



**MONROE CITY COUNCIL**  
**Legislative Affairs Committee Meeting**  
Tuesday, March 20, 2018, 6:30 P.M.  
Monroe City Hall

**2018 Committee**  
Councilmembers  
Ed Davis  
Kevin Hanford  
Kirk Scarboro

## **AGENDA**

- I. Call to Order**
  
- II. Approval Minutes** (February 20, 2018)
  
- III. Unfinished Business**
  
- IV. New Business**
  - A. Lobbyist RFP
  
- V. Other**
  
- VI. Next Committee Meeting** (May 22, 2018)

*NOTE: April 17, 2018, Committee Meeting – CANCELLED  
due to TBD Meeting that evening at 6:30 p.m.*

- VII. Adjournment**



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**2018 Committee**  
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**MINUTES**

**I. Call to Order**

A regular meeting of the Monroe City Council Legislative Affairs Committee was held on Tuesday, February 20, 2018. The meeting was called to order by Councilmember Hanford, Chair, at 6:30 p.m. in the Council Conference Room, Monroe City Hall.

Council Present: Kevin Hanford and Kirk Scarboro  
Staff Present: Elizabeth Adkisson, City Clerk; Mike Farrell, Parks & Recreation Director; Becky Hasart, Finance Director; and Deborah Knight, City Administrator  
Others Present: Heather Rousey

**II. Approval of Minutes (January 16, 2018)**

Councilmember Scarboro moved to approve the minutes of the Tuesday, August 8, 2017, Committee Meeting; the motion was seconded by Councilmember Hanford. Motion carried (2-0).

**III. Unfinished Business**

A. East County Park and Recreation District

City Administrator Deborah Knight and Parks & Recreation Director Mike Farrell, presented background information on the East County Parks & Recreation District, boundaries, membership, and current and past projects/funding of the District. The Committee recommended Ms. Knight proceed with meeting with the District to discuss funding opportunities for Monroe Parks.

**IV. New Business -- NONE**

**V. Other - NONE**

**VI. Next Committee Meeting (March 20, 2018)**

**VII. Adjournment**

Councilmember Hanford moved to adjourn the Tuesday, January 16, 2018, Legislative Affairs Committee Meeting; the motion was seconded by Councilmember Scarboro. Motion carried (2-0).

*The meeting was adjourned at 6:59 p.m.*



**MONROE CITY COUNCIL  
Legislative Affairs Committee Meeting**

*Tuesday, March 20, 2018, 6 P.M.*

**2018 Committee**  
Councilmembers  
Ed Davis  
Kevin Hanford  
Kirk Scarboro

|                 |   |
|-----------------|---|
| <b>SUBJECT:</b> | <b><i>Legislative Agenda/Government Relations</i></b> |
|-----------------|---|

| <b>DATE:</b> | <b>DEPT:</b>   | <b>CONTACT:</b> | <b>PRESENTER:</b> | <b>ITEM:</b>           |
|--------------|----------------|-----------------|-------------------|------------------------|
| 03/20/2018   | Administration | Deborah Knight  | Deborah Knight    | <b>New Business A.</b> |

**Discussion:** 03/20/2018

- Attachments:**
1. Legislative Priorities
  2. Greenlight Strategies Final Legislative Report March 2018
  3. Draft Request for Proposal

**REQUESTED ACTION(S):**

1. Review outcomes from the 2018 State Legislative session,
2. Review outcomes from the government relations contract with Greenlight Strategies,
3. Discuss legislative priorities and needs going forward.
4. Discuss issuing a request for proposal for government relation services. Provide direction to city staff.

**DISCUSSION**

Legislative Outcomes

Each year the city council considers its legislative priorities (Attachment 1). Legislative priorities often extend beyond the city limits. Regional issues such as homelessness and opioid addiction may be addressed at the county, state and federal level. Capital project needs such as expanding SR522 and park improvements serve residents living outside the city and are shared needs with both the state and county governments. The city's 2018 legislative priorities included both local and regional issues:

- Funding the Lake Tye all-weather fields
- Passing legislation to allow park and recreation districts to amend district boundaries
- Maintaining state shared revenues (e.g. liquor revenues, marijuana taxes, etc.)

Attachment 2 is the final report from Greenlight Strategies summarizing the 2018 State Legislative session.

Greenlight Strategies Contract

The city council approved a contract not to exceed \$45,600 per year (\$3,800/month) with Greenlight Strategies in 2015 to represent the city's interest during the 2016 State legislative session. The approved contract provided for two additional one-year extensions. The contract will expire on December 15, 2018. The city council has expressed interest in seeking proposals from qualified firms.

The city's current contract with Greenlight Strategies is \$45,600 per year (\$3,800/month). Over the life of the contract the city has paid \$136,800. With the assistance of Bryan Wahl at Greenlight

Strategies, the city was awarded \$800,000 in 2018 for the Lake Tye all-weather fields from the Department of Commerce. Greenlight Strategies was also instrumental in appropriating \$200,000 in the Snohomish County budget for the Centennial Trail extension between Snohomish and Monroe.

Table 1 – Summary Fiscal Impact 2016-2018

|   |                   |  |
|---|-------------------|--|
| <b>Contract</b>                             | <b>Total Cost</b> |  |
| Greenlight Strategies                       | \$136,800         |  |
|   |                   |  |
| <b>Project</b>                              | <b>Received</b>   |  |
| Lake Tye All Weather Fields                 | \$800,000*        | *less 5% Dept of Commerce management fee |
| Centennial Trail                            | \$200,000         |  |
| <b>Total Received</b>                       | <b>1,000,000</b>  |  |
|   |                   |  |
| Percent Contract Cost vs.<br>Funding Awards |                   | 13.6%                                    |

Legislative Needs and Priorities

The next legislative session will include the 2019-2020 biennial budget. The city council will want to identify priority capital requests (e.g. SR522; 191<sup>st</sup> Street, etc.) and continue to support legislation to allow park and recreation districts to amend their boundaries.

Mayor Thomas and city staff will continue to work with local businesses and surrounding communities to build support to widen SR522 between Monroe and Paradise Lake Road.

Proposed Request for Proposal

The policy question for the Legislative Committee is whether to issue a request for proposal seeking a government relations specialist to represent the city’s interests in Everett, Olympia and Washington, D.C. The draft Request for Proposal (Attachment 2) includes representation at the county, state and federal level. The proposed scope of work includes:

- Assisting the city with developing a legislative agenda
- Facilitating meetings to build relationships with county, state and federal representatives
- Advancing the city’s legislative agenda
- Seeking and securing funding for capital improvements
- Attending legislative committee meetings and representing the city’s interests
- Testifying on behalf of the city at hearings before legislative committees
- Working with legislators to write and introduce bills

**SUMMARY**

It is important for the city to have representation beyond the city limits in order to ensure the city’s broad legislative goals are understood and supported by our county, state and federal representatives.

The function of a government relations specialist is to be the eyes, ears and voice for city in Everett, Olympia and Washington D.C. as needed.

The specialist is typically the “boots on the ground” person and is part of the city’s legislative team. The legislative team usually includes the Mayor, City Council members, the City Administrator and the City Management Team. The purpose of forming a legislative team is to gain state and federal legislative support to achieve specific city goals.

A government relations specialist can be useful when the city is seeking funding for capital projects that serve both the city and surrounding communities where seed money or loans are difficult to secure. A government relations specialist can also assist the city with developing specific legislation to address a local issue or prevent legislation from passing that would harm the community.

Because the Washington State legislative session is short – 105 days in odd years and 60 days in even years, the government relations specialist is in Olympia working around the clock bringing the city’s issues to the most appropriate legislators and committees.

## **DRAFT (9/28/2017)**

### **2018 State Legislative Priorities**

#### **Safer**

- Increase document recording fee to support homelessness programs at the state and local level
- Retain local authority to prohibit “safe-injection” sites

#### **Stronger**

- Ensure Marketplace Fairness Act is effective/legal before eliminating SST mitigation
- Restore growth in the local share of liquor revenues
- .1% sales tax options for parks operations/maintenance

#### **Smarter**

- 

#### **Strategic**

- 191<sup>st</sup> Street WSDOT lease, design and permitting \$1,200,000 (capital budget request)
- SR522 Complete “practical design” work on interchange and widening improvements
- SR522 Advance \$10 million from 2022 to 2019 using savings from current projects
- US 2 Safety and capacity improvements

### **2018 County Legislative Priorities**

#### **Safer**

- Continue to share cost for part-time embedded social worker

#### **Smarter**

- Revise county-wide planning policies DP-3 to allow cities to adjust urban growth areas when residents in an area, characterized by urban development, have voted against incorporation least two times in xxx period.

#### **Strategic**

- Include \$250,000 in the 2018 budget for acquisition of the Centennial Trailhead in Monroe



# City of Monroe

Legislative Report (3/11/18)

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Green Light Strategies has been honored to represent Monroe's interests in Olympia during the 2018 Legislative Session. Throughout session, we worked to advance the City's Legislative Priorities, as well as track hundreds of bills that affect cities throughout the state. We worked to prevent adverse bills from passing and supported legislation that benefits the City. We provided the City with regular reports of legislative activity affecting the City and a list of bills we tracked during the Legislative Session. Following, please find our final legislative report.

## CITY OF MONROE 2018 LEGISLATIVE PRIORITIES

On behalf of the City, Green Light Strategies worked to advance Monroe's legislative priorities.

**Lake Tye Park Athletic Fields:** The City worked with the 39<sup>th</sup> Legislative Delegation to ensure the capital budget funding remained in the final Capital Budget adopted by the Legislature, providing \$800,000 to fund installation of multi-purpose athletic fields for Lake Tye Park.

**Maintaining Our Parks:** To help provide cities with additional opportunities to improve and maintain park facilities by expanding flexibility of existing tools, the City worked with Rep. Eslick to sponsor [HB 2829](#), authorizing a city to deannex from a park and recreation district. While the legislation did not pass this session, we successfully introduced the issue, testified about the challenge during the committee hearing, passed the bill out of two committees and worked to bring it to the 2<sup>nd</sup> Reading Calendar to be considered by the House. Unfortunately, time ran out before House leadership brought it up for floor action. Our efforts laid significant groundwork for the 2019 Legislative Session. In addition, by raising the issue, the City is working with the County and Parks District to look at options for funding parks maintenance.

**Fiscal sustainability:** The operating budget adopted by the Legislature provided funding for shared-revenue streams (Liquor revenues, Marijuana taxes, etc.) necessary for essential city services, and funded programs cities rely upon (Basic Law Enforcement Academy, Streamlined Sales Taxes, etc.).

**Homelessness/Affordable Housing:** Cities worked together with affordable housing advocates to address the significant affordable housing and homelessness challenges our communities face throughout the state. The Legislature passed [HB 1570](#), providing homeless housing assistance by increasing the document recording fee.

*GreenLightStrategies.com*

*Bryan Wahl (bryan@greenlightstrategies.com)*



**Mental Health/Human Services:** In order to support and improve a strained mental and behavioral health system, the Legislature passed both [HB 1047](#), creating a system for safe and secure collection and disposal of unwanted medications, and [HB 2892](#), establishing the mental health field response teams program. In addition, the Legislature passed [HB 2489](#), concerning opioid use disorder treatment, prevention, and related services and required state agencies to partner on initiatives that promote a statewide approach in addressing opioid use disorder.

## 2018 LEGISLATIVE SESSION RECAP

The 2018 Legislative Session convened on Monday, January 8<sup>th</sup> and adjourned on March 8<sup>th</sup>. The 60-day session, considered a short session, was primarily utilized to make budget adjustments necessary for the biennial budget adopted in 2017. Legislators also considered hundreds of policy-related bills and other state priorities, including education, homelessness/affordable housing, mental health and the opioid crisis.

The 39<sup>th</sup> Legislative District delegation included two newcomers with local government experience: Sen. Keith Wagoner, R-Sedro-Woolley and Rep. Carolyn Eslick, R-Sultan. As the Legislature wrapped up its business for the session, several influential legislators announced they will be retiring from the Legislature, including Rep. Dan Kristiansen.

## STATE SUPPLEMENTAL BUDGETS

The Washington State Legislature adjourned after members of the Senate and House of Representatives reached agreement on adjustments to the state's existing budgets.

**Capital Budget:** The Legislature adopted a supplemental capital budget providing \$200 million additional funding for classrooms, higher education, affordable housing, mental health facilities and environmental cleanup projects.

**Transportation Budget:** The Legislature adopted a supplemental transportation budget providing \$300 million additional spending on improving travel on I-405 (due to added congestion from the express toll lanes), highway and bridge maintenance, and removal of fish passage barriers. The budget includes funding to complete a city transportation study to assess city transportation funding, emerging issues, and recommend funding sources to meet current and future needs.

**Operating Budget:** The Legislature adopted a supplemental operating budget that cuts state property taxes while increasing spending by more than \$600 million from the previously adopted biennial budget, using unanticipated increased revenues and tapping the state's "rainy day" fund for additional investments in education. The budget continues to fund city-state shared revenues and increased funding for Basic Law Enforcement Academy classes. In addition, the budget





provides funding to help address affordable housing/homelessness, mental health, and opioid treatment and prevention programs.

### AWC/CITY LEGISLATIVE PRIORITIES/ISSUES

Working on behalf of Washington’s 281 cities and towns, the Association of Washington Cities made a concerted and assertive effort to promote and enhance healthy cities throughout the state. Cities across the state are celebrating a successful legislative session that maintained shared revenues, didn’t add additional unfunded mandates and provided new resources to help address homelessness and chemical dependency issues in our communities. The following provides an overview of key issues addressed by the Legislature affecting cities.

**Affordable Housing:** The Legislature passed [HB 2538](#), increasing the impact fee exemption for low-income housing development from 80% to 100% and expanding the definition of low-income housing to include housing shelters.

**Voting Rights:** [SB 6002](#), protecting equal opportunity for minority groups to participate in local elections, passed the Legislature. The legislation prohibits actions that infringe upon the ability of minority groups to participate in the election process. It creates a cause of action, authorizes courts to order appropriate remedies (including council districts) for a violation of the act and authorizes local governments to change their election system to remedy violations.

**Telecommunications/5G:** [SB 5935](#), enhancing consumer access, affordability, and quality of broadband and advanced telecommunications services, passed the Senate (45-3) and but was not brought to a vote in the House. The bill would have required cities to adopt or update policies relating to the deployment of small cell technology. The Legislature is likely to address this issue again next session.

**Annexations:** [HB 2789](#), requiring support by a majority of the people before annexation of a city or unincorporated area, was heard in committee (Mayor Thomas testified in opposition of this bill). However, the Committee did not bring this bill up for executive action and was not considered further by the Legislature this session.

### 2018 BILL TRACKING

| Bill                       | Title                        | Status     | Sponsor                   | Position |
|----------------------------|------------------------------|------------|---------------------------|----------|
| <a href="#">ESHB 1047</a>  | Medication disposal system   | Del to Gov | <a href="#">Peterson</a>  | Support  |
| <a href="#">E2SHB 1080</a> | State gen. obligation bonds  | C 3 L 18   | <a href="#">Tharinger</a> | Support  |
| <a href="#">SHB 1113</a>   | Excess liquor revenue dist.  | H Approps  | <a href="#">Hayes</a>     | Support  |
| <a href="#">SHB 1209</a>   | Municipal financial services | Del to Gov | <a href="#">Bergquist</a> | Monitor  |



|                            |                              |               |                           |                |
|----------------------------|------------------------------|---------------|---------------------------|----------------|
| <a href="#">E2SHB 1332</a> | Dangerous objects on roads   | H Rules 3C    | <a href="#">Fey</a>       | Monitor        |
| <a href="#">SHB 1410</a>   | Trans. benefit tax increase  | H Rules R     | <a href="#">Doglie</a>    | Monitor        |
| <a href="#">E2SHB 1570</a> | Homeless housing & assist.   | Del to Gov    | <a href="#">Macri</a>     | <b>Support</b> |
| <a href="#">HB 1606</a>    | TBD fees & charges/hearings  | H Rules 3C    | <a href="#">Pike</a>      | Monitor        |
| <a href="#">SHB 1655</a>   | Industrial insurance/stress  | H Rules 3C    | <a href="#">Lovick</a>    | Monitor        |
| <a href="#">HB 1663</a>    | Hazard. substance possession | H Finance     | <a href="#">Peterson</a>  | Monitor        |
| <a href="#">HB 1764</a>    | Property tax revenue limit   | H Finance     | <a href="#">Lytton</a>    | Monitor        |
| <a href="#">SHB 1797</a>   | Affordable housing/taxes     | H 2nd Reading | <a href="#">McBride</a>   | <b>Support</b> |
| <a href="#">SHB 1800</a>   | Voting rights                | H Rules C     | <a href="#">Gregerson</a> | Monitor        |
| <a href="#">2SHB 1987</a>  | Affordable housing/religious | H Rules 3C    | <a href="#">McBride</a>   | Monitor        |
| <a href="#">E2SHB 2006</a> | Existing resources/local gov | H Rules 3C    | <a href="#">Koster</a>    | <b>Support</b> |
| <a href="#">2ESHB 2057</a> | Residential real property    | Del to Gov    | <a href="#">Orwall</a>    | <b>Support</b> |
| <a href="#">2SHB 2262</a>  | Wrongful injury or death     | H Rules C     | <a href="#">Santos</a>    | <b>Oppose</b>  |
| <a href="#">SHB 2287</a>   | Diversion center pilot proj. | H Rules 3C    | <a href="#">Hayes</a>     | <b>Support</b> |
| <a href="#">SHB 2292</a>   | Off-street parking, sale of  | H Rules C     | <a href="#">Stonier</a>   | Monitor        |
| <a href="#">ESHB 2299</a>  | Supp. operating budget       | H 3rd Reading | <a href="#">Ormsby</a>    | Monitor        |
| <a href="#">SHB 2312</a>   | Rural internet access        | H Approps     | <a href="#">DeBolt</a>    | Monitor        |
| <a href="#">SHB 2336</a>   | Local marijuana prohibitions | H Rules C     | <a href="#">Sawyer</a>    | <b>Oppose</b>  |
| <a href="#">SHB 2395</a>   | Supplemental capital budget  | H Rules R     | <a href="#">Tharinger</a> | Monitor        |
| <a href="#">HB 2407</a>    | Public works/material source | H Cap Budget  | <a href="#">Maycumber</a> | <b>Oppose</b>  |
| <a href="#">ESHB 2437</a>  | Affordable housing/sales tax | H Rules 3C    | <a href="#">Robinson</a>  | <b>Support</b> |
| <a href="#">EHB 2444</a>   | Low-income housing/REET      | Del to Gov    | <a href="#">Slatter</a>   | Monitor        |
| <a href="#">HB 2462</a>    | Main street program access   | H Housing     | <a href="#">Maycumber</a> | <b>Oppose*</b> |
| <a href="#">HB 2471</a>    | Marijuana coop preemption    | H Rules R     | <a href="#">Kirby</a>     | Monitor        |
| <a href="#">SHB 2480</a>   | Afford. housing/single fam.  | H Finance     | <a href="#">McBride</a>   | <b>Support</b> |
| <a href="#">ESHB 2489</a>  | Opioid use disorder          | H Rules 3C    | <a href="#">Cody</a>      | Monitor        |
| <a href="#">SHB 2538</a>   | Low-income dev. impact fees  | Del to Gov    | <a href="#">McBride</a>   | Monitor        |
| <a href="#">HB 2559</a>    | Marijuana home cultivation   | H Finance     | <a href="#">Blake</a>     | Monitor        |
| <a href="#">SHB 2592</a>   | Small cell network infra.    | H Rules C     | <a href="#">Morris</a>    | Monitor        |



|                            |                              |                   |                           |          |
|----------------------------|------------------------------|-------------------|---------------------------|----------|
| <a href="#">SHB 2594</a>   | Infrastructure auth. study   | H-Cap Budget      | <a href="#">Morris</a>    | Monitor  |
| <a href="#">SHB 2633</a>   | Occup. disease presumptions  | H Rules-C         | <a href="#">Doglie</a>    | Monitor  |
| <a href="#">SHB 2667</a>   | Essential needs/ABD programs | Del to Gov        | <a href="#">Macri</a>     | Support  |
| <a href="#">HB 2674</a>    | Covenant removal/local gov.  | H Rules-C         | <a href="#">Gregerson</a> | Monitor  |
| <a href="#">HB 2679</a>    | Pretrial release programs    | H Rules-C         | <a href="#">Klippert</a>  | Monitor  |
| <a href="#">HB 2687</a>    | Public defense funding       | H Approps         | <a href="#">Frame</a>     | Support  |
| <a href="#">SHB 2778</a>   | Sexual harassment claim info | H Rules-3C        | <a href="#">Jinkins</a>   | Monitor  |
| <a href="#">HB 2788</a>    | Utility service annexation   | H Local Govt      | <a href="#">Kraft</a>     | Oppose   |
| <a href="#">HB 2789</a>    | Annexation/majority support  | H Local Govt      | <a href="#">Kraft</a>     | Oppose*  |
| <a href="#">HB 2799</a>    | Mental health/local sales tx | H Rules-C         | <a href="#">Kagi</a>      | Monitor  |
| <a href="#">HB 2829</a>    | Park & rec. dist. deannexing | H Rules-C         | <a href="#">Eslick</a>    | Support* |
| <a href="#">SHB 2852</a>   | Public works attorneys' fees | H Rules-C         | <a href="#">Graves</a>    | Monitor  |
| <a href="#">HB 2858</a>    | Excess local infra. revenues | Del to Gov        | <a href="#">Johnson</a>   | Monitor  |
| <a href="#">HB 2875</a>    | Self-help housing dev. taxes | H 2nd Reading     | <a href="#">McBride</a>   | Monitor  |
| <a href="#">HB 2880</a>    | Redevelop./adjacent cities   | H Rules-R         | <a href="#">Fey</a>       | Monitor  |
| <a href="#">HB 2892</a>    | Mental health field response | Del to Gov        | <a href="#">Lovick</a>    | Support  |
| <a href="#">HB 2893</a>    | Body worn cameras            | H Judiciary       | <a href="#">Hansen</a>    | Monitor  |
| <a href="#">SHB 2896</a>   | Transp. accounts transfers   | H Rules-R         | <a href="#">Wylie</a>     | Monitor  |
| <a href="#">HB 2913</a>    | Afford. housing tax credits  | H Housing         | <a href="#">McBride</a>   | Monitor  |
| <a href="#">HB 2933</a>    | Local real estate ex tax/GMA | H Rules-R         | <a href="#">Peterson</a>  | Monitor  |
| <a href="#">EHB 2948</a>   | State routes in cities       | Del to Gov        | <a href="#">Graves</a>    | Monitor  |
| <a href="#">SHB 2967</a>   | Capital gains tax/prop. tax  | H Rules-R         | <a href="#">Lytton</a>    | Monitor  |
| <a href="#">ESSB 5143</a>  | Nonprofit homeownership dev. | Del to Gov        | <a href="#">Zeiger</a>    | Monitor  |
| <a href="#">E4SSB 5251</a> | Tourism marketing            | Del to Gov        | <a href="#">Takko</a>     | Monitor  |
| <a href="#">SB 5267</a>    | Voting rights                | S State Govt/Trib | <a href="#">Hunt</a>      | Monitor  |
| <a href="#">ESB 5288</a>   | Trans. benefit tax increase  | Del to Gov        | <a href="#">Hunt</a>      | Monitor  |
| <a href="#">E2SSB 5407</a> | Housing options              | S Rules-3         | <a href="#">Froekt</a>    | Monitor  |
| <a href="#">E2SSB 5935</a> | Broadband & telecomm service | S Rules-3         | <a href="#">Sheldon</a>   | Monitor  |
| <a href="#">2SSB 5970</a>  | Mental health field response | S Rules-3         | <a href="#">Froekt</a>    | Support  |



|                           |                              |                |                          |                 |
|---------------------------|------------------------------|----------------|--------------------------|-----------------|
| <a href="#">ESSB 6002</a> | Voting rights act            | Del to Gov     | <a href="#">Saldaña</a>  | Monitor         |
| <a href="#">2SSB 6015</a> | Wrongful injury or death     | S Rules 3      | <a href="#">Hasegawa</a> | <b>Oppose</b>   |
| <a href="#">ESSB 6032</a> | Supp. operating budget       | Del to Gov     | <a href="#">Rolfes</a>   | Monitor         |
| <a href="#">SB 6060</a>   | Diversion center pilot proj. | S Ways & Means | <a href="#">Palumbo</a>  | Monitor         |
| <a href="#">SB 6077</a>   | Minimum density standards    | S Local Govt   | <a href="#">Palumbo</a>  | <b>Oppose*</b>  |
| <a href="#">2SSB 6080</a> | Alternative fuel vehicle tax | S Rules        | <a href="#">Palumbo</a>  | Monitor         |
| <a href="#">SSB 6090</a>  | Capital budget 2017-2019     | C 2 L 18       | <a href="#">Froct</a>    | <b>Support*</b> |
| <a href="#">ESSB 6095</a> | Supplemental capital budget  | Del to Gov     | <a href="#">Froct</a>    | Monitor         |
| <a href="#">ESSB 6106</a> | Transportation budget supp.  | Del to Gov     | <a href="#">Hobbs</a>    | Monitor         |
| <a href="#">ESSB 6143</a> | Unit priced contracts/cities | Del to Gov     | <a href="#">Takko</a>    | <b>Support</b>  |
| <a href="#">SB 6177</a>   | Excess local infra. revenues | S Rules 3      | <a href="#">King</a>     | Monitor         |
| <a href="#">SB 6188</a>   | Peace officer disciplining   | Del to Gov     | <a href="#">Dhingra</a>  | Monitor         |
| <a href="#">2SSB 6203</a> | Carbon pollution             | S Rules X      | <a href="#">Carlyle</a>  | Monitor         |
| <a href="#">ESB 6213</a>  | Occup. disease presumptions  | S Rules 3      | <a href="#">Ranker</a>   | <b>Oppose</b>   |
| <a href="#">SSB 6294</a>  | Low-income dev. impact fees  | S Rules 3      | <a href="#">Kuderer</a>  | Monitor         |
| <a href="#">SSB 6347</a>  | Urban centers/multiple units | S Rules 3      | <a href="#">Wagoner</a>  | Monitor         |
| <a href="#">ESB 6379</a>  | Covenant removal/local gov.  | S Rules 3      | <a href="#">Fain</a>     | Monitor         |
| <a href="#">SB 6408</a>   | Body worn cameras            | Del to Gov     | <a href="#">Padden</a>   | <b>Support</b>  |
| <a href="#">SSB 6417</a>  | Housing opportunity zones    | S Ways & Means | <a href="#">Palumbo</a>  | Monitor         |
| <a href="#">SSB 6502</a>  | Essential needs/ABD programs | S Ways & Means | <a href="#">Dhingra</a>  | <b>Support</b>  |
| <a href="#">SB 6509</a>   | Correctional cost savings    | S Rules 2      | <a href="#">Braun</a>    | Monitor         |
| <a href="#">SB 6532</a>   | Afford. housing tax credits  | S Ways & Means | <a href="#">Mullet</a>   | Monitor         |
| <a href="#">ESSB 6587</a> | Local taxing districts       | S Rules 3      | <a href="#">Hasegawa</a> | Monitor         |

\* = City signed in/testified on legislation

-- = Bill did not pass the Legislature



**Return to:**  
 City Clerk  
 City of Monroe  
 806 West Main Street  
 Monroe, WA 98272

**Contact Information:**  
 Office: 360-863-4538  
 eadkissen@monroewa.gov

**CITY OF MONROE  
 ADMINISTRATION DEPARTMENT**

**REQUEST FOR PROPOSAL  
 STATE LOBBYIST/PUBLIC AFFAIRS  
 REPRESENTATIVE**

|                                |                                    |
|--------------------------------|------------------------------------|
| SOLICITATION NUMBER            | RELEASE DATE                       |
| <b>RFP 2018-xx</b>             | <b>April 2, 2018</b>               |
| CLOSING DATE AND TIME          | SUBMITTAL CONTACT                  |
| <b>April 26, 2018; 4:00 pm</b> | <b>City Clerk, Elizabeth Smoot</b> |
| SUBMITTAL REQUIREMENT          | SUBMITTAL EMAIL                    |
| <b>EMAIL COMPLETE PROPOSAL</b> | <b>eadkissen@monroewa.gov</b>      |

**PLEASE READ CAREFULLY!**

**SCOPE OF SERVICE**

The City of Monroe is requesting that qualified firms submit proposals to represent the City on State and Federal legislative issues.

PROPOSALS MUST MEET THE REQUIREMENTS OUTLINED IN THIS REQUEST FOR PROPOSAL TO BE CONSIDERED VALID. PROPOSALS WILL BE REJECTED IF NOT IN COMPLIANCE WITH THESE REQUIREMENTS.

**I. Background**

The City of Monroe has a population 18,408. The City was incorporated in 1902 and is located in western Washington at the confluence of United States Route 2, State Route 522 and State Route 203 in Snohomish County. The City is a non-charter code city operating according to Chapter 35A.12 RCW Mayor-Council (Ord. 022/2004; Ord. 794, 1985).

**II. Time Schedule**

Issue RFP April 2, 2018  
 Deadline for Submittal of Proposals by 4:00 p.m. PDT April 26, 2018

|                              |                            |
|------------------------------|----------------------------|
| Interview Finalists          | May 1, 2018 – May 11, 2018 |
| Notify Firm Chosen           | May 16, 2018               |
| Council Review Contract      | May 22, 2018               |
| Work to Commence on or About | June 1, 2018               |

### III. **Scope of Services**

The City of Monroe (“City”) is soliciting proposals from qualified consultants/firms/individuals (“consultant”) to represent the City of Monroe on county, state and federal legislative issues in 2019 with a primary focus during the 2019 State Legislative Session in Olympia.

It is anticipated that the duration of this scope of work will be in advance of and throughout the 2019 legislative session and the period during which the Governor may take action on State legislation passed during the 2019 session. The following is to be used as a general guide, and is not intended to be a complete list of all work necessary to complete any efforts:

- A. Consultant will register as the City’s lobbyist with the State Public Disclosure Commission;
- B. Work with the City’s Mayor and City Council to develop a holistic legislative agenda;
- C. Develop and lobby for Transportation and Capital Budget funding requests identified by the Monroe City Council;
- D. Facilitate regular meetings between the City and appropriate county, state, and federal legislators and agencies to strengthen relationships and promote City legislative agenda items;
- E. Lobby county, state, and federal legislators on all issues developed under the legislative program;
- F. Attend all relevant state legislative hearings;
- G. Identify county, state and federal legislation and legislative proposals that may impact the City;
- H. Identify proposed county, state and federal regulatory changes that may impact the City;
- I. Lobby defensively on legislation that is introduced that would negatively impact the City;
- J. Provide the City with a weekly legislative report during the State legislative session on bills important to the City. Identify and track legislation that would impact the City of Monroe specifically;
- K. Arrange lobbying visits to Olympia and Washington, D.C. for the Mayor, City Council and appropriate staff;
- L. Direct contact and communication with associations and other special interest groups, including but not limited to the Association of Washington Cities that may have similar interests or interests that conflict with those of the City;
- M. Draft letters and talking points on legislation as necessary;
- N. Testify on the behalf of the City at hearings before legislation and interim legislative committees;

- O. Coach City representatives, when necessary, on how to present testimony, interact with legislators, and be successful advocates in helping to advance goals.
- P. Maintain close working relationships with the City Administrator and designated members of City Staff; and

**IV. Contract Duration**

The duration of the contract shall be for one (1) year after the award. The contract will afford the opportunity for two – one year extensions upon mutual written agreement. Any plan review already underway at the end of the contract date will be completed at the expiring contract’s rate of compensation.

**V. Qualifications** The selected government relations firm should, at a minimum, possess:

- A. A minimum of three years of professional government relations experience;
- B. A strong working knowledge of legislative, administrative, and regulatory processes at the county, state and federal level;
- C. A clear understanding of Washington State and Snohomish County, and a knowledge of the funding needs and policy issues important to the City;
- D. A history of successful government relations experience at the county, state and federal level;
- E. A clear strategy for representing the City with key county, state and federal legislators as appointees;
- F. The ability to liaison with members of State Legislature, Congress and federal agencies;
- G. Resources to attend committee meetings, administrative hearings and workshops; monitor legislative and administrative developments; and report back to City;
- H. Experience in identifying and securing various sources of county, state and federal funding;
- I. Experience in coordinating communications and meetings with legislators, county, state and federal agencies;
- J. Experience in working with legislative committees.

**VI. Proposal Outline**

The City requires that the proposal be submitted in the format outlined in this section. The City reserves the right to require additional information or materials after the proposals are submitted. The proposal should be signed by one of the firm’s legally authorized officers.

**Summary:**

- A. Provide a general overview of how the requested services will be provided.
- B. Include management team and qualifications of key staff assigned to work with the City.
- C. A summary of relevant experience in the last five (5) years; specifically, describe the outcome of lobbying efforts you conducted.
- D. A complete list of current clients and those served during the twelve (12) months preceding the submission date and a declaration of any potential incompatibility or conflicts of interest between those clients and the City of Monroe.

**References:** Include a list of three public agencies for which you provide similar services as references, that the City may contact.

**Additional Information:** Any additional information you deem necessary.



**Compensation:**

- A. Please present detailed information on the firm’s proposed fee schedule in three separate areas: (1) the lobbyist work at the county, state and federal level, (2) the outreach and governmental relationships with other organizations, including federal representatives, and (3) and any variation for non-routine services including your definition and examples of such tasks, inclusive of applicable sales tax, and any other applicable governmental charges. Please identify fixed costs and variable costs and the applications, and how costs are adjusted according to that classification.

**VII. Evaluation of Proposals** - Proposals will be evaluated based on the factors listed below:

- A. Thoroughness and understanding of work to be completed;
- B. Overall experience of staff assigned to the work;
- C. Recent public sector experience conducting similar lobbying efforts;
- D. Interpersonal compatibility with City officials; and
- E. Cost.

**VIII. Selection Process** - The City will review the submitted proposals for completeness and qualifications. The City, at its sole discretion, may ask the consultant to make an oral presentation at city facilities without charge to the City. The Monroe City Council will approve the final contract. Upon completion of any interviews, the City will advise the respondents of its selection. Professional Services Agreement for the work will be prepared and executed.

**IX. Professional Services Agreement -**

Selected lobbyist will be required to execute the City’s standard professional services agreement which will include without limitation the following provisions:

- 1. **Payment** - Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the City Administrator, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.
- 2. **Indemnification** – The consultant shall agree to defend, indemnify, and hold harmless the City, its officials, officers, employees, agents and volunteers from any and all claims, actions, judgments, losses, costs (including personnel related costs, reasonable attorney’s fees and all other claim related expenses) and damages whatsoever, including but not limited to claims made upon the city arising by reason of accident, injury, or death to any person, to consultants or to consultant’s agents, employees, servants and all subcontractors or by reason of injury to property arising out of or in connection with work performed under the contract, except upon a finding of a tier of fact that such loss was caused by the sole negligence of the city. This promise of indemnity shall specifically apply in the case of injuries to consultant’s own employees.

3. **Insurance** - The consultant shall procure and maintain for the duration of this agreement insurance of the types and in the amounts required by the City against claims for injuries to persons or damage to property, which may arise from or in connection with the performance of the work by the vendor, its agents, representatives, employees, sub consultants, or subcontractors.
4. **Record Keeping:** The City of Monroe follows the Washington State Retention Schedule for public records.
5. **Independent Contractor** - The parties intend that an independent contractor-client relationship will be created by their relationship. The City is interested only in the results to be achieved, and conduct and control of the work will lie solely with the consultant. The consultant is not to be considered an agent or employee of the City for any purpose, and the employees of the consultant are not entitled to any of the benefits that the City provides for its employees. The consultant understands that the city does not intend to use the consultant's services exclusively. The consultant is also free to contract for similar services to be performed for other parties while under contract with the City. The consultant will be solely and entirely responsible for his or her acts and the acts of the consultant's agents, employees, servants, and all subcontractors during the performance of the contract.

**X. Terms and Conditions**

- A. **Consultant Costs** - The City shall not be liable for any costs incurred by the consultant in preparing or submitting a proposal to the City. Proposals should be prepared simply and economically, providing a straightforward, concise description of consultant's capabilities to satisfy the requirements of the proposal.
- B. **Addenda to the RFP** - In the event that it becomes necessary to revise any part of this Request for Proposals, addenda will be provided.
- C. **Rejection of Proposals** - The City reserves the right to reject any and all proposals and to waive informalities in the proposal process. The City does not intend to enter into an agreement solely on the basis of a submitted proposal or otherwise pay for the information solicited or obtained. Subsequent procurement, if any, will be in accordance with appropriate City contractual action. Noncompliance with any condition of this proposal may result in a recommendation to the City Council that the consultant be disqualified.