CITY COUNCIL SPECIAL MEETING AGENDA

Online via Zoom and In Person at
Tumwater City Hall, Council Chambers,
555 Israel Rd. SW, Tumwater, WA 98501

Tuesday, October 13, 2026
6:00 PM

1. Call to Order
2. Roll Call
3. Advisory Board Appointment of Rose Ponzoha to the Lodging Tax Advisory Committee (Executive Department)
4. Adjourn

CITY COUNCIL WORKSESSION

Tuesday, October 13, 2026
Immediately following the special meeting

1. Call to Order
2. Roll Call
3. Budget Workshop #3, Capital Facilities Plan and Equipment Rental and Reserve Funds (Finance Department)
4. 310 Israel Road Purchase and Sale Option Agreement (Executive Department)
5. Mayor/City Administrator's Report
6. Adjourn

Meeting Information
The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online
https://us02web.zoom.us/j/88683505786?pwd=A2rnkvnoYAteyyB9NpFMXRKkJOyRJW.1

Listen by Telephone
Call (253) 215-8782, listen for the prompts and enter the Webinar ID 886 8350 5786 and Passcode 881244.

Public Comment
The public may submit comments by sending an email to council@ci.tumwater.wa.us, no later than 4:00 p.m. the day of the meeting. Comments are submitted directly to the Councilmembers and will not be read individually into the record of the meeting.

Post Meeting
Video of this meeting will be recorded and posted on our City Meeting page: https://tumwater-wa.municodemeetings.com.

Accommodations
The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City's ADA Coordinator directly, call (360) 754-4129 or email ADACoordinator@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384.

TO: City Council

FROM: Brittaney McClanahan, Executive Assistant

DATE: October 13, 2026

SUBJECT: Advisory Board Appointment of Rose Ponzoha to the Lodging Tax Advisory Committee

---

1) Recommended Action:

Approve Mayor Dahlhoff's appointment of Rose Ponzoha to the Lodging Tax Advisory Committee.

---

2) Background:

The City of Tumwater seeks to appoint a qualified local business representative to its Lodging Tax Advisory Committee (LTAC) in accordance with RCW 67.28.1817. This statutory provision requires the committee's membership to maintain an equitable balance between tourism-funded activities and representatives of businesses that collect the lodging tax. As a designated hotelier within city limits, Rose Ponzoha directly fulfills this legislative requirement, ensuring that the local lodging industry has a voice in evaluating and recommending tourism promotion expenditures that drive economic growth in Tumwater.

Upon Council confirmation, Rose Ponzoha's term will expire June 18, 2027.

---

3) Policy Support:

Vision | Mission | Beliefs - Our Vision:

Tumwater of the future will be people-oriented and highly livable, with a strong economy, dynamic places, vibrant neighborhoods, a healthy natural environment, diverse and engaged citizens, and living connection to its history.

We Believe in PEOPLE:

Partnership | We work collaboratively with citizens, businesses, and community organizations.

---

4) Alternatives:

- ❑ Approve the appointment
- ❑ Do not approve the appointment

---

5) Fiscal Notes:

There is no fiscal impact associated with this report.

---

6) Attachments:

A. Application and supplemental applicant information.

ROSEMARIE STORY-PONZOHA

General Manager & Sales Executive | Hospitality Industry

Olympia, WA 98512 · [redacted] · [redacted]

EXECUTIVE SUMMARY

Results-driven hospitality executive with over a decade of progressive leadership in hotel sales and general management. Proven ability to develop high-performing teams, drive revenue growth across multiple business segments, and represent properties with the highest standards of integrity and professionalism. Deep expertise in competitive market strategy, client relationship management, and operational excellence within the full-service hotel environment.

CORE COMPETENCIES

Hotel Sales Strategy • Revenue Management • Team Leadership & Development • Business Development • Contract Negotiation • Client Relationship Management • Competitive Market Analysis • BAR / LNR / Group / STREAM Segments • Hospitality Operations • Community & Government Relations

PROFESSIONAL EXPERIENCE

General Manager / Director of Sales

Best Western Tumwater-Olympia Inn | Olympia, WA | *May 2013 – Present*

- Oversee all aspects of hotel operations and sales strategy, driving consistent revenue performance across BAR, LNR, Group, and STREAM business segments.
- Lead, mentor, and develop a cross-functional team, cultivating a culture of accountability, professionalism, and continuous improvement.
- Develop and execute competitive sales strategies to aggressively pursue and secure new corporate, government, and group accounts.
- Manage property through full-scale remodel phases, maintaining operational continuity and staff morale throughout transitions.
- Build and maintain strong relationships with clients, community stakeholders, and the general public to elevate the hotel's market presence.
- Deliver persuasive sales presentations and negotiate contracts, consistently meeting or exceeding established sales targets.
- Monitor competitive set and local market trends to inform pricing, positioning, and promotional strategies.
- Represent the property at industry events and community engagements, upholding the highest standard of hospitality professionalism.

BOARD & CIVIC LEADERSHIP

- Thurston County Tourism Promotion Area (TPA) Board Member – Contributed to regional tourism strategy and hospitality industry advocacy.
- Thurston County Board of County Commissioners – Participated in county-level governance and community development initiatives.

LEADERSHIP PHILOSOPHY

Committed to leading by example with transparency, dedication, and a genuine investment in team success. Thrives in dynamic, fast-paced environments by combining strategic thinking with hands-on problem solving. Passionate about sharing knowledge, fostering professional growth, and delivering exceptional guest experiences that reflect the values of the organization.

Submission #	5156110
IP Address	50.237.247.42
Submission Recorded On	09/21/2026 9:40 a.m.
Time to Take Survey	3 minutes, 50 seconds

Page 1

Advisory Board, Commission, and Committee Application

Complete the below application fields and use the upload feature to attach a letter of interest, resume, or any other documents showing your current qualifications and interests.

*** 1. Name**

Rosemarie Story-Ponzoha

*** 2. Address**

5188 capitol Blvd SE Best Western Tumwater-Olympia Inn
Tumwater WA 98501
USA

*** 3. Phone**

[redacted]

*** 4. Email**

[redacted]

5. Select the option(s) you are interested in serving:

Lodging Tax Advisory Committee

*** 6. Use this field to upload a cover letter, resume, or any additional documents to share qualifications and interests:**

Rosemarie Story-Ponzoha Resume.pdf

TO: City Council

FROM: Troy Niemeyer, Finance Director

DATE: October 13, 2026

SUBJECT: Budget Workshop #3, Capital Facilities Plan and Equipment Rental and Reserve Funds

---

1) Recommended Action:

This item is informational only.

---

2) Background:

Staff will provide information about the proposed budget for 2027-2028.

---

3) Policy Support:

2026-2032 Strategic Priorities & Goals: Tumwater Excellence: refine and sustain a great organization. Be good stewards of public funds by following sustainable financial strategies.

---

4) Alternatives:

- ❑ n/a

---

5) Fiscal Notes:

n/a

---

6) Attachments:

A. none

TO: City Council

FROM: Paul Simmons, City Administrator

DATE: October 13th, 2026

SUBJECT: 310 Israel Road Purchase and Sale Option Agreement

---

1) Recommended Action:

This item is for Work Session discussion and Council direction. Staff seeks Council feedback on the recommended action of bringing back an amended Purchase and Sale Agreement for 310 Israel Road for final consideration.

---

2) Background:

City Hall is the operational heart of our community, but its limited space hinders efficient and safe service to residents. The City now has its largest workforce ever and continues to grow to meet the needs of the growing city population, increasing demands on staff, public services, and community engagement.

Due to limitations in functional space, many offices are shared by two or more employees. The Parks and Recreation Department and the Water Resources and Sustainability Department have been forced to acquire off-site locations due to space limitations. Inadequate meeting space and limited parking constrain opportunities for collaboration and can limit public participation, making it more difficult to host community forums, manage crowd flow, and foster safe and inclusive civic engagement. Additionally, there is not adequate space for cubical working spaces to meet ADA standards, and the building needs safety and security upgrades. City Hall lacks space for lactation rooms or employee wellness activities.

On March 24th, the City Council toured City Hall to see how current working conditions hinder daily operations and limit future growth. To address this, the City hired Artisans Group Architecture and Planning for space planning services and to evaluate future options for City Hall.

On May 27th, the Artisans Group presented a summary of the findings of their space planning analysis. This analysis focused on current and future needs of the City and based on those needs developed four different scenarios for the City to consider.

On June 2nd, the City Council authorized the Mayor to secure a Purchase and Sale Option Agreement on the 310 Israel Road property. The cost of the option agreement is $100,000, and it gave the City exclusive rights to purchase the property for 6 months, which included a full acquisition price of $15,580,000. The option was executed on June 10th, 2026, and has an expiration date of December 10th, 2026.

The City has continued work with the Artisans Group on advancing preliminary concept design work to better define the building's scope, functionality, and long-term potential. Concurrently, detailed cost estimates are being developed for both construction and ongoing operations and maintenance to provide a clear understanding of the project's financial implications. Additional analysis is underway to estimate potential debt service requirements associated with project financing and to evaluate funding scenarios. The project team is also investigating lease opportunities within the building to assess potential

revenue generation, occupancy needs, and strategies to offset operational costs while maximizing the building's long-term value to the community.

As a component of that work, the City identified that in order to meet state energy codes, the HVAC and mechanical systems will need to be replaced as part of the building retro fit. This was an unanticipated cost, and following further negotiations with the property owners, they agreed to lower the purchase price of the building by $1,500,000. This has resulted in a revised acquisition price of $14,080,000 and would require an Amended Purchase and Sale Agreement should the City Council choose to move forward.

On September 15th, the City Council approved a Bond Delegation Authority Ordinance, which provides the City the authority to procure the necessary debt required to execute the amended Purchase and Sale Agreement to acquire 310 Israel Road. While this action did not approve purchasing the building, it does give the City the authority to secure debt prior to the December 10th, 2026, closing deadline outlined in the option agreement.

The work session will highlight a refined concept plan with phasing options and estimated costs of debt, construction retrofits, and ongoing operations. The primary purpose of this work session is to provide as much information as possible, so that City Council can discuss options and provide direction about bringing back an Amended Purchase and Sale Agreement for final consideration.

---

3) Policy Support:

Vision | Mission | Values

People:
We embrace the diversity of people in our community and strive to ensure everyone feels valued and included. We recognize the vital contributions of our staff and foster a supportive environment that promotes growth, celebrates achievements, and retains talent to serve our community with excellence.

Learning:
We learn from experience, embrace innovation, and seek new ways to enhance City services and strengthen our community.

---

4) Alternatives:

- ❑ Direct staff to withdraw from the Purchase and Sale Agreement and seek other alternatives for addressing our City Hall space issues. This would require forfeiting the initial $100,000 option agreement payment.

---

5) Fiscal Notes:

Should the City choose to move forward with the Amended Purchase and Sale Agreement, the City will pursue selling General Obligation Bonds to fund both the acquisition and retrofit costs of the building. This debt capacity and ongoing operational expenses have been built into the proposed 2027-2028 budget that is currently being considered by the City Council. All cost estimates will be presented at the work session for Council Consideration.

---

6) Attachments:

A. None