

TUMWATER CITY COUNCIL WORKSESSION
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CONVENE: 5:30 p.m.

PRESENT: Mayor Debbie Sullivan and Councilmembers Peter Agabi, Michael Althausen, Joan Cathey, Leatta Dahlhoff, Angela Jefferson, Charlie Schneider, and Eileen Swarthout.

Staff: City Administrator John Doan and Transportation and Engineering Director Brandon Hicks.

**JOINT ANIMAL
SERVICES
COMMISSION**

(JASCOM) UPDATE: Ms. Hock provided an update on the status of JASCOM over the last two years during the pandemic. JASCOM serves as Thurston County's primary regional animal shelter and animal control agency established in 1977 by the Cities of Lacey, Olympia, and Tumwater and unincorporated Thurston County to fund animal services. The animal shelter is located in an 8,000 square-foot facility on five acres of wooded land in a centrally located site. The facility serves 774 square miles of urban and rural terrain. The agency's goals are to ensure and advocate for animal welfare, promote public safety, and support responsible animal ownership. Programs and services include animal sheltering, humane law enforcement for the jurisdictions, adoption of homeless animals, and programming to reunite animals with owners through the Lost and Found Program. The shelter provides doghouses and shelters to people in need. The shelter has many volunteer and foster opportunities. Medical care is provided to sick and injured animals to include spay and neutering surgeries prior to an animal's adoption, licensing, and public education and advocacy.

Over the last two years, Thurston County has experienced steady growth, as well as the growth in animals. A positive outcome was the reduction in the overall shelter intake over the last two years with most shelters averaging a 45% decrease of intake into shelters. The pandemic has affected other shelters and rescues by reducing the number of animals they intake from animal shelters affecting the overall outcome of placing animals in homes. The agency's total live release rate for 2021 was 77.5%. An adjusted live release rate was 89% and represents those instances when owner requested euthanasia is subtracted from the overall euthanasia number. The majority of shelter euthanasia was requested by owners and not shelter initiated.

Ms. Hock noted a dramatic reduction in field response from 2020 to 2021 because of the switch in shelter management software in 2021 moving from an archaic system no longer supported to updated shelter

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management software that enhances the tracking of field calls. Moving forward, only field responses will be reported to partner jurisdictions because tracking has been improved.

During 2021, agency accomplishments included updating all technology software, refocusing and evaluating efforts to improve outcomes, and launching of the online licensing portal service. In 2021, the three cities adopted ordinances banning the retail sales of dogs and cats. Subsequently, the state adopted a statewide ban.

COVID-19 provided an opportunity to assess and revamp programs. New volunteer software was installed and the agency moved to onboarding all foster and volunteers via an online format. Over the last two years, foster homes increased by 30% with a 7% increase in placement of animals in foster homes. The agency is creating a medical area and surgery suite to offer medical and veterinary care in-house. The agency is converting a modular building to a surgery suite and a medical treatment area. Some grant funds from the ASPCA has assisted in the purchase of equipment.

In December 2021, the shelter held its first large-scale adoption event and placed 85 animals (65 cats and 19 dogs, and one iguana).

The Joint Animal Services Commission and staff completed a five-year strategic plan last summer. The five-year strategic is available on the agency's website. Ms. Hock identified and described the three major goals within the plan:

- Joint Animal Services to continue to become a sustainable organization with the capacity to meet the needs of the community.
- Expand and improve animal care and programming to support the community's pets and people.
- Increase accessibility, inclusivity, and enhanced community involvement.

Ms. Hock addressed questions from the Council about whether the shelter is designated as a no-kill shelter, status of summer fund-raising events, and donations to the animal shelter. A no-kill shelter is defined as a live release rate of 90% or higher. The animal shelter has not attained that goal because of operational capabilities, such as the lack of medical services. The goal of becoming a no-kill shelter is a community commitment as the shelter is dependent upon the community to help meet the goal through adoption, volunteering, and fostering animals. Top Rung Brewery is hosting an adoption and fundraising event on March 26, 2021 with 20% of all proceeds donated to the shelter. Adoptable dogs will be present. The

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animal shelter accepts monetary donations as a tax-deductible government entity, as well as supplies through Amazon's wish list of needed supplies. The community is encouraged to host fundraiser events, license pets as the fees support shelter operations, and consider fostering animals. Adoption events held at local pet stores support local animal rescue groups. The animal shelter also has a dedicated network of community members who unite lost animals with their owners.

CAPITAL PROJECTS UPDATE:

Director Hicks presented an update on capital projects planned over the next several years, staff capacity constraints, and pending requests for additional staff resources.

The Capital Facilities Plan (CFP) includes over \$190 million in projects programmed for the years 2022-2027. The CFP is distributed by specific funds with most of the projects in the General Governmental, Transportation, and Water CFPs. The CFP includes 103 projects and over \$155 million in projects are managed by the Transportation and Engineering Department.

Half of the 2022 and 2023 projects will be designed by City staff with the other half designed by consultants. Staff performs the primary project management functions for all transportation projects. Director Hicks displayed a list of projects currently in progress and planned for 2023. Some of the projects would not be completed until 2024, such as the Southeast Reservoir. The 2024 Pavement Maintenance project design may not be completed, as well as the design of the Operations and Maintenance Facility before the end of 2023.

Director Hicks reviewed projects in the construction phase in 2022 and 2023. He addressed questions on how rural versus urban projects are prioritized. Most of the projects in the CFP are located in urban areas of the City because of eligibility for funding. Most of the funding sources require either pedestrian, bike, or vehicle uses. Most projects are located in the urban core. For rural areas, the Council's priorities guide most projects, such as pavement management. Sidewalks are more difficult as most of the City's rural areas include the presence of gophers or other endangered species, wetlands, or there is a lack of space to install sidewalks.

Director Hicks reviewed a list of specialized projects requiring more staff resources and time. Several of the projects are right-of-way acquisitions. Right-of-way acquisition for the Capitol Boulevard and Trosper Road Improvements project has been completed.

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Director Hicks reviewed a diagram of the distribution of projects by fund. Typically, more utility projects would be included; however for 2022 and 2023, more general fund projects are included, as well as transportation projects because the City received many grants. Staff is working on 36 CFP projects over the next two years.

The increase in projects can be contributed to growth, annexations, Council and City priorities, project deferrals, and increased dedicated funding. All have a huge impact on workload. Although utility revenue has increased, the revenue is allocated for construction costs. The project workload has increased because of deferrals. The City has collected park and transportation impact fees for years. That source of funding has increased substantially because of the increase in housing construction. Currently, the City has accumulated over \$13 million in impact fees for both transportation and parks. The funds must be spent within a specific timeframe.

Revenue from the Transportation Benefit District continues to increase each year. Today, the amount is triple than forecasted when the TBD was formed. Next year the fund balance will be approximately \$5 million. The Metropolitan Park District has accumulated \$3.2 million in its second year. The increase in those funds equate to more projects. The City has collected mitigation fees for the Tumwater Boulevard Interchange project of approximately \$600,000. Phases 1 and 2 will cost approximately \$13 million to install two roundabouts followed by widening the bridge over the next decade. The City has successfully secured much grant funding totaling over \$15 million in transportation grants over the last five years not including the \$5.8 million for the Deschutes Valley Trail project. The Water Resources and Sustainability Department has received over \$1.5 million in grant funds over the last two years.

The City is planning for debt financing for some large future projects to include the Southeast Reservoir and the Operations and Maintenance Facility project.

Director Hicks responded to questions about concerns regarding the capacity of staff to accomplish the workload. He believes that at this time, the City should not apply for any additional grants because of the lack of capacity to complete the projects. The City has deferred too many utility projects to keep pace with grants at this time.

Director Hicks reviewed the request for additional staffing. The department currently has six FTEs dedicated to capital projects versus 6.5 FTEs in the late 1990s. The gap is filled by consultants, managers, and

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project deferrals or cancellations. The proposal is to reinstate two previously approved FTEs in Transportation and Engineering, add one new FTE position, and one FTE in Communications (funded by grants and projects).

Director Hicks outlined the benefits of the proposed addition of staff positions:

- Reduced cost by not using consultant design
- Better maintenance program implementation through systematic maintenance and replacement
- Better alignment of CFP projects – aligning utility projects with transportation projects
- Improved stakeholder and community engagement

Councilmember Cathey asked about the process involved in pursuing more community engagement. Director Hicks explained how projects are assessed for its impact to the public with department staff meeting with Communications staff to share recommendations on outreach and engagement for each project.

City Administrator Doan provided additional information on the process explaining that each project requires a different strategy for how the City will engage with the community.

Councilmember questioned the status of the Panattoni Port project. City Administrator Doan said the lease agreement between Panattoni and the Port of Olympia is intact with Panattoni presenting a proposal for a 400,000 square foot manufacturing and warehouse facility through the City's preapplication review process and two other building proposals not impacted by gopher habitat that is in process through the City's development review process.

Councilmember Cathey advocated for Council involvement in community engagement or community conversations for different projects.

Councilmember Schneider said he is often queried about the status of Capitol Boulevard and Trosper Road Improvements project and the recent removal of the bank building leaving a large hole. Director Hicks said the original material designated to fill the hole was not compacting properly requiring the removal of the material and identifying a new source for the material. New material has been delivered to fill the hole.

Councilmember Schneider asked about the timeline for completion of The

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Preserve Park project. Director Hicks advised that initially the design was to be completed by a consultant but because of some issues, the design is being completed by staff. The design is close to completion with bidding on the project anticipated in the spring. He offered to follow-up on the completion date for the park project.

Councilmember Jefferson inquired about the timing for reinstating efforts to secure grants. Director Hicks advised that the additional positions would assist in coordinating existing grants and enable the department to apply for new grants.

Councilmember Agabi asked about the status for completion of the Old Highway 99 Corridor Study. Director Hicks said the completion of the study is anticipated in the next several months. The study may be delayed because of the City's work with U.S. Fish and Wildlife Service on the 79th Avenue roundabout to avoid requirements for gopher habitat. The roundabout is funded from the federal Surface Transportation Program (STP) administered through Thurston Regional Planning Council (TRPC).

Director Hicks reported the next step is presenting a staff request to the Council for consideration in the form of an updated salary schedule ordinance.

City Administrator Doan commented on the importance of staffing capacity to manage and administer grants, the deferral of utility projects because of the lack of staffing resources, and the importance of utility and transportation improvements for residents and the business community. It is likely the next biannual budget could require additional FTEs dependent upon progress achieved by filling the proposed positions.

Director Hicks added that most of the funding for the positions would be from CFP funds comprised of grants, utility revenue, and some funds earmarked for capital projects.

City Administrator Doan responded to questions on potential funding impacts to the E Street Extension project in terms of how the state programs transportation funds for large capital transportation projects.

RACIAL EQUITY MEASURES:

City Administrator Doan reported the briefing serves as a follow-up from conversations with the Tumwater School District on racial equity measures. The joint meetings involved brainstorming ideas of actions each entity could employ to increase diversity, equity, and inclusion in each organization at the policy level, at the employee level, and in workgroups.

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City Administrator Doan reviewed a list of ideas prepared by City directors on ways to increase Diversity, Equity, and Inclusion in Tumwater and asked the Council to select the five highest priorities. Additionally, Manager Cook and school district staff are working on a draft of a joint statement for the Council and School Board's consideration to serve as follow-up information to the community on the status of efforts.

City-wide (policy and implementation) level:

- Equity Lens/Toolbox – @ Council, PC and others
- Enhance relationships with area tribes
- Land acknowledgement
- Examine race in transportation planning
- Partner with school district – *City Administrator Doan noted that the school district has formed an equity taskforce. He offered that a representative from the City (Councilmember, staff member, or School Resource Officer) could serve on the taskforce to contribute a community perspective to the school conversation.*
- Develop relationship with CIELO
- Update the City logo
- Being small and sustainable is better than big and unsustainable
- Review zoning code/plans for references to outdated terms such as “neighborhood character.”
- Have appropriate ethnic celebrations
- Look at City events like the tree lighting and rather than avoid the differences, celebrate them
- Include diverse and culturally enriching and celebratory public art
- With surveys and communications, are we reaching the right people?
- Learn about pockets of poverty in our community
- Update the City Diversity Statement
- Look at how we define family and familial relationships in regulations
- Report to Council on how we interview and hire people
- Support small and minority businesses
- Supplier diversity program for small, diverse and veteran businesses
- When working with other groups, learn to be flexible. Do we really need all the rules we have?
- Develop a plan in recreation and other parts of the City for “what do we do when.....?”

City-wide employee level:

- Employee workgroup

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- City-wide training: cultural competency, learning others' history and stories
- Council funding for this work
- Keep IDEA Team going
- Expand IDEA Team concept to other departments/workgroups
- Collaborate more across departments
- Get out and meet/interact with the community
- Review hiring: Move from "fit" to "add"
- Internalize moving from racist to anti-racist
- Learning about and skill-building for subsets of community
- Enhance recruitment and hiring (e.g., DEI interview questions, representative participation in interviews)
- Have City-wide training be cross-departmental, so we hear the others' stories (e.g., police hearing the stories about zoning and redlining)
- Relook at "required" credentials for positions – do they unnecessarily limit our hiring pools?

Workgroup(s):

- Re-look at credentials for jobs
- Find ways to informally interact with the community
- Provide TRPC data to workgroups on data about Tumwater
- Regularly schedule learning
- Reading List/Reading group
- Relook at DBI process and how to use it more effectively
- Learn Spanish/Refine translation services
- Help different cultures tell their story – particularly indigenous groups at community events and activities

Councilmember Cathey complimented City staff for the development of the list because it is representative of staff paying attention and contributing information.

Mayor Sullivan advised that she recently had some conversations with the Chair of the Squaxin Island Tribe. The tribe would like to restart quarterly meetings with the Council and offered to host the first Council-to-Council meeting in April. The discussion also spoke to land acknowledgement. The tribe offered to attend a Council meeting share details on the land acknowledgement process to help educate the Council and community about the traditional land blessing ceremony.

Feedback from the Council included:

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- Prefer action-oriented ideas.
- Consider whether the City has the staff capacity to accomplish the goals. City Administrator Doan noted that many of the goals align with existing capacity in terms of how work is executed rather than adding more work.
- An observation that many of the ideas overlap and could be intertwined.
- Prefer to have an opportunity to give the Council additional time to select the top five ideas and then rank the ideas during another review because many of the ideas are similar
- The list is impressive and exceeds expectations.
- Support enhancing relationship with area tribes and land acknowledgment, as well as updating the City logo to improve a logo that reflects inclusivity. Supportive of pursuing appropriate ethnic celebrations and some form of partnership with the school district to continue conversations and develop better connections. Supporting small and minority businesses is also important.
- *Equity Lens/Toolbox* is important as a legislative and policy making body to provide a tool or framework to assist the Council as it considers policies that they are adequately informed and are not creating unintended consequences. Perhaps include ideas in staff reports to connect the nexus of the ideas with proposed actions. More information is needed on pursuing partnership with the school district. The school district has implemented a process for students who believe they have been treated unfairly or they have encountered an issue they want to elevate further. Unsure of the City's process if an employee or official experienced the same circumstance. A taskforce would be a good first step in establishing a formal relationship with the school district. Symbols matter and updating the City logo is important to complete.
- TRPC has developed a list of questions that are used during the development of policies, which the City should develop that are reflective of the City and its goals. Support a change in the City logo and enhancing the City's relationship with the Nisqually Indian Tribe.
- The list of ideas speak well of City staff and all topics are important; however, the top five include enhancement of relationships with area tribes, land acknowledgement, develop a relationship with CIELO, having appropriate ethnic celebrations, such as an ethnic celebration at the golf course, support to small and minority businesses, as well as learning about pockets of poverty within the community.
- Would like to be cognizant of word choice. For example,

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“appropriate ethnic celebrations” and what “appropriate” means. It is also important to avoid “othering” other people in the community by not singling out specific segments of the community. It is important to be clear on the intentions of what “appropriate” and “inclusive” means.

- Consider celebrations in February and March of Black History and Women’s History as an opportunity to integrate those celebrations into the list of goals, especially as it speaks to women rights because society is sliding backwards in many areas. Consider ways to integrate the ideas within City practices.
- Recommend the Council issue a proclamation supporting and recognizing women and children escaping from the onslaught underway by Russia in Ukraine. The Council discussed timing for issuing the proclamation as the next regular Council meeting has been canceled.

City Administrator Doan added that the list is not inclusive of all ideas for promoting diversity, equity, and inclusion within the community. He encouraged the Council to add other ideas. Staff will assign some priorities to the list for additional review moving forward.

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

Mayor Sullivan mentioned her conversation with members representing the Squaxin Island Tribe. The tribe owns property in the City of Tumwater. She spoke to tribal officials about the potential of the tribe’s membership with TRPC. She also met with a member of the Chehalis Tribe several months ago and plans to follow-up. Tribal officials from the Squaxin Island Tribe expressed interest in a tribal members serving on the City’s Arts and Culture Commission.

City Administrator Doan referred to the City’s donation of \$279,000 in Community Development Block Grant (CDBG) funds to the Thurston County Housing Authority, which was unable to use the funds. The funds have been returned to the City for a decision on allocating the funds to another entity or program. Staff previously communicated several options to the Council. One option is allocating some funds to a Lacey entity or project as Lacey is within the entitlement area. Lacey and Thurston County are working together to purchase a hotel in Lacey that could be used for permanent supportive housing or transitional housing. One option is for the City to participate in that project by contributing \$279,000. The Housing Authority has indicated a willingness to use the funds to renovate some existing residential units; however, that option does not create housing capacity within a constrained housing environment. Another option is the Housing Authority purchasing the Oyo Hotel in Tumwater; however, it might not be possible within the CDBG timeframe. The

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Council could also consider supplementing funds to Habitat for Humanity for a project in Tumwater.

The Council discussed options with City Administrator Doan clarifying the funds must be used for capital projects. The Council supported allocating the funds to Habitat for Humanity.

ADJOURNMENT: **With there being no further business, Mayor Sullivan adjourned the meeting at 7:58 p.m.**

Prepared by Puget Sound Meeting Services, psmsoly@earthlink.net