



CITY OF  
**TUMWATER**

**CITY COUNCIL WORK SESSION  
MEETING AGENDA**

**Online via Zoom and In Person at  
Tumwater Fire Department  
Headquarters, EOC, 311 Israel Rd. SW,  
Tumwater, WA 98501**

**Tuesday, April 08, 2025  
6:00 PM**

1. Call to Order
2. Roll Call
- [3.](#) City Attorney's Office Department Update (City Attorney's Office)
- [4.](#) Fire Department Update (Fire Department)
- [5.](#) Finance Department Update (Finance Department)
- [6.](#) Quarterly Financial Update (Finance Department)
- [7.](#) Strategic Plan Update (Executive Department)
8. Mayor/City Administrator's Report
9. Adjourn

**Meeting Information**

All Councilmembers will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

**Watch Online**

<https://us02web.zoom.us/j/83959390823?pwd=4aFPMGSSb6N3SMi17Z6VAKzBKWF9Mt.1>

**Listen by Telephone**

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 839 5939 0823 and Passcode 197676.

**Public Comment**

The public may submit comments by sending an email to [council@ci.tumwater.wa.us](mailto: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](mailto: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: Tumwater City Council  
FROM: Karen Kirkpatrick, City Attorney  
DATE: April 8, 2025  
SUBJECT: City Attorney's Office Department Update

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1) Recommended Action:

This is an informational item to provide a department update for the calendar year of 2024.

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2) Background:

A brief update on the department's work and accomplishments during 2024 as well as an overview of the department's goals for 2025-2026 will be provided.

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3) Policy Support:

Refine and sustain a great organization.

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4) Alternatives:

N/A

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5) Fiscal Notes:

N/A

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6) Attachments:

A – City Attorney's Office 2024 Annual Report  
B – City Attorney's Office Year in Review PowerPoint Presentation

# CITY ATTORNEY'S OFFICE ANNUAL REPORT

## 2024 YEAR IN REVIEW



### ABOUT THE DEPARTMENT

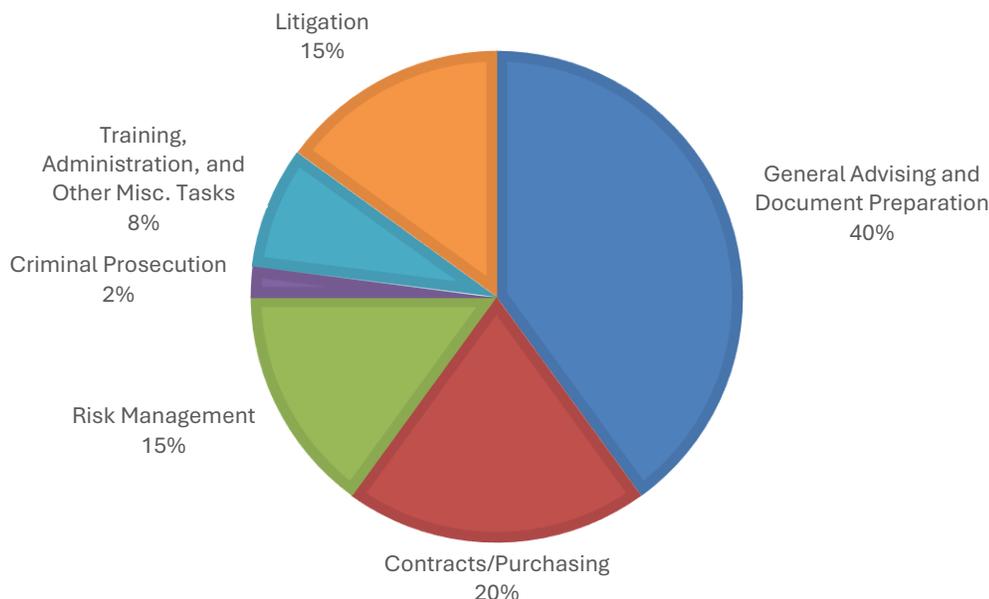
The City Attorney provides advice and support to the Mayor, Council, boards, commissions, and staff on all legal matters pertaining to the business of the City. In addition, the City Attorney represents the City in all actions brought by or against the City or its officials in their official capacity and oversees outside counsel when utilized in litigation and projects requiring specialized practice areas. Staffing in the City Attorney's Office consists of the City Attorney, Assistant City Attorney, and the Paralegal, who provides administrative support to the City Attorney. The work program for the City Attorney's Office is driven by the needs of the City and each department therein. The City Attorney provides preparation assistance and legal review of all documents, including ordinances, resolutions, interlocal agreements, real estate documents, public works contracts, services agreements, purchasing contracts, and various other documents to make sure they are legally sufficient and compliant with the laws. The City Attorney's Office works closely with the Clerk's Office to review and respond to city-wide records requests, manages our contract with Thurston County for criminal prosecution services, and oversees risk management for the City in coordination with the insurance pool.

### ACCOMPLISHMENTS

- Provided comprehensive legal services to Mayor, Council, and staff.
- Provided training for Council and staff on public records and OPMA in collaboration with the Attorney General's Office.
- Managed litigation and claims against the City; provided litigation updates and legal memorandums to Mayor, Council, and staff regarding anticipated and/or ongoing legal issues/litigation.
- Provided support and legal services for all city projects.
- Updated the City's Purchasing Manual and provided city-wide contract training and support.
- Reviewed and updated existing City policies and forms.
- Monitored case law and legislative changes in state law affecting City ordinances and/or procedures.
- Kept the Mayor, Council, and staff advised on changes in the law and assisted with preparing code amendments as necessary.
- Monitored and assisted with immediate homelessness and housing issues.
- Transferred risk management to the City Attorney's Office and increased the City's risk management awareness by drafting policies focused on educating employees on safety, ensuring all employees are adequately trained for their position, and general risk management policies for the City.
- Collaborated with WCIA to build best risk management practices for the City.
- Reduced the City's insurance costs by approximately \$200,000 per year through our risk management work.

# CITY ATTORNEY'S OFFICE ANNUAL REPORT

## WHERE THE CAO INVESTS TIME

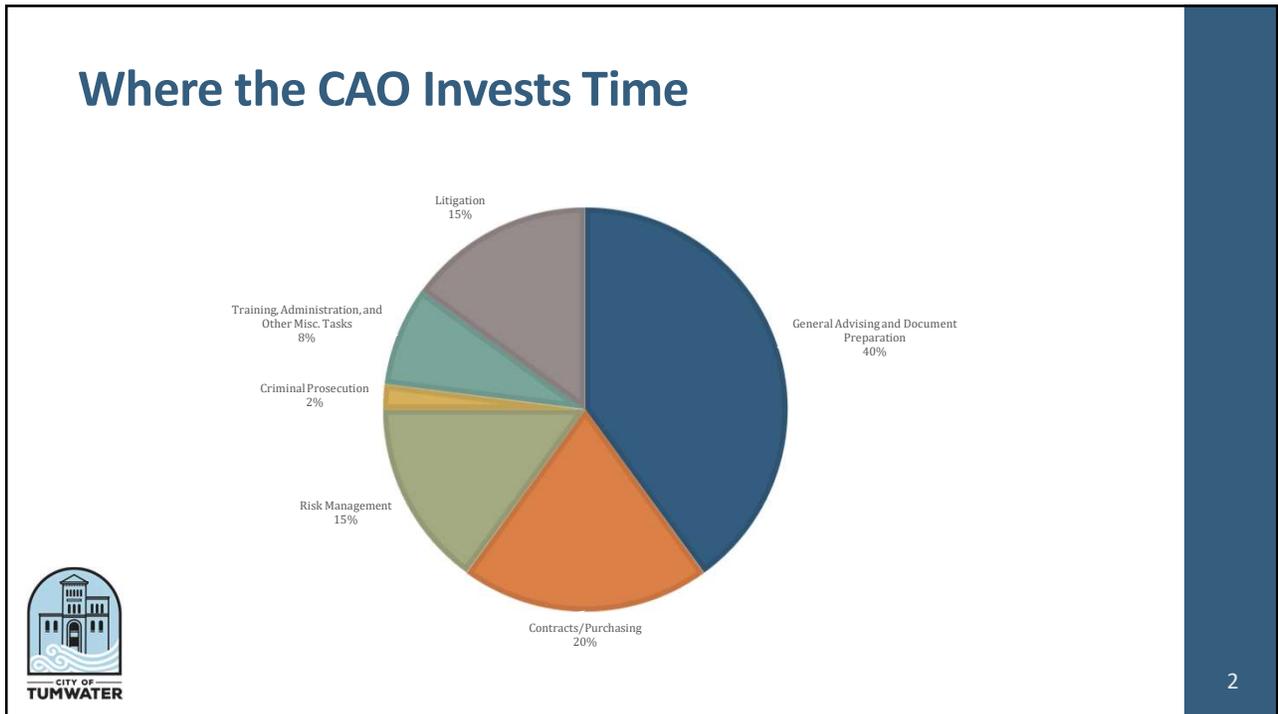


## OVERCOMING OBSTACLES

With the hiring of our new Assistant City Attorney in February 2024, we were able to prioritize and address a variety of risk management issues, including but not limited to, our special events permit policy and procedures, safety audits with WRS and TED, and revisions to the safety and training policies for WRS and TED. Having a second in-house attorney also helped us tackle the growing demands that each department has experienced as a result of the tremendous growth Tumwater has seen and will continue to see.

## GOALS FOR 2025-2026

- Continue to provide comprehensive legal services to the Mayor, Council, and staff.
- Continue to monitor state law changes and case law interpretations affecting City ordinances and assist with preparation of code amendments as necessary.
- Assist with the development of procedures to support technologies for a paperless office and a remote/hybrid workforce.
- Monitor and assist with long-term homelessness and housing issues.
- Continue to monitor and participate in gopher and habitat conversation plan discussions.
- Continue to assist with land use planning, including comprehensive plan and development regulations, habitat conservation planning, climate action plan, development agreements, and brewery and craft brewing center related issues.
- Continue to support code enforcement, ensuring team members have the legal support needed to be successful.
- Support and demonstrate positive leadership toward Tumwater Way (customer service), leadership development, and cross-departmental effectiveness training with the leadership team.
- Assist Mayor, Council, and staff with issues related to Council rules and relationships.
- Continue to enhance the City's risk management functions and update forms, policies, and procedures accordingly.



# Accomplishments

- Provided comprehensive legal services on all matters of City business to Mayor, Council, and staff.
- Provided preparation assistance and legal review of all City documents to ensure legal sufficiency and compliance with laws.
- Represented the City in all actions brought by or against the City or its officials, supervised outside counsel when utilized in litigation and specialized projects and managed litigation and claims against the City.
- Revised and updated existing City policies and forms; updated the City’s Purchasing Manual and provided city-wide contract training and support.
- Transferred risk management to the City Attorney’s Office and in collaboration with WCIA increased the City’s risk management awareness and best practices, reducing the City’s insurance costs by approximately \$200,00 per year.



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# Goals for 2025-2026

- Continue to provide comprehensive legal services on all city matters to the Mayor, Council, and staff.
- Continue to monitor and advise on changes in the law affecting City laws, regulations, policies and practices and assist with updates and amendments as necessary.
- Continue to assist with comprehensive plan update, including development regulations, habitat conservation planning, climate action plan, and related issues.
- Streamline internal processes and continue balancing individual workloads to increase efficiency and broaden our department’s capacity.
- Continue to enhance the City’s risk management functions and update forms, policies, and procedures accordingly.



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TO: City Council  
FROM: Brian Hurley, Fire Chief  
DATE: April 8, 2025  
SUBJECT: Fire Department Update

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1) Recommended Action:

None. This item is informational only.

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2) Background:

The Fire Department provides a wide range of services for the community including emergency response, social services support, fire prevention and risk reduction, and emergency management. An overview of programs and services will be presented as well as 2024 accomplishments and upcoming initiatives.

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3) Policy Support:

Provide and Sustain Quality Public Safety Services

- Complete and begin implementation of the Fire Department Strategic Plan.
- Ensure timely, efficient, and effective public safety response in our community.
- Explore and implement partnerships to improve efficiency of service delivery.
- Evaluate and promote City programs to reduce risk to life and property throughout our community.
- Develop innovative initiatives and programs to address growing service demands.

Build a Community Recognized for Quality, Compassion, and Humanity

- Develop innovative partnerships and strategies with community human and social services organizations to improve service delivery to people in need, including senior citizens, low- income residents, and others.
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4) Alternatives:

N/A

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5) Fiscal Notes:

N/A

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6) Attachments:

A. 2024 Fire Department Annual Report

# TUMWATER FIRE DEPARTMENT ANNUAL REPORT

## 2024 YEAR IN REVIEW

Brian Hurley, Fire Chief



## ABOUT THE DEPARTMENT

The mission of the Tumwater Fire Department is *Providing Excellent Public Service through Compassion and Dedication*. The Department supports City priorities of *Providing and Sustaining Quality Public Safety Services* as well as *Building a Community Recognized for Quality, Compassion, and Humanity*. Innovation and partnerships ensure timely, efficient, and effective public safety response in our community.

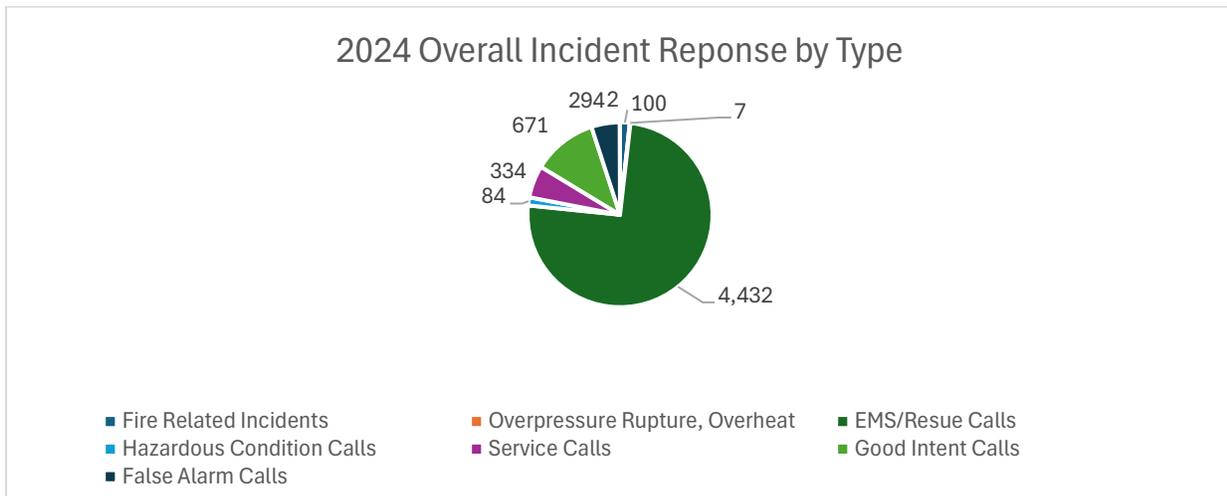
## ACCOMPLISHMENTS

- Updated Fire Department Strategic Plan: Staff and community members identified key goals and objectives for implementation in the next 5 years.
- Washington Survey and Rating Bureau Protection Class Upgrade: Completed Washington Survey and Rating Bureau (WSRB) re-evaluation of the City's protection class rating improving from a class 4 to 3. This rating process occurs every 5 years and examines fire department operations, equipment, and staffing, city water system, fire prevention efforts and emergency communications. The improved rating lowers property insurance rates if insurer uses data from the WSRB.
- Updated City's Comprehensive Emergency Management Plan (CEMP): Plan approved by the State Emergency Management Division. Explored opportunities for emergency management partnerships.
- Expanded partnership with Thurston County Medic One: Reached agreement with Medic One to host a new paramedic unit (Medic 8) to serve residents of Tumwater and Thurston County. Completed recruitment process for the addition of nine new Paramedic/Firefighters to staff the new unit.
- In partnership with TCOMM911, transitioned to TCERN System: New digital radio system project planned in phases over several years. All fire and police radios replaced as well as significant radio infrastructure upgrades at fire and police facilities.
- Supported employee wellness: The Department continues to work with IAFF Local 2409 and other area agencies to support employee wellness through the County PEER Support Team. The Department also continues to participate in the L&I FIIRE program to support employee safety and wellness as well as reducing City L&I rates.
- Completed Collective Bargaining Agreement with IAFF Local 2409.

# TUMWATER FIRE DEPARTMENT ANNUAL REPORT

## BY THE NUMBERS

The Department responded to 5,924 total incidents in 2024 – average 16.2 per day.



## GOALS FOR 2025-2026

- Continued implementation of FD CARES program: Developed partnership with Olympia Fire Department FD CARES program to expand services into Tumwater under interlocal agreement. Half-time CARES employee supports community members in need of non-emergency services through referrals from public safety responders.
- Implement crisis response partnership: Olympic Health and Recovery Services provides crisis response services for Thurston County, City of Lacey, and Mason County through contractual agreements. The City of Tumwater is partnering with OHRS to pursue a new crisis response program model through the Fire Department. Work will begin by the 3rd quarter of 2025 if the application is successful.
- Emergency Management program partnership: Preparation for, response to, and recovery from disasters is a critical government function to support a resilient community. The City continues to explore partnerships that will enhance the City's capabilities.
- Implement Medic 8: Complete required paramedic and firefighter training for new employees who support Medic 8, including a six-week Advanced Life Support (ALS) academy and a 16-week fire academy for entry level candidates. Training completed for implementation of Medic 8 staffing by January 1, 2026.
- Increased staffing: Daily minimum staffing will increase from 11 to 13 in 2026 with the addition of Medic 8.
- Facility updates: Station T2 was built in 1995 and will be remodeled to accommodate additional Medic 8 staffing. Facilities staff and the Fire Department are working with an architect on the remodel design. Stations T1 and T2 will be retrofitted with a new digital alert system that reduces stress on responders and enhances response times as well as much needed upgrades.
- Staff wellbeing: Fire will continue to put staff wellbeing at the forefront, including peer support, cancer screening, and increasing staffing levels.
- New equipment: Delivery of new fire engine scheduled for 2026 as well as replacement of all paramedic units (medic unit replacement funded by Medic One)

TO: City Council  
FROM: Troy Niemeyer, Finance Director  
DATE: April 8, 2025  
SUBJECT: Finance Department Update

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1) Recommended Action:

This item is informational only.

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2) Background:

Staff will provide an annual departmental report.

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3) Policy Support:

Be fiscally responsible and develop sustainable financial strategies.

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4) Alternatives:

n/a

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5) Fiscal Notes:

n/a

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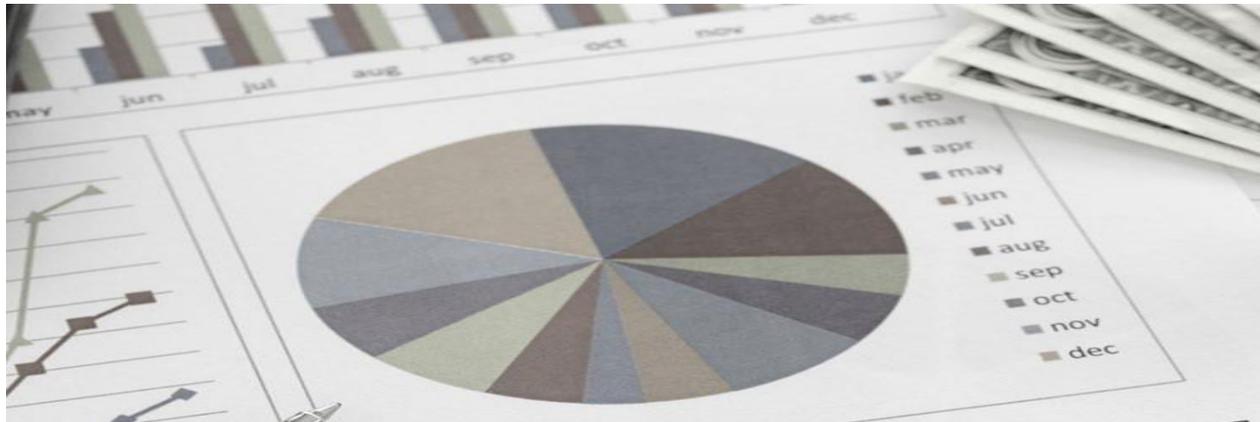
6) Attachments:

A. Finance Department Annual Report

# DEPARTMENT ANNUAL REPORT

## 2024 YEAR IN REVIEW

Troy Niemeyer, Finance Director



## ABOUT THE DEPARTMENT

The Finance Department helps Refine and Sustain a Great Organization acting to ensure good stewardship of public funds and follow sustainable financial strategies. We model our belief in PEOPLE as we provide excellent customer service to internal and external customers.

Our team is responsible for Accounts Payable, Vendors, Customer Service, Utility Billing, Cash Receipting, B&O, Violations, Budget, Payroll, Accounting, Banking, Financial Reporting, Audits, Fraud Prevention, Compliance, Asset Management, Project Accounting, Investments, Cash Flow, Debt, and Internal Controls.

The vast majority of our work is guided and/or mandated by state law, city code, the State Auditor's Office, Generally Accepted Accounting Principles, and the Governmental Accounting Standards Board.

## ACCOMPLISHMENTS

- Continued implementation of the ERP, including the Human Capital Management module (HR/Payroll).
- Passed the 2025-2026 biennial budget.
- Continued encouraging electronic payments.
- Continued promoting assistance programs.
- Worked with Communications and WRS to promote utility assistance programs.
- Coordinated several successful audits.
- Tâłcn Homes/Habitat for Humanity/Commerce CHIP grant and audit (23-24).

## BY THE NUMBERS

The Finance Team is made up of 12 dedicated professionals. Four of our staff work in Utility Billing, one specializes in B&O and Violations, we have one person for Accounts Payable, one Payroll Officer, two full-fledged Accountants, a Senior Accountant, a Deputy Finance Director, and a Finance Director.

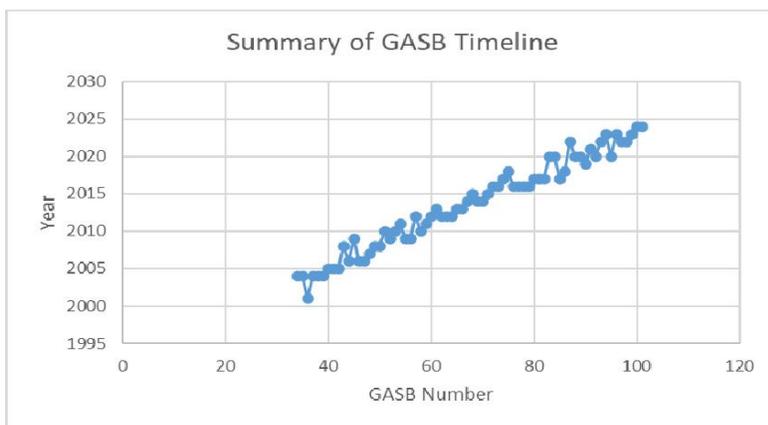
In 2025 the Finance Department:

# DEPARTMENT ANNUAL REPORT

- Facilitated payments for the Israel Road and Capitol/Trosper roundabout projects.
- Managed the grant funding and compliance for the Tâlicn Homes, Habitat for Humanity project.
- Assisted in the negotiation of the Fire Department labor agreement.
- Continued to promote utility assistance programs (from 110 to 190 customers).
- Identified 294 additional utility customers who may qualify for the Lifeline program.
- Defended against dozens phishing and spear phishing attempts.

We completed an audit of our Annual Comprehensive Financial Report, a Single Audit (federal funds), an Accountability Audit, and audits of LERMS, the TMPD, ERP conversion, and we performed a special investigation.

We successfully implemented three new accounting standards from the Governmental Accounting Standards Board (GASB).



## SPECIFIC DIVISION ACCOMPLISHMENTS / NEWS

The Utility Billing portion of our team continued to provide quality customer service while working on the implementation of the Utility Billing module of the ERP. The billing team serves more than 9,000 customers in Tumwater and is responsible for receiving \$24.5 million in revenue for the City.

## OVERCOMING OBSTACLES

While the ERP project is challenging for Finance staff, we continue to support each other and persevere. When we had recent challenges with payroll, the team pulled together with six of our staff jumping in to assist the Payroll Officer.

Like other departments, Finance deals with unfunded mandates including new state laws, increasingly complex accounting and reporting requirements, and the Federal Data Transparency Act.

## GOALS FOR 2025-2026

- Continue the ERP implementation, including a migration to the Cloud.
- Meet regularly with the Budget & Finance Committee and provide timely financial reports.
- Produce a written and online budget book for the first time since the 2019-2020 biennium.

TO: City Council  
FROM: Troy Niemeyer, Finance Director  
DATE: April 8, 2025  
SUBJECT: Quarterly Financial Update

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1) Recommended Action:

This item is informational only.

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2) Background:

Staff will provide quarterly budget-to-actual reports.

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3) Policy Support:

Be fiscally responsible and develop sustainable financial strategies.

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4) Alternatives:

n/a

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5) Fiscal Notes:

n/a

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6) Attachments:

A. none

TO: City Council  
FROM: Lisa Parks, City Administrator  
DATE: April 8, 2025  
SUBJECT: Strategic Plan Update

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1) Recommended Action:

No action is requested, this is a briefing only.

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2) Background:

Staff will provide an update on the Strategic Planning process, including a general outline of the anticipated timeframe to complete the process before the end of 2025.

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3) Policy Support:

Refine and Sustain a Great Organization.

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4) Alternatives:

This is a briefing only.

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5) Fiscal Notes:

The Strategic Planning process is included in the biennial budget.

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6) Attachments:

None.