

**TUMWATER CITY COUNCIL WORK SESSION
MINUTES OF VIRTUAL MEETING
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CONVENE: 6:00 p.m.

PRESENT: Mayor Debbie Sullivan and Councilmembers Peter Agabi, Michael Althaus, Joan Cathey, Leatta Dahlhoff, Angela Jefferson, Eileen Swarthout, and Kelly Von Holtz.

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Community Development Director Michael Matlock, Finance Director Troy Niemeyer, Police Chief Jon Weiks, Transportation and Engineering Director Brandon Hicks, Parks and Recreation Director Chuck Denney, Water Resources and Sustainability Director Dan Smith, Assistant Transportation and Engineering Director Mary Heather Ames, Assistant Fire Chief Shawn Crimmins, Communications Manager Ann Cook, Planning Manager Brad Medrud, Transportation Operations Manager Marc LaVack, Capital Projects Manager Don Carney, Engineering Services Manager Bill Lindauer, Utilities Operations Manager Steven Craig, and Land Use and Housing Planner Erika Smith-Erickson.

**RESOLUTION NO.
R2024-001,
HAZARDS
MITIGATION PLAN
FOR THE
THURSTON
REGION FOURTH
EDITION:**

Planner Smith-Erickson briefed the Council on the proposal to approve Tumwater's Annex to the *Hazards Mitigation Plan for the Thurston Region*.

To receive federal mitigation funding and assistance for a natural disaster, the City is required to develop and adopt a Hazards Mitigation Plan to reduce impacts to people, property, and the economy. The 2017 Plan was developed through a multi-jurisdictional process to identify mitigation strategies to reduce the risks of the most destructive hazards threatening the region. The Plan is updated every five years and approved by the Federal Emergency Management Agency (FEMA) to enable the region to maintain eligibility for federal mitigation grant programs. The City's Annex identifies initiatives the City would undertake to address hazards present in the City.

Hazards addressed in the Tumwater Annex include:

- Wildfire
- Flood
- Earthquake
- Severe Weather
- Landslide
- Lahar/Volcanic Ash

Planner Smith-Erickson reviewed the components of a mitigation initiative:

- Identification of hazard
- Background and need
- Lead Department
- Cost and Time
- Funding source

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- Source (how/where initiative was identified)
- Status

Staff reviewed initiatives from the last update and some example plans to identify initiatives. The City Annex identifies potential City-specific projects designed to mitigate the impacts of the hazards that could occur in the future. Projects are developed based on input from City departments.

Planner Smith-Erickson reviewed the structure of the Plan comprised of 144 pages in 12 sections. The Annex development process is a component of the Hazard Mitigation Planning Team, work group, meetings, stakeholders, and public outreach. A new requirement is tracking and monitoring progress of the Plan. The Plan's risk assessment is an evaluation of each jurisdiction's hazards. The City of Tumwater is mapped with five natural hazards with each risk assessment identifying areas of impact, extent, previous incidents, probability of occurrence, changes in development, effects of climate change, vulnerability, and a risk rating. Jurisdictions are required to identify one mitigation action for each mapped hazard.

A Community Capability Assessment is a new requirement. The assessment is a jurisdiction's unique set of capabilities and tools that could be leveraged to support hazard mitigation and increase resilience. For Tumwater, some tools include the Capital Facilities Plan, Comprehensive Plan, and Land Use Codes, etc.

The Annex also includes Tumwater's National Flood Insurance Program Assessment.

The Annex and Regional Plan will be the basis for the climate resiliency sub-element in the 2025 Comprehensive Plan Update.

Planner Smith-Erickson reviewed details of the update process and tasks. The Annex with the Core Plan was submitted to the Washington Emergency Management Department on November 27, 2023, which was forwarded to FEMA. On February 8, 2024, FEMA notified Thurston Regional Planning Council that the agency would be issuing an approved adoption letter. On February 15, 2024, FEMA approved the Thurston County Multi-jurisdictional Hazard Mitigation Plan. Following the Council's consideration and adoption of the proposed resolution, a copy of the resolution will be forwarded to FEMA for issuance of an approval letter.

Planner Smith-Erickson requested the Council's approval to place Resolution No. R2024-001 on the City Council consideration calendar on March 5, 2024 for adoption of the Hazards Mitigation Plan for the Thurston Region Fourth Edition.

Mayor Sullivan asked whether the Plan would be the subject of review

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during the upcoming Thurston County Emergency Management Executive Council meeting. Manager Medrud advised of a separate process through coordination with the Tumwater Fire Department. The Hazard Mitigation Plan represents a planning document to ensure the City's eligibility to receive disaster funding.

There were no objections to forward the proposal to a regular Council meeting.

OPERATIONS AND MAINTENANCE FACILITY UPDATE:

Director Hicks provided an update on the status of the new Operations and Maintenance Facility.

The current facility was opened in 1988. Since then, the population has tripled and the City's service area has increased by 250%. Subsequently, the City added infrastructure and staffing. The location of the current facility is planned for future parks and open space in the Tumwater Civic Center Plan.

Efforts to date on the new facility include purchase of the property for the new facility in 2014. Since then, staff continues planning development of the new site. In 2016, a master plan was developed for the facility to include verification of the site selection, staff and operational needs, basic building footprint, cost estimates, and public engagement. In 2018, the public was engaged prior to demolishing existing buildings on the site. At that time, most of the feedback was either positive or neutral. Some neighbors conveyed concerns about traffic generated by the new facility, potential impacts to the intersection of 79th Avenue and Old Highway 99, noise concerns to abutting properties, and aesthetics of the facilities. In response to the concerns and for budgetary considerations, staffing to be moved to the site has been reduced by 40% and a park was added to the plan.

In 2020, the City developed a Habitat Conservation Plan (HCP) specific for the site and submitted the plan to the U.S. Fish and Wildlife Service for approval. In 2021, the City received \$150,000 for construction of public meeting space from the State Legislature. Staffing was reduced in 2021 by another 11% equating to less than half of the original staff anticipated to occupy the site. The Old Highway 99 and 79th Avenue roundabout was added to address traffic concerns. In 2022, staff convened a community meeting and initiated preliminary design for the facility, the roundabout, and planning for the park.

Costs to date include property acquisition of \$807,000 in 2014, \$259,000 for completion of initial planning work, demolition costs of just less than \$500,000, acquisition of Mazama pocket gopher mitigation credits to offset impacts caused by the new facility of approximately \$600,000, and contracting with a consultant to design the facility for approximately \$2.5 million representing a total cost to date of \$4.6 million with estimated remaining costs of \$3 million for the roundabout and \$30-\$35 million for

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construction and completion of the facility.

Director Hicks summarized the implications of not constructing the new Operations and Maintenance Facility at the Trails End site and some improvements required to the existing site to increase capacity for staff and operational needs.

Director Hicks shared the site plan developed during the planning stage prior to executing an agreement for design. All buildings are located on the west side of Trails End Drive leaving most of the property on the east side as the park. Staff parking is also included on the east side of Trails End Drive. Several of the buildings have been decreased in size to help reduce costs. Decreasing the building sizes provided an opportunity to locate the primary staff parking space on the west side of Trails End Drive. To accommodate future needs, the building can be expanded eliminating the parking area with staff parking along the street or within the separate parking area.

Since execution of the design phase, an aerial illustration of the facilities was created based on the proposed design that is consistent with the site plan established during the planning phase. The north property line includes enhanced buffer and noise screening because of the close proximity to residential properties. The site has been configured to reduce vehicle backing to the maximum extent possible. The site would include 25 vehicle-charging stations with infrastructure capable to expand charging stations in the future. The buildings would be designed to exceed the current energy code resulting in an all-electric facility with enclosed areas utilizing energy-efficient heat pumps and installation of 20 kilowatt of solar panels. An 800-square foot meeting space is included in the main administration building (partially funded by the Legislature). The entire site is designed to accommodate 30 years of projected growth.

Director Hicks reviewed the layout of the seven buildings comprised of the Administration Building, Fleet Building (housing staff, equipment, and supplies), Enclosed Shops Building, Enclosed Vehicle Storage Building, Fuel and Wash Station Building, Covered Material Storage Building, and Covered Vehicle Storage Building (programmed as an add alternate).

Director Hicks reviewed the project schedule. The Operations and Maintenance Facility is approaching design completion with a full bid package anticipated by spring 2024. The HCP is under review by the U.S. Fish and Wildlife Service with a projected incidental take permit issued by early summer. No bids will be released until the City receives the Incidental Take Permit. Between design completion and receiving the Incidental Take Permit, the Council will be asked to authorize the solicitation of bids. If approved and a contract is awarded, staff anticipates construction between 2024 and 2025 and possibly into 2026 dependent upon the start date. The park and roundabout projects are on similar tracks with some delay because

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of right-of-way acquisition and park planning. Staff anticipates construction of the park and roundabout will be ongoing as construction of the facilities are nearing completion.

Director Hicks invited questions.

Councilmember Swarthout inquired about the status of relocating Parks and Facilities staff. Director Hicks advised that the original plan when the site was acquired included moving Parks and Facilities and Public Works to the new site. However, to reduce costs and reduce staffing initially occupying the Trails End site, Parks and Facilities functions were removed from the plan. Alternatively, when Public Works Operations moves to the new site, a small remodel is planned of the existing building to accommodate Parks and Facilities. Additionally, Transportation and Engineering staff will remain at City Hall although the original plan had included space to accommodate those functions.

Councilmember Jefferson asked about the logic of reducing the size of one of the buildings that could be expanded in the future. Director Hicks said the cost savings is based on square footage. Reducing building sizes and some of the parking lot will save a significant amount of money. The buildings are sized for 30 years of growth when expanded and staff does not anticipate the need for expansion of the buildings or moving the parking lot for the next 15 to 20 years.

Councilmember Cathey cited the original cost of the new facility at an estimated cost of \$40-\$50 million. She questioned how staff envisions remaining within the budget restraints while remodeling existing facilities for other departments. Director Hicks advised that the cost estimate of \$30 to \$35 million is only for the new facilities and does not include any remodeling costs of existing structures. The original estimate was based on costing many years ago and since then costs in the construction industry have increased substantially and continue to increase. At one time, the project was estimated to cost approximately \$24 million; however, as time has passed, costs continue to increase. As the buildings and plans have been continually decreased to save costs and reduce impacts to the neighborhood, construction costs have increased offsetting much of the savings. The project cost does not include any Parks and Facilities remodel, which is included in the Capital Facilities Plan for approximately \$1.5 million to renovate the existing operations facility. It is likely the \$1.5 million for converting the existing Operations Facility to a Parks and Facilities Facility is closer to \$2 million given construction cost trends.

Councilmember Cathey asked whether the park is factored into the project cost. Director Hicks advised that the park frontage and offsite mitigation costs are included, as well as the land; however, no park improvements are included in the project cost.

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Councilmember Cathey commented on concerns by the surrounding residents of increased traffic within local neighborhoods caused by City staff. She asked about the location of egress and ingress for staff working at the new facility. Director Hicks responded that staff would be directed to utilize 79th Avenue as the primary route to the new site when driving City vehicles. City vehicles driving north on Trails End Drive would only be allowed if completing work within the neighborhood. Most of the traffic from the site would access the new site from 79th Avenue. Some traffic calming may be possible along 79th Avenue to address concerns by residents.

Councilmember Cathey asked about the timing for the completion of the park. Director Denney replied that the master plan for the park was completed through an extensive process with surrounding neighborhoods. Some minor changes to the design continue in terms of stormwater infrastructure requiring some reconfiguration of a storm pond and slopes. The design of the basic park has been completed. The next step is completing engineered construction drawings to move to the next phase of construction. The Council will receive a briefing on the design and a request for approval to release a bid. It is likely construction would not begin until 2025 in coordination with the facility project. He noted that Parks, Recreation, and Facilities staff and equipment would move to the old Public Works Operations building to increase capacity in City Hall. A component of that project includes improvements for evidence storage area for the Police Department.

Councilmember Althausser asked whether it is necessary for the City to delay any construction until the City receives approval of the Citywide HCP by the U.S. Fish and Wildlife Services. Director Hicks advised that staff developed a project specific HCP and submitted it to the U.S. Fish and Wildlife Service. Staff was advised that the project specific HCP would be the last one accepted for City projects. Staff is waiting for completion of the City-wide HCP for future projects. Staff submitted the HCP some time ago. The timing of construction is based on the issuance of the Incidental Take Permit.

Councilmember Althausser inquired about the intended outcome of the current facility housing Parks and Facilities staff at the corner of Capitol Boulevard and Israel Road. Director Denney said the plan is moving staff and equipment from the existing building. The building was constructed in the 1970s creating safety issues that would need to be addressed to repurpose the building. Ideas previously discussed included cottage industries or a farmer's market space. However, no solutions on the status of the building have been determined. The building sits on valuable property.

Councilmember Dahlhoff noted that during a previous review of the project by the Council, a number of concerns were conveyed by residents. It appears staff has mitigated some of those concerns; however, she asked

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whether staff has tracked responses from the neighborhood in response to the outreach and update of the project and whether staff is continuing to engage with the residents who have voiced concerns to advise them of the updated plan. Director Hicks responded that most of the residents who voiced concerns have continued to reach out to staff. Staff continues to provide them with information. He offered to follow-up with the communications team to obtain information on current communications with the neighborhood. A majority of the issues have been addressed in some form or another when possible. Councilmember Dahlhoff emphasized the importance of continued contact with residents, as one recent comment was indicative that the park was no longer planned.

**FORESTLAND
RESPONSE
AGREEMENT
AMENDMENT NO. 1
WITH THE
DEPARTMENT OF
NATURAL
RESOURCES:**

Assistant Fire Chief Crimmins reported in 2019, the City and the Department of Natural Resources (DNR) executed an agreement for forest and wildland fire response within the City. The agreement enabled the provision of mutual assistance and cooperation for the control and suppression of urban wildfires experienced over the last several years. The agreement enables the City to assist with firefighting on DNR protected lands within the City and for DNR to assist with any wildfires occurring in the City. The current agreement expires on March 19, 2024. A new agreement is currently in progress but likely would not be completed until 2025. The amendment extends the existing agreement to December 31, 2025 to enable time for development of the new agreement. The request is for placement of the request on the Council's consent calendar at the March 5, 2024 Council meeting to authorize the Mayor to sign the Forestland Response Agreement Amendment No. 1 with the Washington State Department of Natural Resources.

The Council agreed to place the proposed action on the consent calendar.

**MAYOR/CITY
ADMINISTRATOR'S
REPORT:**

City Administrator Parks reported staff is completing a summary of public comments received on the proposed parks ordinance amendments. Staff is drafting alternative language for the Council's consideration. The intent is to present the proposal at a work session in March for future consideration by the Council during a regular meeting in March or April.

The Mayor received a letter from Family Education and Support Services Executive Director conveying appreciation and gratitude for the swift and efficient response from the Tumwater Police Department to a potential dangerous situation.

Mayor Sullivan thanked Councilmembers for attending the recent retreat.

Mayor Sullivan advised that she and several other Councilmembers are planning to attend the Emergency Management Executive Council meeting.

ADJOURNMENT:

With there being no further business, Mayor Sullivan adjourned the

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meeting at 6:59 p.m.

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