



CITY OF
TUMWATER

**CITY COUNCIL WORK SESSION
MEETING AGENDA**

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

**Tuesday, November 25, 2025
6:00 PM**

1. Call to Order
2. Roll Call
3. Presentation of Proclamation, Confederated Tribes of the Chehalis Reservation
4. Intercity Transit Presentation (Community Development Department)
5. Council Position No. 1 Selection Process (Executive Department)
6. Mayor/City Administrator's Report
7. Adjourn

Meeting Information

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

Watch Online

<https://us02web.zoom.us/j/88242491188?pwd=kr8GhMljVpeXNm1Jsi0RTK1MlhBmro.1>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 882 4249 1188 and Passcode 894076.

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: Dana Bowers, Associate Planner
DATE: November 25, 2025
SUBJECT: Intercity Transit Presentation

1) Recommended Action:

No action is requested. This is an opportunity for discussion about the topic.

2) Background:

Intercity Transit staff is working with jurisdictional stakeholders to ensure local investment in public transportation is coordinated with locally adopted comprehensive plans and supports policy goals for community development and mobility.

Emily Bergcamp, General Manager, Rob Lafontaine, Planning Deputy Director, and Nick Demerice, Chief Marketing Communications and Outreach Officer, from Intercity Transit will present information regarding the redesign of the bus system.

Notable changes in the redesigned bus system specific to Tumwater include:

- New service on Henderson Boulevard between Yelm Highway and Old Highway 99.
- New service on Tumwater Boulevard west of I-5 which replaces existing service on Israel Road between Littlerock and 11th Ave.
- Other routes will be rerouted to serve Capitol Boulevard, creating new travel options other than the existing Route 13.
- Strategic "interlines" of bus routes create opportunities for residents to travel between east and west Tumwater (including SPSCC) without the need to transfer buses.

Intercity Transit has noted that student mobility has been a significant influence on the design of new service, specifically around the region's high schools and colleges.

On December 3, 2025, the Intercity Transit Authority Board is expected to take formal action to adopt the *May 2026 Service Change Summary and Draft Equity Analysis*. Pending final adoption, Intercity Transit staff will begin a public education campaign and construction on several dozen new bus stops.

3) Policy Support:

Transportation Plan Goal #2. Multimodal Transportation System. Work toward an integrated, multimodal transportation system that supports adopted land use plans, reduces overall need to drive, and provides alternative travel choices.

Strategic Priority 3: Create and Maintain a Transportation System Safe for All Modes of Travel

4) Alternatives:

☐ None

5) Fiscal Notes:

None.

6) Attachments:

None.

TO: City Council
 FROM: Lisa Parks, City Administrator
 DATE: November 25, 2025
 SUBJECT: Council Position No. 1 Selection Process

1) Recommended Action:

Direct staff on how to proceed with the selection process for filling the soon-to-be-vacant Council Position No. 1.

2) Background:

Council Member Dahlhoff has been elected as the new Mayor of Tumwater, beginning January 1, 2026. Because her current council position is midway through the four year term, when she resigns from it to take the position of Mayor, the council position will be vacant. Council will need to select a replacement Council Member for Position No. 1 to serve until *“...until a qualified person is elected at the next election at which a member of the governing body normally would be elected.”* RCW 42.12.070.

In the past Tumwater typically used the application/interview process to select a person to fill a vacant Council position, as there is no process specifically established by state law, other than to indicate the vacancy must be filled by the governing body within ninety days of the occurrence of the vacancy. If the governing body is unable to fill the position within ninety days, the county legislative authority shall appoint a qualified person. If the vacancy is unfilled within 180 days of the vacancy occurring, the Governor appoints the position.

Attached to this staff report are the previous documents the City has used most recently (updated with new formatting, only), including:

- The process/timeline;
- The application form; and
- Interview questions

The Council will need to direct staff on the specific timeline for this process (the yellow highlights in the process document); and whether there should be changes to the application form and/or the interview questions.

3) Policy Support:

Refine and sustain a great organization.

4) Alternatives:

- ☐ Use the prior application/interview process;
- ☐ Appoint a new council member without using the application/interview process; or

☐ Identify some other selection process.

5) Fiscal Notes:

N/A

6) Attachments:

A: Appointment Process

B: Appointment Application

C: Interview Questions



Tumwater City Council Position No. 1

Appointment Process

The process of filing a vacant council position is broadly laid out in the RCW for code cities. It is set forth that the City Council will appoint a qualified person to fill Position No. 1 until a qualified candidate is elected at the next election at which a member of the City Council would normally be elected.

The proposed process is as follows:

1. Upon approval of this appointment process, staff will prepare the appropriate materials to ensure widespread notification and announcement of this process, including City website and social media as well as regional news resources, beginning on **Friday, February 26, 2021**.
2. The notice, "*Calling for Candidate*" will be published in the **Sunday, February 28, 2021**.
3. The filing deadline will be **Friday, March 12, 2021**. Candidates must submit a completed application with cover letter and a resume of no more than two pages to the Executive Assistant **by 12:00 noon** via email. Late applications will not be accepted.
4. **Friday, March 12, 2021**, the candidates' applications and supplemental information will be routed to the City Councilmembers and Mayor for review. All documents are public information.
5. **Tuesday, March 16, 2021**, at the Tumwater Council meeting, the number of candidates and who will be interviewed will be decided.

6. Saturday, March 20, 2021, candidate interviews will be conducted at a special public meeting of the City Council. Interview questions will be provided to the candidates at the meeting. Candidate interview scoring sheets will be handed out to the Council for optional use in ranking of the candidates (all documents are public information). After interviews are complete, Council will confer about the candidates in open session.
7. The City Council will appoint a new Councilmember by formal motion at a special public meeting on Tuesday, March 23, 2021. The Mayor may break a tie vote. The newly appointed Councilmember for Position No. 1 will be sworn in immediately following the appointment.*

*The candidate selection will occur on Saturday, March 20, 2021, to accommodate signing the Oath of Office form by two parties prior to the Tuesday, March 23 Worksession. A ceremonial swearing in will still occur March 23, 2021.



Dear applicant:

Thank you for your interest in serving the Tumwater community as a member of the Tumwater City Council.

To be considered, applications must be completed, signed, and emailed to the [Executive Assistant](#) no later than [REDACTED] p.m. on [REDACTED], [REDACTED]. **Late applications will not be accepted.** With the application, please submit a cover letter indicating your interest and general qualifications for the position. A resume of no more than two pages in length must also be attached.

For further information or to request accommodation, please contact Brittaney McClanahan, Executive Assistant, at (360) 754-4120.

APPLICATION FORM
CITY OF TUMWATER
COUNCILMEMBER POSITION NO. 1

Name: _____ Email: _____

Home Address: _____

Mailing Address (if different): _____

Home Phone: _____ Work Phone: _____

I certify the information in this application is truthful and accurate.

Signature: _____ Date: _____

(Signature Required)

Eligibility to Hold Elective Office (RCW 35A.12.030): No person shall be eligible to hold elective office under the mayor-council plan unless the person is a registered voter of the city at the time of filing his or her declaration of candidacy and has been a resident of the city for a period of at least one year next preceding his or her election. Residence and voting within the limits of any territory which has been included in, annexed to, or consolidated with such city is construed to have been residence within the city. A mayor or councilmember shall hold within the city government no other public office or employment except as permitted under the provisions of chapter 42.23 RCW.

Also, as part of this process, frequency of voting over the last four elections will be verified with Thurston County.

- a. Are you a resident of the City of Tumwater? Yes ☐ No ☐
- b. How long have you been a resident of the City of Tumwater? _____
- c. How long have you lived at your current address? _____
- d. If you have lived at your current address less than one year, please list your previous address and indicate how long you lived at that address:

Previous address: _____

Length of time at previous address: _____

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Tumwater.

1. Why are you interested in serving as a Tumwater City Councilmember?

2. Describe any past community involvement and how this may have contributed to the Tumwater community.

3. How has your background and experience prepared you for service on the Tumwater City Council?

4. What are the three highest priorities you believe the City needs to address? How would you propose addressing these issues?

5. What are your impressions of [Tumwater's Comprehensive Plan](#), its goals, and policies? Have you been involved with the City's comprehensive planning process? If so, state the nature of your involvement and your assessment of the process.

6. To answer the following, please view the definitions of the Council committees and intergovernmental committees linked within each question:

- a. Councilmembers serve on four different [Council committees](#) (Budget and Finance, General Government, Public Health and Safety, and Public Works). If you could choose to serve on two of these committees, which committees would you choose and why?

- b. There are several [intergovernmental committees](#) that Councilmembers currently participate on as representatives of the City of Tumwater. Which intergovernmental committees interest you the most and why?
-

7. This position is up for election in **November 2026**, for a 2-year unexpired term, with a potential primary election in **August 2026**. Do you intend to run for this elected position? Yes ☐ No ☐

8. Appointment to the City Council will require your attendance at numerous regularly scheduled and special meetings, which occur in the evenings, on weekends, and during the weekday. Councilmembers also serve on Council committees, regional boards and commissions, and represent the City Council at community functions.

An estimate of the minimum number of hours dedicated to Council activities is 10 to 15 hours per week, but it varies from week to week with a variety of interjurisdictional meetings. Are there limitations in your schedule or commitments that constrain your ability to participate as an active member of the Tumwater City Council?

Yes ☐ No ☐ If so, please describe.

9. a. Have you ever attended a meeting of the Tumwater City Council? Yes ☐ No ☐
If yes, about how many meetings you attended in the past year. _____
- b. Have you ever watched a Tumwater City Council meeting on TV or the web? Yes ☐
No ☐ If yes, about how many meetings you watched in the past year. _____
- c. Have you testified before any local legislative body (city, county, port, etc.) on an issue of personal or public interest? Yes ☐ No ☐ If yes, please describe:
-

10. The City of Tumwater has the following Diversity Policy Statement:

The City of Tumwater is a national leader in affirming the civil rights and innate dignity of all people, and encourages the free expression of all cultural traditions and personal talents for the social enrichment and betterment of the community. The City fosters its value for diversity throughout the community by creating an equitable, hospitable, appreciative, safe, and inclusive organizational culture for its employees, volunteers, programs, and services, because diversity:

- strengthens workforce competence and performance;
- celebrates and values individual differences;
- serves an increasingly heterogeneous society;
- ensures the relevance of the City's Mission, programs and services; and
- is crucial to the City's ability to serve every citizen.

The City welcomes employees, volunteers, program participants and customers of every race, ethnicity, national origin, ability, religion, sexual orientation, veteran status, age, gender, gender expression, and gender identity.

Describe how your core values relate to the City of Tumwater Diversity Policy Statement.

Please list three professional references (full name, title, company, and phone number).

1. _____
2. _____
3. _____



TUMWATER CITY COUNCIL
INTERVIEW QUESTIONS DD/MM/YYYY
Council Position No. 1

The Mayor will start the interview by asking question #1. Councilmembers will then take turns in a pre-determined order asking each of the remaining questions of the candidate. All candidates will answer the same questions. Councilmembers can ask follow-up questions after the candidate's response. These follow-up questions may vary depending on the candidate's response.

1. Why do you want to be on the Tumwater City Council? How do you think your education, lived and work experience, and approach to group decision-making would complement existing City Councilmembers.
2. Residents and business owners are busy. It is often difficult to achieve meaningful engagement with them. How do you think we can improve communication and involvement with residents and businesses, particularly those who do not traditionally participate in these processes?
3. Tumwater just adopted a regional climate mitigation plan to help our City operations and communities be more sustainable and address climate change. What do you see as the City of Tumwater's role in responding to climate change?

4. As a Councilmember, would you see yourself as a delegate, acting on behalf of constituents as they direct you, or as a trustee, using your own judgement to act in the best interests of your constituents?
5. Like every city, we don't have enough money to do everything we want. We strive to be efficient, but need to rely on continued growth of our tax base to support the services we provide to the residents and businesses in our community. How can we balance the growth of our tax base with maintaining the character of our community and protecting the environment?
6. Thurston County has demonstrated success with regional partnerships to provide services, such as bus service, sewage treatment, and 911 communications. WE continue to explore other options, such as regionalization of fire services and the creation of a joint police training facility. In general, what do you see as opportunities that come with regionalization of City services? What concerns would you have?
7. How well do you think the City's current transportation system meets the needs of our residents? What would you do to increase transportation options (such as bus, biking, walking, ride sharing) for residents?
8. With increased national focus on racial justice issues, many are calling on the City to make significant changes in the way we police our communities and hold offenders accountable. What do you see as the City's role in addressing racial justice?

9. What are your favorite places to spend time in our community?

COUNCIL INVITED TO ASK ANY QUESTIONS ABOUT APPLICATION

10. Is there anything you would like to add for the Council's benefit?