every phase of the project.

Additionally, we have configured probation data elements to be tracked for the functional family therapy and evidence based programs that the New York Foundling Organization is helping to rollout throughout the State of Washington. This will put the City of Olympia in the forefront of the evidence-based-practices being applied in the state.

Call me if you need additional information. I look forward to working with you on this project.

Sincerely,

Riley Miles
Journal Technologies
(877) 587-8927 ext. 4607

Pricing Overview

| | <u>One-Time Cost</u> <i>(in thousands)</i> | <u>Annual License and Maintenance Fees</u> |
|--|---|--|
| Professional services, including expenses Implementation services for eCourt, eProsecutor, eDefender, eProbation | \$ 275 | |
| Licenses, maintenance, upgrades and support | <u>\$ 275</u> | <u>\$ 60</u> |
| Hosting fees | | <u>\$ 40</u> |

Notes

Since governments normally have limited capital budgets, we lease our systems so that our clients are not confronted with large initial capital investments. We have found that this model allows the court to plan for growth in a cost conscious way and provides reinforcement and incentives in a “succeed-or-lose” environment for us to provide high-quality products and continuing services to our clients. For a highly service-oriented software agreement, the court/agency pays an annual fee. These costs include licenses, maintenance, updates, upgrades and routine support. This approach also spreads costs over the life of the project. The continuing licenses are subject to the payment of the annual fees. *Because we lease eCourt, eProbation, eProsecutor and eDefender, it is under continuous warranty.*

There are no upfront, one-time license fees or implementation progress payments. The annual license and maintenance fees and the professional service fees to date are due just before each rollout. We have not provided for any conversions or interfaces.

We will include licenses for 13 court, 5 probation, 5 prosecutor, 3 public defender users and additional user licenses for unlimited use of the Public Portal. If the number of users increases, the annual fees, including an annual CPI adjustment, will be adjusted. (The proposed annual fees are significantly below our minimum for these four products. Your organizational structure is unique, and we want to encourage that cooperation.)

Training will be integrated into all facets of configuration and implementation. Training begins day one. We have an unlimited budget for implementation training; we will train until you want no more.

There are no software escrow fees, if you use our Software Escrow Agreement.

We have prepared our proposal on the assumption that the City is hereby exempt from federal excise taxes and is not subject to any Washington or other local sales or use taxes.

The annual license and maintenance fees include licenses, updates, upgrades and routine support. Non-routine projects will be done pursuant to a Statement of Work using an agreed upon hourly rate plus expenses. The current rate is \$175/hr. However, because the systems are configurable, the IT department and power users will be able to make most changes.



Finance Committee

Operating Budget Challenges - Code Enforcement Briefing

Agenda Date: 9/20/2017
Agenda Item Number: 5.C
File Number: 17-0915

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

Title

Operating Budget Challenges - Code Enforcement 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 a briefing on the evaluation of the need for a third Code Enforcement Officer position by utilizing public safety funding.

Staff Contact:

Todd Cunningham, Building Official, Community Planning and Development, 360.753.8486

Presenter:

Todd Cunningham, Building Official, Community Planning and Development

Background and Analysis:

The City of Olympia currently employs two code enforcement officers. While activity for code enforcement has continually increased as Olympia has grown; officer staffing remains the same. In recent years' code enforcement caseload realized a 95% increase from 2013 to present. Additionally, there has been an influx of homeless encampments in Olympia; abatement of encampments is at an all-time high with our code enforcement team responding to an average of one encampment per month in 2015, two in 2016 and 43 encampment responses thus far in 2017; an average of six monthly.

As staff continues to provide for compliance of our various Olympia Municipal Code (OMC) provisions, we are hard-pressed to cover all cases with the attention and timing needed. Instead, staff must prioritize each case and provide immediate attention where needed while placing less urgent items such as graffiti, vehicles, sign enforcement, vegetation and sometimes neighborhood

abatement violations on the back burner. Encampments have been at the forefront taking a great deal of attention this fiscal year as the caseload has increased dramatically. The cost for encampment abatement this year alone has reached over \$100,000 dollars, while we still have many abatements pending.

Should funding be available we would be able to maintain better enforcement timings and response prioritization. Additionally, our response times would improve. The idea of having an officer assigned to encampments and the downtown is a model we would like to develop while the two other officers attend to their respective areas and assignments providing periodic support to the investigative and abatement process of encampments.

Neighborhood/Community Interests:

Many neighborhood groups, property and business owners maintain contact with our team to report ongoing issues. Homelessness as it relates to encampment enforcement is a community interest and continues to be a topic of interest for many community groups attempting to discover avenues to address this important subject.

Options:

Briefing only.

Financial Impact:

The cost of a third officer is considered in the upcoming public safety ballot measure. Should the measure pass; this funding source would establish an annual budget for this position. Should the measure not pass, there would still be a need for an officer of which the funding source would be evaluated for future consideration and in which case there would be a direct financial impact in approving the position to the general fund budget for future years.

Attachments:

None



Finance Committee

Consideration of Funding for a Lobbyist

Agenda Date: 9/20/2017
Agenda Item Number: 5.D
File Number: 17-0971

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

Title

Consideration of Funding for a Lobbyist

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve \$11,000 in funding from Council Goal money to hire a lobbyist and forward to the full Council for approval.

Report

Issue:

Whether to fund \$11,000 out of Council Goal Money to hire a lobbyist to assist in preparing our 2018 Legislative Agenda.

Staff Contact:

Jay Burney, Assistant City Manager, Executive Department, 360.753.8740

Presenter(s):

Jay Burney, Assistant City Manager

Background and Analysis:

The City of Olympia has operated for several years without the use of contracted services for lobbying during the legislative session. During this time, staff have served in this role, advocating on a project-by-project basis and working with the Association of Washington Cities to provide advocacy on our behalf. Staff have been successful on obtaining smaller levels of funding for projects and providing testimony when needed to help move initiatives forward that benefit the City.

For the 2018 session, the City has a big need for funding for the State Route 101/West Olympia Interchange project, and would like to have additional resources during session to advocate for our City priorities. At the 2017 Council Retreat, Council identified the need for a lobbyist as a priority for consideration.

In talking with our local delegation and other communities, Jennifer Ziegler Public Affairs was

recommended as a potential lobbyist that could be a good fit for Olympia. Staff reached out to Ms. Ziegler, and she is interested and available to work with the City of Olympia on a contract basis. Her resume is attached. Staff would like to move forward in 2017 to hire Ms. Ziegler so that she may aid the City in preparing its 2018 legislative priorities. We would also like to retain Ms. Ziegler for 2018 as well.

For 2017, staff proposes the use of \$11,000 in Council Goal Money as the source of funding for these services. Staff will include 2018 funding as part of the 2018 budget process.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Move to approve \$11,000 in funding from Council Goal money to hire a lobbyist and forward to the full Council for approval.
2. Do not approve \$11,000 in funding from Council Goal money to hire a lobbyist and advise staff as to alternative source of funding.
3. Do not provide any funding for a lobbyist in 2017.

Financial Impact:

Staff is proposing the use of \$11,000 in Council Goal Money as the source of funding to pay for a lobbyist.

Attachments:

Resume - Jennifer Ziegler Public Affairs Consulting

Jennifer Hanlon Ziegler

1127 Arcadia Street NW • Olympia, WA 98502 • (360) 790-6089

Employment

OWNER

JANUARY 2013-CURRENT

Jennifer Ziegler Public Affairs Consulting

Provide public affairs services in legislative advocacy, government relations and strategic communications. Clients include HNTB Corporation, Nichols Brothers Boatbuilders, the Small and Mid-Size Transit Alliance, City of Cheney and City of Lake Stevens.

EXECUTIVE POLICY ADVISOR

2006-2009 AND 2011-2013

Governor Gregoire's Executive Policy Office

Advised Governor Gregoire on transportation issues, including the replacement of the Alaskan Way Viaduct, the State Route 520 bridge project and transportation funding options. Developed partnerships with stakeholders on behalf of the Governor's office. Staffed the Governor's Connecting Washington task force regarding transportation funding. Researched and provided options to the task force for transportation funding and developed the final task force report. Chaired the Governor's workgroup regarding the implementation of MAP-21, containing representatives from cities, counties, tribes, metropolitan planning organizations and regional transportation planning organizations.

DIRECTOR OF GOVERNMENT RELATIONS AND COMMUNICATIONS

2009-2011

Toll Division, Washington State Department of Transportation

Drafted legislation and coordinated advocacy efforts for bills providing for the implementation of tolling on SR 520 and authorizing express toll lanes on I-405. Developed communications plans and supervised marketing efforts related to tolling on the Tacoma Narrows Bridge, SR 167 High Occupancy Toll Lanes and SR 520. Drafted Transportation Commission presentations regarding potential toll rates and toll finance issues. Coordinated the implementation of tolling with the Department of Licensing, the Washington State Patrol, the Office of the State Treasurer and impacted local governments.

DIRECTOR OF GOVERNMENT RELATIONS

2005-2006

Washington State Department of Transportation

Developed and implemented the legislative agenda for the Washington State Department of Transportation (WSDOT) on a range of issues including apprenticeship participation on transportation projects and vessel procurement for the state ferry system. Coordinated the legislative activities of WSDOT, which included tracking legislation pertaining to multiple topics and providing the Legislature with an integrated response to issues from WSDOT programs.

EXECUTIVE DIRECTOR

2003-2005

Washington State Transportation Commission

Advised Transportation Commissioners on transportation policy issues, including transportation revenue, state and regional governance issues and the movement of freight in Washington.

STAFF COUNSEL

1995-2003

Senate Committee Services

Advised Senators on legal issues regarding the state transportation budget and drafted transportation budget legislation. Researched and drafted legislation regarding the regional transportation investment district and the financing and construction of the Tacoma Narrows Bridge. Presented legislation at Committee hearings. Supervised legal and policy staff working for the Commerce and Trade Committee. Examined issues and assisted legislators in developing policies for the Education, Higher Education, and Energy, Telecommunications, and Utilities committees.

Education

JURIS DOCTOR

1993-1996

Seattle University School of Law

Tacoma, WA

BACHELOR OF SCIENCE IN POLITICAL SCIENCE

1989-1993

Emporia State University

Emporia, KS

Memberships and Related Activities

Washington State Bar Association, WSBA No. 28432

Board Member, Washington Highway Users Federation

Board Member, Olympia School District Education Foundation



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

Finance Committee

Oral Report - Long Term Budget Sustainability

Agenda Date: 9/20/2017
Agenda Item Number: 5.E
File Number: 17-0965

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

Title

Oral Report - Long Term Budget Sustainability

Recommended Action

City Manager Recommendation:

Briefing only

Report

Issue:

Briefing on Long Term Budget Sustainability.

Staff Contact:

Steve Hall, City Manager, City phone 360.753.8244

Presenter(s):

Steve Hall, City Manager

Background and Analysis:

Briefing on Long Term Budget Sustainability.

Attachments:

None