

**CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: A-5  
DATE: May 13, 2010  
SUBJECT: Government Relations Contract – Richard Little

CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

The issue before the City Council is to authorize the Mayor to sign a professional services contract with Richard Little not to exceed \$15,600 and discuss sending a city delegation to Washington D.C in June 2010.

STAFF RECOMMENDATION:

1. City staff recommend contracting with Richard Little. Mr. Little has extensive government relations experience at the federal and state level. Mr. Little represents local governments including the City of Bellingham. He has professional relationships with state and federal legislators. He successfully represented the city during the 2009 and 2010 state and federal legislative sessions.
2. City staff recommend the council discuss sending a city delegation to Washington D.C. in June 2010 and provide direction to staff.

SUMMARY:

Contract

The proposed contract replaces the City's previous contract with Mr. Little which expired on March 31, 2010.

The primary purpose of the contract is to provide assistance representing the City's need for capital budget funding for the Waste Water Treatment Plant (WWTP) upgrade and the US 2/Sultan Basin Road Intersection during the 2010 and 2011 state and federal legislative sessions. Securing capital funding from state and federal governments is part of the City's WWTP funding strategy.

Mr. Little may also provide other governmental relations services and legislative support at the state and federal legislative sessions during the term of the contract

The contract with Richard Little will be effective June 1, 2010. Service will be provided at the federal level in June 2010. Work with legislators for the 2011 legislative session will begin in October 2010 and continue through March 2011.

Funding for the contract is budgeted in the 2010 sewer system operating budget and professional services budgets in the capital project funds. The city council will need to approve funding for 2011 or terminate the contract on December 31, 2010. The city may terminate the contract with 30 days written notice.

### Federal Delegation

Mr. Little's contract includes two trips to Washington D.C. – the first in June 2010 and the second in December 2010. The city council discussed sending a city delegation to Washington D.C. during the 2010 budget discussions.

The city council set aside funding in the legislative travel and training budget to help offset the cost. After the AWC conference in June, there will be approximately \$1,500 left in the legislative travel budget.

The cost for one person to visit Washington D.C. for 3 nights is approximately \$1,300

Round trip airfare	\$550.00
Lodging (3 nights)	\$600.00
Meals	\$180.00

### BACKGROUND:

The City Council approved a contract with MWW Group in 2007 and 2008. The result of the City's efforts was a \$500,000 legislative proviso in 2008. Unfortunately, Ryan Pennington, the City's former consultant was reassigned to Washington, DC.

In 2008, the City Administrator spoke with other City Managers and Administrators regarding the City's needs. The City contacted another consultant regarding this work. The consultant was unable to add Sultan as a client due to a heavy client list. Mr. Little was recommended as an alternative.

Mr. Little worked well with Sultan staff and elected officials in 2009 and 2010. In 2009, the city secured a \$650,000 legislative proviso to purchase and install the centrifuge at the Waste Water Treatment Plant. In 2010, the city received a \$335,000 legislative proviso for the environmental permits (NEPA/SEPA) and plant improvements to serve future growth. Mr. Little worked after the legislative session to secure \$250,000 in state funding from the Transportation Improvement Board for Sultan Basin Road Phase III.

## DISCUSSION:

### Contract

Attachment B is a contract and scope of work with Mr. Little to provide assistance to the City of Sultan in working with the state and federal legislature to build support for capital budget funding in the 2011 legislative sessions.

The proposal is a seven-month contract beginning June 1, 2010 and continuing through March 2011. Prior to the session, Mr. Little will work City staff and Council to meet individually with legislators and build support for the project.

Mr. Little will work closely with the City to prepare a formal appropriations request and supporting materials and secure legislative sponsors and support for the City's request.

During the session, Mr. Little will work with the City to engage and leverage his network of contacts and the work of other stakeholders to support the City's request. Following the legislative session, Mr. Little will work with the City to ensure that the City's request is enacted as desired by helping to prevent a line item veto by Governor Gregoire. Mr. Little will also work closely with the City's federal legislators to secure funding through the 2010 appropriations bill.

The proposed budget is a monthly retainer of \$2,000 would be in effect for the duration of the legislative session. There is \$1,600 for a maximum of two trips to Washington D.C (June 2010 and December 2010).

### Federal Delegation

There is an opportunity for the Mayor and/or Councilmembers to visit the city's congressional delegation with Mr. Little in June.

Councilmembers Blair and Slawson and planning board member Steve Harris visited the city's congressional delegation in Washington DC in April 2009. As a result of the city's efforts, the city received support from Congressman Larson for the Sultan Basin Road Phase III project.

## ANALYSIS:

### Funding for the WWTP

The Waste Water Treatment Plant is the limiting factor for the future economic growth of the City of Sultan. Flows and loads are approaching the capacity of the existing system. The General Sewer Plan (May 2006) estimates the treatment facility will reach the 85% capacity about 2009 and 100% capacity about 2012.

Design, permitting and construction will take at least three years to complete. The design phase is currently stopped at 50%. The City is pursuing funding to complete the

NEPA/SEPA report for a Facilities Report \$80,000; complete the plant design \$1,000,000 = 1,080,000.00

The construction phase of the WWTP upgrade is estimated to cost approximately \$15 million. In order to raise the necessary funds for the upgrade, the City will need to obtain a variety of funding sources including grants, state capital funding, and service fees. The proposed strategy is to seek state funding for up to 25% of the cost (approximately \$3.7 million), grant funding and low-interest PWTF loans or bonds would fund the remaining 75%. The loans/debt service would be repaid through service fees over the 20-year repayment of the loans.

#### State Budget Cycle and Priorities

The state legislature is on a two-year budget cycle. In 2011, the legislature will consider amendments to the budget approved in 2010. It looks to be a very difficult year to secure state funding. The city must keep its funding requests active during the legislative session.

#### FISCAL IMPACT:

The immediate fiscal impact is \$15,600 for a professional services contract with Mr. Richard Little for 2010/2011.

The city council will need to discuss funding a trip to Washington D.C. to meet with the city's federal legislators.

#### FEES

The City will pay a monthly retainer fee of \$2,000 and not more than \$1,600 for a minimum of two legislative contacts with federal legislators in Washington, D.C.

Total fees for professional time shall not exceed \$15,600 for the duration of this Agreement.

#### EXPENSES

Any photocopying, postage, and other out-of-pocket expenditures will not be reimbursed.

Several Council members may need to attend the Association of Washington Cities (AWC) Legislative Forum in Olympia in January 2011 to meet one-on-one with the City's legislative representatives. The Legislative Conference is \$100/per person for the conference, and hotel accommodations are \$100/night per person. The City Council may make funds available in the Council's 2011 travel and seminar budget. The benefit of expending these funds is well worth the anticipated outcome of receiving a state allocation of funding for the WWTP.

## ALTERNATIVES:

1. Discuss the staff recommendation, determine the need to pursue state funding for the WWTP in 2011, and authorize the Mayor to sign a professional service contract with Richard Little not to exceed \$15,600. This alternative would continue the work started during the 2007 legislative session and continue to build support in the state legislature for the project.
2. Discuss the staff recommendation. Determine that there is no need to pursue state funding for the WWTP in 2011, and do not authorize the Mayor to sign a professional services agreement with Mr. Little not to exceed \$15,600.
3. Discuss the staff recommendation and identify any areas of concern. This may include a decision to conduct a competitive selection process prior to making a final decision to contract with Richard Little. Direct staff as necessary to meet the Council's desired outcome(s).
4. Discuss the costs and benefits of sending a city delegation to Washington D.C. with Mr. Little in June 2010 and provide direction to staff. Approve the Mayor and/or one or more council members to accompany Mr. Little to Washington D.C. This action implies the city council finds value in meeting with the federal legislators in Washington D.C. and is prepared to amend the budget if necessary to support the trip.

## RECOMMENDATION:

Authorize the Mayor to sign a professional service contract with Richard Little not to exceed \$15,600.

Discuss the costs and benefits of sending a city delegation to Washington D.C. with Mr. Little in June 2010 and provide direction to staff.

## ATTACHMENTS

Attachment A – Richard Little Resume

Attachment B - Proposed Contract and Scope of Work

**RICHARD N. LITTLE**  
3018 Elm Street  
Bellingham, Washington  
(360) 961-2443  
dlittle07@gmail.com

**Employment:**

**2007 – Present: Richard N Little Consulting LLC**  
**1998 - 2007: Director, Government Relations, City of Bellingham**  
**1986 - 1998: Assistant City Attorney, City of Bellingham**  
**1980 - 1986: Private law practice, Bellingham**  
**1979 - 1980: U.S. Commerce Department, Deputy Assistant Secretary,  
Congressional liaison**  
**1977 - 1979: U.S. House of Representatives, Counsel to Transportation and  
Commerce Subcommittee.**  
**1973 - 1977: Private law practice, Monterey, California**  
**1969 -1973: U.S. Navy, Lieutenant, Judge Advocate General's Corps.**

**Education:**

**B.S., University of California, 1965**  
**J.D., Hastings College of the Law, 1968**  
**George Washington University, Environmental Law Masters Program**

**Admitted to practice:**

<b>U.S. Supreme Court</b>	<b>U.S. District Court, Western District</b>
<b>U.S. Court of Military Appeals</b>	<b>of Washington</b>
<b>California State Bar</b>	<b>Washington State Bar</b>

**Other activities:**

**Past President, Washington State Association of Municipal Attorneys**  
**Board member, Evergreen AIDS Foundation**  
**Boards and Council, First Congregational Church of Bellingham**  
**Various singing groups**  
**Youth soccer coach**  
**Commissioner, Monterey County Park and Open Space District**  
**Member, California Central Coastal Commission**  
**Outstanding Service Award, Washington State Association of Municipal  
Attorneys**

Tim Douglas  
Former Mayor  
Bellingham Washington  
[timjod@msn.com](mailto:timjod@msn.com)  
360-676-8530

Evan Schatz  
Legislative Director  
Senator Patty Murray  
[Evan\\_Schatz@murray.senate.gov](mailto:Evan_Schatz@murray.senate.gov)  
202-224-2621

Kelli Linville  
State Representative 42<sup>nd</sup> District  
Washington State Legislature  
[linville\\_ke@leg.wa.gov](mailto:linville_ke@leg.wa.gov)  
360-671-2619

Rick Agnew  
VanNess Feldman  
Government Relations and Public Policy  
[raa@vnf.com](mailto:raa@vnf.com)  
206-829-1815

**AGREEMENT FOR SERVICES  
BETWEEN THE CITY OF SULTAN AND  
RICHARD N LITTLE CONSULTING, LLC**

THIS AGREEMENT, is made this 1st day of June 2010 by and between the City of Sultan (hereinafter referred to as the “City”), a Washington Municipal Corporation, and Richard N. Little Consulting (hereinafter referred to as the “Service Provider”), doing business at 3018 Elm Street, Bellingham, WA 98225-1620.

WHEREAS, the Service Provider is in the business of providing certain services specified herein; and

WHEREAS, the City desires to contract with the Service Provider for the provision of such services for government relations and appropriations, and the Service Provider agrees to contract with the City for same;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

**TERMS**

- 1. Description of Work.** The Service Provider shall perform work as described in Attachment A, Scope of Work, which is attached hereto and incorporated herein by this reference, according to the existing standard of care for such services. The Service Provider shall not perform any additional services without the expressed permission of the City.
- 2. Payment.**
  - A. The City shall pay the Service Provider at the rate set forth in Attachment B, but not more than a total of fifteen thousand and six hundred dollars (\$15,600) for the services described in this Agreement, plus prorated travel expenses as describe in Attachment B. This is the maximum amount to be paid under this Agreement, and shall not be exceeded without prior written authorization from the City Council in the form of a negotiated and executed supplemental agreement.
  - B. The Service Provider shall submit monthly payment invoices to the City after such services have been performed, and the City shall make payment within four (4) weeks after the submittal of each approved invoice. Such invoice shall detail the hours worked, a description of the tasks performed.
  - C. If the City objects to all or any portion of any invoice, it shall so notify the Service Provider of the same within ten (10) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion.

3. **Relationship of Parties.** The parties intend that an independent contractor - client relationship will be created by this Agreement. As the Service Provider is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or subcontractor of the Service Provider shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Service Provider or his employees, agents, representatives or subcontractors. The Service Provider will be solely and entirely responsible for his acts and for the acts of the Service Provider's agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Service Provider performs hereunder.
4. **Project Name.** Government Relations – Appropriations
5. **Duration of Work.** The Service Provider shall complete the work described in Attachment A by March 30, 2011.
6. **Termination.**
  - A. Termination Upon the City's Option. Either party to this Agreement shall have the option to terminate this Agreement at any time. Termination shall be effective upon thirty (30) days written notice to the Service Provider.
  - B. Termination for Cause. If the Service Provider refuses or fails to complete the tasks described in Attachment A, or to complete such work in a manner unsatisfactory to the City, then the City may, by written notice to the Service Provider, give notice of its intention to terminate this Agreement. After such notice, the Service Provider shall have ten (10) days to cure, to the satisfaction of the City or its representative. If the Service Provider fails to cure to the satisfaction of the City, the City shall send the Service Provider a written termination letter which shall be effective upon deposit in the United States mail to the Service Provider's address as stated above.
  - C. Rights upon Termination. In the event of termination, the City shall only be responsible to pay for all services satisfactorily performed by the Service Provider to the effective date of termination, as described in the final invoice to the City. The City Manager shall make the final determination about what services have been satisfactorily performed.
7. **Nondiscrimination.** In the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, the Service Provider, its subcontractors or any person acting on behalf of the Service Provider shall not, by reason of race, religion, color, sex, marital status, national origin or the presence of any sensory, mental, or physical

disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

- 8. Indemnification / Hold Harmless.** The Service Provider shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

The City shall defend, indemnify and hold the Service Provider, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the Service Provider.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability hereunder shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

- 9. Insurance.** The Service Provider shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, their agents, representatives, employees or subcontractors.

A. **Minimum Scope of Insurance.** The Service Provider shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

B. **Minimum Amounts of Insurance.** The Service Provider shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$500,000 per accident.

- C. **Other Insurance Provisions.** The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability insurance:
    - 1. The Service Provider's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Service Provider's insurance and shall not contribute with it.
    - 2. The Service Provider's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
  - D. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
  - E. **Verification of Coverage.** The Service Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work.
  - F. **Subcontractors.** The Service Provider shall include each subcontractor as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage shall be subject to all of the same insurance requirements as stated herein for the Service Provider.
- 10. Entire Agreement.** The written provisions and terms of this Agreement, together with all documents attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement.
- 11. City's Right of Supervision, Limitation of Work Performed by Service Provider.** Even though the Service Provider works as an independent contractor in the performance of his duties under this Agreement, the work must meet the approval of the City and be subject to the City's general right of inspection and supervision to secure the satisfactory completion thereof. In the performance of work under this Agreement, the Service Provider shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to the Service Provider's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
- 12. Work Performed at Service Provider's Risk.** The Service Provider shall be responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at the Service Provider's own risk, and the Service Provider shall be

**13. Ownership of Products and Premises Security.**

- A. The Contractor shall maintain books, records and other compilations of data pertaining to the requirements of the Contract to the extent and in such detail as shall properly substantiate claims for payment under the Contract. If any litigation, claim, negotiation, audit or other action involving such records is commenced, all such records shall be retained until completion of the action and resolution of all issues resulting therefrom. Client shall have the right at reasonable times and upon reasonable notice, to examine and copy the books, records and other compilations of data of the Contractor pertaining to claims for payment pursuant to this Contract.
- B. While working on the City's premises, the Service Provider agrees to observe and support the City's rules and policies relating to maintaining physical security of the City's premises.

**14. Non-Solicitation.** Recognizing the time and expense of the Service Provider's investment in its employees, the City agrees that it shall not directly or indirectly employ, hire or retain any person who is an employee of the Service Provider during the term of this Agreement and for a period of one (1) year following the termination of this Agreement.

**15. Modification.** No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and the Service Provider.

**16. Assignment.** Any assignment of this Agreement by the Service Provider without the written consent of the City shall be void.

**17. Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

**18. Non-Waiver of Breach.** The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.

**19. Resolution of Disputes, Governing Law.** Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the City Manager, whose decision shall be final. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its

reasonable attorney fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the day and year above written.

**CITY OF SULTAN**

By: \_\_\_\_\_  
Carolyn Eslick, Mayor

**CITY CONTACT**

Deborah Knight  
319 Main Street  
Suite 200  
Sultan, WA 98294  
Phone: 360-793-3112  
Fax: 360-793-3344

**SERVICE PROVIDER**

By: \_\_\_\_\_  
Richard N. Little  
Richard N. Little Consulting LLC  
Taxpayer ID #: 26-0870246

**SERVICE PROVIDER CONTACT**

Richard N. Little  
3018 Elm Street  
Bellingham, WA 98225-1620  
e-mail: dlittle07@gmail.com  
Phone: 360-961-2443  
Fax: 360-671-1444

**ATTEST/AUTHENTICATED**

By: \_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Office of the City Attorney

## **Attachment A – Scope of Work**

1. Work closely with the City to prepare a formal appropriations requests and supporting materials and to secure legislative sponsors and support for the City's requests.
2. Work with the City to engage and leverage the Service Provider's network of contacts, as well as the City's existing relationships, to deliver accurate and timely information supporting the City's legislative requests to key legislators and to ensure final legislative approval of the City's requests.
3. Work with the City to coordinate and facilitate the legislative work of other stakeholders supporting the City's requests.
4. Following the legislative session, work with the City to ensure that the City's requests are enacted as desired, by helping to prevent the possibility of a line item veto by the Governor, if necessary.
5. Work closely with the City to build and coordinate support from local residents and businesses, construction and environmental interests, and other stakeholders who share a desire to see the City's projects be successful and who can be helpful in ensuring those successes, utilizing a variety of tactics including grassroots lobbying and media outreach.
6. Before the conclusion of the contract, present a comprehensive summary report of all activities to the City and work with the City to conduct a thorough assessment of the Service Provider's performance.

