



**CITY OF
TUMWATER
CITY COUNCIL
MEETING AGENDA**

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

**Tuesday, July 01, 2025
7:00 PM**

- 1. Call to Order**
- 2. Roll Call**
- 3. Flag Salute**
- 4. Special Items:**
 - [a.](#) Proclamation: Park and Recreation Month, July 2025
- 5. Public Comment:** (for discussion of items not having a public hearing on tonight's agenda)
- 6. Consent Calendar:**
 - [a.](#) Approval of Minutes: City Council, May 20, 2025
 - [b.](#) Approval of Minutes: City Council, June 17, 2025
 - [c.](#) Approval of Minutes: City Council Work Session, June 10, 2025
 - [d.](#) Payment of Vouchers (Finance Department)
 - [e.](#) 2025 Community Human Services Program Funding (Executive Committee)
- 7. Council Considerations:**
 - [a.](#) 2024 Transportation Benefit District Annual Report (Transportation and Engineering Department)
 - [b.](#) Ordinance No. O2025-002 Renewing Puget Sound Energy Franchise Agreement (Public Works Committee)
- 8. Committee Reports**
 - a. Public Health and Safety Committee (Peter Agabi)
 - b. General Government Committee (Michael Althausen)
 - c. Public Works Committee (Eileen Swarthout)
 - d. Budget and Finance Committee (Debbie Sullivan)
- 9. Mayor/City Administrator's Report**
- 10. Councilmember Reports**
- 11. Any Other Business**

12. Adjourn

Hybrid Meeting Information

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

Watch Online

Go to <http://www.zoom.us/join> and enter the Webinar ID 846 3674 3046 and Passcode 104557.

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Public and Written Comment

Attend in person to give public comment or register by 6:45 p.m. the day of the meeting to provide public comment using the web-based meeting platform:

https://us02web.zoom.us/webinar/register/WN_oV_U3aJESBGx8wDN4zT5PA

After registering, you will receive a confirmation email with a login to join the online meeting.

As an alternative, prior to the meeting, the public may submit comments by sending an email to council@ci.tumwater.wa.us, no later than 5:00 p.m. on the day of the meeting. Comments are submitted directly to the Mayor and City 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.

Proclamation

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including the City of Tumwater; and

WHEREAS, parks and recreation resources are vitally important to establishing and maintaining Tumwater's quality of life, improving the health of all people, and contributing to the economic and environmental well-being of our community; and

WHEREAS, Tumwater's parks and recreation programs help build a healthy, active community while providing parks and facilities that serve the needs of thousands of residents through active recreation, athletics, camps, special events, and competitions; and

WHEREAS, Tumwater's parks and recreation programs enhance our community's economic prosperity through higher property values, increased tourism, attracting and retaining businesses, and by reducing crime; and

WHEREAS, Tumwater's parks and natural recreation areas improve water quality, reduce flooding, protect groundwater, improve the quality of the air we breathe, preserve habitat for wildlife, enhance the ecological beauty of our community, and provide a place for children and adults to connect with nature and to recreate outdoors; and

WHEREAS, Tumwater recognizes the great societal value of parks and recreation facilities, honors the vital contributions of employees and volunteers in park and recreation facilities; and supports the designation of July, by the United States House of Representatives, as National Park and Recreation Month.

NOW THEREFORE, I, Debbie Sullivan, Mayor of the City of Tumwater, do hereby proclaim the month of

July 2025

National Park & Recreation Month

and I call upon the people of the City of Tumwater to join with me in recognizing the benefits derived from Tumwater's parks and recreation programs. I also encourage residents to visit the City's website to learn more about our parks and recreation programs and about our volunteer opportunities.

Signed in the City of Tumwater, Washington, this 1st day of July in the year, two thousand twenty-five.




Debbie Sullivan
Mayor

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MINUTES OF HYBRID MEETING
MAY 20, 2025 Page 1**

CONVENE: 7:00 p.m.

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

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Finance Department Director Troy Niemeyer, Water Resources and Sustainability Department Director Dan Smith, IT Department Director Lance Inman, Community Development Department Director Michael Matlock, Communications Manager Jason Wettstein, Police Lieutenant Carlos Quiles Jr., and Deputy City Clerk Tracey Core.

SPECIAL ITEMS:

**PROCLAMATION:
PUBLIC WORKS
WEEK MAY 18-24,
2025:** Councilmember Swarthout read a proclamation declaring the week of May 18-24, 2025 as *Public Works Week*. The proclamation calls upon the people of the City of Tumwater to learn about the City's public works facilities and services, and to recognize Water Resources & Sustainability and Transportation & Engineering employees for the substantial contributions they make to protect the health, safety, comfort, and quality of life in Tumwater.

Mayor Sullivan presented the proclamation to Georgianna Hupp, GIS Analyst, and Sustainability Manager Alyssa Jones Wood.

Analyst Hupp said this year's theme for National Public Works Week is *People, Purpose, & Present*. The Public Works Departments strives to put people first, completes its work with purpose, and maintains a visible presence in the community. Residents of Tumwater know that employees will be there to help and provide essential services, such as clean and reliable drinking water, stormwater treatments, and sewer services, as well as providing accessible streets and sidewalks. The theme is appropriate as it highlights the integral work accomplished each day to build and maintain a better community. The focus on people aligns with the mission and beliefs. The departments believe in people and working with a purpose for continuous improvement, maintaining a presence in the vibrant community, engaging directly with residents, and making Tumwater a great place to live, work, and play.

Manager Jones Wood said Public Works Week provides a chance to celebrate all the contributions and efforts of public works employees that silently work to support a thriving community. Public works professionals plan, design, build, manage, and maintain infrastructure and right-of-way to enable everyone to enjoy and grow in the community. Whether it is providing water, wastewater, transportation, mapping, resource sustainability, right-of-way management, or fleet services, the public works departments are always at the

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ready to serve the community. On behalf of the two departments and all the colleagues who work together to provide daily and year-round essential public works services, the Council is thanked for its support and the recognition. She invited the Council to join public works employees at Tumwater Historical Park for a picnic on Thursday, June 5, 2025 from 11:30 a.m. to 1 p.m.

**PROCLAMATION:
NATIONAL SAFE
BOATING WEEK,
MAY 17-23, 2025:**

Councilmember Von Holtz read a proclamation declaring *National Safe Boating Week, May 17-23, 2025*. The proclamation encourages all Tumwater residents to dedicate themselves to learning about and practicing safe boating, including wearing life jackets.

Coast Guard Commander Tilson accepted the proclamation from Mayor Sullivan. He thanked Mayor Sullivan and the Council for acknowledging the importance of safe boating by wearing a life jacket. The goal of *Safe Boating Week* is to bring focus on responsible boating and life jacket use. In and around Thurston County, many public water access points have loaner life jackets stations for free use of life jackets. The stations are maintained and inspected by the community who are looking out for children and adults. Coast Guard statistics from 2023 reflect that 87% of boating-related drownings lacked the wearing of life jackets. Wearing life jackets would save countless lives each year.

**PROCLAMATION:
ASIAN AMERICAN,
NATIVE
HAWAIIAN, AND
PACIFIC ISLANDER
HERITAGE
MONTH, MAY 2025:**

Councilmember Dahlhoff read a proclamation declaring the month of May as *Asian American, Native Hawaiian, and Pacific Islander Heritage Month*. The proclamation calls upon the people of the City of Tumwater to celebrate the contributions of Asian American, Native Hawaiians, and Pacific Islanders in the community and across the nation.

Several individuals representing Asian Americans, Native Hawaiians, and Pacific Island (AANHPI) communities thanked the Mayor and the Council for honoring the communities and people. As proclaimed by Governor Inslee in May 2016, May is celebrated in Washington State to recognize the contributions and influence of Asian Americans, Native Hawaiians, and Pacific Islanders and their history, culture, and achievements for the United States. The Asian and Pacific Islander Coalition of Washington (APIC) is part of a statewide coalition created after the 1996 Welfare Reform Act significantly affected and reduced non-citizens federal eligibility for public assistance programs. After recognizing the need for a collective voice advocating for the rights and equity of foreign-born Asian and Pacific Islanders, APIC began lobbying the Washington State Legislature to address the gap created by federal legislation. Today, efforts continue to honor the history, nourish the community, and commit to equity and justice while leading and building solidarity with the immigrant community. Since December 2024, efforts have organized a series of events and activities to celebrate AANHPI heritage in Washington State. Through the events and activities, it is hoped that people can be informed and educated about AANHPI

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members and offer programs and resources to promote understanding and appreciation of AANHPI history and culture. The community was invited to attend the May 24, 2025 celebration event at the Evergreen's Long House and share stories through the My Story project this year.

Donna Mililani with the Aloha kakou! Moku'aina A Wakinekona Hawaiian Civic Club, expressed gratitude from the club for the honor by Tumwater to issue the proclamation. The club was founded in 2006 by the Baker Family in the Tacoma/Lacey area. Native Hawaiians have been living in the state since 1787. Hawaiian natives were crucial to the fur trade and building Astoria, Oregon. More native Hawaiians live on the continent than there are on the islands. The State of Washington has the second largest population of native Hawaiians next to the State of California.

Bob Nakamura, member of the APIC and Olympia-Kato Sister City Association said he is the President of the Olympia Chapter of the Japanese American Citizens League. The chapter furthers relationships between Americans and Japanese communities. Each August, the chapter sponsors a community dance. Kato, Japan is sending a delegation of adults from Japan to America, as well as students to visit the local area.

Mayor Sullivan presented the proclamation to the speakers.

**LOTT STATE OF
UTILITY**

Matt Kennelly, LOTT Executive Director, provided an update on the wastewater utility and future response to growth in the region. The Lacey, Olympia, Tumwater, and Thurston County (LOTT) Clean Water Alliance was formed in 1976 to collaborate and produce one wastewater plant to serve the jurisdictions. A Board of Directors oversees the organization meeting monthly. Councilmember Dahlhoff serves as the City representative on the Board. The mission of the organization is to protect communities and the environment by cleaning water and restoring resources for the community.

LOTT serves approximately 140,000 customers within its service area. The City of Tumwater is responsible for building collection pipes from homes and businesses. The pipes connect with other partner jurisdictions and transmit waste to the main LOTT treatment plant in downtown Olympia. The City of Tumwater bills ratepayers for the collection fee for the City's sewer system and the LOTT treatment fee. Some residents located in the urban growth areas are also served by the cities.

All Tumwater sewer flow is transmitted to the LOTT Budd Inlet Treatment Plant. The plant processes 13 million gallons of waste each day. Along with other infrastructure, LOTT has invested approximately \$1 billion that is managed and maintained by LOTT.

LOTT's treatment process is highly regulated through a permit issued by the

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Environmental Protection Agency (EPA) through the Department of Ecology with strict discharge limits for treatment on Puget Sound. Monitoring and reporting involves over 15,000 samples each year to validate the high-level treatment. The EPA also requires maintenance of infrastructure and the capacity to expand when necessary. Performance is documented in the agency's annual reports with reports to the Board of Directors each month. All performance metrics have been achieved. The agency recently completed a new Six-Year Strategic Plan.

LOTT experienced no instances of exceeding pollution discharge limits during the year. LOTT submits data to different agencies to receive validation on the amount of pollution discharge. The LOTT plants offers the highest level of treatment on Puget Sound compared to the other 57 treatment plants located along Puget Sound. LOTT performs at approximately half of its permit limits.

Each year, LOTT compares its rates. LOTT's treatment fee is added to the city charge for collection of wastewater. In Tumwater, the treatment fee is below the average for rates within the region.

LOTT also applies for project awards to validate its work. The recent upgrade of the plant resulted in an award from the state for Project of the Year, as well as a national award as one of eight designs in the country that received an award from the Association of Consulting Engineering Firms.

LOTT also reuses resources. Biogas in the form of methane gas is captured to produce heat and energy powering 15% of the plant's power. The gas is captured in boilers and is used to heat the process as well as heating LOTT's Administration Building and the Hands On Children's Museum. Biosolids are produced from the sewer process. Biosolids are transferred to Eastern Washington as part of a farm-led program. The material, rich in nitrogen and phosphorus, is used to fertilize crops. Another treatment process is water reuse with a portion of the water undergoing a final step to create Class A reclaimed water. The City of Tumwater is the largest user of reclaimed water with the gold course using 600,000 gallons of reclaimed water each day during the summer. A storage tank located off T Street stores reclaimed water for the golf course providing instantaneous daily flow.

Another location using reclaimed water is the Hawks Prairie Infiltration site to infiltrate reclaimed water into the groundwater offering a public park in the Hawks Prairies area of Lacey. LOTT also sponsors the Wet Science Center educating students and families and providing treatment plant tours. All fifth grade classes in the Tumwater School District participate in LOTT programs. A stream located in front of the Hand On Children's Museum produces a demonstration of reclaimed water while providing children with a water splash play area.

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The Budd Inlet Treatment Plan is responsible for only 3% of the bay's oxygen depletion. Capitol Lake affects depletion of oxygen by 62% with external sources (57 other treatment plants) and local non-point sources, such as septic tanks and stormwater runoff also contributing to the depletion of oxygen in Puget Sound and Budd Bay. LOTT's approach considers all sources and providing high-level treatment at the Budd Inlet Treatment Plant, supporting water quality regulations and other treatment plants, supporting the Deschutes Estuary approach for maintaining the estuary, incentivizing septic to sewer conversions through discounts, as well as reducing water quality impacts from unhoused populations through affordable housing connection fee rebates. The holistic approach has benefitted partnerships with the Squaxin Island Tribe through an accord with the tribe signed in 2024.

Septic to sewer rebates are offered to households converting from septic tank to sewer. LOTT charges a connection fee at a 50% discount and a 50% discount for affordable housing. With other incentive packages, more affordable housing will be constructed within the community.

LOTT aligns with regional goals for climate change. In 2015, Thurston County established a benchmark. Since then, there has been a 30% decrease in emissions and a 42% decrease based on a per capita emissions.

Mr. Kennelly described LOTT's annual planning process that includes flow measurements of the system, measuring volume of rainwater, and documenting nitrogen loads. That information in addition to other information forms the basis of a budget and capital improvements plan every two years to develop the right project at the right time.

LOTT does not plan to construct new treatment plants because LOTT is able to process a high level of treatment at the existing plant. LOTT plans to focus on existing treatment facilities rather than adding new plants and collaborating regionally on water quantity, water quality, and sea level rise planning.

LOTT's workforce has a low turnover rate because of LOTT's investment in its workforce.

The secret to the success envisioned in 2050 is continued dedication to the mission of the LOTT with a water quality focus.

Councilmember Agabi asked about the volume of biosolids produced by the plant annually. Mr. Kennelly responded that the plant produces approximately 60,000 pounds of biosolids each day. Stabilized biosolids are considered as Class B biosolids that can be applied in agriculture fields. LOTT has no excess waste because of the farm program in eastern Washington. All methane gas produced from the wastewater process is utilized fully at the plant to run the boilers and engine generators to produce electricity and heat.

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Councilmember Von Holtz asked about LOTT's plans to involve high school and college students to participate in employment tracks for future employment in the wastewater treatment profession. Mr. Kennelly advised that previously LOTT's Wet Science Center focused on involving elementary and middle school students. LOTT is expanding the focus to high schools by visiting local high schools to promote education programming, as well as scheduling more events on the weekends and messaging information on careers in the field.

Mr. Kennelly said the plant provides a variety of jobs ranging from engineering and construction pathways, as well as laboratory and plant operators. LOTT receives a number of applicants who must pass a basic aptitude test for placement with a pool of candidates who are trained by LOTT to become a wastewater treatment plant operator. The program is a 2-/12-year apprenticeship program to be placed as an operator and up to five years for placement for a job in a specialized area.

**PUBLIC
COMMENT:**

Lisa Johnson, 5813 Swayne Drive NE, Olympia, commented on World Relief and its work within the community. She represents Olympia Indivisible and its immigrant justice team. The organization has welcomed 184 refugees to Thurston County since April 2023. As of late January 2025, all federal funds have been eliminated to help sponsor new legal immigrants to the country and all funds to support existing immigrants were rescinded. She has worked for World Relief Thurston County at the local office of the national Refugee Resettlement Agency from May 2023 until the present to welcome a large family of nine from Somalia. She has been impressed with the agency's commitment to justice and to empowerment of those who they welcome. Now they have no funding outside of donations to continue the work. She spoke to the strength of character, motivation, and the kindness of the family that was helped to root and empower them over the last two years within the community. Without immediate local support, new refugees may lose access to vital services that help them establish stability within the community. She requested exploring with the Council ways to help local refugees settle successfully in local cities. The Olympia City Council provided emergency funds to World Relief to help with the effort. She asked the Council to donate as well. Supporting immigrants and refugees aligns with Tumwater's mission of inclusion, equity, and the well-being of its citizens. She thanked the Council for considering the proposal.

Betsey Norton, 1405 Evergreen Park Drive SW, Olympia, spoke on behalf of the South Sound Bird Alliance (formally the Black Hills Audubon Society) regarding the Port of Olympia Airport Master Plan. The organization is concerned about the impacts to wildlife, its habitat, and the surrounding environment. The organization submitted a statement to the Port of Olympia on February 12, 2025, which includes maps and more details explaining why

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development poses a potential extinction threat for Mazama Pocket Gophers and Streaked Horned Larks. Both species are listed as threatened by the Endangered Species Act. Footnotes also include a link to the 2022 U. S. Fish and Wildlife status report and recovery plan for the Mazama Pocket Gopher, which includes interesting specifics about the Olympia Airport threat. The Olympia Airport is the last best habitat for the ESA listed species, which is why U.S. Fish and Wildlife designated 600 acres of the airport property as critical habitat for the species in 2014. The master plan is a threat, as it would remove as much as 340 acres or 56% of the habitat from airport grounds. The airport also has habitat for the federally threatened Streaked Horned Larks, which are only protected through 2029 on airport property through a memorandum of understanding between the U.S. Fish and Wildlife and the Federal Aviation Administration (FAA). From a wildlife perspective, development on and around the airport that allows for 85% impervious surface per zoning rules, busy roadways, and increased aviation operations pose a significant threat to the survival of those species. Wildlife does not observe parcel boundaries, zoning lines, and project boundaries. An environmental analysis of the impacts to the species must be cumulative especially when contemplating a large buildout plan. Additionally, when the question speaks to survival or extinction of a species, it is critical that impact assessments be comprehensive and rigorous. Which is why, the organization is requesting an Environmental Impact Statement study to be conducted for the Airport Master Plan.

Mayor Sullivan recognized several high school students in attendance.

**CONSENT
CALENDAR:**

- a. Approval of Minutes: City Council Work Session, April 8, 2025
- b. Approval of Minutes: City Council, May 6, 2025
- c. Payment of Vouchers
- d. 2025 Comprehensive Plan Middle Housing Grant Contract with the Department of Commerce Amendment No. 1
- e. Small Government Enterprise Agreement Renewal with Esri
- f. Integrated Planning Grant with Department of Ecology Amendment No. 1
- g. Advisory Board Appointment of Sharie McCaffrey and Matt Brownwell to the Barnes Lake Management District Steering Committee

MOTION:

Councilmember Althaus, moved, seconded by Councilmember Jefferson, to approve the Consent Calendar as published. A voice vote approved the motion unanimously.

Mayor Sullivan reviewed the items approved on the Consent Calendar.

**COMMITTEE
REPORTS:**

PUBLIC HEALTH & The May 13, 2025 meeting included updates by Ariana Gomez on the

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SAFETY:

Peter Agabi

FDCARES Program, Crisis Response by Joe Avalos, Executive Director, Olympic Health & Recovery Services, and a Thurston County District Court update by Frankie Peters, Court Executive Officer. The committee also forwarded a recommendation to the Council to discuss Tumwater's position on Tumwater's response to ICE and immigration activities.

GENERAL

GOVERNMENT:

Michael Althaus

The meeting on May 14, 2025 included:

- 2025 Comprehensive Plan Periodic Update – Lands for Public Purposes and Utilities
- 5901 Black Lake-Belmore SW 10 Percent Annexation Petition (TUM-25-0453)
- Food System Plan – Development Update
- 2025 Comprehensive Plan Middle Housing Grant with the Department of Commerce Amendment No. 1

PUBLIC WORKS:

Eileen Swarthout

The next meeting on Thursday, May 22, 2025 includes eight agenda topics.

BUDGET AND

FINANCE:

Debbie Sullivan

The next meeting on May 23, 2025 includes a monthly financial update, consideration of a Bond Underwriter Engagement Letter, and consideration of Ordinance No. O2025-006-S1 Amending TMC 2.14 Execution of Contracts and Other Legal Documents.

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

City Administrator Parks reported on the completion of the City's statistically valid survey. The goal was to receive 250 completed surveys. The effort resulted in 268 completed surveys. The Community Engagement Survey was recently released on the City's website. Throughout the survey process, the City is providing social media outreach and distribution of a series of flyers.

The first Elevate Fair is scheduled on Saturday, May 31, 2025, sponsored by the Parks and Recreation Department from 10 a.m. to 2 p.m. at the ASHHO Cultural Community Center to celebrate the intersection of arts and sustainability. The fair will highlight local artists using sustainable practices, various cultural approaches, and creative reuse of materials.

Traffic lanes on Littlerock Road are scheduled to be reduced at Somerhill Court SW. Puget Sound Energy is installing new underground power lines. Work will continue through Friday, May 23, 2025 with intermittent one-way traffic to facilitate the project.

City Hall will be closed on Monday, 26, 2025 in observance of Memorial Day.

Mayor Sullivan reported on her attendance to the League of Women Voters *Thurston Forward Conference* on May 10, 2025 and the Thurston Chamber of Commerce Annual Meeting on May 14, 2025. The guest speaker was Governor Ferguson. Mayor Sullivan attended a conference for the Association

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of Washington Cities as a member of the Legislative Priorities Committee to review legislative progress and next steps. She also attended the Party in the Park on Saturday, May 17, 2025 to celebrate the end of the youth baseball season.

The next meeting of the Thurston Economic Development Council is Tuesday, May 28, 2025 at the Tenino Agricultural Park.

**COUNCILMEMBER
REPORTS:**

Angela Jefferson:

At the May 8, 2025 meeting, Tumwater HOPES members discussed the medicine take back event outcomes. The event resulted in the collection of two gallons of zip lock bags of medication and distribution of two safe storage containers along with campaign materials and information. In collaboration with the Tumwater Fire Department, ESD 113, and the Washington Healthcare Authority, an event was held focusing on *Hidden in Plain Site*. The event featured a mock teen bedroom where parents learned how to identify 70+ different items that may be indicative of risk behaviors. Parents were able to receive medication pickup boxes and participate in a talk presentation.

At the earlier meeting of Experience Olympia and Beyond, members discussed a candidate selection process for the executive director position. Members narrowed the candidate list to three candidates. Members reviewed legislative updates and discussed the impact of the World Cup to the region. A sports award event is scheduled on June 4, 2025 at South Puget Sound Community College.

Joan Cathey:

The Olympic Region Clean Air Authority (ORCAA) is contending with the new environment under the new Administration. The region is fortunate as some of the funding for clean air in the five-county region is from the state. ORCAA is not as dependent on federal funding for clean air. ORCAA is moving forward on programs and air quality monitoring.

Eileen Swarthout:

Councilmember Swarthout attended the May 8, 2025 electric ferry demonstration at the Olympia Port Plaza. The event featured a 12-passenger electric boat built by an Ireland company. The company is working on a 150-passenger boat expected to be launched later in the year. A memorandum of understanding was executed for manufacturing services with Delta Marine, a luxury boat builder in Tukwila, Washington. Ferry service to the South Sound is in its infancy stages with first services possibly offered at Des Moines, Washington.

On Saturday, May 17, 2025, Councilmember Swarthout attended the South Sound Climate Action Convention at The Evergreen State College. The program included a series of different sessions on electric cars, climate and

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heat plans, and land use plans.

Michael Althausen: The Regional Housing Council has scheduled a retreat on Friday, May 27, 2025 to engage in strategic planning and review goals, mission, and vision.

Leatta Dahlhoff: Members of the Thurston County 911 Administration Board reviewed the 2024 report. Tumwater fire and EMS received 4,734 911 calls compared to 16,409 calls in Lacey, and 15,252 calls in Olympia. Law enforcements events in Tumwater totaled 19,347 versus Olympia at 55,545 and Lacey at 43,420. Moving forward in 2025, TCOMM is working with data to track trends to help support the development of policies in support of fire and police.

The LOTT Clean Water Alliance Board of Directors is also reviewing updates of policies.

Councilmember Dahlhoff requested an update about some options on collaboration and support for community members and World Relief.

City Administrator Parks advised that Assistant City Administrator Adams is working with Lisa Johnson and others. She has also engaged in conversations with colleagues at the City of Lacey and City of Olympia. A report will be provided to the Council in the next several weeks once she reviews progress with Assistant City Administrator Adams. Councilmember Dahlhoff asked that the conversation with the Council include consideration of monetary support from the general fund as well.

Peter Agabi: At the last Transportation Policy Board meeting, members received a presentation from Mr. Kennelly on LOTT Clean Water Alliance. Members discussed a high capacity transportation policy statement. Staff provided information to members with action scheduled at the June meeting. Members discussed bicycle connectivity strategies. Recently, the Governor signed a bill enabling Washington cities to establish shared streets where bicycles must yield to pedestrians, and cars must yield to bicycles.

The Joint Animal Services Commission has changed to meeting every other month.

Kelly Von Holtz: Upcoming meetings include Intercity Transit Authority meeting on Wednesday, May 21, 2025. The agenda includes a vote on the contract for bus operators.

Councilmember Von Holtz attended the last meeting of the Tumwater Public and Health Committee. During the meeting, Chair Agabi addressed some false community claims that ICE was present in the area, had visited Home Depot and Costco, and was apprehending people. The rumors included participation by the Tumwater Police Department in support of apprehensions by ICE. That

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information was inaccurate. The City's has policy that is reflective of the Police not detaining individuals solely to determine their immigration status. She had previously requested that the City promote its policy in terms of police actions regarding immigration actions.

ADJOURNMENT: With there being no further business, Mayor Sullivan adjourned the meeting at 8:26 p.m.

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services, psmsoly@earthlink.net

**TUMWATER CITY COUNCIL MEETING
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CONVENE: 7:00 p.m.

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

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Assistant City Administrator Kelly Adams, Finance Department Director Troy Niemeyer, Police Chief Jay Mason, Fire Chief Brian Hurley, Water Resources and Sustainability Department Director Dan Smith, Community Development Department Director Brad Medrud, and Deputy City Clerk Tracie Core.

SPECIAL ITEMS:

**PROCLAMATION:
JUNETEENTH, JUNE
19, 2025:** Councilmember Jefferson read a proclamation declaring June 19, 2025 as *Juneteenth* in the City of Tumwater. The proclamation calls on the people of Tumwater to join together on Juneteenth, to reflect on the past, to commit together to continue to eradicate systemic racism, to look to the future, and to work each day to lift each other up for collective prosperity and liberty.

Mayor Sullivan presented the proclamation to Dr. Thelma Jackson, who accepted the proclamation on behalf of Lester Dickson, Fred U. Harris Lodge.

**READING OF
RESOLUTION R2024-
015, TUMWATER
RESOLUTION
AGAINST HATE:** Mayor Sullivan described the origination and purpose of the resolution drafted by the Public Health and Safety Committee and the Council. The Council adopted the resolution on December 3, 2024 to convey its support of people in the community and around the nation. The resolution affirms the Council's commitment to equality, dignity and the protection of civil rights, and standing against hate, bigotry, and discrimination.

Councilmember Von Holtz read the resolution adopted by the Council. The resolution was in response to some troubling incidents shared with the Council by community members of color. The incidents were experiences of hate, discrimination, and intolerance. It was also influenced by the voices of the Thurston County National Association for the Advancement of Colored People (NAACP) and the invaluable work of Councilmember Jefferson and the Public Health and Safety Committee. Although the Council adopted the resolution, the resolution was not read because it was included as an item for consideration on the Council's Consent Calendar.

Dr. Thelma Jackson thanked the Council for notifying the Thurston County NAACP that the resolution was included on the Council's agenda. When the resolution was originally considered, members were somewhat baffled

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because the NAACP had sent letters to the three largest cities and Thurston County requesting a proclamation or declaration. As the meetings are televised for the public, members followed up with a request to receive a copy of the resolution because it had not been read into the record during the adoption of the resolution. It is important for citizens to know the contents of the resolution because it is a powerful resolution with deep meaning and addresses layers of much more than proclamations issued by the other jurisdictions. Six months later, living in today's climate, there has been a huge effort to turn back diversity, equity, inclusion, belonging, and anything of any shape, form, or fashion. Washington State is a target as it is a DEIB state. Citizens need to know that the City Council made a commitment and agreed to a series of actions. One is the development of the City's Equity Commission. On behalf of the NAACP, she applauds the Council's follow-up action as people are wondering where their leaders stand on these important issues.

PUBLIC COMMENT: **Cortni Marie Holthaus, 6605 Ly Rhon Court SW, Olympia,** reported she is in litigation against Tumwater businesses. She is a federal plaintiff litigating against Providence St. Peter's Hospital, Multicare Lacey Emergency, Department of Corrections (former employer), and the Tumwater Police Department. On February 25, 2025, she stood outside Tumwater City Hall with her car covered in simple protest messages against her former employer, the Department of Corrections. Seconds later, a police vehicle starting following her, which was denied (by the Police Department). No one cares, but she has the evidence. Her devices around the same period were hacked and sabotaged and it appears it is continuing. She also has the evidence. She went to the hospital in March for help and was given a bipolar 1 with paranoia diagnosis after she explained her situation. No evaluation occurred and information was simply passed between St. Peter's Hospital and Multicare Emergency Room as if her consent and rights did not matter. Providence St. Peter's Hospital has been funded by Washington State Patrol, IBM, KPMG, and others. It is not healthcare; it is a corrupt system hiding behind white coats. She saw the writing on the wall literally, as the names were on donor plaques at Providence St. Peter's Hospital. Before her unemployment hearing on March 17, 2025, Assistant Attorney General Peter Kay of the Attorney General's Office mocked her mental health challenges in writing and said that her legal complaint would be confusing due to her mental health challenges. That is not just bullying, that is discrimination as she is a sexual assault survivor. She applied for crime victim assistance and was denied, as there was no crime, as if hacking, medical fraud, medical malpractice, and blatant discrimination counted since she is the victim. She asked when she will receive crime victim assistance. She is still waiting for the audio and video of February 25, 2025 that was claimed to be exempt because a random crime nearby during same timeframe. That is not a good excuse.

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Ryan Reynolds, President, Tumwater Chamber of Commerce, 9020 Blomberg Street SW, Tumwater, invited the Council to participate in the Thursday, June 19, 2025 Chamber Golf Tournament. A table has been reserved for the Council with the Tumwater School District. He stressed the importance of the relationship between the school district, the Chamber, and the City serving as the foundation of the community.

**CONSENT
CALENDAR:**

- a. Approval of Minutes: City Council, June 3, 2025
- b. Payment of Vouchers
- c. Interlocal Agreement with Cities of Lacey, Olympia and Yelm for the update of the Accessory Dwelling Unit Plans
- d. Service Provider Agreement with the Artisans Group for the update of the Accessory Dwelling Unit Plans
- e. Supplemental Agreement No. 2 with Tierra ROW for X Street Roundabout Project
- f. Agreement with Thurston County for Specialized Recreation
- g. Reappointment of David Bills, Brian Reynolds and Satpal Sohal to the Lodging Tax Advisory Committee
- h. Association of Washington Cities 2025 Annual Business Meeting Voting Delegates

MOTION:

Councilmember Dahlhoff, moved, seconded by Councilmember Von Holtz, to approve the Consent Calendar as published. A voice vote approved the motion unanimously.

Mayor Sullivan reviewed the items approved on the Consent Calendar.

**COUNCIL
CONSIDERATIONS:**

**QUARTERLY
FINANCIAL
UPDATE:**

Director Niemeyer provided an update on first quarter 2025 financials for the City of Tumwater.

Director Niemeyer reviewed the status of the national economy, looming risks, and data specific to Tumwater. Late in 2024, economic forecasts were positive and in January 2025, the Federal Reserve raised short-term interest rates with the intent of cooling off the economy to bring inflation down. Subsequently, recession was avoided and inflation was beginning to decline. Unemployment continued to be low and the Federal Reserve began to cut rates after raising the rates. Continued strong economic growth was predicted and Wall Street was excited about the new Administration.

Since April 2, 2025 when tariffs were announced, the stock market experienced steep declines because of financial uncertainty across all financial markets and the lack of a clear economic plan. In April and May, the economy experienced continued change with tariffs constantly changing

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up and down and uncertainty surrounding the markets as well as consumer spending. Tariffs and deportations are highly inflationary policies and high inflation over the last several years leads to higher interest rates that can discourage large purchases, such as homes and automobiles.

In April 2025, *USA Today Newspaper* published how the economy was projected to grow by 1.7% but actual was only 0.8%. The economy was expected to grow by 2.5% in January 2025. A survey of economists now predicts approximately a 50% chance of recession. In February 2025, the prediction of a recession was only 25%. Several economists surveyed indicated that tariffs are the cause of the current economy.

Clear policies are important as the economy, consumers, and the markets want certainty to make informed decisions. Opening, expanding existing business, or closing a business all depend on some level of certainty. Today, the economy is experiencing a period of continued uncertainty with tariffs continuing to change. Although tariffs on China have been paused for 90 days, it speaks to the need for more efforts. Supply chain shortages are eminent with ports less busy because tariffs are bringing in fewer products, which will affect the economy. The uncertainty is how negatively it will affect the economy, the duration, and cost increases. Some companies are not using “tariff” to avoid upsetting the Administration and have opted to refer to the “operating environment.” However, tariffs are a tax that will cost people more money.

Significant risks are anticipated with the passage of the President’s budget bill. Massive cuts to Medicaid will hurt those who can least afford it and the national debt is projected to increase by \$3.5 trillion. Moody’s Investment Services downgraded the U.S. credit rating, the first time in the nation’s history. As a result, foreign investors will find U.S. debt less attractive and riskier, which leads to higher rates. As borrowing rates increase, debt secured by the City will increase in cost.

National polling reflects consumer confidence is down by 30%. The first quarter GDP was negative by 0.3% (first time in 3 years that the nation had a negative GDP). A second quarter negative GDP will reflect a national recession. Tumwater’s April sales tax was the lowest monthly collection in the last three years. Unemployment has increased but continues to be steady. The national debate speaks to stagflation, high inflation and a shrinking economy, which has not occurred since the late 1970s.

Director Niemeyer shared some graphs produced by the University of Michigan on consumer confidence and consumer sentiment. The graph reflects monthly data for consumer confidence and sentiment. Early on in 2025, consumer confidence dropped quickly. The graph includes a 10-year look-back reflecting a dip between 2022 and 2023. However, the nation

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avoided a recession and the nation course corrected. Consumer confidence has been tracked since 1960. The graph reflects when recessions occurred. Consumer confidence typically dips during a recession. Another graph reflected consumer confidence related to job prospects. Current consumer surveys expect higher unemployment moving forward.

Director Niemeyer reviewed Tumwater's first quarter financial data. The City started the year with a small decrease of less than 2% in sales tax collections but in February and March, sales tax collections increased by 4% and 6%, respectively with April sales tax collections dipping under \$700,000. Optimistically, year-to-date is estimated to be 2.77% more than 2024 collections. May sales tax collections totaled \$782,000 or nearly \$100,000 more than April; however, compared to May 2024, sales tax collections were less by \$63,000 or a 7.5% decrease. Total year-to date sales tax collections are down by nearly 4.9%. Based on the total budget for 2025, the year-to-date budget forecasts 41.6% through the end of May. Total year-to-date sales tax collections are at 35.86% or 5.8% less than budgeted goal of 41.6% through the end of May.

The public safety sales tax (Proposition 1) is a restricted source of funds for public safety purposes. The sales tax is a new source of funds. The new tax was effective in 2024 with no long-term comparative data available.

Business and Occupation (B&O) tax reflect a 6% increase in January, 5.7% increase in February, a 10%+ increase in March, a 5.5% increase in April, and a decrease of approximately 20% in May. However, year-to-date B&O tax collections reflect a positive of 7.5%.

Property tax collections occur in April and November and are steady and reliable.

Director Niemeyer reviewed year-to-date actuals for utility tax, building permits, grants, and state-shared revenue sources. In total, year-to-date collections represent approximately 44% of general fund revenue of the budget forecast year-to-date of 41%.

Director Niemeyer reviewed expenditures reflecting year-to-date actual of 36.71% versus the budget of 41.6% or 5% less than budgeted.

Within the Utility Funds, large capital projects are budgeted for the current biennium reflecting millions of dollars in projects to include the new Operations and Maintenance Facility and a water storage tank. The Golf Course fund represents lower collections in revenue partially because of a different computer system that creates a lag with actuals only reflecting figures through the end of April rather than May.

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**TEN-YEAR
 FINANCIAL PLAN
 UPDATE:**

Morgan Shook, Director & Partner, ECONorthwest, updated the Council on the status of the Ten-Year Financial Plan. The firm is an economics finance company offering specialization to local governments on a range of financial planning projects.

The firm is constructing an analytical financial model that provides scenario analysis, evaluates current funding, spending priorities, explores future funding needs and spending scenarios, and tests potential strategies to align budget decisions with community goals. The model represents the City's financial structure of personnel, non-labor investments, and capital outlays. The tool, which is updatable, will export information during the budget cycle. The information enables the evaluation of a set of scenarios that have long-standing impact on expenditures and delivery of services and revenues. The model is also tied to the City's revenue sources to model any changes based on different scenarios, such as stronger property tax or a decrease in sales tax and their impact on the general fund. The model is capable of modeling policy changes pertaining to revenue sources, such as a levy lid lift to pay for specific services.

The team is engaging different constituents and sources around fiscal opportunities and challenges to consider different scenarios for how the City envisions the delivery of services. The approach involves three inputs: (1) current commitments in the 2025/2026 budget, (2) engaging department leadership to consider a strategic plan for the delivery of services from a financial perspective, e.g. need for additional FTEs, need for non-labor spending, or important capital projects, and (3) alignment with the Council's strategic planning process and input from the community.

Mr. Shook described the framework for Council decision-making as core and required services (essential services required by law or necessary for basic community function), current community commitments (existing programs and services reflecting past community decisions and commitments), and enhanced service and infrastructure investments (proposed improvements or expansions in service quality, scope, or scale that would require new or increased revenues).

Information from the framework is to develop different scenarios to ascertain the effect on sustainability.

Councilmember Dahlhoff asked whether the Council would have access during the development of the budget to test different funding scenarios.

City Administrator Parks said the current effort is creation of the model that provides the City with the ability and capacity to create different scenarios moving forward. The model will be used for preparation of the budget during the next biennium (27/28). The model is an Excel spreadsheet rather

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than proprietary software and requires no specialized experience other than experience with Excel spreadsheets. The model will enable conversations around the impacts of different budgeting scenarios that allow users to view outcomes rather than just hearing about an outcome from staff.

Mr. Shook reviewed several scenarios:

- Scenario A: Status Quo
 - Maintain current service levels and revenue structures.
 - Evaluate sustainability and financial stability if current spending patterns continue.
- Scenario B: Service Expansion with Revenue Adjustments
 - Identify areas where service expansion may be desirable (e.g. public safety, parks, or infrastructure).
 - Pair expansions explicitly with revenue options (e.g., property taxes, utility fees, or user charges).
 - Discuss trade-offs: affordability, community expectations, and impacts on fiscal stability.
- Scenario C: Prioritizing Large Capital Investments
 - Focus resources on major capital projects and infrastructure improvements.
 - Evaluate funding strategies (bonds, grants, partnerships, etc.).
 - Explore long-term impacts: debt capacity, operational costs, and benefits of strategic investments.
- Scenario D: Economic Stress Scenario
 - Evaluate the City's financial resilience under economic downturn conditions (recession, decreased tax revenue).
 - Identify essential services and potential budget adjustments or emergency reserve needs to withstand downturn periods.

Mr. Shook invited feedback on the proposed modeling tool.

City Administrator Parks advised that at the Council's June 28, 2025 strategic planning meeting, Mr. Shook will be attending. The session discussion will consider current commitments and enhanced services in different categories to assist the Council in prioritizing strategies to develop baseline financial scenarios to identify different outcomes based on the addition or deletion of different Council priorities. Throughout the summer, Mr. Shook will attend work sessions and Council meetings to assist in refining the preliminary priorities for development of the Strategic Plan at the end of the 2025 that will inform the development of a set of work plans based on the priorities the Council identified. Financial outcomes will be modeled to support the budgeting process in 2027.

COMMITTEE
REPORTS:

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PUBLIC HEALTH & SAFETY:

Peter Agabi

The meeting on June 10, 2025 included an update on police performance data, specifically information on operations and administrative functions.

GENERAL GOVERNMENT:

Michael Althaus

At the June 11, 2025 meeting, members received presentations on the following topics:

- 2025 Comprehensive Plan Periodic Update – Conservation Element
- ADU Interlocal Agreement and Unit Service Provider Agreement
- Thurston County Specialized Recreation Agreement

PUBLIC WORKS:

Eileen Swarthout

The next meeting has been cancelled due to the Juneteenth holiday. The next meeting is scheduled on July 10, 2025.

BUDGET AND FINANCE:

Debbie Sullivan

The meeting on June 13, 2025 included interviews of grant applicants for the Community Human Services Funding Program.

MAYOR/CITY ADMINISTRATOR'S REPORT:

City Administrator Parks reported the Public Health and Safety Committee discussed a new business liaison pilot project by the Police Department's Detectives Division to help improve relationships between the business community and the Tumwater Police Department. The program utilized a list of business licenses issued in the City with detectives visiting each location to provide contact information for the Police Department. Each detective provided the business with an informational flyer and reviewed the business premise to offer advice on improving the security of the business as well as receiving updated information for TCOMM 911. To date, contact has occurred with 30 businesses. Feedback has been positive. She acknowledged the efforts of Police Lieutenant Jen Kolb and Police Sergeant Chuck Liska, who were instrumental in developing the program.

Forty-eight teams participated in the third annual *Rally in the Valley Volley Ball Tournament* on Saturday, June 14, 2025 at Pioneer Park. The *Dog Days* event attracted 31 vendors and over 1,000 participants with 80 vaccines offered by the Deschutes Animal Clinic.

The Parks and Recreation Department is sponsoring a new Craft Concert Series. Four concerts are planned throughout the summer in the area slated as a future amphitheater at the Craft District. The first event scheduled on June 26, 2025 features "Rockin' Summer" with Nikko & the Night Shift from 6 p.m. to 7:30 p.m.

June 20, 2025 is the last day to participate in the Community Engagement Survey. City Administrator Parks encouraged the community to participate in the survey.

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Mayor Sullivan attended the Thurston Chamber of Commerce meeting on July 11, 2005. The event featured the graduation of Leadership Thurston County graduates with three of the graduates from the City of Tumwater. City graduates included Fire Battalion Chief James Osberg, Assistant City Administrator Kelly Adams, and Sustainability Manager Alyssa Jones Wood.

Mayor Sullivan is scheduled to attend the Association of Washington Cities (AWC) conference in Kennewick next week.

**COUNCILMEMBER
REPORTS:*****Joan Cathey:***

Councilmember Cathey attended the Solid Waste Advisory Committee meeting. Members reviewed a summer recycling event and community response to recycling. At the last Olympic Region Clean Air Agency meeting, members reviewed how communities will handle the presence of smoke from wildfires and potential ways to mitigate the impacts from smoke in the air.

Michael Althausen:

There were no meetings and no report.

Peter Agabi:

At the June 9, 2025 Joint Animal Services Commission, members reviewed statistics and the volunteer program at the animal shelter facility, local spay and neuter services, and a budget amendment. The facility reflects many volunteers contributing hours of support. However, any lack in the number of volunteers will create the necessity of hiring either half-time or full-time staff. Low cost spay and neuter services according to the data reflects that Thurston County residents must travel to Tacoma or Snohomish Counties to receive low cost spay and neuter services.

On June 10, 2025 Councilmember Agabi attended the Thurston Regional Planning Council (TRPC) meeting in conjunction with Councilmember Swarthout, who services as the City's TRPC representative. The discussion focused on the Regional Transportation Plan. At the June 11, 2025 Transportation Policy Board meeting, the discussion on the RTP expanded to a specific project involving the Log Cabin Road Extension project in Olympia. TRPC has indicated no support for the project moving forward. TPB members were prevented from voting on a recommendation to remove the Log Cabin Road project. During the discussion on the project, members were informed that they should meet with their respective City Councils for feedback on the project rather than TPB members forwarding a combined recommendation to the TRPC. Councilmember Agabi reported he recently met with Mayor Sullivan regarding the project to receive feedback.

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Mayor Sullivan advised that the decision to either remove or retain the project is a decision rendered by members of the TRPC.

City Administrator Parks advised of efforts with staff to develop a standardized response to the TPB and TRPC when those types of circumstances occur.

Councilmember Agabi commented on potential traffic impacts created in the City caused by the Log Cabin project. According to TPB staff, some traffic will be added to Tumwater Boulevard and Henderson Boulevard, which in essence is a Tumwater issue.

City Administrator Parks advised that Councilmember Swarthout forwarded an email to Director Hicks about the issue. Director Hicks responded to the email, which she will forward to Councilmember Agabi.

In response to questions as to how the City would respond to issues arising in other intergovernmental committees that might affect the City, City Administrator Parks advised that the Council Rules includes a section addressing the roles of Councilmembers serving as representatives of the City on regional boards and committees. For routine matters, Councilmembers are authorized to render recommendations. However, for matters that need a Council review, it is important for the Councilmember to communicate that information to the regional board/committee. She recommended contacting staff to provide the necessary support for inclusion on a Council agenda for a discussion and/or direction by the Council to the Councilmember representing the City on the board or committee.

Eileen Swarthout:

An agenda-setting meeting was held earlier in the day to discuss the TRPC meeting in July. The issue (Log Cabin project) is included on the agenda for members to address the action the Council rendered. There may have been information that was missing that should be provided to the Council about the affects of removing the project and the impact on the entire RTP. More information will be provided to TRPC by staff at the July meeting.

Councilmember Swarthout reported on her meeting with the City's new Urban Forester.

Leatta Dahlhoff:

TCOMM 911 members discussed the necessity of upgrading radios that were previously implemented during the switch from analog radio to digital radio systems.

The Thurston County Opioid Abatement Council meeting included approval of access to Director Niemeyer for funding accounts. Members offered their respective insights on different types of projects to fund and overlapping with the tribes. Social media campaigns on billboards and radio/TV

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advertising on prevention of substance use and overdose are planned by the Thurston County Opioid Response Task Force, as well as on medication lock boxes and storage of medicine safely.

The LOTT Clean Water Alliance Board reviewed some policy updates.

Councilmember Dahlhoff officiated the opening of the Olympic Air Show.

Councilmember Dahlhoff reported she and Manager Wettstein attended the Thurston Forward Summit meeting. Mayor Sullivan is considering either staff or funding support for the event.

Councilmember Dahlhoff is scheduled to attend the AWC conference next week as well.

Angela Jefferson:

At the last Tumwater HOPES meeting, members discussed the partnership with ESD 113 and the Washington State Department Health to sponsor an awareness class on Drug Availability via Social Media. Information will be shared on what families should know and do because many teens and young adults are obtaining substances on social media platforms through symbols unknown to parents and guardians. The training will help educators, parents, and guardians uncover how social media platforms are increasingly being used to promote and distribute dangerous substances to youth. The classes will be held on June 25, 2025 from 9 a.m. to 10 a.m. and June 26, 2025 from noon to 1 p.m. Flyers are available to advertise the classes.

The Tumwater HOPES community survey is planned to be released in mid-July by paper, online, and during community events.

Boardmembers of Experience Olympia and Beyond Visitor Convention Bureau plan to welcome the new CEO, Michael Day, on July 8, 2025. Mr. Day is from Edmonds, Washington. The July 8, 2025 meeting from 3:30 p.m. to 4:30 p.m. will be followed by a community meet and greet for Mr. Day from 4:30 p.m. to 6 p.m. at Anthony's near the Olympia Farmer's Market. Members discussed communications from Olympia and Beyond as the organization's partners are local city leaders and managers. She recommended exploring more presentations to local governments to provide status updates on the organization. Members also discussed the name of the organization as the bureau represents all of Thurston County.

Kelly Von Holtz:

Meetings attended included the Tumwater Public Health & Safety Committee. Future meetings include Intercity Transit on Wednesday, June 18, 2025. Members will tour the new maintenance facility.

At the Law Enforcement Assisted Diversion meeting, members discussed how budget cuts are affecting the HCA Navigators Program and LEAD

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Thurston County, which will continue at its current level during the remainder of the year.

On Saturday, June 14, 2025, Councilmember Von Holtz and Councilmember Dahlhoff attended a signing event with Governor Ferguson at Western Plaza celebrating House Bill 1217 capping tenant rent increases by 5%.

Councilmember Von Holtz spoke in support of the City's Leadership Thurston County graduates.

ADJOURNMENT: **With there being no further business, Mayor Sullivan adjourned the meeting at 8:51 p.m.**

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services, psmsoly@earthlink.net

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CONVENE: 6:00 p.m.

PRESENT: Mayor Pro Tem Mayor Leatta Dahlhoff and Councilmembers Peter Agabi, Michael Althausen, Joan Cathey, Eileen Swarthout, and Kelly Von Holtz.

Excused: Mayor Debbie Sullivan and Councilmember Angela Jefferson.

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Assistant City Administrator Kelly Adams, Finance Department Director Troy Niemeyer, Fire Chief Brian Hurley, Community Development Department Director Brad Medrud, Parks and Recreation Department Director Chuck Denney, IT Department Director Lance Inman, Water Resources and Sustainability Department Director Dan Smith, and Deputy City Clerk Tracie Core.

COMMUNITY SURVEY RESULTS: PRELIMINARY BRIEFING: City Administrator Parks reported the Community Engagement Survey has generated 227 responses to date. The survey is open until midnight on June 20, 2025. The presentation will focus only on the results of the first survey, a statistically valid survey.

Kara Krnacik, Project Manager, DHM Research, and David Phan, Lead Analyst, DHM Research, introduced themselves.

Ms. Krnacik said the purpose of the surveys was to assess community sentiments about key issues facing the City of Tumwater and to help inform the Strategic Plan by analyzing how the community prioritizes key City services as well as the community's satisfaction of those services. A final component of the survey was creating a baseline of community opinions across topics and issues for future assessment and comparison.

Two separate surveys are part of the project. The first is the Statistically Valid Survey conducted from May 3-17, 2025. The survey was conducted on a random sample of Tumwater residents with quotas for age, gender, race/ethnicity, education level, and income to ensure a representative sample of Tumwater residents. Three hundred residents completed the survey representing a very good result for statistically valid surveys. The margin of error for the survey for all results is plus or minus 5.7%.

The Community Engagement Survey is the same survey distributed throughout the community through different methods. Contrary to the Statistically Valid Survey, survey respondents are those most likely to engage with the City and may not be representative of the residents of the City of Tumwater. The survey provides the ability to compare the voices from people the City hears from the most with those of a representative sample of Tumwater. The results of the two surveys will be analyzed for similarities and differences in the final report.

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Mr. Phan reviewed the demographics of survey respondents. Quota targets were established based on the most current American Communities survey data estimates from the U.S. Census Bureau.

Mr. Phan reviewed the outcome of survey questions. Most respondents rated the quality of life in Tumwater as positive with 50% rating the quality of life as “very good” and 45% rating it as “good.” The second question was, “What is the most important issue that you want City government officials to address.” The opened-end question response categories reflected transportation infrastructure - roads and highways as the most important issue (18%). Other top issues are homelessness, poverty (14%), and affordable housing (12%).

Councilmember Althausen noted that he was not surprised that the responses rated homelessness, poverty, and affordable as high, but it is noteworthy that the ratings were higher than anticipated.

Councilmember Cathey asked about the distinction between infrastructure and roads and highways. Mr. Phan said the responses would be documented in the final report. However, most responses related to transportation typically spoke to infrastructure as a common phrase that speaks to roads, highways, and conditions of roads, etc. Transportation infrastructure does not pertain to buildings or other public works facilities. Councilmember Cathey commented that based on conversations with residents, many tie infrastructure to expanding buildings both commercial and residential, the environment, and not necessarily about roads or bridges. Mr. Phan explained that the list of categories is extensive and that those types of responses were likely less mentioned.

Councilmember Agabi said he identifies with the understanding attributed to infrastructure. He is uncertain as to whether infrastructure speaks to environmental factors. Infrastructure pertains to roads and capital transportation projects. He noted the congestion experienced along the I-5 corridor even on Sundays can often cause delays of one to two hours. As a member of the Transportation Policy Board, the Board is responsible for planning for infrastructure. Future transportation plans call for the creation of an HOV lane from the border of Thurston County as it crosses into Pierce County on I-5 to Exit 107. He added that he is not surprised infrastructure was rated high.

Councilmember Von Holtz acknowledged the responses for homelessness, poverty, affordable housing, infrastructure, and roads as the City is beginning to experience it more than in the past. In terms of roads and infrastructure, congestion exists and it is not possible to build more infrastructure to solve the problem. Other modes of transportation should be explored to reduce time for commuting.

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Councilmember Swarthout inquired as to the other categories. She is also surprised about the response rate for affordable housing and homelessness; however, society has become much more aware of the problems as it is a topic of many conversations.

Mr. Phan replied that the final report would include a list of all categories.

Ms. Krnacik noted that the open-ended questions often generated multiple responses from respondents. Up to three topics were coded for each response.

Mr. Phan reported that the question on rating the City on the delivery of services efficiently generated a 67% excellent and good rating collectively followed by creating a community where people feel like they belong and keeping residents informed. Most responses favored a good response versus an excellent response. Overall, the main takeaway is that the responses reflect an “overall good” response. Other questions reflected responses of some improvement areas residents would like. Some responses reflected skepticism or lack of awareness.

Ms. Krnacik said one of the main purposes of the survey was to assist the Council prioritize key issues for the City as part of the strategic planning process. Respondents were asked to rank several issues by priority and satisfaction. The results were indexed to identify where the City is excelling and where residents feel that there is room for improvement. Many respondents feel positively about the City’s ability to deliver high quality drinking water, fire and emergency medical services, and police services. None of the results are surprising or out of the ordinary in terms of community surveys. Managing growth and development was an area many respondents believe needs improvement. The issue is common across the state as the state’s population is increasing and there will be fiction as communities continue to expand. Based on conversations with staff, Tumwater residents are very concerned and passionate about the conservation of the environment in the City. The conservation of the environment and managing growth and development are often in conflict and could be partially contributing to the lower satisfaction ranking by respondents.

In response to a comment from Mayor Pro Tem Dahlhoff about how many of the issues are threaded together while the survey tends to compartmentalize the issues, Ms. Krnacik explained that to identify the priorities of the residents, it is necessary to silo the questions into different categories; however, the final report can tie the issues together recognizing different responses across demographics. Often, responses to specific questions can follow along group lines, which identify areas where there may be tensions or differences of opinions.

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Councilmember Cathey shared that because of the current economic situation and uncertainties with the respect to the cost of goods and services, it has increased awareness of both poverty and homelessness as individuals and families experience higher costs that could threaten their food and housing security.

Councilmember Von Holtz commented on her surprise with respect to responses to areas to improve street construction and maintenance in light of the recent passage of the City's Transportation Benefit District overwhelming by residents.

Ms. Krnacik responded that most of the categories of questions in the survey generated responses depicting that over half of Tumwater residents were satisfied with the City's performance. The graph identifies strengths and potential areas to improve but it is not reflective of the vast majority of people who are satisfied with how the City is performing except for responding to homelessness despite 48% of the respondents indicating they are satisfied with the City's performance. Street construction and maintenance generated a favorable response rate of 66%.

Ms. Krnacik addressed questions about public safety. Respondents were asked whether they feel safe in the City of Tumwater. A majority of residents responded that they do feel safe. A follow-up question asked respondents what contributes to their feeling of safety. The question was open-ended with responses categorized into several different categories. Most of the common reasons why respondents feel safe in Tumwater are because of police presence and quick response times, low crime rate, and the sense of community. Fifteen percent of the respondents who responded to feeling safe in Tumwater also noted that they could feel safer. Approximately 8% or 25 of the respondents did not feel safe in Tumwater. The small sample size limits the ability to identify the differences in responses and draw conclusions from the results. Of those who identified as unsafe in Tumwater, they identified crime and homelessness as the top reasons.

Councilmember Agabi asked whether respondents were asked about any specific locations in the City they believe are unsafe. Ms. Krnacik said the question was not that specific but rather a general question of whether the respondent felt safe in Tumwater.

Ms. Krnacik reviewed responses to questions on fire and emergency medical services. Most of the respondents rated the City high in the delivery of those services. Approximately 94% of the respondents were confident that the City can respond effectively to emergencies.

Ms. Krnacik reported the survey included questions on conservation and protection of the environment. Respondent were asked to choose their top

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priority from a list. Respondents want the City to prioritize preservation efforts, specifically through construction permitting (28%); however, many respondents want the City to prioritize conservation of the environment with more focus on big picture conservation rather than more specific categories that were listed in the survey.

Other topics within the survey included the economy, growth and development, homelessness, and communications. More information will be provided on those topics in the full report, as well as the demographic analysis for all questions.

Next milestones for the project include completion of the Community Engagement Survey on June 20, 2025 followed by the delivery to the City of all analysis and data to include a full report that is top-lined and cross-tabbed for both surveys on July 9, 2025.

Councilmember Agabi asked whether data from the Community Engagement Survey would be considered statistically valid similar to the first survey. Ms. Krnacik said the surveys are different. The Statistically Valid Survey results are separate and considered complete for a random sample. The results of the Community Engagement Survey will not be added to the first survey. The full report will identify the results from the Community Engagement Survey compared against the Statistically Valid Survey. She described the definition and difference between the two surveys, as well as how the team will identify surveys completed more than once by an individual to manage duplicate submissions

Mayor Pro Tem Dahlhoff thanked the team for presenting preliminary information on the results of the Statistically Valid Survey.

**2025 COMPREHENSIVE
PLAN PERIODIC
UPDATE – HOUSING:**

Director Medrud reported that the briefing will cover the Housing Element of the Comprehensive Plan and questions to the Council on goals, policies, and draft implementation actions.

The Growth Management Act requires cities and counties to plan for and accommodate housing affordable to all economic segments of the population. Housing in the City has been an ongoing Council priority for exploring opportunities for residents to have a range of housing options within their respective budgets that are both suitable and affordable. The briefing will include different types of housing options and how they relate to different income groups.

As of April 2025, the medium income for a two-person household in Thurston County was \$93,375 and a four-person household was \$116,688.

Director Medrud shared information on a household of four with an income earning less than \$35,000 a year and the type of workers in that

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category. This information supports work by staff to identify appropriate housing and meet the City's housing targets. The information further breaks down when considering housing income categories for all households as well as for renters and owners. Approximately 10% of City residents are extremely low-income households. Additionally, many more residents have a household income of less than 80% of the area median income (AMI). For all households within the City of Tumwater that amount is approximately 39% with 61% of residents earning 80% or more of AMI. Differences are obvious when considering renters versus owners. Renters occupy a much greater portion of those households under 80% of AMI than those who own their property.

A variety of ways was available to determine "stress" for those residents who are attempting to remain in affordable housing. Staff considered a variety of measures. It is also important to note that not all categories are reflected equally, which spoke to the need for a variety of measures. Staff considered a measurement of cost burden for residents in the community.

Director Medrud shared information on the household income categories in Tumwater:

Household Income Category	Percent of AMI	Equiv. Household Income for Family of Four	Typical jobs in Income Category
Extremely Low-Income	0-30% AMI	Less than \$35,000	Farm Workers, Fast Food Workers, Fixed Incomes
Very Low-Income	30-50% AMI	\$35,000 to \$58,350	Childcare, Administrative Assistants, Landscaping
Low-Income	50-80% AMI	\$58,350 to \$93,350	Veterinary Technicians, Construction Workers, Truck Drivers, Social Workers
Moderate-Income	80-100% AMI	\$93,350 to \$116,688	Nurses, Plumbers
Moderate-Income	100-120% AMI	\$116,688 to \$140,025	Analysts, Teachers
Upper Income	>120% AMI	More than \$140,025	Lawyers, Managers

Director Medrud reviewed household income categories in 2021 in Tumwater for all households (renters and owners). The affordability index for median homebuyers reflects that for household incomes above \$100,000, housing in the community will be affordable; however, for those households making less than \$100,000, it is much more difficult to find affordable housing. That trend has been tracking since the beginning of

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2022. Information was provided on the other four main jurisdictions in the county. In 2021, Tumwater was closer to the City of Yelm in terms of housing affordability. However, all jurisdictions are experiencing less housing affordability at the end of 2024. The same information was assessed for median income renters. In 2014, Tumwater was the most affordable jurisdiction for renters. That source of the information is from the Real Estate Center at the University of Washington, which collects data on all jurisdictions across Washington for home ownership and rentals. The information appears to suggest that the City is not experiencing any issues in terms of affordability for renters. However, the trend has declined as Tumwater was the most affordable jurisdiction in 2014 but has declined to reflect a placement of second from the bottom above Olympia today.

Thurston Regional Planning Council (TRPC) forecasted that Tumwater and its urban growth area would need to add 9,192 net new housing units between 2020 and 2045 to accommodate growth. The 9,192 net new housing units needed between 2020 and 2045 have been allocated to different income groups defined by AMI and a separate category for permanent supportive housing (PSH).

Director Medrud reviewed anticipated future housing needs in the categories of 0-30% AMI, 31-50% AMI, 51-80% AMI, 81-120% AMI, and above 120% AM. For the purposes of the Housing Element and demonstrating whether the City has sufficient housing capacity, The City does not need to plan for the category of AMI over 120%. The under 80% AMI is the largest income group in Tumwater. More housing will be required for households under 80% AMI. He reviewed data on the total number of units required in each AMI reflected as a graphic to provide a visual representative of the size of each category. Additionally, staff identified the types of housing needed and the level of support that will be required to meet the needs of the different income groups.

Director Medrud reported that the Land Capacity Analysis is a summary of the difference between the allocated housing need and the capacity for potential number of new dwelling units that could be built on a parcel based on zoning, development regulations, development trends, and market factors. The Land Capacity Analysis compared the allocated housing need for Tumwater and its urban growth area to its capacity for new housing. A positive number indicates a surplus in Tumwater's capacity for new housing units. As TRPC's Buildable Lands analysis was five years old, staff adjusted the information to account for the intervening five-year period to estimate actual land capacity of the City and its urban growth area. Positive numbers in the tables are indicative of a surplus in capacity for new housing units. Negative numbers reflect a lack of sufficient land capacity. He shared details of the Land Capacity Analysis

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for each AMI income level, zone categories serving those income levels, housing need, total capacity, and surplus or deficit of land capacity.

Councilmember Swarthout commented on the need to create generational wealth and how housing targeted to those with a lower AMI prevent home ownership, as most of the affordable housing are apartments. Director Medrud replied that within the U.S., single-family housing is the mechanism for generational wealth. However, in other countries, it is possible to own a unit within a duplex offering the opportunity to create generational wealth. The City needs to explore ways either as a City or with other jurisdictions, opportunities to expand the level of home ownership beyond traditional single-family homes. He offered that townhomes can be a mechanism for home ownership. The issue speaks to transitioning and exploring options to encourage home ownership.

Director Medrud reported the City is also required to determine its capacity for emergency housing. Emergency housing can include assistance to individuals in a homeless situation to temporary transitional housing for a limited period. The City has sufficient land capacity to satisfy the requirement.

Additionally, the Comprehensive Plan update identified local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing. Staff identified draft implementation policies and regulations to address undoing any racially disparate impacts, displacement, and exclusion in housing caused by local policies, plans, and actions. The results of the work have been incorporated into the policies, goals, and implementation actions within the draft Housing Element. A consultant assisted all cities in Thurston County in completing the review.

The Comprehensive Plan update identified areas that may be at a higher risk of displacement from market forces that occur due to zoning, development regulations, and capital investments. Staff is proposing some anti-displacement policies. In Tumwater, economic displacement was identified as the most prominent because much of the residential housing development occurring in the City is housing stock serving those with lower incomes who may be part of other racial groups. Staff was unable to identify specific areas within the City that should be of focus as the maps of housing in the City failed to identify specific areas. Staff recommends addressing the issue across the entire City.

Councilmember Cathey requested clarification as to the terminology of “displacement.” Director Medrud explained that actions forcing people who do not want to leave a home as “displacement.” Changes could include economics or a particular community no longer feeling safe and moving away. The City is required to identify ways of not burdening those residents with lower AMIs that would cause them to lose their housing in

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order to accommodate new growth. The analysis completed by the consultant identified some specific populations at risk of displacement. Across the spectrum, 30% of households that are cost-burdened revealed that 39% are residents with low income or extremely low income. The analysis informed the review of policies to reduce displacement risk. The study focused on mobile home communities because they tend to serve a particular income group. The focus addressed mobile home park residents, as well as considering increased efficiencies to develop accessory dwelling units (ADUs). Staff also added other options, such as increasing home ownership opportunities for BIPOC (Black, Indigenous, and People of Color) communities through its involvement with the Black Homes Initiative. He noted that displacement also occurs to residents of mobile home parks who live on fixed incomes and can no longer afford their homes when changes occur either in rents or in ground leases.

Director Medrud reviewed the format of the Housing Element, which is similar to other elements within the Comprehensive Plan. Part 1 includes goals, policies, and actions spanning the 20-year planning horizon. Goals and policies form the basis for programs, regulations, and actions the Council will consider during the update process. Appendix A includes a draft of all implementation actions. Goals and policies frame how the City responds and addresses housing issues. Although, there are minimal changes to goals and policies since the last update in 2016, the implementation actions are from updated goals and policies and serve as the foundation of work programs. Part 2 of the element includes all technical information, such as the Land Capacity Analysis, Housing Needs Assessment, racial disparate impacts, inclusion, and displacement, and housing provisions. The appendices support the relevancy of the Housing Element, such as the analysis completed by TRPC for the housing allocation and Land Capacity Analysis, Housing Action Plan, and other information.

Director Medrud encouraged the Council to review the appendices as they address recent permit activity, funding public housing construction, homeless population and trends, projected housing needs, protection of existing housing stock, and information on regulatory barriers.

The Policy and Action tables are not listed in priority order. The tables include information on estimated start and completion dates, level of effort necessary to achieve an action, level of measurement on the effect of housing supply of a particular action or policy, and specific housing needs that are addressed.

Director Medrud reviewed a series of goals. The goals focus on improvements to equity, coordination between different elements, ways to promote more housing types to meet different needs, expanding the supply of permanent income restrictive affordable housing for both low income

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households, disabled households, seniors, and others, maintaining and improving existing housing stock through maintenance and improvements of existing housing stocks, reducing costs of ongoing maintenance on a regular basis to avoid large costly repairs, increasing the ease of households to access housing and stay housed, continuing to develop partnerships to improve implementation of housing strategies, supporting ways to increase affordable housing options, developing relationships with organizations that represent communities of color and disadvantaged groups within Tumwater, and identifying permanent sources of funding for low-income housing.

Councilmember Cathey inquired about the status of promoting cottage housing as it appears not to be promoted within the element. Director Medrud responded that the Council introduced cottage housing in 2018. At that time, the discussion was part of an effort to broaden the source of different housing types within the City. Cottage housing was one of many housing options that include ADUs and other middle housing types. Cottage housing has a specific niche as well as needs that speak to specific developers. Cottage housing units are independently owned while the community is held in common with parking and open space shared. Cottage housing is recognized as a housing type for middle housing. Staff is proposing expanding the allowances for cottage housing in the City. However, many local developers are electing not to develop cottage housing. Councilmember Cathey encouraged staff to broaden and promote cottage housing options. Director Medrud shared that Planner Smith-Erickson has been seeking opportunities for demonstration projects. Staff and a group from Burien discussed a mixed-use project that included a variety of housing types located on a transit line. A successful public/partnership in Burien resulted in the completion of the project. Following the conclusion of the periodic update of the Comprehensive Plan, staff plans to focus attention on similar opportunities to facilitate similar projects in the City.

Councilmember Agabi inquired as to how the City plans to prevent sprawl in the county if the City lacks sufficient space to construct more multifamily housing. Director Medrud responded that the Land Use Element proposes locations for higher intensity uses. High-density commercial and high intensity residential uses are focused within the core of the City beginning in the Brewery District and southward as those areas are near freeway access and transit services. In the outlying areas of the City, it is more difficult to concentrate high-density uses because of the lack of transit service. The City is meeting all goals for the prevention of rural sprawl as growth is occurring within the City. Rural areas in the county, such as resource lands for agriculture and forestry are protected and would not be the location of future City housing. Any type of development within the City includes concurrent planning for all infrastructure needs to support new development. Impact fees are often

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used to fund a larger project. Sometimes, a lag in infrastructure occurs when development occurs. All development must pay to offset impacts with the City eventually constructing infrastructure.

Mayor Pro Tem Dahlhoff commented that she resides within the southwest area of Tumwater, which is essentially a rural environment as she has both a well and septic system with no sidewalks and county roads not at City standards. Her neighborhood is located within the City limits of Tumwater and included within the Littlerock Road Subarea Plan. She asked how messaging and showcasing of the area could demonstrate that the area is within the City limits. Director Medrud cited the difficulty in the lapse of time in terms of what exists today versus 20 years ago. Many areas that were annexed have large lots, no sidewalks, and often lack infrastructure. Development of infrastructure is essentially a piecemeal process rather than a one-time process based on a series of development projects, annexations, and different types of development leading to disconnections in terms of the lack of sidewalks and other infrastructure. It is possible to showcase areas through a time lapse snapshot showing how the community has changed.

Councilmember Cathey commented on the lack of public transit serving one of the City's high schools. The goal of training young people to use transit is abhorrent if no transit service is available. Director Medrud commented on planned discussions with Intercity Transit staff on the City's draft Transportation Plan to stress the importance of what has identified as important to receive input on the thresholds the City needs to achieve for extending transit service to areas of the City lacking service. Transit service has been an ongoing conversation with Intercity Transit staff. However, there are many factors required to extend transit service that the City must achieve in terms of housing density along bus lines. A higher level of development was forecasted off Littlerock Road near Black Hills High School to assist in extending the bus connection. However, staff is unsure if that level of development will occur leading to a quandary of meeting the needs of the high school, parents, and the students.

Councilmember Von Holtz commented that the lack of a bus turnaround area near Black Hills High School is another issue affecting the extension of bus service. Director Medrud replied that staff has suggested Intercity Transit consider smaller buses in that location; however, the agency is guided by cost issues and staffing. However, there is flexibility in the transit system that could be considered while addressing cost and staffing issues.

Director Medrud reviewed several questions for the Council to consider as part of their review of the element:

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1. Are the proposed goals, policies, and draft implementation actions and the information in Part 1 of the Housing Element presented effectively? What should change to make them more usable?
2. Is the information in Part 2 of the Housing Element presented in an understandable format? What should change to make it clearer?
3. What in the Housing Element would affect you or the things you care about most and what do you expect that affect might be?
4. Are there any unintended consequences or burdens associated with the goals, policies, or draft implementation actions for the Tumwater community?
5. Do any of the goals, policies, or draft implementation actions not address the concerns of the Tumwater community? If so, how could they be amended?
6. Are there any general or specific comments to share about any goals, policies, or draft implementation actions?
7. Are there any changes in the draft implementation action timelines?

Councilmember Cathey requested scheduling an opportunity for the Council to discuss the questions to learn about each member's perspectives and responses to the questions. Councilmember Althausen supported the request and suggested scheduling another work session for the Council to discuss the questions in more detail.

The Council discussed several options for reviewing all the elements and providing important feedback to staff.

Mayor Pro Tem Dahlhoff recommended the Council compile their respective questions and feedback. She recommended scheduling time on a December work session agenda for the Council's review and discussion. She asked staff to include the questions as a separate Word document to enable the Council to answer each question. Director Medrud affirmed the request to update their respective folders and include a document with the questions.

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

City Administrator Parks announced that five of the newly appointed Paramedic Firefighters are nearing completion of graduating from the Fire Academy. Four of the new hires were lateral hires and were not required to attend the academy.

On Saturday, June 14, 2025, Pioneer Park is hosting *Dog Days* between 10 a.m. and 2 p.m. and the *Rally in the Valley Volley Ball Tournament* from 9 a.m. to 8 p.m.

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Juneteenth is scheduled on Thursday, June 19, 2025. City Hall will be closed in observance of the holiday. A proclamation will be issued on June 17, 2025.

The Council recently received an email regarding participation in the July 4th Parade. She asked members to review the email and forward any questions to staff and submit their respective entry if they plan to participate in the parade.

The Olympic Air Show is scheduled on Saturday, June 14, 2025 and Sunday, June 15, 2025 at the Olympia Regional Airport.

ADJOURNMENT:

With there being no further business, Mayor Pro Tem Dahlhoff adjourned the meeting at 8:11 p.m.

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services, psmsoly@earthlink.net

TO: City Council
 FROM: Troy Niemeyer, Finance Director
 DATE: July 1, 2025
 SUBJECT: Payment of Vouchers

1) Recommended Action:

Staff are seeking City Council ratification of:

- June 13, 2025, payment of Eden vouchers *NONE THIS WEEK*; payment of Enterprise vouchers 186967 to 187067 in the amount of \$929,151.22 and electronic payments 905762 to 905797 in the amount of \$338,042.09 and wire payments in the amount of \$296,436.88
- June 20, 2025, payment of Eden vouchers 174592 to 174612 in the amount of \$3,478.97; payment of Enterprise vouchers 187068 to 187134 in the amount of \$257,301.55 and electronic payments 905798 to 905823 in the amount of \$80,125.33 and wire payments in the amount of \$74,067.28

2) Background:

The City pays vendors monthly for purchases approved by all departments. The Finance Director has reviewed and released the payments as certified on the attached Exhibit(s). The full voucher listings are available upon request from the Deputy Finance Director. The most significant payments* were:

Vendor		
Acushnet Company	43,303.66	1,536 dozen bundle golf balls
Aquatechnex, LLC	32,142.10	Barnes Lake MD Herbicide
Fuller Designs Inc	54,381.00	Beehive evals
City of Olympia	34,543.50	CARES January 2025-June 2025
Econolite Control Products Inc	52,302.05	QTY 9 C-COB Cobalt G-series 8MB datakey; Traffic signal control project
Fehr & Peers	45,390.80	Transportation master plan and impact fees May 2025
ICF Jones & Stokes, Inc	27,933.13	Bush Prairie HCP April 26-May23 2025
SHI International Copr	35,723.46	Microsoft SQL Server/Core Licenses
WA ST DEPT OF REVENUE	74,067.28	Excise, sales and use tax May 2025

* Includes vouchers in excess of \$20,000, excluding routine utility payments.

3) Policy Support:

- Strategic Goals and Priorities: Fiscally responsible and develop sustainable financial strategies.
- Vision Mission Beliefs-Excellence: Efficient stewards of public resources, building public trust through transparency.

4) Alternatives:

- ☐ Ratify the vouchers as proposed.
 - ☐ Develop an alternative voucher review and approval process.
-

5) Fiscal Notes:

The vouchers are for appropriated expenditures in the respective funds and departments.

6) Attachments:

- A. Exhibit A – Payment of Vouchers – Review and Approval
- B. Exhibit B – Payment of Vouchers – Review and Approval

EXHIBIT "A"

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify to said claim.

Enterprise ERP

Voucher/Check Nos 186967 through 187067 in the amount of \$929,151.22

Electronic payment Nos 905762 through 905797 in the amount of \$338,042.09

And wire payments in the amount of \$296,436.88

Eden (No Eden Checks this week)

Voucher/Check Nos 174592 through 174 in the amount of \$



Finance Director

Checks dated 06/13/2025

EXHIBIT "B"

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify to said claim.

Enterprise ERP

Voucher/Check Nos 187068 through 187134 in the amount of \$257,301.55

Electronic payment Nos 905798 through 905823 in the amount of \$80,125.33

And wire payments in the amount of \$74,067.28

Eden (No Eden Checks this week)

Voucher/Check Nos 174592 through 174612 in the amount of \$3,478.97



Finance Director

Checks dated 06/20/2025

TO: City Council
 FROM: Brittaney McClanahan, Executive Assistant
 DATE: July 1, 2025
 SUBJECT: 2025 Community Human Services Program Funding

1) Recommended Action:

Adopt the Budget and Finance Committee recommendation for allocation of funding for the 2025 Community Human Services Program (CHSP).

2) Background:

The Community Human Services Program was established to reserve a portion of funds for local organizations that provide human services to Tumwater residents but may not qualify as a regional priority.

For 2025, the City had set aside \$15,000.00 for the local Community Human Services Program. Applications for funding were received from seven applicants who requested a total of \$37,000.00.

The Budget and Finance Committee heard presentations from all seven applicants at their June 13, 2025 meeting and, after discussion, approved the attached recommendation. Their recommendation includes adjusting all awards to an equal amount of \$2143.00, resulting in a total award of \$15,001.00.

3) Policy Support:

Vision | Mission | Beliefs

- Opportunity | We seize opportunities to improve our community's social, environmental, and economic well-being. We endeavor to realize positive opportunities in adverse situations and periods of change.

Strategic Priorities and Goals 2021 – 2026

- Build a Community Recognized for Quality, Compassion, and Humanity
 - Provide and Sustain Quality Public Safety Services
-

4) Alternatives:

Some other course of action.

5) Fiscal Notes:

Seven applicants have requested a total of \$37,000. For 2025, the City of Tumwater has set aside \$15,000.00 for the local Community Human Services Program.

6) Attachments:

A. Budget and Finance Committee Recommendation

- B. 2025 CHSP Summary Sheet
- C. 2020-2023 CHSP Funding History and 2025 Funding Requests

**CITY OF TUMWATER
BUDGET AND FINANCE COMMITTEE
2025 COMMUNITY HUMAN SERVICES PROGRAM FUNDING RECOMMENDATIONS**

AGENCY	2025 REQUEST	2025 BUDGET AND FINANCE COMMITTEE RECOMMENDATION
Big Brothers/Big Sisters of Southwest Washington	\$3,000	\$2143
CIELO (Centro Integral Educativo Latino de Olympia)	\$15,000	\$2143
Family Support Services of South Sound	\$3,000	\$2143
Garden-Raised Bounty	\$5,000	\$2143
SafePlace	\$3,000	\$2143
TOGETHER!	\$3,000	\$2143
Tumwater Education Foundation	\$5,000	\$2143
TOTAL	\$37,000	\$15,001

2025 Community Human Services Program (CHSP) Summary Sheet

APPLICANT	USE OF FUNDS	REQUEST
<p>Big Brothers Big Sisters of Southwest Washington 2424 Heritage Ct. SW #302 Olympia, WA 98502</p>	<p>The mission of Big Brothers Big Sisters of Southwest Washington (BBBS) is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. Our vision is that all youth achieve their full potential. The majority of youth we serve are from historically underserved communities. As a result, many have had less access to resources. The families and youth that we serve seek to be a part of the BBBS program to connect their youth a positive role model who can provide support and representation. We pair these children with screened and trained volunteer adult mentors in the community who play an important role in the child's life by providing educational support, helping develop social skills and fostering a friendship that will help them achieve early success and prevent negative behaviors. We will use the funds to support the salaries and expenses of background checks and training of the volunteers.</p>	<p>\$3,000</p>
<p>CIELO (Centro Integral Educativo Latino de Olympia) 1601 North St SE Olympia, WA 98501</p>	<p>Centro Integral Educativo Latino de Olympia (CIELO) respectfully requests \$15,000 through the City of Tumwater's 2025 Community Human Services Program (CHSP) to support critical, direct services for low income and underserved residents of Tumwater. CIELO has been a trusted, community-based nonprofit since 1996, dedicated to providing free and accessible education, advocacy, and basic needs support to individuals and families in the South Sound region. Our services are open to everyone. We welcome all individuals seeking support—regardless of background, language, income, or immigration status—and work to ensure that no one falls through the cracks due to barriers in accessing traditional systems. While we serve a broad and diverse community, we intentionally focus our outreach on residents who are often left out of mainstream services due to language access, documentation challenges, or systemic gaps in care. Many Tumwater families we serve are experiencing housing insecurity, underemployment, or are navigating essential systems without English fluency. Through our bilingual case management, interpretation services, housing referrals, and emergency assistance (including rental and utility support), we help stabilize families and connect them to long-term resources that promote self-sufficiency and dignity.</p> <p>CHSP funding would be used to:</p> <ul style="list-style-type: none"> • Provide direct financial assistance (e.g., rent, utilities, emergency costs) to Tumwater residents facing financial crisis • Support bilingual case management to help residents navigate housing, health, and legal systems • Offer translation and interpretation for clients accessing critical services 	<p>\$15,000</p>

APPLICANT	USE OF FUNDS	REQUEST
CIELO, (Centro Integral Educativo Latino de Olympia), continued.	<ul style="list-style-type: none"> Offset staffing and operations costs tied to serving Tumwater clients <p>CIELO is proud to be a part of the region’s human services network and to support the City of Tumwater’s goals of improving outcomes for residents who are low-income or experiencing disadvantage. A \$15,000 investment would help us respond to growing community needs while ensuring that Tumwater residents—especially those who are underserved—have meaningful access to the services they need to thrive.</p>	
Family Support Services of South Sound 3545 7 th Ave SW Suite 200 Olympia, WA 98502	<p>Family Support Center of South Sound, founded in 1992, provides families with children and survivors of domestic violence/sexual assault with coordinated supportive services to accomplish the mission, “Working Together to Strengthen All Families and Survivors”. The organization builds strong, healthy, hopeful families through collaborative programs to reduce the negative impacts of poverty, homelessness, and family violence. Family Support Center of South Sound (FSC) operates as a ‘one stop shop’, co-locating with multiple government and nonprofit organizations in a single location thereby reducing the number of places a family or survivor in crisis must go to for services, resources, and support. The Family Resource Services (FRS) program is the organization’s oldest program, and is intended to support ANY family with any kind of need, regardless of income, barriers, household size, etc. The program is ‘first come, first served’ and follows a low barrier approach aimed at offering the support and/or reasonable accommodations necessary to screen families in rather than out. Most often, families in the FRS program seek support to address a housing-related crisis—such as past-due rent, late utility payments, housing search assistance, or application fee payment. FSC is requesting \$3,000 to support this critical program.</p> <p>Family Resource Services Navigators provide individualized support, including homeless prevention and problem-solving conversations, rental assistance, connecting families to community resources, employment support, assistance applying for mainstream benefits, gas cards, childcare access, parent education, DV advocacy, flexible financial assistance, and other supportive services. Utilizing motivational interviewing techniques, staff work with families to identify their strengths and social connections, using those as a foundation to find greater housing stability. For families who are couch surfing or unstably housed, staff provide landlord advocacy and housing search support, helping families understand their rights and navigate common barriers such as past evictions, credit issues, or rental history concerns. In the event a family becomes homeless, staff stay up to date and knowledgeable about the process for families to access coordinated entry and other homeless</p>	\$3,000

APPLICANT	USE OF FUNDS	REQUEST
Family Support Services of South Sound, continued.	<p>response services. Multilingual staff and interpretation/translation services as well as computer and phone access are available for families.</p> <p>The Family Support Center receives hundreds of calls and walk-ins each week—more than 30% of which are for the FRS program. Last year, the FRS program supported more than 460 families with children from the community with comprehensive services to address their needs. Funding this application will ensure that families at risk of homelessness receive timely, targeted support, enhancing their overall housing stability.</p>	
Garden-Raised Bounty (GRuB) 2016 Elliott Ave NW Olympia, WA 98502	<p>The cost per garden is a little over \$500 and includes supplies, gas, labor, and administrative overhead. The \$500 included in our ask will cover only supplies, labor, and gas. \$5,000 from the City of Tumwater will yield 10 home gardens for the City of Tumwater!</p> <ul style="list-style-type: none"> • Supplies: Depending on garden type chosen by the recipient to fit their needs, supplies will include wood, nails, twine for the trellis, soil, containers, and other direct supply needs that arise • Labor: Covers a portion of staff time for the coordination and leading of garden builds, teaching of workshops, and running the program • Gas: Includes cost of gas for the truck that delivers garden build supplies to gardener homes <p>One garden is equal to ONE of the following:</p> <ul style="list-style-type: none"> • Three 4'x8' raised beds made from 2"x8" fir boards • Three 30"x 14"x 10" deep container gardens 	\$5,000
SafePlace 521 Legion Way SE Olympia, WA 98501	<p>SafePlace is dedicated to preventing and ending sexual and domestic violence. We operate Thurston County's only shelter for survivors of domestic violence (DV). Our Community Services team provides weekly drop-in advocacy, legal advocacy, and a DV support group. In addition to those programs, we have a Housing Program that helps survivors quickly find safe and stable housing; a Sexual Assault (SA) Program that responds to 24/7 emergency hospital calls and operates an SA support group; and a Youth and Prevention team that works in schools (K-12) to teach youth about healthy boundaries, consent, and to become peer-advocates among their friends and peer groups.</p> <p>With \$3,000 from the City of Tumwater, we would continue our tradition of using funds for client assistance. In sharp terms, we need money for gift cards for our clients at both our shelter and our business office. Gift cards, especially those that can be used for food and/or gas, help our clients reach and maintain safety, stability, and self-sufficiency. Transportation is a major barrier to clients</p>	\$3,000

APPLICANT	USE OF FUNDS	REQUEST
SafePlace, continued.	<p>reaching safety. With gift/gas cards, we can help clients attend court hearings for their protection orders, divorces, and custody hearings, often times the final steps to separating themselves from their abusers; gift/gas cards help clients attend job interviews and job fairs so they can build an income and credit. Many survivors are victims of partners that control finances - all survivors are technically homeless. When survivors reach us, they are homeless and usually unemployed and without any financial resources. Gas cards help clients overcome that barrier; gift/gas cards also help clients view apartments/homes, allowing them to travel to fill out applications, pay deposits, and move in to a safe and stable home. Once moved in, they can use gift cards to help buy essential items for themselves and their families.</p> <p>Our services cover all of Thurston County, which means Tumwater falls directly into our service area. By definition our clients are homeless; they are often low-income and always vulnerable. With funding from the City of Tumwater, we can help our clients overcome transportation barriers and to help provide themselves and their families with healthier and happier futures.</p>	
<p>TOGETHER!</p> <p>1520A Irving St SW</p> <p>Tumwater, WA 98512</p>	<p>The Tumwater Community Schools Program addresses the opportunity gap between low-income students & their higher-income peers. In Tumwater (2023-2024), the on-time graduation rate for low-income students was 81% whereas their higher-income peers graduated at 96%. This opportunity gap is persistent and observed across multiple measures (enrollment in quality preschool programs, reading level, attendance, graduation rate) and exists between groups of students defined by socioeconomic status, race/ethnicity, and gender.</p> <p>As a result of our work, we contribute to improving attendance and graduation rates among vulnerable, high-risk student populations as well as improve food & housing security to help Tumwater School District youth & families thrive in this community.</p> <p>Within 2023-2024, we case-managed 260 youth and their families distributing a total of \$116,011.00 for client assistance. At each school we serve, there is a resource center that holds hygiene & dental supplies, clothes & shoes, school supplies and other items that students & families struggle to obtain in their community. By providing these items within school buildings, students can discreetly and easily access other support like case management which is provided by our Community Schools Managers.</p> <p>If awarded the Community Human Services Program Fund, we can continue to distribute these needed items to our students & families in Tumwater and to connect them to further support provided by our program.</p>	\$3,000

APPLICANT	USE OF FUNDS	REQUEST
<p>Tumwater Education Foundation 120 State Ave NE #303 Olympia, WA 98501</p>	<p>The Tumwater Principals' Emergency Fund provides money to principals in the Tumwater School District so that they can respond to emergent student needs. Funds are allocated directly to each school, allowing principals to act quickly and with a minimum of paperwork so that students come to school ready to learn. Basically, when they see a need, they can fill the need. We are a volunteer Board, and all funds awarded go directly to the students.</p> <p>The following list outlines appropriate expenditures of these funds. Approval of expenditures rests with the principal at each school.</p> <p>APPROPRIATE USE OF FUNDS</p> <p>Principals have the latitude in the use of the funds to meet emergent needs that are barriers to learning or participating fully in school.</p> <p>Clothing – shoes, socks, underwear, pants, shirts, coats, etc.</p> <p>Housing – emergency housing, temporary rental assistance. Usually, this assistance is a stop-gap measure before community services can kick in.</p> <p>Utilities – power, water, gas bill assistance, necessary telephone service.</p> <p>Medical – doctor or dental bills or co-payments, prescriptions, glasses.</p> <p>Transportation – bus passes, purchase of a used bike, minor car repair, gas purchases.</p> <p>Food – any food-related purchase (to include laundry or personal hygiene products), school lunches.</p> <p>Supplies – school supplies, testing supplies, sports equipment.</p> <p>Fees – testing fees, college test fees, field trip fees.</p> <p>Miscellaneous – haircut, alarm clock, car towing, child care, child car seat</p> <p>Expenditures that are not allowed – cash disbursements to students or their families.</p>	<p>\$5,000</p>

CITY OF TUMWATER
2021-2024 Community Human Services Program (CHSP) Funding History and 2025 Funding Requests

AGENCY	2021 FUNDED	2022 REQUEST	2022 FUNDED	2023 REQUEST	2023 FUNDED	2024 REQUEST	2024 FUNDED	2025 REQUEST
ASHHO Cultural & Job Training Center	did not apply	did not apply	did not apply	did not apply	did not apply	\$5,000	withdrew request	did not apply
Big Brothers/Big Sisters of Southwest Washington	\$4,500	did not apply	did not apply	\$5,000	\$3,000	\$5,000	\$2,175	\$3,000
CIELO (Centro Integral Educativo Latino de Olympia)	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply	\$15,000
Dispute Resolution Center	\$3,500	\$4,000	\$4,000	\$4,500	\$2,500	\$4,000	not funded	did not apply
Family Education and Support Services	did not apply	did not apply	did not apply	\$5,000	withdrew request	did not apply	did not apply	did not apply
Family Support Center of South Sound	\$4,000	\$4,000	\$4,000	\$5,000	\$3,000	\$4,000	\$1,740	\$3,000
Garden-Raised Bounty	\$3,000	\$3,000	\$3,000	\$3,000	\$2,500	\$4,000	\$1,740	\$5,000
Medical Equipment Bank – Thurston County Council on Aging	did not apply	did not apply	did not apply	did not apply	did not apply	\$2,500	\$1,085	did not apply
Rebuilding Together Thurston County	did not apply	did not apply	did not apply	did not apply	did not apply	\$3,000	\$1,305	did not apply
SafePlace	did not apply	\$6,000	\$4,000	\$6,000	\$4,000	\$6,000	\$2,605	\$3,000
TOGETHER!	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply	did not apply	\$3,000

AGENCY	2021 FUNDED	2022 REQUEST	2022 FUNDED	2023 REQUEST	2023 FUNDED	2024 REQUEST	2024 FUNDED	2025 REQUEST
Tumwater Education Foundation	did not apply	did not apply	did not apply	did not apply	did not apply	\$5,000	\$2,175	\$5,000
TOTAL	\$15,000	\$17,000	\$15,000	\$28,500	\$15,000	\$38,500	\$12,825	\$37,000

Notes: “Did not apply” means the organization did not submit an application specific to Tumwater’s local Community Human Services Program. “Did not apply” does not mean that the organization did not receive funds from the City of Tumwater. The organization may have applied through the regional funding process and received funds; or they may have a service provider agreement directly with the City and received funds.

TO: City Council
FROM: Brandon Hicks, Transportation & Engineering Department Director
DATE: July 1, 2025
SUBJECT: 2024 Transportation Benefit District Annual Report

1) Recommended Action:

Approve the 2024 Transportation Benefit District (TBD) Annual Report and issue to the public.

2) Background:

The City established the TBD in 2014 and began collecting 0.2% in 2015 after voter approval for maintaining and preserving transportation infrastructure. Revised Code of Washington (RCW) 36.73.160(2) requires the district to issue an annual report indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules to the public and to newspapers of record in the district.

Discussion will include an overview of the work completed in 2024 and the plan for 2025.

3) Policy Support:

Create and Maintain a Transportation System Safe for All Modes of Travel

4) Alternatives:

☐ Request revisions to the annual report prior to issuance to the public.

5) Fiscal Notes:

None as a result of this item.

6) Attachments:

A. 2024 Transportation Benefit District Annual Report

City of Tumwater

Transportation Benefit District

2024 Annual Report

Reporting Requirements

RCW 36.73.160(2) - A district shall issue an annual report, indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules, to the public and to newspapers of record in the district.



Transportation & Engineering
Department

Transportation Benefit District

Annual Report Statement

The City of Tumwater is pleased to present its Transportation Benefit District (TBD) 2024 Annual Report. This report is written to summarize 2024 revenues and expenditures associated with TBD funds and project schedule updates. All revenues and expenditure summaries within this report are up to date as of December 31, 2024.

Background

The Tumwater City Council created the Tumwater Transportation Benefit District (TBD), a quasi-municipal taxing jurisdiction authorized by State law to fund street maintenance. In 2014, Tumwater voters approved a sales tax increase of 0.2% (two-tenths of one percent) for ten years to fund street maintenance projects within the City limits. Revenues collected from this additional sales tax levy are held in separate accounts and used only for authorized street maintenance projects.

In a special election on April 22, 2025, Tumwater voters approved renewing the measure for another ten years.

Governance

The City Council governs the Transportation Benefit District, including oversight of activities, expenditures, and revenues. Business for the Tumwater Transportation Benefit District takes place during City Council meetings.

Why was the TBD Established?

City street infrastructure is aging, and funding is needed for street and sidewalk maintenance. Transportation infrastructure is one of the City's most valuable investments, and deferred maintenance drives repair costs higher. Costs continue to rise, making it difficult for the City to adequately preserve and maintain streets and sidewalks.

Prior Projects Funded by TBD

2023 Pavement Maintenance Project

2021 Pavement Maintenance Project

2020 Citywide NHS Resurfacing Project

2019 Chip Seal Project

2018 Pavement Maintenance Project

2017 Pavement Maintenance Project

2016 Chip Seal & Crack Seal Project

2024 Pavement Maintenance Project

A pavement maintenance project was not programmed for 2024 due to staffing levels and in order to strategically build up the TBD fund balance. The increased fund balance will allow the City to pursue larger projects in 2025, resulting in greater return on investment for the community. Planning work continued, including review and prioritization in the City's pavement management system.

2024 Israel Road and Linderson Way Pedestrian and Bicycle Improvements

The Israel Road and Linderson Way Pedestrian and Bicycle Improvements Project entailed replacing sidewalks, curb ramps and driveways; extending bike lanes; and installing pedestrian features to create safer routes for walking and bicycling between Tumwater High School, Timberland Library, state agencies, and city offices.

Funding from Tumwater's Transportation Benefit District served as a local match to secure federal grants totaling \$903,700 to complete this project.



TBD Dollars at Work



TBD Project Construction Schedule

2024-2025 Linwood Avenue Sidewalk, Susitna Lane to 2nd Avenue

2025 Pavement Maintenance Project

TBD Leverage Strategy

The City continues to use the strategy of leveraging future TBD funds as local match when applying for federal funds. Each time we are successful, the planned pavement management program grows in size and allows other transportation items to be addressed including curb ramps, audible pedestrian systems, and traffic signal upgrades.

TBD Finances

The following schedule of revenues, expenditures, and changes in fund balance summarizes TBD finances for the Fiscal Year 2024:

2024 Schedule of Revenues, Expenditures and Changes in Fund Balance		
City of Tumwater, Washington		
Transportation Benefit District		
Year Ended December 31, 2024		
Revenues		
TBD Sales and Use Tax, 0.2%		\$ 2,372,508.00
Investment Earning		\$ 252,256.00
Total Revenues		\$ 2,624,764.00
Expenditures		
Administration & Financial Services Support		\$ 10,400.00
Planning and Design		\$ 0
Studies		\$ 0
Construction		\$ 2,999,123.00
Total Expenditures		\$ 3,009,523.45
Summary		
Net Changes in Fund Balance		\$ (384,759.00)
Beginning Fund Balance		\$ 4,085,550.00
Ending Fund Balance		\$3,700,791.00

Tumwater City Council

Debbie Sullivan, Mayor

Leatta Dahlhoff, Mayor Pro Tem | Peter Agabi, Councilmember | Joan Cathey, Councilmember | Michael Althausen, Councilmember
Angela Jefferson, Councilmember | Kelly Von Holtz, Councilmember | Eileen Swarthout, Councilmember

TO: City Council
 FROM: Jennifer Radcliff, GIS Manager
 DATE: July 1, 2025
 SUBJECT: Ordinance No. O2025-002 Renewing Puget Sound Energy Franchise Agreement

1) Recommended Action:

Place Ordinance No. O2025-002 Renewing Puget Sound Energy (PSE) Franchise Agreement on the July 15, 2025, City Council consent calendar with a recommendation to adopt the ordinance.

This item was recommended for consideration at tonight's meeting at the June 5, 2025 Public Works Committee Meeting. Placing the ordinance on the consent calendar on July 15 is necessary because State statute precludes the Council from granting a franchise at the time of its introduction or five days thereafter.

2) Background:

On September 15, 2015, City Council adopted Ordinance No. O2015-006 and entered into a franchise agreement with Puget Sound Energy (PSE) which is effective for ten years, with the option to renew for two five-year terms upon written request. Ordinance No. O2015-006 replaced separate franchise agreements that the City previously held with PSE's predecessors Puget Sound Power & Light Company and Washington Natural Gas for the provision of electrical and natural gas services within the City. PSE has made a written request to renew and extend the agreement for five years. City staff is asking that Ordinance No. O2025-002 be adopted.

3) Policy Support:

Be a leader in environmental health and sustainability; Provide and sustain quality public safety services; and Refine and sustain a great organization.

4) Alternatives:

- ☐ Not authorize the franchise renewal and extension.
- ☐ Modify the franchise renewal and extension.

5) Fiscal Notes:

N/A – there are no fiscal impacts as a direct result of this franchise renewal and extension.

6) Attachments:

A. Ordinance No. O2025-002

ORDINANCE NO. O2025-002

AN ORDINANCE of the City Council of the City of Tumwater, Washington, granting to Puget Sound Energy, Inc., a Washington corporation, its successors and assigns, a franchise renewal to set, erect, lay, construct, extend, support, attach, connect, maintain, repair, replace, enlarge, operate and use Facilities in, upon, over, under, along, across, and through the Franchise Area to provide for the transmission, distribution and sale of gas and energy for power, heat and light, and any other purposes for which gas and energy may be used and amending Ordinance No. 02015-006.

WHEREAS, The City of Tumwater adopted Ordinance 02015-006 on September 15, 2015 granting Puget Sound Energy, Inc., its successors and assigns (“Puget Sound Energy”), a franchise to set, erect, lay, construct, extend, support, attach, connect, maintain, repair, replace, enlarge, operate and use Facilities, in, upon, over, under, along, across and through the Franchise Area to provide for the transmission, distribution and sale of gas and energy for power, heat and light, and any other purposes for which gas and energy may be used; and

WHEREAS, the term of the original franchise agreement was for a period of ten (10) years, expiring on September 14, 2025; and

WHEREAS, The City of Tumwater, at the sole discretion of the City Council, may extend the Franchise for two additional five (5) year terms upon the written request of Puget Sound Energy not more than one (1) year nor less than one hundred eighty (180) days prior to the expiration of the current term; and

WHEREAS, Puget Sound Energy has made a timely written request in accordance with Ordinance No. 02015-006 to renew and extend their franchise for an additional five (5) year term; and

WHEREAS, the City has reviewed Puget Sound Energy's performance and quality of service under the current franchise agreement, has identified the future gas and energy-related needs and interests of the City and its residents, has considered the financial, technical and legal qualifications of Puget Sound Energy, and has determined that Puget Sound Energy's plans for operating and maintaining its gas and energy system are adequate; and

WHEREAS, the City is authorized by RCW 35A.47.040 to permit and regulate under such restrictions and conditions as it may set by charter or ordinance and to grant nonexclusive franchises for the use of public streets, bridges or other public ways, structures or places above or below the surface of the ground

for railroads and other routes and facilities for public conveyances, for poles, conduits, tunnels, towers and structures, pipes and wires and appurtenances thereof for transmission and distribution of electrical energy, signals and other methods of communication, for gas, steam and liquid fuels, for water, sewer and other private and publicly owned and operated facilities for public service; and

WHEREAS, the City has completed the requirements of RCW 35A.47.040 for adoption of this ordinance and it has been more than five days since this ordinance was first considered by the City Council on _____; and

WHEREAS, the City Council of the City of Tumwater finds it is in the best interests of, and supports the health, safety and welfare of, the residents of the City of Tumwater to renew and extend the franchise for an additional five (5) year term.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUMWATER, STATE OF WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Grant. The City Council of the City of Tumwater hereby grants to Puget Sound Energy, subject to all terms and conditions of O2015-006, the right, privilege, authority and franchise to set, erect, lay, construct, extend, support, attach, connect, maintain, repair, replace, enlarge, operate and use Facilities in, upon, over, under, along, across and through the Franchise Area to provide for the transmission, distribution and sale of gas and energy for power, heat, light and such other purposes for which gas and energy may be used for an additional five year extension term, expiring at midnight on September 14, 2030. All other terms and conditions of Ordinance No. O2015-006 not modified by this ordinance shall remain in full force and effect.

Section 2. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

Section 3. Severability. The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the ordinance, or the validity of its application to other persons or circumstances.

Section 4. Effective Date. This ordinance shall become effective thirty (30) days after passage, approval and publication as provided by law. Provided, however, in order to claim the benefits of this ordinance and acquire the rights, privileges, and authorities hereby granted, Puget Sound Energy must, within thirty (30) days of the effective date of this ordinance, file in the office of the City Clerk its written acceptance of this franchise. The failure of Puget Sound Energy to file such an

acceptance shall be deemed a rejection by Puget Sound Energy and this ordinance shall be null and void.

ADOPTED this _____ day of _____, 2025.

CITY OF TUMWATER

Debbie Sullivan, Mayor

ATTEST:

Melody Valiant, City Clerk

APPROVED AS TO FORM:

Karen Kirkpatrick, City Attorney

Published:_____

Effective Date:_____

HONORABLE MAYOR AND CITY COUNCIL
CITY OF TUMWATER, WASHINGTON

In the matter of the application of)
Puget Sound Energy, Inc., a) Franchise Ordinance No. O2025-002
Washington corporation, for a)
franchise to construct, operate, and)
maintain facilities in, upon, over,)
under, along, across, and through the) ACCEPTANCE
franchise area of the City of)
Tumwater, Washington.)

WHEREAS, the City Council of the City of Tumwater, Washington, has granted a Franchise renewal to Puget Sound Energy, Inc., a Washington corporation, its successors and assigns, by enacting an Ordinance No. O2025-002, bearing the date of _____, 2025; and

WHEREAS, a copy of said Ordinance granting said Franchise renewal was received by Puget Sound Energy, Inc. on _____, 2025, from said City of Tumwater, Thurston County, Washington.

NOW, THEREFORE, Puget Sound Energy, Inc., a Washington corporation, for itself, its successors and assigns, hereby accepts said Ordinance and all the terms and conditions thereof, and files this, its written acceptance, with the City of Tumwater, Thurston County, Washington.

IN TESTIMONY WHEREOF, said Puget Sound Energy, Inc. has caused this written Acceptance to be executed in its name by its undersigned
_____ (print name) thereunto duly authorized on this
_____ day of _____, 2025.

ATTEST (notary):

PUGET SOUND ENERGY, INC.

By: _____

Copy received for City of Tumwater
On _____, 2025.

By: _____
City Clerk