

## **SIMON AND COMPANY INCORPORATED PROFESSIONAL SERVICES CONTRACT**

**THIS CONTRACT**, made and entered into this 1<sup>st</sup> day of January , 2019, by and between the **CITY OF TACOMA**, a municipal corporation of the state of Washington (hereinafter referred to as the "CITY"), and **SIMON AND COMPANY INCORPORATED**, (hereinafter referred to as "CONTRACTOR"), (collectively the "Parties").

In consideration of the mutual promises and obligations hereinafter set forth, the Parties hereto agree as follows:

### **1. Scope of Services/Work**

- A.** The CONTRACTOR agrees to diligently and completely perform the services and/or deliverables described in Exhibits "A," attached hereto and incorporated herein.
- B.** Changes to Scope of Work. The CITY shall have the right to make changes within the general scope of services and/or deliverables upon execution in writing of a change order or amendment hereto. If the changes will result in additional work effort by CONTRACTOR, the CITY will agree to reasonably compensate the CONTRACTOR for such additional effort up to the maximum amount specified herein or as otherwise provided by City Code.

### **2. Term**

- A.** All services shall begin on **January 1, 2019** and be satisfactorily completed on or before **December 31, 2020**, and this Contract shall expire on said date unless mutually extended in writing by the Parties.
- B.** Neither party shall be considered to be in default in the performance of this Contract to the extent such performance is prevented or delayed by any cause which is beyond the reasonable control of the affected party and, in such event, the time for performance shall be extended for a period equal to any time lost as a result thereof. In the event CONTRACTOR is unable to proceed due to a delay solely attributable to CITY, CONTRACTOR shall advise CITY of such delay in writing as soon as is practicable.

### **3. Compensation and Payment**

- A.** The CITY shall compensate the CONTRACTOR for the services and deliverables performed under this Contract on a monthly basis at the rate of **\$6,189.58 per month in the year 2019 and \$6,375.25 per month in the year 2020**. Compensation will be paid for services and deliverables performed during the previous month upon receipt of a properly completed invoice and

upon the City's satisfaction of adequate services and deliverables received. Further the City will reimburse the CONTRACTOR for expenses approved by the CITY, including travel and communication costs.

- B. The total price to be paid by CITY for CONTRACTOR'S full and complete performance of the Scope of Work hereunder shall not exceed **\$84,275.00** in the year 2019 and **\$86,503.00** in the year 2020 without the written consent of the CITY. Said price shall be the total compensation for CONTRACTOR'S performance hereunder including, but not limited to, all work, deliverables, materials, supplies, equipment, subcontractor's fees, and all reimbursable travel and miscellaneous or incidental expenses to be incurred by CONTRACTOR.
- C. The CONTRACTOR shall submit monthly invoices for services completed and/or deliverables furnished during the previous month. Upon CITY'S request, CONTRACTOR shall submit necessary and appropriate documentation, as determined by the CITY, for all invoiced services and deliverables.
- D. The CITY may withhold payment to the CONTRACTOR for any services or deliverables not performed as required hereunder until such time as the CONTRACTOR modifies such services or deliverables to the satisfaction of the CITY.
- E. All payments shall be subject to adjustment for any amounts, upon audit or otherwise, determined to have been improperly invoiced.
- F. In the event the CONTRACTOR incurs cost in excess of the sum authorized for service under this Contract, the CONTRACTOR shall pay such excess from its own funds, and the CITY shall not be required to pay any part of such excess, and the CONTRACTOR shall have no claim against the CITY on account thereof.

#### **4. Independent Contractor Status**

- A. The services and deliverables shall be furnished by the CONTRACTOR as an independent Contractor, and nothing herein contained shall be construed to create a relationship of employer/employee or master/servant. No payroll or employment taxes of any kind shall be withheld or paid by the CITY with respect to payments to CONTRACTOR. The payroll or employment taxes that are the subject of this paragraph include, but are not limited to, FICA, FUTA, federal income tax, state personal income tax, state disability insurance tax and state unemployment insurance tax. By reason of CONTRACTOR's status as an independent Contractor hereunder, no workers' compensation insurance has been or will be obtained by the CITY on account of CONTRACTOR. CONTRACTOR may be required to provide the CITY proof of payment of these said taxes and benefits. If the CITY is assessed or deemed liable in any manner for those charges or taxes, the CONTRACTOR agrees to hold the CITY harmless from those costs, including attorney's fees.



- B. The CONTRACTOR shall provide at its sole expense all materials, office space, and other necessities to perform its duties under this Contract, unless otherwise specified in writing herein.

#### **5. Professional Services Warranty**

- A. The CONTRACTOR warrants that all services performed pursuant to this Contract shall be generally suitable for the use to which CITY intends to use said services and deliverables as expressed in Exhibit "A."
- B. In the performance of services under this Contract, the CONTRACTOR and its employees agree to exercise the degree of skill and care required by customarily accepted good practices and procedures followed by professionals/consultants rendering the same or similar type of service. All obligations and services of the CONTRACTOR hereunder shall be performed diligently and completely according to such professional standards.
- C. If the CONTRACTOR intends to rely on information or data supplied by the CITY, other CITY contractor's or other generally reputable sources without independent verification, such intent shall be brought to the attention of the CITY.

#### **6. Contract Administration and Right to Audit**

- A. The **Government Relations Office** for the CITY shall have primary responsibility for contract administration and approval of services to be performed by the CONTRACTOR, and shall coordinate all communications between the CONTRACTOR and the CITY.
- B. The CONTRACTOR shall, at such times and in such form as the CITY may reasonably require, furnish the CITY with periodic status reports pertaining to the services undertaken pursuant to this Contract.
- C. Upon CITY's request, the Contractor shall make available to CITY all accounts, records, and documents related to the Scope of Work for CITY's inspection, auditing, or evaluation during normal business hours as reasonably needed by CITY to assess performance, compliance, and/or quality assurance under this Contract.
- D. Personnel. If before, during, or after the execution of this Contract, the CONTRACTOR has represented or represents to the CITY that certain personnel would or will be responsible for performing services pursuant to this Contract, then the CONTRACTOR is obligated to ensure that said personnel perform said Contract services to the maximum extent permitted by law. This Contract provision shall only be waived by written authorization by the CITY, and on a case by case basis.

**7. Notices**

Except for routine operational communications, which may be delivered personally or transmitted by electronic mail or facsimile, all notices required hereunder shall be in writing and shall be deemed to have been duly given if delivered personally or mailed first-class mail, postage prepaid, to the parties at the following addresses:

CITY	CONTRACTOR
Randall Lewis, Government Relations Officer City of Tacoma 747 Market Street, Rm. 1200 Tacoma, WA 98402 (253) 591-5122 (phone)	Jennifer Covino, Vice President Simon and Company Incorporated 1660 "L" Street NW, Suite 501 Washington, D.C. 20036 (202) 659-2229 (phone)
(253) 591-5123 (fax)	(202) 659-5234 (fax)
<a href="mailto:rlewis@cityoftacoma.org">rlewis@cityoftacoma.org</a>	<a href="mailto:Jennifer.covino@simoncompany.com">Jennifer.covino@simoncompany.com</a>

**8. Termination and Suspension**

- A. The CITY may terminate this Contract at any time, with or without cause, by giving ten business days written notice to CONTRACTOR. In the event of termination, all finished and unfinished work prepared by the CONTRACTOR pursuant to this Contract shall be provided to the CITY. In the event CITY terminates this Contract due to the CITY's own reasons and without cause due to the CONTRACTOR's actions or omissions, the CITY shall pay the CONTRACTOR the amount due for actual work and services necessarily performed under this Contract up to the effective date of termination, not to exceed the total compensation set forth herein.
- B. The CITY may suspend this Contract, at its sole discretion, upon seven business days written notice to the CONTRACTOR. Such notice shall indicate the anticipated period of suspension. Any reimbursement for expenses incurred due to the suspension shall be limited to the CONTRACTOR'S reasonable expenses and shall be subject to verification. The CONTRACTOR shall resume performance of services under this Contract without delay when the suspension period ends.
- C. Termination or suspension of this Contract by CITY shall not constitute a waiver of any claims or remaining rights the CITY may have against CONTRACTOR relative to performance hereunder.



## **9. Taxes, Licenses and Permits**

- A.** The CONTRACTOR acknowledges that it is responsible for the payment of all charges and taxes applicable to the services performed under this Contract, and the CONTRACTOR agrees to comply with all applicable laws regarding the reporting of income, maintenance of records, and all other requirements and obligations imposed pursuant to applicable law. If the CITY is assessed, made liable, or responsible in any manner for such charges or taxes, the CONTRACTOR agrees to hold the CITY harmless from such costs, including attorney's fees.
- B.** In the event the CONTRACTOR fails to pay any taxes, assessments, penalties, or fees imposed by any governmental body, including a court of law, then the CONTRACTOR authorizes the CITY to deduct and withhold or pay over to the appropriate governmental body those unpaid amounts upon demand by the governmental body. It is agreed that this provision shall apply to taxes and fees imposed by City ordinance. Any such payments shall be deducted from the CONTRACTOR's total compensation.
- C.** The CONTRACTOR, at its expense, shall obtain and keep in force any and all necessary licenses and permits. The CONTRACTOR shall obtain a business license as required by Tacoma Municipal Code Subtitle 6B.20 and shall pay business and occupation taxes as required by Tacoma Municipal Code Subtitle 6A.30.

## **10. Indemnification**

- A.** The CONTRACTOR shall indemnify, defend, and hold harmless the CITY, its officials, officers, agents, employees, and volunteers, from any and all claims, demands, damages, lawsuits, liabilities, losses, liens, expenses and costs arising out of the subject matter of this Contract; provided that this provision shall not apply to the extent that damage or injury results from the fault of the CITY, or its officers, agents, or employees. The term "fault" as used herein shall have the same meaning as set forth in RCW 4.22.015, as that statute may hereafter be amended.
- B.** The CONTRACTOR specifically assumes potential liability for actions brought by the CONTRACTOR'S own employees against the CITY and, solely for the purpose of this indemnification and defense, the CONTRACTOR specifically waives any immunity under the state industrial insurance law, Title 51 RCW. THE CONTRACTOR RECOGNIZES THAT THIS WAIVER WAS THE SUBJECT OF MUTUAL NEGOTIATION.
- C.** This indemnification shall extend to and include attorneys' fees and the cost of establishing the right of indemnification hereunder in favor of the CITY. This indemnification shall survive the termination of this Contract.

## **11. Insurance**

During the course and performance of the services herein specified, CONTRACTOR will maintain the following insurance coverage:

- A. Workers' Compensation and employer's liability --statutory limits.
- B. Commercial General Liability --\$1,000,000 single limit combined for personal injury, property damage; \$2,000,000 aggregate.
- C. Automobile public liability and property damage--\$1,000,000 single limit combined for bodily injury and property damage.
- D. Professional liability or errors and omissions --\$1,000,000 combined single limit for errors and omissions resulting in monetary loss normally covered by professional liability insurance.

Certificates of the above insurance coverage shall be delivered, within ten (10) days, to the CITY by CONTRACTOR'S insurance carrier or agent certifying the above insurance coverage items are in effect and will not be cancelled or materially changed without 30 days' written notice given to the CITY. The commercial general liability policy shall be on an occurrence basis and shall include an endorsement naming the CITY as an additional insured and stating that coverage under such policy is primary over and non-contributory with any insurance the CITY may maintain.

## **12. Nondiscrimination**

The CONTRACTOR agrees to take all steps necessary to comply with all federal, state, and City laws and policies regarding non-discrimination and equal employment opportunities. The CONTRACTOR shall not discriminate in any employment action because of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, or the presence of any sensory, mental or physical handicap. In the event of non-compliance by the CONTRACTOR with any of the non-discrimination provisions of this Contract, the CITY shall be deemed to have cause to terminate this Contract, in whole or in part.

## **13. Conflict of Interest**

No officer, employee or agent of the CITY, nor any member of the immediate family of any such officer, employee or agent as defined by City ordinance, shall have any personal financial interest, direct or indirect, in this Contract, either in fact or in appearance. The CONTRACTOR shall comply with all federal, state, and City conflict of interest laws, statutes and regulations. The CONTRACTOR represents that the CONTRACTOR presently has no interest and shall not acquire any interest, direct or indirect, in the program to which this Contract pertains which would conflict in any manner or degree with the performance of the CONTRACTOR'S services and obligations hereunder. The CONTRACTOR further covenants that, in performance of



this Contract, no person having any such interest shall be employed. The CONTRACTOR also agrees that its violation of the CITY'S Code of Ethics contained in Chapter 1.46 of the Tacoma Municipal Code shall constitute a breach of this Contract subjecting the Contract to termination.

#### **14. Legislative Conflicts**

The CONTRACTOR shall not enter into a contract that is directly or indirectly a conflict of interest with the known legislative position of the City. It is understood that conflicts may arise during the legislative session and any such conflicts shall be fully disclosed in writing.

#### **15. City ownership of Work/Rights in Data and Publications**

- A. To the extent that CONTRACTOR creates any Work subject to the protections of the Copyright Act (Title 17 U.S.C) in its performance of this Contract, CONTRACTOR agrees to the following: The Work has been specially ordered and commissioned by CITY. CONTRACTOR agrees that the Work is a "work made for hire" for copyright purposes, with all copyrights in the Work owned by CITY. To the extent that the Work does not qualify as a work made for hire under applicable law, and to the extent that the Work includes material subject to copyright, CONTRACTOR hereby assigns to CITY, its successors and assigns, all right, title and interest in and to the Work, including but not limited to, all patent, trade secret, and other proprietary rights and all rights, title and interest in and to any inventions and designs embodied in the Work or developed during the course of CONTRACTOR'S creation of the Work. CONTRACTOR shall execute and deliver such instruments and take such other action as may be required and requested by CITY to carry out, the assignment made pursuant to this section. Any documents, magnetically or optically encoded media, or other materials created by CONTRACTOR pursuant to this Contract shall be owned by CITY and subject to the terms of this section. To the maximum extent permitted by law, CONTRACTOR waives all moral rights in the Work. The rights granted hereby to CITY shall survive the expiration or termination of this Contract
- B. The CONTRACTOR shall be solely responsible for obtaining releases for the performance, display, recreation, or use of copyrighted materials.

#### **16. Public Disclosure**

- A. This Contract and documents provided to the CITY by CONTRACTOR hereunder are deemed public records subject to disclosure under the Washington State Public Records Act, Chapter 42.56 RCW (Public Records Act). Thus, the CITY may be required, upon request, to disclose this Contract and documents related to it unless an exemption under the Public Records Act or other laws applies. Should CITY receive a request for disclosure, CITY agrees to provide CONTRACTOR ten (10) days written notice of impending release, and to cooperate with any legal action which may be initiated by CONTRACTOR to enjoin or otherwise prevent such release, provided that all



expense of any such litigation shall be borne by CONTRACTOR, including any damages, attorney's fees or costs awarded by reason of having opposed disclosure, and further provided that CITY shall not be liable for any release where notice was provided and CONTRACTOR took no action to oppose the release of information. Notice of any proposed release of information pursuant to Chapter 42.56 RCW, shall be provided to CONTRACTOR according to the "Notices" provision herein.

- B. If CONTRACTOR provides the CITY with records that CONTRACTOR considers confidential or proprietary, CONTRACTOR must mark all applicable pages of said record(s) as "Confidential" or "Proprietary." If CONTRACTOR fails to so mark record(s), then (1) the CITY, upon request, may release said record(s) without the need to satisfy the requirements of subsection A above; and (2) the CONTRACTOR expressly waives its right to allege any kind of civil action or claim against the CITY pertaining to the release of said record(s).

## **17. Duty of Confidentiality**

- A. CONTRACTOR acknowledges that unauthorized disclosure of information or documentation concerning the Scope of Work hereunder may cause substantial economic loss or harm to the CITY.
- B. Except for disclosure of information and documents to CONTRACTOR's employees, agents, or subcontractors who have a substantial need to know such information in connection with CONTRACTOR's performance of obligations under this Contract, the CONTRACTOR shall not without prior written authorization by the CITY allow the release, dissemination, distribution, sharing, or other publication or disclosure of information or documentation obtained, discovered, shared or produced pursuant to this Contract.
- C. The CONTRACTOR shall inform its employees, agents, and subcontractors of the confidentiality obligations under this Contract and instruct them so as to ensure such obligations are met. If so requested by the CITY, the CONTRACTOR further agrees to require its all individuals and entities performing services pursuant to this Contract to execute a Confidentiality and Non-Disclosure Agreement in a form acceptable to CITY.
- D. The CONTRACTOR shall not release any information or documentation concerning the work under this Contract or any part thereof for marketing, advertising, or other commercial activities or publication including, but not limited to, news releases or professional articles, without the prior written approval of the CITY. Any and all news releases, professional articles, marketing, advertising, publicity, or other commercial activities that describe or discuss the Project shall be reviewed and approved by the CITY prior to publication, disclosure and/or distribution. The CONTRACTOR may submit for review and approval a generic Project Abstracts describing the component parts of the Project. After receiving written approval of the Project Abstract from the



CITY, the CONTRACTOR may make minor insignificant changes to the Project Abstract and use all or parts of the Project Abstract in proposals.

- E. This Section shall survive for six (6) years after the termination or expiration of this Contract.
- F. CONTRACTOR shall ensure that the text of this section is included in each subcontractor's Contract for work on the Project.

## **18. Dispute Resolution**

In the event of a dispute pertaining to this Contract, the parties agree to attempt to negotiate in good faith an acceptable resolution. If a resolution cannot be negotiated, then the parties agree to submit the dispute to voluntary non-binding mediation before pursuing other remedies. This provision does not limit the CITY'S right to terminate authorized by this Contract.

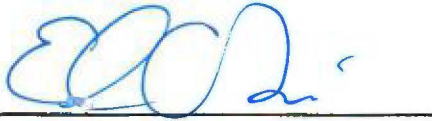
## **19. Miscellaneous Provisions**

- A. Governing Law and Venue. Washington law shall govern the interpretation of this Contract. Pierce County shall be the venue of any mediation, arbitration or litigation arising out of this Contract.
- B. Assignment. The CONTRACTOR shall not assign, subcontract, delegate, or transfer any obligation, interest or claim to or under this Contract or for any of the compensation due hereunder without the prior written consent of the CITY.
- C. No Third Party Beneficiaries. This Contract shall be for the sole benefit of the parties hereto, and nothing contained herein shall create a contractual relationship with, or create a cause of action in favor of, a third party against either party hereto.
- D. Waiver. A waiver or failure by either party to enforce any provision of this Contract shall not be construed as a continuing waiver of such provisions, nor shall the same constitute a waiver of any other provision of this Contract.
- E. Severability and Survival. If any term, condition or provision of this Contract is declared void or unenforceable or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable. The provisions of this Contract, which by their sense and context are reasonably intended to survive the completion, expiration or cancellation of this Contract, shall survive termination of this Contract.
- F. Entire Agreement. This Contract and the attached Exhibits, as modified herein, contain the entire agreement between the parties as to the services to be rendered hereunder. All previous and contemporaneous agreements, representations or promises and conditions relating to the subject matter of this Contract are superseded hereby. The Parties hereto mutually acknowledge, understand and agree that the terms and conditions set forth herein shall control and prevail over any conflicting terms and conditions stated in any attachments hereto.
- G. Modification. No modification or amendment of this Agreement shall be effective unless set forth in writing and signed by the Parties.

H. Authority to enter into this Contract. The undersigned Contractor representative, by his/her signature below, represents and warrants that he/she is duly authorized to execute this legally binding Contract for and on behalf of Contractor.

**IN WITNESS WHEREOF** the parties hereto have accepted and executed this Contract as of the day and year first written above.

**CITY OF TACOMA**

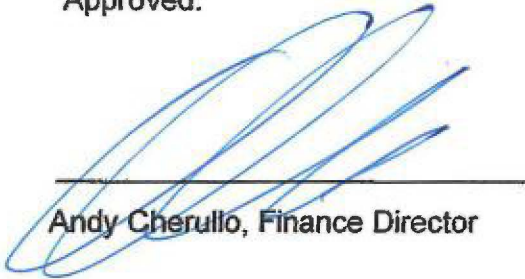


Elizabeth Pauli, City Manager



Randall Lewis,  
Government Relations Officer

Approved:



Andy Cherullo, Finance Director

Approved as to form:



Deputy City Attorney

**SIMON AND COMPANY  
INCORPORATED**



Printed Name: Jennifer Covino  
Title: Vice-President

Address: City/State/Zip

1660 "L" Street NW, Suite 501  
Washington, D.C. 20036  
Tax ID: 52-15544284



## **EXHIBIT A**



THE HARTFORD  
BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251

January 7, 2019

KITA Washington Center, LLC  
C/O Lincoln Property Company  
1660 L ST NW STE 401  
WASHINGTON DC 20036-5650

**Account Information:**

<b>Policy Holder Details :</b>	SIMON & COMPANY, INC. MR. SIMON
--------------------------------	------------------------------------



**Contact Us**

Business Service Center

**Business Hours:** Monday - Friday  
(7AM - 7PM Central Standard Time)

**Phone:** (866) 467-8730

**Fax:** (888) 443-6112

**Email:** [agency.services@thehartford.com](mailto:agency.services@thehartford.com)

**Website:** <https://business.thehartford.com>

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



# SIMON AND COMPANY

INCORPORATED

*Intergovernmental Relations and Federal Affairs*

1660 L Street, NW • Suite 501 • Washington, D.C. 20036

Office: (202) 659-2229 • Fax: (202) 659-5234 • [www.simoncompany.com](http://www.simoncompany.com)

Randall Lewis  
Government Relations Manager  
Tacoma Municipal Building, Room 1520  
747 Market Street  
Tacoma, Washington 98402-3773

October 29, 2018

Dear Mr. Lewis,

Please find the *Proposed Federal Strategy and Action Plan for the City of Tacoma 2019-2020* respectfully submitted by Simon and Company, Inc. for your review. This proposal provides a framework to continue our work supporting the implementation of the City's federal affairs agenda over the next two years.

We have had the honor and privilege of functioning as the "Washington, D.C. Office" of the City of Tacoma, Washington for the past thirty years. We have provided consultation on legislation, regulations, budget and appropriations requests, grant applications, and other strategic initiatives since 1987. We would look forward to continued collaboration with Mayor Victoria Woodards, the Tacoma City Council, City Manager Elizabeth Pauli, and key department staff as the City prepares to move forward with transformative projects and initiatives locally.

This is a time of great change, challenge, and opportunity in Washington, D.C. We will work with the Executive and Legislative Branches, utilizing a bipartisan approach to advance local priorities. It has been a pleasure to work with your Members of Congress and their staff on Capitol Hill, a coordinated approach that has yielded good results with grants, legislation, and appropriations to date. We are grateful to have been a part of these achievements as a member of your intergovernmental team.

We appreciate this opportunity to outline the current state of our federal affairs, your recent efforts and accomplishments, and next steps for continued success advancing City's platform. Please contact me via email to [jennifer.covino@simoncompany.com](mailto:jennifer.covino@simoncompany.com) or by phone at 202-659-2229 if you have any questions regarding the content of this proposal.

Thank you so much for your time and full consideration. We appreciate your partnership.

Sincerely,

*Jen Covino*

Jen Covino  
Vice President

# SIMON AND COMPANY

INCORPORATED

*Intergovernmental Relations and Federal Affairs*

1660 L Street, NW • Suite 501 • Washington, D.C. 20036

Office: (202) 659-2229 • Fax: (202) 659-5234 • [www.simoncompany.com](http://www.simoncompany.com)

## ***Proposed Federal Strategy and Action Plan for the City of Tacoma 2019-2020***



Submitted to:

**Mr. Randall Lewis,  
Government Relations Manager  
Tacoma Municipal Building, Room 1520  
747 Market Street  
Tacoma, Washington 98402-3773**

October 29, 2018



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## **Proposed Federal Strategy and Action Plan for the City of Tacoma 2019-2020**

### **Introduction**

This *Proposed Federal Strategy and Action Plan for the City of Tacoma 2019-2020* is respectfully submitted to the City of Tacoma to outline our proposed approach for federal representation for the next two years. It has been our pleasure and honor to work on behalf of the City of Tacoma for the past thirty years. We appreciate the opportunity to assist local leaders with the development and implementation of the federal affairs agenda. Our experience to date has included a track record of measurable achievements in the areas of grants, appropriations, authorizations, and regulatory and administrative affairs. We hope to be able to continue applying these energies on behalf of the City as part of a team that includes the elected leadership, the City Manager, the Government Relations Office, department heads and staff, and the Congressional delegation.

Simon and Company, Inc. is a boutique intergovernmental affairs firm based in Washington, DC, specializing in the relationship between local governments and the federal government. We provide assistance to clients in the areas of legislative advocacy, regulatory affairs, federal grants, project development, special initiatives, and strategic engagement. Our clients include cities, counties, metropolitan planning organizations (MPOs), transit agencies, special district governments, housing authorities, local education agencies (LEAs), and other political subdivisions of regional and local government.

Len Simon is the President and founder of Simon and Company, Inc. The company began operations in December 1987, and we have been in business continuously since that time. We are registered as a Subchapter 8 Corporation in Washington, DC under the name Simon and Company, Inc. The address of our office is 1660 L Street NW, Suite 501 Washington, DC 20036. Our UBI Number issued by the Secretary of Washington State is 603-348-499.

We have five (5) full-time employees: Len Simon, Jennifer "Jen" Covino, Silvana Caldera, Walter Bishop, and Stephanie Carter McIntosh. For the purposes of this proposal, our key personnel include: Jen Covino, Silvana Caldera, Walter Bishop, and Len Simon. All four (4) staff members are federally registered lobbyists. Lead staff responsibility for all work in connection with Tacoma will be under the direction of the firm's Vice President, Jen Covino. She will be assisted in these efforts by Silvana Caldera, Walter Bishop, and Len Simon. Beginning January 1, 2019, Jen will assume the firm's presidency. Len will take on the role of Senior Advisor to the company, providing consultation to staff regularly. This internal transition will ensure that Len's decades of experience and extensive knowledge of federal priorities continue to be an asset to the city moving forward.

We are proud of more than thirty years of experience providing support in intergovernmental affairs. Our bipartisan firm has a long record of achievements in the areas of legislation, discretionary grants, earmarks, appropriations, authorizations, and regulatory affairs. We provide strategic guidance to elected leadership, public administrators, and key department staff within local government. We have worked directly with mayors and county executives, city managers, other administrators, chief executive officers of transit agencies, school superintendents, police and fire chiefs, and others to formulate effective advocacy strategies. We serve as a daily liaison to the executive and legislative branches of the federal government, advancing your local priorities as a satellite of City Hall here in the nation's capital.



We have had the privilege of providing assistance to the City of Tacoma for the past thirty years. Over that period, we have worked on behalf of several administrations including Mayor Doug Sutherland, Mayor Karen Vialle, Mayor Harold Moss, Mayor Brian Ebersole, Mayor Mike Crowley, Mayor Bill Baarsma, Mayor Marilyn Strickland, and current Mayor Victoria Woodards. We appreciate the opportunity to support the City's elected leadership, including the Mayor and the City Council. It has been a pleasure to work with City Manager Elizabeth Pauli, department heads, and the core government relations team, including Randy Lewis and Alisa O'Hanlon.

### **Scope of Work**

The proposal below outlines how we will continue to help the City of Tacoma throughout the development and implementation of its the annual federal affairs agenda. We will organize an advocacy strategy in support of those local priorities and refine the platform, as appropriate, in response to critical events in Washington, DC. We will ensure that the objectives and goals of your legislative and regulatory efforts are well-aligned and responsive to the priorities being concurrently pursued by the Administration and Congress. We provide continuous analysis on the anticipated impacts of key developments, providing relevant information on the legislative, regulatory, and budgetary processes for local policymakers back in Washington State.

Here in the nation's capital, we serve as your daily liaison to the Administration and the Congressional delegation and staff on Capitol Hill. We work with the White House and federal agencies to educate key decision-makers throughout the Executive Branch. We solve problems with the federal agencies whenever regulatory barriers or issues occur, drafting public comment articulating the local response to Notices of Proposed Rulemaking (NPRMs). We schedule meetings and provide staffing assistance prior to, during, and in follow up to your discussions with the Administration or Congress. We work with your Congressional delegation throughout the legislative process and secure necessary support for projects and initiatives. We coordinate your activities with national organizations, external stakeholders, and intergovernmental partners, including the National League of Cities (NLC) and the U.S. Conference of Mayors (USCM). In those external meetings and briefings, we represent your individual interests and build coalitions to advance shared objectives. We provide a base of operations for all of your activities in Washington, DC.

Our firm has a long track record of successfully advancing clients' appropriations and authorizations requests during the federal budget process. In recent years, we have worked with the Washington State Congressional delegation to maintain or increase funding for key formula or discretionary grant programs in response to the Administration's proposed cuts or eliminations. After reviewing the President's last two federal budget proposals, we anticipate that there will be a need to continue our advocacy in support of programs including the Federal Transit Administration (FTA) Capital Investment Grant (CIG) Program and the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program. In 2017 and 2018, we submitted appropriations requests to our delegation seeking their support to fully fund a dozen critical programs that would have been reduced or eliminated all together by President Trump.

### **Legislative and Regulatory Monitoring**

We will align legislative priorities of Congress with the efforts we undertake involving the Administration and its regulatory and grant-making authority. It is necessary to understand the relationship between the Federal Agencies and their corresponding authorizers and

appropriators in Congress. We will branch the divide between the Executive and Legislative Branches. Legislative and regulatory monitoring is a key component of our daily work. For example, we collectively review and examine the Federal Register, Grants.gov, CongressionalQuarterly.com, and the websites of over 100 federal agencies, Congressional committees, and Senate and House offices daily for the latest developments impacting municipal authorities. We review press materials and notices, and we communicate pertinent information through a variety of methods and formats for you to incorporate that information into your decision-making process. Our products include briefing materials, statements, testimony, and public comments in response to notices and proposed rule-makings issued by the Executive Branch, as well as legislative proposals introduced by lawmakers in both chambers of Congress.

We monitor the federal regulatory process closely as the Administration publishes Notices for Proposed Rules, Final Rules, and Significant Documents. We assess how proposed regulatory changes will impact the operations of local government. We then help local officials to articulate their support or concerns through public comment, in-person meetings, and other methods of stakeholder engagement. Periodically, federal agencies may create unnecessary problems or burdens, such as unfunded mandates, and these matters must be resolved in a timely manner. Sometimes, these issues result from an agency's misinterpretation or misunderstanding of facts or impacts at the ground level. When regulatory issues arise, we are there to assist our clients to pursue solutions. We help organize a strategy to defend the MPO or other unit of local government before the Federal Agencies. When appropriate, we will communicate these issues to the Congressional delegation and other relevant interests on Capitol Hill and involve them in the process of working toward a favorable resolution.

The *Washington Friday Report* is our weekly update that provides a comprehensive review of the week's legislative and agency activity, grants, best practices, and other issues of importance to local governments. We cover key movement in the following areas: the legislative agenda in Congress and the annual budget and appropriations process; White House policy directives and initiatives; the federal agencies and key regulatory processes and reforms of concern; stakeholder engagement opportunities; federal grant announcements and additional private or nonprofit resources; best practices, innovative strategies, and lessons learned from other units of state or local governments; summaries of remarks by or discussions with key figures; and other items that may be of interest to policymakers.

In response to critical unfolding events, we provide our clients with *Special Reports* that cover significant national developments or provide an important update containing information they should see right away. Our Special Reports offer immediate analysis on news stories including important votes on key pieces of legislation or major grant announcements. In the fourth quarter of 2016, we distributed a series of Presidential Transition and New Congress (PTNC) Reports covering the results of the November 8th Election. These reports outlined President Trump's key appointments and priorities of the Administration, as well as legislative developments in the 115th Congress.

## **Federal Grants**

We identify federal discretionary grant opportunities of interest to the City of Tacoma in support of projects or programs. We produce memoranda on funding opportunities several times a week as agencies publish notices in the Federal Register. We want to align your local initiatives with Congressional intent as prescribed by the legislative statute, as well as discretionary priorities being pursued by the Administration and Cabinet members. We provide support throughout the entire grant application process. We are glad to serve as your initial



peer reviewer, offering guidance on the narrative, providing additional useful data points, and editing drafts of the proposal. We will work with City staff to develop a competitive proposal that will score well with Department staff and peer review teams, following the evaluation criteria put forth in the Notice of Funding Availability/Opportunity (NOFA/NOFO) or Request for Proposals (RFP). We seek the support of the Congressional delegation, which includes letters of support. When appropriate, project sponsors and Members of Congress may engage in follow up discussions with leadership of the federal agency, as allowed under federal statutes.

We have enjoyed working with the City to advance federal grant applications successfully. The City has received recent awards from the U.S. Department of Justice (DOJ) Offices of Juvenile Justice and Delinquency Prevention (OJJDP) and Community Oriented Policing Services (COPS) and the U.S. Department of Transportation (DOT) Federal Transit Administration (FTA) in partnership with local transit agencies. We are here as a resource throughout the implementation of those grant awards, to convey results to the federal agencies and also address any issues that may arise during the project period.

In the years ahead, the City of Tacoma will work closely with its partners at Sound Transit to complete the expansion of the LINK Light Rail System to the Hilltop neighborhood with federal assistance from the FTA CIG Program. We expect that the City will have a similar partnership with Pierce Transit as the Pacific Avenue/State Route (SR) 7 Bus Rapid Transit (BRT) Corridor Project advances through the Small Starts Project Development (SSPD) phase of the FTA CIG Program. Mayor Woodards recently met with FTA to brief them on this critical infrastructure project and convey anticipated benefits in the city and greater region. We look forward to supporting efforts to advance these projects and other key initiatives in the years ahead.

### **Engagement with the Administration**

The key to advancing many of these projects and proposals is maintaining good working relationships with the Administration, especially the key decision-makers in federal agencies. Over the past thirty years, we have enjoyed productive working relationships with Republican and Democratic Administrations alike. Our staff enjoys close working relationships with our intergovernmental counterparts within the federal agencies. The Executive Branch manages all discretionary grant programs of interest to the City of Tacoma, so it is important to monitor the agencies' activities. The agencies also have regulatory authority.

Our bipartisan approach and keen understanding of the bureaucracy enables us to seek out the most relevant policymakers for each topic of discussion. It is critical to understand each agency's structure in order to convene meetings and have discussions at the appropriate level. We seek out opportunities to engage with the political appointees and career staff who have a deep understanding of the issues at hand, as well as oversight authority of relevant programs and regulations of interest to Tacoma. Sometimes, it may be appropriate to request a meeting with the Secretary or Assistant Secretary; conversely, there are instances in which it can be more effective to speak directly with the mid-level officials who oversee grant programs or with teams who have dedicated years to research to a specific policy question.

Our staff coordinates logistics with the officials themselves or their executive assistants, and we then confirm the meeting and day-of details. We produce and distribute briefing materials to appropriate staff in advance of the meetings, so that all involved parties are adequately prepared for a high-level discussion of the issue at hand. We address any questions or concerns have before the meeting. We attend these federal priority meetings to provide support and assistance to City officials, and we then undertake any follow up necessary in response to those conversations.

## **Engagement with the Congressional Delegation**

Washington State benefits from outstanding leadership on Capitol Hill as City leadership and staff understands firsthand from our many years of working with the Congressional delegation. It is a pleasure to work with these Members and their legislative staff on a daily basis on your behalf. Residents have the great fortune of being represented by U.S. Senator Patty Murray and U.S. Senator Maria Cantwell in the upper chamber of Congress. The City of Tacoma enjoys the support of U.S. Representatives Denny Heck, Derek Kilmer, and Adam Smith in the lower chamber. We have worked with their DC and District Offices to draft legislative language, submit appropriations requests, and secure letters of support for the city's discretionary grant applications. Without a doubt, the delegation's support has been critical in securing federal resources for Tacoma.

Senator Murray currently serves a member of the Senate Appropriations Committee, ranking member of the HELP Committee, and a party leader as the Conference Secretary of the Senate Democratic Leadership. On Appropriations, she holds a key seat as Chairman of the Subcommittee on Transportation, Housing and Urban Development and Related Agencies. Senator Murray has been a powerful ally of urban programs in her prior capacity as the first female Chair and Ranking Member of the Senate Budget Committee and in her current roles. She is credited with establishing the popular BUILD (formerly known as TIGER) Discretionary Grant Program and maintaining robust funding for transportation and infrastructure programs. Senator Maria Cantwell is the Ranking Member of Senate Committee on Energy and Natural Resources, and she serves as an Ex-Officio Member of the Subcommittee on Energy and the Subcommittee on Water and Power. She is a current member of the Senate Committee on Finance and its Subcommittees on: Energy, Natural Resources and Infrastructure; Healthcare; and Taxation and IRS Oversight. Last, she serves as a member of the Senate Committee on Commerce, Science and Transportation and the Subcommittee on Surface Transportation and Merchant Marine Infrastructure, Safety and Security. Through these roles, Senator Cantwell has advocated for a number of key issues of concern to the City including federal resources to support clean energy and green infrastructure.

The Congressional delegation enjoys the support of three Members within the U.S. House of Representatives with demonstrated histories as champions: Rep. Denny Heck, Rep. Derek Kilmer, and Rep. Adam Smith. Whenever requested, all of the Members have signed onto bipartisan letters of support we have drafted to supplement the City's past federal grant applications. They have vocalized their support for those proposals to contacts within the Administration whenever appropriate. Rep. Heck and Rep. Smith have continuously signed on to "Dear Colleague" letters in support of the Capital Investment Grant (CIG) Program during each annual Appropriations process. We are grateful to have secured the support of Rep. Heck and Rep. Smith in these coalition-building efforts. Rep. Kilmer will not sign on to "Dear Colleague" letters regarding appropriations due to his role as a member of the powerful House Appropriations Committee; however, the City is very fortunate to have Rep. Kilmer as a well-positioned champion in that capacity, and we can be confident that he is constantly advocating for our needs in the appropriations process. The results are tangible as we recently saw programmatic increases across several programs in the Omnibus Appropriations Act of 2018. We expect that he will continue to serve the City well on Appropriations in the next session of Congress.

## **Engagement with National Associations and Stakeholders**

Outside of our direct work with the federal government, we rely on a network of professionals from national organizations associated with local governments and policymakers



across the spectrum of urban affairs. We enjoy close relationships with intergovernmental partners, including the U.S. Conference of Mayors (USCM) and the National League of Cities (NLC). We consistently attend their meetings and forums. These forums provide us with a great opportunity to gain insight, exchange best practices, and participate in coalition-building efforts that are critical to advance our federal affairs agenda.

The Tacoma City Council has fostered good relationships with NLC participating in the annual City Summit and Congressional Summit over the years. Mayor Woodards's role serving as Vice Chair on the NLC Council on Youth, Education, and Families will provide the city with new opportunity, national visibility, and access to the organization's resources and technical assistance. The mayor's leadership, coupled with the Council's focus on addressing the opioid epidemic, has already yielded good results at NLC. This was evidenced by Tacoma's selection as one of six cities to participate in the NLC Mayors' Institute on Opioids, which provided technical assistance to local teams examining policies and programs to mitigate the epidemic. We look forward to supporting the mayor and council at NLC.

We coordinate our coalition-building efforts with organizations with shared interests. Examples include, but not limited to: the National Association of Counties (NACo); the National Association of Regional Councils (NARC); International City Managers Association (ICMA); International Economic Development Council (IEDC); Climate Mayors; Mayors Against LGBT Discrimination; Everytown and Mayors Against Illegal Guns; Accelerator for America; the American Public Transportation Association (APTA); Smart Growth America (SGA) and Transportation 4 America (T4); Results for America; GOVERNING; Bloomberg; the Brookings Institution; the Center for American Progress (CAP); National Immigration Law Center; Anti-Defamation League; Human Rights Campaign; Latino Leaders Network; and the Women in Transportation Seminar (WTS). These professional connections provide us with policy expertise and strong supporting evidence from a diverse collection of voices involved in federal advocacy here in Washington, DC.

As your federal consultant, we consider it a professional responsibility to maintain close relationships with colleagues in this far-reaching network, which is a tremendous asset. We will continue to partner with these national associations and other industry stakeholders to amplify those calls in support of laws and federal investments beneficial to the residents of City of Tacoma. We will work with these partners to ensure that the Administration recognizes the value of preserving the traditional partnership between the federal government and local government in providing funding and financing for your key projects.

### **Advancing the City of Tacoma's Current Federal Legislative Priorities**

Reviewing the City's current federal affairs agenda, we encourage local officials to continue their ongoing dialogue with the Congressional delegation and several federal agencies, including, but not limited to: the U.S. Department of Transportation, the U.S. Department of Housing and Urban Development, the U.S. Department of Health and Human Services, and the U.S. Department of Justice. Over the years, the Mayor and City Council have fostered good relationships with policymakers and program managers.

In the year ahead, we propose meetings with Members of our Congressional delegation, as well as key authorizing committees on Capitol Hill. We recommend meeting with the U.S. Department of Homeland Security at headquarters in Washington, DC to discuss the Administration's proposals on immigration policy as well as detention standards and operations at the Northwest Detention Center. There are several other federal agencies that could provide federal resources in support of local projects and programs in Tacoma. Finally,

the implementation of Opportunity Zones may provide greater necessity to engage with the U.S. Department of Treasury Community Development Financial Institutions (CDFI) Fund in the near future.

Please see the sections below for additional details specific to each local priority included in the City's 2017-2018 Federal Legislative Priorities as approved by the Council. We look forward to working with City leadership and staff to review and refine recommendations for the Council to consider as it takes steps to approve a final federal platform for 2019-2020.

### ***Community and Human Services***

#### ***Urge the Administration to Support Law Enforcement by Increasing Funding of the COPS Office and its Programs***

*"In 2015, the City launched Project PEACE to respond to national events that exposed the polarizing and difficult relationships between some law enforcement agencies and the communities they protect and serve. Project PEACE is highlighted by the COPS Office among the success stories of the Advancing 21st Century Policing Initiative. The Initiative provides assistance to law enforcement agencies that have already made strides in advancing community policing and produces guiding materials for other agencies to use in their efforts to advance policing practices. The City joins the U.S. Conference of Mayors in urging the Administration to uphold its promises to support law enforcement by increasing funding of the COPS Office and the critical programs it administers."*

The City has enjoyed an established federal-local partnership with the U.S. Department of Justice Office of Community Oriented Policing Services (COPS). With the City's elected officials, police, and union leadership working together, the City received a \$69,000 COPS Community Policing Development Grant to implement Project PEACE Initiative in 2015, following the recommendations of President Obama's 21st Century Policing Task Force.

Following the Trump Administration's proposed cuts to the agency, we worked closely with the Congressional delegation to submit appropriations requests for the programs administered by the COPS Office, including the COPS Hiring Program (CHP) and Community Policing Development (CPD) Program. We highlighted the Project PEACE Initiative as a best practice to justify the need for continued investment in our official appropriations requests and messaging around the issue. We expect that the White House will release President Trump's 2020 Budget Proposal in the late winter or early spring of 2019. We will review his proposed funding for the agency at that time. We are prepared to once again defend these critical programs for local law enforcement.

Furthermore, we encourage the City to review and pursue additional resources available through COPS and its counterparts at the Office of Justice Programs (OJP). Tacoma was selected for a \$200,000 grant from the Office of Juvenile Justice and Delinquency Prevention for its Gang and Gun Violence Reduction Strategy.

#### ***Mental Illness and Domestic Violence in Tacoma***

*"An estimated one in five American adults experience mental illness. Children are vulnerable to the mental health of their parents. Tacoma youth report lower rates of mental wellness than statewide counterparts. Living in poverty adds to the risk of mental health disorders. One in four children in Tacoma are living in poverty. Exposure to violence creates risk for long-lasting mental and physical health conditions. Domestic violence is higher in Tacoma than in Washington State and violent crime rates remain higher than comparable cities. Poor mental health and lack of*



*access to mental health support undermines household and community resilience. The City joins the U.S. Conference of Mayors and the National League of Cities in calling on Congress to pass legislation to address mental health to support local communities to improve mental health and especially to lend critical support to families and youth.”*

This October, Congress passed and President Trump signed The SUPPORT for Patients and Communities Act (H.R. 6) into law. This legislation builds upon the efforts of The 21st Century Cures Act (“Cures”) and The Comprehensive Addiction and Recovery Act (CARA). The package includes the Children’s Health Insurance Program (CHIP) Mental Health Parity Act, which mandates that CHIP plans must cover mental health and substance-use disorder services. Financial requirements and treatment limitations for mental health services cannot vary from those applicable to other medical services under CHIP. Additionally, the law requires HHS to carry out a demonstration program to increase access to opioid-use disorder treatment services for Medicare beneficiaries and improve their mental health outcomes. This bill helps improve access to mental health services, and we encourage the City to work with its service providers to ensure that the implementation benefits those in need locally.

The U.S. Department of Justice (DOJ) Office on Violence Against Women (OVW) provides grant funding to reduce domestic violence, dating violence, sexual assault, and stalking by strengthening services to victims and holding offenders accountable. In Fiscal Year (FY) 2018, OVW announced 54 grants totaling \$32 million through its Improving the Criminal Justice Response to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program. These grants will support coordinated community responses and collaborative initiatives to provide victim services and hold offenders accountable. We encourage the City to meet with OVW to discuss project proposals and apply for applicable grant opportunities. We will follow up with relevant grant memos in the months ahead.

#### *Request for Funding to Respond to National Opioid Epidemic*

*“Heroin-related deaths quadrupled in the eleven year period of 2002-2013. Pierce County is higher than Washington State’s rate of opioid overdose death rates. Tacoma has a higher-than-expected rate of maternal inpatient stays with an opiate-related diagnosis – at almost twice the rate for Western Washington. The City joins the U.S. Conference of Mayors and the National League of Cities in urging Congress to provide funding to respond to the national opioid epidemic and expand access to treatment.”*

Building upon the efforts of The 21st Century Cures Act (“Cures”) and The Comprehensive Addiction and Recovery Act (CARA), President Trump signed The SUPPORT for Patients and Communities Act (H.R. 6) into law in October 2018.

Policy modifications will expand access to treatment for substance abuse under Medicaid and expand access to medication-assisted treatment under Medicare and Medicaid. The law expands eligible activities for grants for first responders to administer naloxone or devices to treat overdoses. Grantees can now include safety training around fentanyl, carfentanil, and other dangerous drugs in future proposals. It creates a pilot for state and local agencies to improve coordination with public health laboratories and laboratories operated by law enforcement to improve detection of fentanyl, its analogues, and synthetic opioids. It authorizes grants to establish Comprehensive Opioid Recovery Centers using the “ECHO” model of care coordination and services delivery. The law also requires the U.S. Department of Health and Human Services (HHS) to establish an interdepartmental committee to coordinate all federal activities.

As the Administration implements this new law, we look forward to reviewing these new opportunities with the City seeking federal support for its efforts undertaken in partnership with Pierce County and Washington State. We encourage local officials to follow up and build upon their previous discussions with the U.S. Department of Health and Human Services and U.S. Department of Justice. We will secure the support of the Congressional delegation for any forthcoming grant applications.

*Make Tacoma a “Welcoming City” and Cultivate an Immigrant-friendly Environment*

*“Nearly 20% of Tacoma’s population speaks a language other than English in their home and nearly 20% of Puget Sound business owners are immigrants. It is a priority of the City to make Tacoma a “Welcoming City” and to cultivate an immigrant-friendly environment. The City joins the United States Conference of Mayors and the National League of Cities in calling on the federal government to enact comprehensive immigration reform including creating a pathway to citizenship for undocumented immigrants and permanently addressing the legal status of DREAMERS.”*

The Administration’s executive actions and orders have shaken the core of immigrant communities around the country. President Trump and his Cabinet Members have sought to deport illegal immigrants, cut off federal funding to “sanctuary” cities, and expand which federal assistance benefits constitute a “public charge” in the immigration review process. President Trump has reversed a series of executive actions taken by President Obama to address the broken immigration system, which included the creation of DACA by executive order. We have been working with colleagues at the National Immigration Law Center to assess the impacts of the Administration’s actions locally and nationally. The legislative push for comprehensive immigration reform remains stalled on Capitol Hill, and lawmakers have been unable to find resolutions regarding single issues, like DACA. In the meantime, the U.S. Conference of Mayors has successfully mounted a legal challenge to Attorney General Jeff Sessions’ efforts to cut off federal funding to “sanctuary” jurisdictions, specifically the Byrne JAG Program. The City has the opportunity to provide public comment in response to the Administration’s proposed rulemaking on “public charge” in the weeks ahead. We look forward to working with the Congressional delegation to ensure that immigration reform is a top legislative priority for the 116th Congress.

*End the Use of Privately-Operated Prisons*

*“The Northwest Detention Center in Tacoma is a privately-owned detention facility. It operates under contract with the U.S. Department of Homeland Security Immigration & Customs Enforcement to house non-U.S. citizens who are apprehended and determined to need custodial supervision. In August 2016, the U.S. Department of Justice announced it had begun the process of reducing – and ultimately ending – its use of privately operated prisons, in part, because they do not save substantially on costs and do not maintain the same level of safety and security. The City urges its Congressional delegates to call on DHS to join DOJ to end the use of privately-operated prison.”*

We recommend that the City of Tacoma continues to support the legislation introduced by U.S. Representatives Adam Smith and U.S. Senator Cory Booker, The Dignity for Detained Immigrants Act of 2017 (H.R. 3923, S. 3112). The bill would require the U.S. Department of Homeland Security to promulgate civil detention standards by rulemaking and provide the level of protections set forth by the American Bar Association’s Immigration Detention Standards. It would restore some dignity and justice to more than 38,000 men, women, and children are detained daily. The bill also enacts reforms including the elimination of profit as a motive for



detention; the restoration of due process; and enhancement of safety standards, oversight and accountability. We anticipate that Democrats will maintain their focus on this issue during the 116th Congress. We recommend that the City closely coordinates with Rep. Smith as he seeks out opportunities to advance this legislation. Furthermore, we would encourage local leaders to continue discussions with DHS Region Office and to visit DHS Headquarters in Washington, DC to discuss their concerns regarding operations and conditions at the Northwest Detention Center.

### ***Economic Development***

#### ***Support Small and Growing Businesses***

*"In a survey of Tacoma residents, nearly half said the City should do more to support small and growing businesses. Tacoma is a competitive environment for biological innovation due to its proximity to the medical center at Joint-Base Lewis McChord and home to two leading private medical providers. RAIN, the Readiness Acceleration and Innovation Network, is a life science innovation hub in downtown Tacoma that provides innovators and expert practitioners access to these largest providers in the South Puget Sound to speed the commercialization of new products 50% sooner than elsewhere. Tacoma seeks federal investment to support RAIN in launching these new companies that will serve the military and medical sectors."*

We recommend that the City engage with several federal agencies including the U.S. Department of Commerce Economic Development Administration (EDA) and the Small Business Administration. These agencies have resources that could be well-aligned to support your local efforts. We will forward all relevant federal grant opportunities for your consideration. Additionally, the implementation of Opportunity Zones could provide tax incentives for U.S. taxpayers and the private sector to direct investment in any businesses located within an Opportunity Zone in Tacoma, if applicable in this instance.

#### ***Adoption of an Action Plan to Position Art as an Economic Driver***

*"The nonprofit arts and culture sector in Tacoma generates a total of \$137.2 million in economic activity. The U.S. Bureau of Economic Analysis calculates the sector's contributions to U.S. GDP at 4.2% or \$730 billion. The City has adopted an action plan to position art as an economic driver. The City joins the United States Conference of Mayors in urging the federal government to invest in nonprofit arts organizations as a catalyst to generate economic impact and to improve the overall quality of life in America's cities."*

As we await the Election Day results for the Proposition 1 initiative to support local arts, we look forward to working with the City to identify federal resources and partnership opportunities to advance the goals of the Tacoma Creates Plan. We encourage the Mayor and City Council to sit down with agencies including the National Endowment for the Arts, the National Endowment for the Humanities, and the Institute on Museum and Library Services to discuss grant programs and local projects. We will forward grant memos on these opportunities as the Administration releases Fiscal Year (FY) 2019 Notices of Funding Availability. Please let us know if you have any interest in specific grants as we move forward.

### ***Environment***

#### ***Clean Water Innovations Anchored by the Center for Urban Waters***

*"At the Center for Urban Waters, world class laboratories are creating, evaluating, and applying the best possible scientific and engineering clean water technologies to protect and restore Puget Sound and to lead development of solutions for all urban coastal communities. The*

*Center supports innovative surface water projects across the community making Tacoma a leader in green infrastructure such as downtown rain gardens and the nation's highest concentration of Greenroads™.*

*The City supports legislation that would acknowledge and build upon innovative stormwater work such as that being done at the Center for Urban Waters and applauds the leadership in Washington's congressional delegation to introduce legislation that would protect the water quality of Puget Sound."*

Congress passed the America's Water Infrastructure Act of 2018 with overwhelmingly bipartisan support this fall. The law authorizes Army Corps policy and funding for water resource projects nationwide. The legislation seeks to expand national storage capabilities, protect public health, and update water, drinking, and irrigation systems. It includes workforce training programs to implement new technologies and address a retiring workforce. The legislation creates a new national standards for water-efficient products. Looking ahead to the 116th Congress, we expect that lawmakers will strive to stick to a two-year reauthorization schedule for the Water Resources and Development Act (WDRA). There should be good opportunity for our Members to introduce legislation that advances local objectives protecting the Puget Sound. Congressman Heck has emerged as a champion of the Center for Urban Waters and a leader on related federal efforts, and we expect that he will continue that progress.

#### *Commitment to Reducing Greenhouse Gases and Combatting Climate Change*

*"Tacoma has been long committed to reducing greenhouse gases since becoming a signatory to the 2005 Mayors' Climate Protection Agreement. Under the agreement, participating cities commit to meet or beat the Kyoto Protocol targets in their own communities through actions ranging from anti-sprawl land-use policies to urban forest restoration projects to public information campaigns; to urge their state government, and the federal government, to enact policies and programs to meet or beat the greenhouse gas emission reduction target suggested for the United States in the Kyoto Protocol, and to urge the U.S. Congress to pass bipartisan greenhouse gas reduction legislation.*

*In December 2015, mayors from 115 countries gathered in Paris, France to affirm their commitment to address climate disruption. In 2018, Tacoma again stands with The United States Conference of Mayors in calling upon the Trump Administration and Congress to support the fight against climate change by fully committing themselves to Paris Climate Accord, the Clean Power Plan, the Clean Energy Incentive Program, and other efforts that will provide cities the tools they need to combat climate change."*

Mayor Woodards joined Climate Mayors and pledged her support on behalf of the City of Tacoma to uphold the standards and goals established by the Paris Agreement. In the absence of federal leadership, mayors and units of local government are spearheading these efforts to anticipate and mitigate the impacts of climate change. Fortunately, Governor Jay Inslee is a champion at the state level. In the months ahead, we recommend that the City continues to engage in coalition-building activities, working with intergovernmental partners including NLC and USCM, to highlight climate change as a national priority ahead of the 2020 Election.

#### ***Housing and Homelessness***



*“Since the Housing Act of 1949, the goal of a decent home and suitable living environment for every American family – and the expectation for economic stability to maintain it – has been foundational to federal housing programs. Programs such as HOME (established in 1990), Moving to Work (established 1996), and the Community Development Block Grant (established in 1974) have been key in helping Tacoma design and advance local strategies that achieve this nationally shared goal. Availability, affordability, and accessibility are the major barriers for vulnerable people most in need of housing.*

*Tacoma Adopted a Temporary Emergency Aid and Shelter Plan*

*The severity of the homeless condition in Tacoma prompted the City to adopt a Temporary Emergency Aid and Shelter Plan. More than 1,300 people were identified as experiencing homelessness in the greater Tacoma area during the 2017 point-in-time count. Job loss/other economic reason, eviction and family crisis are the main causes of homelessness. Mental illness is the most commonly reported disability, affecting nearly one-third of the homeless population. Physical disability, chronic health condition, substance abuse and developmental disability are the other most common disabilities. 20% of those experiencing homelessness are households with children or unaccompanied youth and young adults.*

*The City joins the National League of Cities and the United States Conference of Mayors in opposing elimination of HOME, and CDBG that serve the most vulnerable populations. Tacoma has invested these programs wisely in our community and will continue to draw on their support to catalyze the array of public and private investments needed for individuals, families and neighborhoods to gain stability.”*

Following the Trump Administration’s proposed budget cuts, we worked closely with the Congressional delegation to submit appropriations requests for the programs administered by the U.S. Department of Housing and Urban Development (HUD) including the Community Development Block Grant (CDBG) and HOME. We highlighted Tacoma Housing Authority’s innovative projects and approaches as best practices to justify the need for continued investment in our official appropriations requests and messaging around the issue. We expect that the White House will release President Trump’s 2020 Budget Proposal in the late winter or early spring of 2019. We will review his proposed funding for the agency at that time and respond accordingly. We recommend that the City continues its advocacy working in partnership with USCM and NLC. We suggest that local leaders continue their previous discussions with HUD and the US Interagency Council on Homelessness seeking to address homelessness and secure federal resources in support of those local efforts.

***Opportunities and Education for Youth***

*Support for Robust Funding for Education from Childhood Early Learning Program to Post-Secondary Degrees*

*“By 2025, Tacoma intends to lead its region in educational attainment amongst youth and adults. Lifelong learning and access to education will be prioritized. By the end of this decade, 65% of all jobs in the economy will require post-secondary education beyond a high school diploma. A K-12 education model no longer meets the needs of the global economy, making the new standard a pre-K to 14th Grade model. The City joins the U.S. Conference of Mayors and National League of Cities in calling on Congress to provide robust funding for education from childhood early learning programs to programs that help students to obtain a post-secondary degree.”*

Congress will soon begin its deliberations for the next reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965 in anticipation of the expiration of the authorization of the Every Student Succeeds Act (ESSA) at the end of 2020. If Senator Murray continues her leadership as Chair or Ranking Member of the Senate Committee on Health, Education, Labor, and Pensions, Washington State stakeholders will certainly have a seat at the table for those deliberations on federal education policy. She has been a tremendous advocate for education priorities to date. We will call on the Senator and our House Members to support the City's support for cradle-to-career pathways and investments in early childhood and post-secondary education.

### ***Transportation and Infrastructure***

#### ***Support Funding for TIGER Program at or Above Fiscal Year 2017 Levels***

*“The American Society of Civil Engineers (ASCE) has consistently graded our country's infrastructure as failing, issuing a D+ in 2017. Tacoma citizens have approved initiatives to invest in local streets and transit, but the magnitude of some projects such as replacement of the 100-year old Tacoma Trestle or the almost 90-year old Puyallup River Bridge cannot be achieved through local funds alone. TIGER has been the only source with the capacity to fund some key transportation projects in Tacoma. The City of Tacoma joins the U.S. Conference of Mayors in urging Congress and the Administration to fund the TIGER program at or above FY2017 appropriated levels.”*

The Administration has renamed the popular Transportation Investment Generating Economic Recovery (TIGER) Grant Program managed by the U.S. Department of Transportation (DOT); it is now known as the Better Utilizing Infrastructure to Leverage Development (BUILD) Transportation Discretionary Grant Program. After the Administration proposed eliminating the program, we submitted appropriations requests on behalf of Tacoma defending the program, which has provided past support for projects locally.

Congress reached a two-year budget agreement in March 2018 that included a \$1.5 billion appropriation for the program in the Transportation and Housing and Urban Development (THUD) spending bill. This was the largest round of funding since the program's inception. In the last round, DOT awarded 64% of funds to projects in rural communities although Congress mandated a set-aside of only 30% of FY 2018 funding. There is concern that metropolitan areas will not receive a proportionate share of funding if this becomes a trend, given the fact that only 19% of the U.S. population resides in rural areas.

The City should encourage its Congressional delegation to maintain or increase federal funding for the BUILD Transportation Discretionary Grant Program, while encouraging the Administration to consider more equitable distribution between urban and rural areas in future rounds. We look forward to supporting any forthcoming DOT grant applications from the City and engaging with the Administration and Congress as appropriate.

Finally, the authorization of the Fixing America's Surface Transportation (FAST) Act of 2015, which was signed by President Obama in 2015, will expire at the end of Fiscal Year (FY) 2020. We recommend that the City engage with lawmakers on the next surface transportation reauthorization. Local leaders should encourage Members to authorize the BUILD Program, provide robust funding for this program and others including the Federal Transit Administration (FTA) Capital Investment Grant (CIG) Program, and address the solvency of the Highway Trust Fund.



### Preserve the Authority of Local Government to Manage Right-of-Ways for Wireless Infrastructure

*“Broadband is the essential foundation for our digital economy, taking its place alongside other municipal utilities such as water, sewer and power. Access to high-speed broadband service in every community is essential to our ability to provide quality education, create more jobs, and increase small business growth. Local communities must have the option to own and operate public broadband networks. Local governments are central players in ensuring broadband connection to homes and businesses is achieved. Local governments must maintain their local authority to manage their rights-of-way to ensure the siting of cell towers and small cells is safe and appropriate. The City of Tacoma joins the National League of Cities and U.S. Conference of Mayors in calling on the Federal Communications Commission and Congress to preserve local government authority to manage their rights-of-way and determine where wireless infrastructure is sited.”*

This fall, the U.S. Conference of Mayors decided to move forward with legal proceedings in opposition to the recent actions taken by the Federal Communications Commission. USCM is supporting two Petitions for Review filed by the City of San Jose, California and more than twenty other units of local government in the Ninth Circuit Court of Appeals challenging the constitutionality and legality of the agency’s orders. The FCC actions will preempt local authority involving the deployment of small cells in rights-of-way and establishes a cap on fees. As a member city, we encourage the City of Tacoma to support the organization’s efforts on behalf of San Jose and other local governments. Additionally, we are always glad to draft public comments on behalf of the Mayor, Council, or City Manager in response to proposed regulations such as these orders by the FCC.

### Our Team Supporting Your Local Efforts

We are eager to get to work advancing these causes and new priorities adopted by the City Council when the 116th Session of the United States Congress convenes in January, following the midterm elections. Our team functions as an extension of Tacoma City Hall, providing a base for your operations in Washington, DC. We will work jointly in pursuit of the legislative, regulatory, and budgetary outcomes you seek. The section below provides biography for each team member, summarizing their experience to date and federal policy expertise.

#### Jen Covino, President

Jen Covino will start her tenure as President of Simon and Company in January 2019. She joined the firm as an Associate in December 2011, serving our clients in a number of roles including Vice President and Director of Intergovernmental Affairs over the past seven years. Jen provides strategic assistance to local elected officials, public administrators, and their staff throughout the development and implementation of their federal affairs agendas. She serves as a daily liaison to the federal government, maintaining relationships the Administration and Congress.

As President, Jen oversees the firm’s legislative advocacy, regulatory analysis, and coalition-building efforts in support of key issues of concern to municipalities. She functions as the federal grants coordinator. In that capacity, she identifies discretionary and formula grant programs, credit assistance, tax credits, and other financing and resources available to support local projects or initiatives. Her primary legislative focus areas include: transportation and infrastructure, community and economic development, housing, social impact bonds, tax

credits, community policing and public safety, civil rights, public arts, and women's empowerment.

Jen currently serves as Vice Chair of the Legislative Affairs Committee of the Women's Transportation Seminar (WTS) DC Chapter, which seeks to enhance professional development opportunities for women in the sector. She started her career in the field at TranSComm, a transportation management agency (TMA) in Boston, Massachusetts. TranSComm coordinates transit services and sustainability efforts on behalf of Boston University, Boston Medical Center, and other public and private entities in the South End. Jen's responsibilities included transportation planning, grant administration, communications, and public engagement. Major projects included the administration of payroll incentives for employees' transit passes and the deployment of the Hubway bikeshare system and green infrastructure, including charging stations for electric vehicles.

Jen starting holding campaign signs for Boston City Council candidates with her dad outside the local library as a child. Her interest in government grew after an internship with the Massachusetts State Legislature. She received her Bachelor's of Arts with a double major in History and American Studies from Boston University in December 2010. Jen moved to Washington in 2011. She started volunteering at the White House Office of Presidential Correspondence during the Obama Administration, reviewing and responding to letters addressed to President Obama from Americans sharing their experiences. Jen graduated from the George Washington University Trachtenberg School of Public Policy and Administration with a Master's of Public Administration (MPA) with a specialization in Community Development in 2013. She is a member of Pi Alpha Alpha, the National Honor Society for Public Affairs and Administration. Her graduate work included consulting for the Federal Interagency Reentry Council as prison administrators prepared to implement the Affordable Care Act.

Jen proudly hails from a "triple decker" that housed four generations, including her grandparents who raised her, in East Boston, Massachusetts. It is the neighborhood adjacent to Logan International Airport, if you have traveled to visit the City of Boston by air. She now resides in the Adams Morgan neighborhood of Washington, DC with her poodle, Shuggie, an alum of the Washington Humane Rescue Alliance.

#### Silvana Caldera, Director of Intergovernmental Affairs

Now in her third year at Simon and Company, Silvana Caldera joined the team as an Associate in 2016. She currently serves as our Director of Intergovernmental Affairs, where she provides support to our clients helping them navigate the federal government on a day-to-day basis.

A south Florida native, Silvana holds an undergraduate degree from the Florida State University. She interned for members of both the US House of Representatives and US Senate as a student. She then moved to D.C. to pursue her Master's Degree from the George Washington University's Trachtenberg School of Public Policy and Public Administration, where her focus was on federal politics and policy. Upon completing her masters, she worked as a full-time professional staff member for Congressman John Sarbanes of Maryland, where she enjoyed learning about the inner workings of Capitol Hill.

Silvana's policy interests include compassionate governance, women's issues, natural resources, energy and the environment, and climate change resiliency due to its particular relevance to Florida's coastline and having experienced the effects of natural disasters first-hand. As a first-generation American, Silvana is also deeply passionate about immigration policy and enjoys engaging on this topic in a professional capacity. She is a member of the



Latino Leaders Network, a non-profit organization dedicated to establishing relationships within and supporting the Latino community. She has also served as a guest speaker and mentor for students participating in the Congressional Hispanic Caucus Institute internship program.

At Simon and Company, Silvana's responsibilities include strategic engagement, federal policy, legislative analysis, event planning, and communications. She coordinates our federal priorities meetings, preparing clients for the most effective engagement with the Administration and Congress. Silvana enjoys close working relationships with lawmakers on both sides of the aisle stemming from her years on Capitol Hill. She is proud to maintain this bipartisan network to effectively communicate the priorities and concerns of local governments.

#### Walter Bishop, Intergovernmental Affairs Associate

Walter "Walt" Bishop joined the firm in September 2018. A native New Yorker, Walt's passion is serving others and helping governments, non-profits, and organizations reach their fullest potential. A former Division 1 college athlete Walt was inspired by President Obama's 2012 re-election campaign and decided to forgo his senior year of baseball to get involved in local politics. He managed the New York State Assembly campaign of Jeff Friedman to the closest margin for a Democratic candidate since the Kennedy Administration.

After the campaign, Walt moved to the nation's capital where he served as a Legislative Intern in the Office of United States Senator Kirsten Gillibrand where he assisted legislative staff with issues ranging from education to agriculture policy. Upon completion of his internship, Walt decided to put his love for education policy to good use and moved to Phoenix, Arizona where he served as the Chief Data Analyst and Enrollment Director for a charter school network in the Phoenix Metro Area.

Approached with an opportunity to re-enter the political world, Walt decided to move back east for an opportunity as the Political Affairs Manager at the Truman Center for National Policy – where for two years he spearheaded the organization's political activities focusing on advising congressional candidates with national security, veteran, and defense related issues. He authored the organization's 2014 Veterans Policy Platform, which served as a how to guide for candidates for engaging with veteran and military families. Walt also helped support an on the ground Independent Expenditure effort to support New Hampshire Senator Jeanne Shaheen's 2014 re-election effort.

After departing Truman, Walt served as a Senior Policy Adviser in the Federal Affairs Office of New York City Mayor Bill de Blasio. In that role, he helped lead the City's federal efforts on appropriations, health care, homelessness, veterans, gender equity, aging, food and nutrition, social welfare and the Mayor's national policy work with other mayors around the country. He directed the City's effort to push back against repeal of the Affordable Care Act by organizing Mayors from across America to advocate their members of Congress to vote against the repeal effort. Walt was the lead staffer on establishing and directing the day-to-day activities for Cities Thrive, the national mental health advocacy organization founded by the First Lady of New York City, Chirlane McCray. In that role he recruited over 200 Mayors, representing all 50 states, with the goal to advocate for a stronger, better funded, and more integrated mental health care system. A 2013 graduate of Hofstra University, Walt was appointed to serve on the new Peter S. Kalikow School of Government, Public Policy, and International Affairs Advisory Board to help provide the program with strategic advice and support to students.

Walt lives in the Navy Yard neighborhood of Washington, DC with his wife Emma and their puppy, Ophelia. In his downtime, he likes to spend time watching his favorite New York sports teams including the Mets, Jets, Knicks, and Islanders.

### Stephanie Carter McIntosh, Special Projects Manager

Stephanie Carter McIntosh is a native Washingtonian who serves as the Special Projects Coordinator at Simon and Company. She oversees our billing process and provides administrative support to our clients and professional staff. In August 2018, Stephanie celebrated her twentieth anniversary of work.

Prior to joining the firm, Stephanie worked at HQ Business Centers and the Library of Congress. She is a graduate of Virginia State University, located in Petersburg, VA, with a Bachelor's degree in psychology. Stephanie also studied elementary education in the Master's of Arts Teaching Program at Trinity College in Washington, DC.

Stephanie loves the opportunity to help and work with young children when she can, as it is a true passion of hers. She regularly volunteers and participates in various events in the community including Feed My Starving Children, raising money for young mothers, volunteering at the local elementary school, and at the Back to School backpack drive. Stephanie is currently learning Spanish. As time permits, she enjoys traveling and spending time with family and friends. In true moments of downtime, Stephanie can be found feeding her artistic appetite by creating and designing special keepsakes using Shutterfly.

Stephanie is married to Marcellus, an artist and photographer. They have a young son, Maxwell, who keeps both of his parents very busy. Stephanie is an active member of the Parent Teacher Association, the MaMa Sisterhood of Prince George's County, and her church, where she serves on the hospitality committee.

### Len Simon, Founder and Senior Advisor

Len Simon is the founder of Simon and Company and served as its President from December 1987 until the end of 2018. He currently serves as the firm's Senior Adviser, assisting the team in Washington with strategic counsel and special projects to support client goals and objectives. He is proud of the company's record of helping local governments and the non-profit sector engage productively with the federal executive and legislative branches to achieve funding for projects or administrative decisions to move their priorities forward.

Len has devoted his career to the federal affairs concerns of local governments. He joined the staff of the U.S. Conference of Mayors (USCM) in March 1977 and became an Assistant Executive Director in October 1978, a position he held until July 1986. In that role, he was responsible for policy development and legislative affairs in the fields of transportation, environment, infrastructure, natural resources and telecommunications and was involved in many other areas on behalf of USCM. The firm works very closely with the Conference today.

He holds graduate and undergraduate degrees in public policy from the George Washington University, where he also taught for five years (College of Continuing Education in Washington). He serves as a member of the Alumni Advisory Board of GWU's Trachtenberg School of Public Policy and Public Administration. He has spoken regularly around the country on how Washington that impacts local governments.

Len served as President of the Edgemoor Citizens Association for more than a decade, during a period of unprecedented growth in Bethesda between 2003 and 2013. As the County's neighborhoods began to experience teardowns of older homes, he was a member of a specially convened Montgomery County Infill Development Task Force charged with



designing solutions for the “mansionization” problem. As the Great Recession began to hit the County, he was appointed to its Organizational Reform Commission, created to address structural responses to the County’s budget crisis. In 2014, he joined the Board of Directors of the Bethesda Urban Partnership, the innovative services delivery agency for downtown Bethesda, which oversees infrastructure, arts, marketing and amenities in the downtown area. He also has served as a member of the Board of Directors of the Bethesda Fire Department, Kidsave International, and the District of Columbia Mayor’s Telecommunications Advisory Board.

In early 2019, Len and his wife Linda, a writer and educator, will relocate to Croton-on-Hudson, New York, a historic community north of New York City with a great tradition of artistic, literary, and environmental accomplishment. In Croton, he plans to help village government with a number of projects and engage in a wide range of civic and cultural affairs. He will be volunteering at the Franklin Delano Roosevelt Presidential Museum and Library, not too far from Croton. Most importantly, he and Linda will be happily spending time with their three grown children, who all live close by in New York City. He will continue to consult with Jen, Silvana, Walt, and Stephanie and advise the firm’s clients from Croton.

**Proposed Budget**

The two-year budget to perform the scope of services outlined above will total \$170,778 for the period of January 1, 2019 through December 31, 2020 as detailed below.

**Simon and Company’s City of Tacoma Budget, 2019-2020**

	<b>Professional Services Fee</b>	<b>Expenses</b>	<b>Total</b>
2019	\$74,275	\$10,000	\$84,275
2020	\$76,503	\$10,000	\$86,503
<b>Total</b>	<b>\$150,778</b>	<b>\$20,000</b>	<b>\$170,778</b>

For 2019, the professional services fee will be billed at a rate of \$6,189.58 monthly. For 2020, the professional services fee will be billed at a rate of \$6,375.25 monthly. We propose a total ceiling of \$10,000 annually for reimbursable, documented expenses. This figure should be sufficient to cover routine items such intracity transportation, meals, materials and, when authorized, travel to Tacoma to meet with City officials.

**Conclusion**

It is an honor to work on behalf of the City of Tacoma in the nation’s capital. We look forward to continuing to work closely with local leadership in the years ahead in this evolving political landscape that presents challenges and opportunities alike. We believe strong representation in Washington is a vital component in advancing your legislative and regulatory priorities, articulating your concerns, and securing federal resources and favorable outcomes.

Thank you for this opportunity to present an outline for *Proposed Federal Strategy and Action Plan for the City of Tacoma 2019-2020*. Please contact us if you have any questions regarding the content of the proposed contract. We look forward to talking with you soon.



November 7, 2018

TO: Elizabeth Pauli, City Manager  
FROM: Randall Lewis, Government Relations Officer  
SUBJECT: **AUTHORIZATION FOR DIRECT SOLICITATION**

The purpose of this memorandum is to request your authorization of the direct solicitation and negotiation of certain contracts for lobbying and congressional liaison services pursuant to TMC 1.06.256. Specifically, I am requesting such authorization to continue amendments in the future, with Council approval, to the agreements the City enters into with for Simon and Company, Incorporated and Gordon Thomas Honeywell Governmental Affairs, LLC. The City originally entered into an agreement with Simon and Company in 1993, and Gordon Thomas Honeywell Governmental Affairs in 2007.

It is in the City's best interest to have consultants that are familiar with the City Council's Legislative Policy and Priorities for the purpose of congressional liaison and related activities and the potential impact by the Washington Legislature on the City. Because the development of legislation has become a year-round process, the City requires additional resources and expertise. These two vendors have consistently assisted the City in securing positive outcomes for the City's annual Legislative Priorities and represented the City's adopted positions on other key legislative and administrative issues.

If you agree, please so indicate by signing this memorandum below.

Approved:

A handwritten signature in blue ink, appearing to be "E. Pauli", written over a horizontal line.

Elizabeth Pauli, City Manager