

# City of Tumwater – City of Olympia

## RFA Planning Committee

### WORK PLAN

v. 4.8.22

Core policy issues	
Major Policy Issues for Committee	Other Key Planning Issues
<ul style="list-style-type: none"><li>• Election date</li><li>• RFA incorporation date, Levy start date</li><li>• Financial Plan for RFA</li><li>• Terms of asset transfers</li><li>• Governance structure</li><li>• Public outreach/communication plan</li></ul>	<ul style="list-style-type: none"><li>• Project cost sharing</li><li>• Projected Labor Costs</li><li>• Org Chart upon merger</li><li>• Standard of Cover/Level of Service</li><li>• Assigning contracts</li><li>• Admin services – how provided? Cost?</li><li>• Fire Marshal services</li><li>• City Emergency Management services</li></ul>

Schedule Summary	
RFA Planning Committee Submits RFA Plan to Councils for Action	October 2022
City Councils deliberate	October 2022-February 2023
Councils act to approve Plan and place RFA measure before voters	By Late February 2023
Election	April 2023
RFA Effective Date	No later than August 1, 2023
RFA taxes, charges imposed	January 2024

### Council/Board/Other Check-ins:

- Monthly verbal check ins from Committee Members/City Manager/City Administrators with their Councils.
- Periodic formal presentations to Councils—seeking concurrence as decisions are made.
- Two rounds of public outreach
  - Email link on web for public to submit questions /comments at any time

## Proposed RFA Committee Agendas and Report-outs to Council/Commission

*This assumes two 2- hour committee meeting each month targeting completion of deliberations in time for possible **April 2023** election.*

*Meeting packets would go out 3 days in advance to committee; staff drafts due 1 week in advance of meeting. Staff meetings 2x month to prepare for the briefings.*

**Standing meeting items** would include: approving written meeting summaries; updates from recent council/commission meetings, communications updates; response to questions from prior meetings.

**Blue = process, schedule, outreach    Green = financial    Purple = governance    Orange = Operations**

### **February 28 | Meeting #1**

1. Presentation: Overview of the RFA Planning Committee Role, Process, Timeline, Key Issues
2. Review of sample RFA plan
3. **Draft Work Plan**
  - a. Discussion: meeting cadence to complete work
4. Introduction: **Draft Charter**
5. Introduction: **Draft Communications plan**
  - a. Discussion: First point at which you will want formal presentation to City Councils about planning committee work?
6. Update from subcommittees

### **March 14 | Meeting # 2**

1. *Review:* Project purpose statement from Chiefs/CM
2. *Possible action:* **Committee charter**
3. *Possible action:* **Communications plan**
4. Presentation: **RFA funding-- fire levy, other revenues, importance of RFA reserves, fund balance, Fire Benefit Charges**

### **March 28 | Meeting #3**

1. **Finance Issues and Options: Continued Discussion**
2. Presentation/discussion: **Governance Options, sample Governance principles and values**
3. Review: **Chief's Statement**
4. Review: **Fire Department comparative data**
  - a. Staffing, assets
  - b. Current Service levels (response times, special programs)
  - c. Current budgets and levy rate equivalents

#### April 11 | Meeting #4

1. Action: [Approval of Work Plan](#)
2. Action: [Confirm Timeline](#)—when RFA Plan will be submitted to Councils, Proposed RFA Start Date, Levy start date.
3. Action: [Governance principles and values statement](#)
4. Presentation/Discussion: **Asset Transfers options & issues**
5. Presentation/Discussion: **Administrative services options, issues**
6. *Discussion:* [Initial public engagement](#) – approach, messages, timing
7. [Prep for Council presentations](#)

- **City Council Presentations (April 19)**

#### April 25 | Meeting #5

1. *Discussion:* Feedback from City Councils
2. [Finalize plan for initial public outreach session\(s\)](#)
3. Presentation/Discussion: [Governance Options](#), working towards initial option set
4. Action: [Jurisdictional Boundaries of RFA](#)
5. *Review/Discussion:* **Approach to Projected Labor Costs, labor transition to RFA**
6. Presentation/Discussion: **Service Level recommendations for RFA Plan**

#### May 9 | Meeting #6

1. Continued Discussion: [Governance: Committee identification of 3-4 preferred options](#)
2. **Initial Draft Finance Plan Review:** Costs to operate new RFA, incorporating projected labor costs, inflation assumptions, other
  - a. **Update on Fire Benefit Charge data collection and analysis**

- **May 19 Public Outreach Sessions– RFA 101 focus**

#### May 23 | Meeting #7

1. [Governance:](#) discussion of Council/commission feedback and [recommendation](#)
2. Presentation/Discussion: **Asset Transfer proposal from Staff Team**
3. [RFA Name recommendations, selection](#)

## June 13 | Meeting #8

1. Presentation/Discussion: **Financial Plan:**
  - a. **Fire Benefit Charge issues/options and Fire Levy Rate**
2. Presentation/discussion: **Organizational chart, administrative services recommendations**
3. Continued discussion: **Asset Transfers**

## June 27 | Meeting #9

1. Continued discussion: **Financial Plan** —Council feedback, refine options
  - a. **Fire Benefit Charge Formula**
2. Continued discussion as necessary: **Asset Transfers**
3. Continued discussion as necessary: **Governance**
4. **Public Engagement Round two: proposed approach, content**
5. **Go – No Go Decision**
6. **Prepare for Council presentations**
7. Presentation Discussion: RFA Name—launch process to identify options
  - **Council Presentations:**
    - **Committee Recommendations: Governance, Org Chart, Asset Transfers**
    - **Update on Financial plan/approach**
    - **Plan for second round of public engagement**

## July 11 | Meeting #10

1. **Review of public feedback**
  2. Continued discussion/Recommendation: **Financial Plan & FBC Formula**
  3. Discussion of Remaining Issues
  4. **Preparation for Council presentation**
- **Second Round Public Engagement Session(s)**

## July 25 | Meeting #11

1. Discussion of Council input
  2. Discussion of remaining RFA Plan issues
  3. Schedule Review & Confirmation
- **Council Presentations:** **Public Feedback update, preferred finance option**

**August 8 | Meeting # 12 [ hold] –**

**August 22 | Meeting #13 [cancel] use for staff work.**

**September 12 | Meeting #12**

1. Review **draft RFA plan**
  2. Election funding costs, public education plan & funding
  3. [Plan for Council session introducing RFA Plan, outreach/election issues](#)
  4. Process/timing for engaging election public outreach consultant
- **Council Presentations: Proposed RFA Plan, Discussion of public outreach plan/funding, election funding**

**September 26 | Meeting #13**

5. **Finalize draft RFA plan** based on Councils' input & direct staff to transmit for consideration
  6. Selection of [public outreach consultant](#) for election/public education phase
- **Council Presentations: Final RFA Plan, Election Schedule Confirmation**

**October 10 | Meeting #14**

1. Discuss Council feedback
2. Meet with [public outreach consultant](#)

**October 24 | Meeting #15**

Other items as needed

Committee may or may not continue meeting to oversee preparations for election/public outreach.