

Olympia - Tumwater RFA Planning Committee

RFA Committee Action, Decision, Question Log

March 14, 2022

Councilmembers: Yen Huynh, Michael Althaus, Lisa Parshley, Eileen Swarthout, Leatta Dahlhoff, Jim Cooper

Staff: Erika Stone, Chief Brian Hurley, Olympia City Manager Jay Burney, Rian Winter (fill in for James Osberg), Tumwater City Administrator John Doan, Chief Mark John, Steve Busz (fill in for Erin Johnson),

Consultant Team: Karen Meyer, Karen Reed, Bill Cushman

Action taken/action needed	Assigned to	Update
Form Comparables ad hoc sub-committee	Steven Busz, James Osberg, Jay Burney	
Form Capital Assets ad hoc sub-committee	Brian Hurley, Mark John, John Doan	Karen R sent out spreadsheet for staff and teams have been working on that.
Internal/External website, social media, news release discussion	John Doan, Jay Burney	Jay -waiting on charter before announcing to public. Oly RFA site will link to Tumwater's page. John -updating our website with meetings and agendas. Looking at permitting and equipment with RFA.

Questions:

- Will we be doing a lot of communications to get the word out on this RFA?
 - Once finalized website is a good launch point for communications.
- Communications plan- we will be using certain platforms? Tumwater doesn't use Instagram and how do we reach each demographics?
 - PIOs within each city and how they want to handle that, coordinate sharing posts so we are not creating multiple messages.
 - Tumwater union has different protocols for postings vs. city pages.
 - We can re-share posts from other organizations to get the messages out to other people.

- Steve- we have media branches within our state WSCFF, and have been very active from union side for portion of this. This is an option as well, Olympia and 2409 have twitter, Instagram, FB to reach a larger audience.
 - Jay—Locals should rebroadcast messages developed by the team rather than create their own messages, to avoid conflicts.
 - How do we reach out and engage people from both Olympia and Tumwater?
 - John- spoke with communications manager, suggested email account with questions. We need to do public meeting and afford the opportunity for the public to speak but we don't have enough answers right now.
 - Who is in the lead in communications so it's all co-branded and with one person?
 - This is not decided yet, will sort out in the coming days after this meeting.
- FAQs
 - Last question-will my fire station be closed?
 - Did not sit well, didn't answer the question.
 - Re-order put health, wellness and community FAQ first and then other items after.
 - Heart attach save rate and how we like to maintain that, continued partnership with TC Medic one.
 - Add question: how would I pay my benefit charge? Explaining paid similar to taxes via escrow.
 - Add note about the Cardiac Save program being preserved.
 - Committee agrees to revisions for Karen M.
- Work Plan
 - After discussion, the group agreed a Go-no-go decision should be added to the work plan at 2nd June meeting.
 - Did we talk about going to a lower turnout in April vs August?
 - Talked about the work plan and to go in April is to levy taxes for the following year.
 - Town meeting communications- windows for these are proposed in work plan dates are not set and include hybrid models.
- Charter revisions review & Approval
 - Charter approved as revised, with correction on quorum (4, not 5)
- RFA Financing Presentation
 - Benefit charges exemptions, state buildings in Tumwater are owned by private owners would not be exempt.
 - Estimate that 1/3 of state occupied buildings in Tumwater are privately owned.
 - State occupied building charges could be negotiated.
 - How do you pay the FBC bill, can it be worked into escrow how do you actually pay it?
 - Most have it worked out as part of their property tax bill (although the FBC is not a property tax).
 - How many other RFA came in with FBC?
 - Have seen some start with, some without.
 - Karen will provide data on what others have done.

- Initial estimate is that we will need an FBC to fully fund current levels of service.
 - Please quantify how much we would need to cut to not use FBC.
 - Can we fund service improvements as well with this model?

ACTIONS:

- Communications plan - “Thumbs up”
- Jay - Mark Barber, City of Olympia has agreed to be legal counsel for this work. If outside legal counsel is needed, we will discuss and figure out cost-share.
- John Doan - Agrees to pay for the database consultant if needed. “Thumbs up” for hiring a database consultant. Rough cost \$10,000.
- Preliminary “thumbs up” on draft work plan - (correcting annexation date)
- Draft Charter: CM Lisa motion to approve draft charter, CM Michael seconds motion. 4 Aye, motion passes unanimously.

Follow ups:

- Karen M. will email Chief’s draft purpose statement.
- Karen M. to revise FAQs and send to city administrators to review/post. If questions, changes then, let Karen M know.
- Karen R. - will add “go-no-go” on the work plan by end of June 27. Will bring revision for next meeting.
- Erika to add meetings in Sept, and Oct. 2nd and 4th Mondays per Karen R.
- Jay- work on Olympia’s website for Agenda and Meeting materials (legistar)
- Karen M. - email talking points to council.
- Karen R. will go back and look at other RFAs to see how many started or added FBCs.

February 28, 2022

Attendees: Erika Stone, Karen Meyer, Karen Reed, Brian Hurley, Jay Burney, James Osberg, John Doan, Bill Cushman, Mark John, Faith Trimble, Steve Busz.

Councilmembers: Yen Huynh, Michael Althaus, Lisa Parshley, Eileen Swarthout, Leatta Dahlhoff

Action taken/action needed	Assigned to	Update
Form Comparables ad hoc sub-committee	Steven Busz, James Osberg, Jay Burney	Created preliminary spreadsheet.
Form Capital Assets ad hoc sub-committee	Brian Hurley, Mark John, John Doan	Financial spreadsheet updates, additional requests may be made by Bill.
Internal/External website, social media, news release discussion	John Doan, Jay Burney	

Questions:

- Tumwater and Olympia attorneys should have a discussion and discuss bandwidth and expertise. If not available, may need to look at hiring legal counsel
- Fire Benefit Charge requires 60% approval to create RFA. (Can County Assessor accommodate with timeline?)
- Can we consider a why/purpose statement for the RFA, for when public and staff ask questions?
 - Who will be on point at each city to prepare talking points, FAQs, etc?
- Agenda- Suggest we add main talking points to the agenda (to prepare our report out to councils)

Follow ups:

- Jay/John
 - Finalize staff team
 - Meet with Chiefs and Bill C.
- Karen M.
 - Examples of RFA plans
 - Survey who would like a binder for RFA committee documents (Erika/Susan can assist with creating binders)
 - Send out revised draft communications plan; revised draft charter
- 2nd and 4th Monday for RFA meeting proposal
 - Karen M. to plan with John and Jay. (Erika to schedule extra meeting)
- Karen Reed- next mtg - come back with new draft charter
- Steve Busz- send spreadsheet to Bill, John and Jay from comparable sub-committee.

January 24, 2022

Action taken	Assigned to	Update
Form Comparables ad hoc sub-committee	Steven Busz, James Osberg, Jay Burney	
Form Capital Assets ad hoc sub-committee	Brian Hurley, Mark John, John Doan	

Questions/Follow up Requests:

- Work plan - facilitator (Karen M)
- Communication plan – facilitator (Karen M)