



**JOINT CITY COUNCIL & PLANNING COMMISSION  
MEETING AGENDA**

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

**Tuesday, December 13, 2022  
5:30 PM**

1. Call to Order
2. Roll Call
3. 2023 Long Range Planning Work Program (Brad Medrud)
4. Adjourn

**TUMWATER CITY COUNCIL  
WORKSESSION**

**Immediately following the Joint meeting**

1. Call to Order
2. Roll Call
3. Proposal for American Recovery Plan (ARP) Housing Funding (John Doan & Jacinda Steltjes, Office of Housing & Homeless Prevention Thurston County Public Health & Social Services)
4. Pool Update (Chuck Denney)
5. Elections & the Law (Ann Cook & Karen Kirkpatrick)
6. Mayor/City Administrator's Report
7. Adjourn

**Meeting Information**

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

**Watch Online**

<https://us02web.zoom.us/j/82100861570?pwd=b3lGYmxCSmZKWncvTS9XTHp2cWZwQT09>

**Listen by Telephone**

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 821 0086 1570 and Passcode 255627.

**Post Meeting**

Audio of the meeting will be recorded and later available by request, please email [CityClerk@ci.tumwater.wa.us](mailto:CityClerk@ci.tumwater.wa.us)

**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 Clerk by calling (360) 252-5488 or email [CityClerk@ci.tumwater.wa.us](mailto:CityClerk@ci.tumwater.wa.us). For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384. To contact the City's ADA Coordinator directly, call (360) 754-4128 or email [ADACoordinator@ci.tumwater.wa.us](mailto:ADACoordinator@ci.tumwater.wa.us).

TO: City Council and Planning Commission  
FROM: Brad Medrud, Planning Manager  
DATE: December 13, 2022  
SUBJECT: 2023 Long Range Planning Work Program

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1) Recommended Action:

Conduct a joint briefing on the draft 2023 Long Range Planning Work Program and the City Council would then schedule the item for discussion with the General Government Committee on January 11, 2023, if needed, or for consent at the January 3, 2023 City Council meeting.

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2) Background:

The City Council approves an annual Long Range Planning Work Program at the beginning of each year. The City Council – Planning Commission will discuss the draft 2023 Long Range Planning Work Program at the joint worksession on December 13, 2022. City Council will then be asked to approve the annual Work Program in January 2023.

The City Council, Planning Commission, residents, property owners, and City staff typically propose annual work program items. The draft 2023 Long Range Planning Work Program includes the City's 2023-2025 Comprehensive Plan periodic update and a limited annual docket of Comprehensive Plan Amendments.

A short list of discussion topics is included in the attached staff report.

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3) Policy Support:

Land Use Element Policy LU-1.9 Ensure consistency between the Land Use Element and the Tumwater Zoning Code.

Land Use Element Action LU-1.9.1 Implement the Land Use Element by revising the Zoning Code and other municipal Codes to reflect the goals, policies, actions, and designations outlined in the Land Use Element.

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4) Alternatives:

☐ None.

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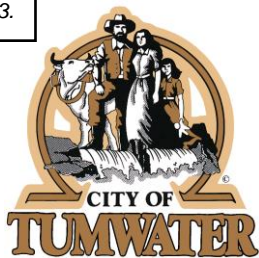
5) Fiscal Notes:

The work program includes items that are internal funded as well funded through outside grants.

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6) Attachments:

- A. Staff Report
- B. Draft 2023 Long Range Planning Work Program



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## Memorandum

Date: December 13, 2022

To: City Council and Planning Commission

From: Brad Medrud, Planning Manager

Subject: 2023 Long Range Planning Work Program

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### I. Issue

The City Council approves an annual Long Range Planning Work Program at the beginning of each year. The work program will guide all Long Range Planning work during 2023. The City Council and Planning Commission will discuss the draft work program at a joint worksession on December 13, 2022. City Council is expected to approve the 2023 work program on January 17, 2023.

The City Council, Planning Commission, community members, and City staff can propose annual work program items.

The draft 2023 work program consists of work items budgeted for 2.40 FTEs. Since the beginning of April 2022, the Long Range Planning Division has had 1.4 FTEs and is actively trying to recruit to fill the open long range planner position (1.0 FTE).

A substantial component of 2023 through 2025 annual work programs will be the City's 2023-2025 Comprehensive Plan and Development Code periodic update, which is discussed in more detail below. In addition, there will be a limited annual docket of Comprehensive Plan Amendments during these years. The ongoing work on the Bush Prairie Habitat Conservation Plan and with the Regional Housing Council will take more than one quarter of all fully staffed long range planning staff time in 2023.

The joint worksession is an opportunity for the City Council and Planning Commission to discuss the proposed annual work program as well as general topics related to their roles on a range of community development issues.

### II. Role of the City Council

The City Council serves as the City's legislative body. This separation of powers is based on the traditional federal and state models in the United States. The City Council has the authority to formulate and adopt city policies and the Mayor is responsible for carrying them out. The City

Council also has the authority to adopt budgets, approve contracts, and amend the Tumwater Municipal Code. The City Council relies on a number of advisory commissions and boards for support in making decisions.

### III. Role of the Planning Commission

The Planning Commission is an advisory body to the City Council with a wide remit. TMC 2.56.030 establishes the powers of the Planning Commission as set forth in Chapter 35.63 RCW.

The Planning Commission proposes and develops policy recommendations for consideration by the City Council, which includes work on the Comprehensive Plan and subarea plans, as well as special plans such as the Thurston Climate Mitigation Plan, Tumwater Housing Action Plan, and Urban Forestry Management Plan.

In addition, the Planning Commission is involved in developing recommendations for amendments to regulations related to development, which includes the development code (TMC Title 16 *Environment*, Title 17 *Land Division*, and Title 18 *Zoning*). In the recent past, the Planning Commission has also reviewed amendments to sections of TMC Title 2 *Administration and Personnel*, Title 8 *Health and Safety*, Title 11 *Telecommunications and Telecommunications Facilities*, Title 12 *Streets, Sidewalks and Public Places*, Title 14 *Development Code Administration*, and Title 15 *Buildings and Construction* in support of the development code.

### IV. Suggested Discussion Topics

A short list of discussion topics to consider during the joint worksession is listed below.

- What would the City Council like to see as an outcome of the 2023-25 Comprehensive Plan periodic update process?
- What went well with the 2022 work program and what could be improved?
- If adjustments to the 2023 work program are needed because of lack of staffing, what work items have less of a priority?
- How has coordination between the City Council and Planning Commission gone in 2022 and what can be improved in 2023?

### V. 2022 Accomplishments

The following items were completed from the 2022 Long Range Work Program:

- Emergency Shelters and Housing (Ordinance No. O2021-019)
- Trosper Lake Island (Ordinance No. O2022-002) and Eleven Islands Annexations (Ordinance No. O2022-001)
- 2022 Comprehensive Plan Amendments (Ordinance No. O2022-003)

- Binding Site Plan Amendments (Ordinance No. O2022-004)
- Planned Unit Development Chapter Update (Ordinance No. O2022-006)
- Housing Action Plan – Tenant Protections (Ordinance Nos. O2022-010 and O2022-012)
- General Development Code Housekeeping Amendments (Ordinance Nos. O2022-013 and O2022-015)
- US Census Population Adjustment

The following items are still ongoing from the 2022 Long Range Work Program

- 2022-2025 Comprehensive Plan Periodic Update
- Bush Prairie Habitat Conservation Plan
- Regional Housing Council
- Hazard Mitigation Plan for the Thurston Region Update
- Housing Action Plan – Rental Registration (Ordinance No. O2022-014)
- Urban Forestry Management Plan – Landscaping and Buffering Requirements Update
- Urban Forestry Management Plan – Street Tree Standards Update
- Urban Forestry Management Plan – Tree and Vegetation Preservation Regulation Update
- Thurston County Code Title 22 – Tumwater Urban Growth Area Zoning Update
- Equity Toolbox
- Code Compliance Team

## VI. 2023 Long Range Work Program

For more details on individual projects and estimated staff hours, please see Attachment B *Draft 2023 Long Range Planning Work Program*.

### 1. **Comprehensive Plan Amendment Docket** – Discussed further below

*Approximately 22% of all staff time*

- a. 2023-2025 Comprehensive Plan Periodic Update (Continued from 2022)
- b. 2023 Comprehensive Plan Amendments (New)

### 2. **Development Regulation Amendment Docket**

*Approximately 22% of all staff time*

- a. Tumwater Housing Action Plan Amendments – Rental Registration (Continued from 2022)
- b. Urban Forestry Management Plan Amendments – Landscaping, Street Tree Standards, and Tree and Vegetation Preservation (Continued from 2022)
- c. Other Amendments – 2023 Housekeeping (New), Development Regulation Periodic Update (New), and Thurston County Code Title 22 – Tumwater Urban Growth Area Zoning (Continued from 2022)

### **3. Other Planning Projects**

*Approximately 33% of all staff time, HCP approximately 14% of all staff time*

- a. Bush Prairie Habitat Conservation Plan (Continued from 2022)
- b. Equity Toolbox (Continued from 2022)
- c. Hazard Mitigation Plan Update (Continued from 2022)
- d. Managing MFTE Program (Continued from 2022)
- e. As well as Permit Review Support, FEMA Flood Studies, Public Inquiries, and other items (New and continued from 2022)

### **4. General Management and Coordination**

*Approximately 23% of all staff time, RHC approximately 12% of all staff time*

- a. General Coordination with Other Departments – Code Compliance Team, Traffic Team and other items (Continued from 2022)
- b. General Coordination with Other Jurisdictions
  - i. Regional Housing Council (minimum 0.25 FTE per Memorandum of Understanding) (Continued from 2022)
  - ii. Work Port of Olympia, other cities, County, TRPC, and Intercity Transit among others (Continued from 2022)
  - iii. Department Management (Continued from 2022)
  - iv. Training (Continued from 2022)

## **VII. 2023-25 Comprehensive Plan and Development Code Periodic Update**

Under the Growth Management Act, the City is required to conduct a periodic update of its Comprehensive Plan and related development regulations on a ten-year cycle. The Comprehensive Plan is a legal document adopted by the City Council that establishes policies to guide future development of the City. The City Council, Planning Commission, and the



community use the Comprehensive Plan to inform decisions about land use, housing, environmental protections, capital improvements, and development regulations.

The updated Comprehensive Plan will address diversity, equity, and inclusion throughout the Plan and incorporate climate mitigation, adaptation, and sustainability goals and actions in all the individual Elements and Plans.

The City is required to complete work on the periodic update cycle by June 30, 2025 for a Comprehensive Plan that will cover 2025 to 2045. Work on the periodic update started this fall.

At the direction of the City Administrator, the Comprehensive Plan document that will come out of the periodic update process will be shorter, leaner, and more user friendly. The updated Comprehensive Plan will consist of shorter individual Elements and Plans with appendices that contain the required technical information. The [City of SeaTac Comprehensive Plan](#) is an example of the format.

At the end of the process, there will also be a brief Comprehensive Plan goal and policy guide for use by staff and policymakers.

### **1. Community Engagement**

The objective of the community engagement process is to establish how the City will engage the public and stakeholders throughout the Comprehensive Plan update. Staff will use a range of public participation strategies to encourage and facilitate community involvement in the periodic update process.

The community engagement process will be flexible and will evolve to take advantage of events and opportunities that may arise. The process will employ multiple tools and platforms to inform and involve the community and internal and external stakeholders in the periodic update. Staff will work with the City's Communications Team to prepare a Public Engagement Plan that will guide this process.

#### **Timeline for Community Engagement**

##### **Phase I – Start Community Engagement**

*Fall 2022 – Summer 2023*

In Phase I, staff will begin to review the visions, goals, and policies in the existing Comprehensive Plan and prepare gap analyses of all the Comprehensive Plan Elements and Plans. The community and stakeholders will be introduced to the periodic update process through a series of communications and asked to prioritize the Comprehensive Plan's vision, goals, and policies through a variety of media outreach methods, including surveys, utility inserts, open houses, informal meetings, presentations, and social media.

##### **Phase II – Plan Development**

*Summer 2023 – Spring 2024*

In Phase II, feedback gathered through the community engagement process will be incorporated into the draft Comprehensive Plan Elements and Plans. Staff

will present the draft language to city advisory boards and commissions as well as focus groups comprised of subject-area experts for review and response.

In addition to continuing to employ the strategies started in Phase I, Phase II will include consultation with the City Council and the City's advisory boards and commissions that will continue throughout the periodic update process. These groups, as well as external and internal stakeholders, will review and provide feedback on the draft Comprehensive Plan Elements and Plans. Feedback gathered through the community engagement process will also be shared with these groups.

Focus groups of technical experts will review those Comprehensive Plan Elements and Plans that are not represented through the City's boards or commissions. The focus groups will review and provide input into relevant draft Comprehensive Plan Elements and Plans. Feedback gathered through the community engagement process will also be shared with these groups.

### Phase III – Legislative Process

*Summer 2024 – June 30, 2025*

#### *a. Draft Plan*

The City will complete draft versions of the Comprehensive Plan Elements and Plans during Phase III. Several public open house meetings will provide an opportunity to see the draft Plan prior to the Joint Council - Planning Commission public hearing. Relevant City advisory boards and commissions will develop recommendations that will be forwarded to the Planning Commission. All the focus group members will have an opportunity to review the work, as well.

The process will culminate in the adoption of a new Comprehensive Plan by the Growth Management Act deadline of June 30, 2025.

#### *b. Open Houses*

In addition to continuing to employ the strategies started in Phases I and II, Phase III will include Open Houses to present the draft updated Comprehensive Plan to the public prior to the start of the legislative process. Staff will provide an overview of the periodic update, draft goals, policies, and actions, and next steps in the process. Information about open house dates and other key meeting dates will be widely distributed through media identified in the Community Engagement Plan.

#### *c. Commission Worksessions and Public Hearing*

The Planning Commission will hold a number of worksessions to discuss the Comprehensive Plan Elements and Plans. Opportunities for a joint worksessions will be considered.

The Planning Commission will then conduct a public hearing to gather public comment on the draft Comprehensive Plan before developing findings of fact, conclusions, and recommendations that will be forwarded to City Council.

Public notice of the public hearing will be published in accordance with State law and the Tumwater Municipal Code at least 30 days prior to the date of the hearing. In addition to the required noticing procedures, notice will also be provided through means identified in the Engagement Plan.

*d. City Council Adoption Process*

The City Council's General Government Committee and Public Works Committee will periodically review and discuss the updates to the Comprehensive Plan Elements and Plans. All meeting dates and materials will be posted on the city's website and notice will be provided through means identified in the Engagement Plan.

The City Council will hold a number of worksessions to discuss the Plan's Comprehensive Plan Elements and Plans. The City Council will consider the recommendation forwarded by the Planning Commission. In addition to the required noticing procedures, notice of City Council meeting will also be provided through means identified in the Engagement Plan.

## **2. Process and Schedule**

### **A. Comprehensive Plan Periodic Update**

#### **Phase I – Start Community Engagement – *Fall 2022 – Summer 2023***

- 1) Develop Periodic Update Work Program – *October through December 2022 – Determine general outline of resources needed for the periodic update, its schedule, and stakeholders*
- 2) Develop Community Engagement Plan – *Winter 2023*
- 3) Gap Analysis of Current Comprehensive Plan Goals and Policies – *Winter 2023*
- 4) Start Community Engagement Process – *Winter 2023 through June 30, 2025*
- 5) Consultant Selection and Contracting – *Develop and issue request for proposals for consultant and consultant selection and contracting – Spring and Summer 2023*
- 6) Data Gathering – *Staff and consultants gather data and start review of the Elements, Plans, and maps – Spring and Summer 2023*
- 7) Regional Review Coordination – *Coordinate review of the Comprehensive Plan Elements and Plans with other jurisdictions – Starts Spring 2023*

8) Initial Comprehensive Plan Element and Plan Review Meetings – *Winter to Summer 2023*

- a) Community Stakeholders
- b) Planning Commission
- c) City Council

**Phase II – Plan Development** – *Summer 2023 – Spring 2024*

- 1) Periodic Update Start – Staff and consultants start updates to draft Comprehensive Plan Elements, Plans, and maps – *Summer and Fall 2023*
- 2) Individual Comprehensive Plan Element and Plan Discussions and Worksessions – *Fall 2023 – Spring 2024*
  - a) Community Stakeholders
  - b) Planning Commission
  - c) City Council
- 3) Complete Draft of Periodic Update – Staff and consultants complete draft of the Comprehensive Plan Elements, Plans, and maps – *Spring 2024*

**Phase III – Legislative Process** – *Summer 2024 – June 30, 2025*

- 1) SEPA and Commerce Review – *Summer 2024*
- 2) Public Adoption Meetings – *Summer and Fall 2024 and Winter 2025*
  - a) Community Stakeholders
  - b) Planning Commission
  - c) City Council
- 3) Submit Notice of Adoption to Commerce – *Spring 2025*

**B. Capital Facilities Plan Update – 2023**

- 1) Preliminary Docket Process – *Winter 2023* – Expected to also include the Old Highway 99 Corridor Study
- 2) Develop Capital Facilities Plan – *Spring and Summer 2023*
- 3) SEPA and Commerce Review – *Summer 2023*
- 4) Final Docket Process – *Fall 2023* – Expected to also include the Old Highway 99 Corridor Study

**C. Capital Facilities Plan Update – 2025**

- 1) Preliminary Docket Process – *Winter 2025*
- 2) Develop Capital Facilities Plan – *Spring and Summer 2025*
- 3) SEPA and Commerce Review – *Summer 2025*

4) Final Docket Process – *Fall 2025***D. Development Code Periodic Update Process – 2024/2025**

- 1) Gap Analysis of Current Development Code Regulations (Titles 16, 17, and 18) and Title 3 – *Summer and Fall 2024*
- 2) Draft Ordinance – Staff and consultants complete draft ordinance – *Winter 2025*
- 3) SEPA and Commerce Review – *Winter 2025*
- 4) Public Adoption Meetings – *Winter 2025 and Spring 2025*
- 5) Submit Notice of Adoption to Commerce – *June 30, 2025*

**3. Resources Needed****A. Staff**

The periodic update is expected to require the following staff resources:

- 1) Community Development Department
  - a) Planning – The periodic update process is expected to require 70% of one FTE in 2023 and 2024.
  - b) Economic Development – The minor periodic update of the goals and strategies in the Economic Development Plan and coordination with the Economic Development Manager and a consultant to update the data workbook is expected to require 5% of one FTE in 2023 and 2024.
- 2) Executive Department
  - a) Executive – The periodic update will require staff time from the Executive Team to support the periodic update.
  - b) Communications Team – The periodic update will require staff time from the Communications Team to support the actions identified in the Public Engagement Plan.
- 3) Transportation & Engineering Department
  - a) Transportation – The major periodic update of the Transportation Plan will require staff time from the Transportation & Engineering Department Director and Transportation Manager and coordination with a consultant.
  - b) GIS Team – The periodic update will require staff time from the GIS Team to support the periodic update.
- 4) Water Resources & Sustainability Department – The major periodic update of the Lands for Public Purposes Element and Conservation Element will require staff time from the Water Resources & Sustainability Department Director and from the Water Resources & Sustainability staff including the Sustainability Coordinator.

- 5) Parks & Recreation Department – The major periodic update of the Parks, Recreation, and Open Space Plan would require staff time from the Parks & Recreation Department Director and from the Parks & Recreation staff and coordination with a consultant has been identified, but that work is not funded as part of this periodic update process. Some form of minor update to the Parks, Recreation, and Open Space Plan will occur as part of the periodic update and the major periodic update of the Parks, Recreation, and Open Space Plan will occur later.

**B. Consultants**

The periodic update is expected to require the following consultant resources for the following:

- 1) Economic Development Plan – Minor update of Plan that was updated last in 2019.
- 2) Transportation Plan – Major update of Plan that was updated last in 2016.

**C. Funding**

State funding for the periodic update will be available starting July 1, 2023. The City is expecting State funding to be \$125,000 with the rest of the funding coming from general fund or other grant opportunities.

**4. More Information**

The [State Department of Commerce Periodic Update Guidance](#) contains the state requirements, guidance, and checklists for the periodic update process.

In addition, the Puget Sound Regional Council is conducting a series of [PSRC Comprehensive Plan Workshops](#) on a variety of topics related to the periodic update process.

More information on the periodic update process can be found here:

1. [State Department of Commerce, Growth Management Topics](#)
2. [Municipal Research Services Center, Comprehensive Planning](#)

2023 DRAFT CITY OF TUMWATER LONG RANGE PLANNING WORK PROGRAM

	PROJECT	STAFF HOURS	PROPOSED BY	PROJECT DESCRIPTION/COMMENTS
COMPREHENSIVE PLAN AMENDMENT DOCKET				
1	2025 Comprehensive Plan Periodic Update	780	City Staff	Starting in Fall 2022 through June 30, 2025, prepare required ten-year periodic update to the City's Comprehensive Plan, including updates to the Conservation, Housing, Land Use, Lands for Public Purposes, and Utilities Elements as well as the Parks, Recreation, and Open Space Plan and Transportation Plan. Work in 2023 will primarily be focused on community engagement, applying for a grant from the Department of Commerce, working with other City departments and consultants on draft elements and plans. Will involve updates to Littlerock Subarea Plan, Town Center Plan, and Mixed Use land use designation. Work with Planning Commission, Parks and Recreation Commission, General Government Committee, and City Council.
2	2023 Comprehensive Plan Amendments	160	City Staff	Review at least two public amendments through preliminary and final docket process. Includes two City proposed amendments: 1) 2024 - 2030 Six-Year Capital Facilities Plan Update [See also Development Code Regulation Amendment Docket, Other Planning Projects #8.] and Old Highway 99 Corridor Study. Preliminary docket briefings and worksessions. Final docket informal meetings, briefings, worksessions, and hearing. Prepare preliminary docket summary, staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
Subtotal		940		
DEVELOPMENT REGULATION AMENDMENT DOCKET				
1. Tumwater Housing Action Plan Amendments				
a	Housing Action Plan - Rental Housing Registration (O2022-014)	80	City Council	Ongoing from 2018. Part of Resolution No. O2018-016 Homelessness and Housing Affordability response and addressing 2021 Tumwater Housing Action Plan actions. Started in 2022. Complete City Council worksessions and hearing. Update staff report, ordinance, and other materials and work with other City staff and City Council.
		80		
2. Urban Forestry Management Plan Amendments				
a	Landscaping and Buffering Requirements (O2022-007)	160	City Staff	Ongoing from 2022. After completion of the Urban Forestry Management Plan update in 2021, work with consultant to complete update to landscape buffering and screening regulations (TMC 18.47). Consultant management. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
b	Street Tree Standards Update (O2021-016)	160	City Staff	Ongoing from 2021. After completion of the Urban Forestry Management Plan update in 2021, prepare update to street tree regulations (TMC 12.24), a Street Tree Plan, and guidelines throughout the code. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
c	Tree Preservation Regulation Update (O2022-008)	200	City Staff	Ongoing from 2022. After completion of the Urban Forestry Management Plan update in 2021, work with consultant to complete update to tree preservation regulations (TMC 16.08). Consultant management. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
		520		
3. Other Amendments				
a	General Development Code Housekeeping Amendments	140	City Staff	Address minor housekeeping amendments from 2022 and 2023, including updating code that addresses underground utilities, recycling, compost handling facilities, and open space in manufactured home parks. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
b	Development Regulation Periodic Update	40	City Staff	Start process of reviewing and updating the development code to address the required state periodic update. Review Commerce checklist and Ecology checklist for critical areas. Will involve updates to SEPA, Littlerock Subarea regulations, Town Center regualtions, and Mixed Use zone district. Briefings, worksessions, and hearing would occur in 2024-25, as well as preparing the staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
15	Thurston County Code Title 22 - Tumwater Urban Growth Area Zoning	160	City Staff	After completion of the Joint Plan update in 2021, start work with County staff to revise Thurston County Code Title 22 and City development codes as needed to be consistent in the Urban Growth Areas. Schedule will depend on County work plan. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with City and County Planning Commissions, General Government Committee, and City Council.
Subtotal		340		
		940		

OTHER PLANNING PROJECTS				
1	Annexations	0	City Staff	Briefings, worksessions, and hearings. Prepare staff reports, ordinances, and other materials and work with County, Office of Financial Management, Boundary Review Board, General Government Committee and City Council.
2	Current Planning Projects	48	City Staff	Advise permit staff on large permitting projects.
3	Deschutes Flood Reduction Study/Thurston and Olympia Lakes Flood Map Study	60	City Staff	Support Deschutes Flood Reduction Study and Thurston and Olympia Lakes Flood Map Study work.
4	Equity Toolbox	120	City Staff	Ongoing from 2021. At request of City Administrator, work with consultant to prepare equity toolbox. Meetings with City staff and research.
5	GIS / GIS Support	80	City Staff	Support on unspecified projects, inquiries, and requests
6	Grant Funding	20	City Staff	Research grant funding opportunities that support long range planning goals. Senior housing support is one potential grant area.
7	Habitat Conservation Plan	600	City Council	Ongoing from 2016. Phase II and III work. Includes consultant management and coordination with Port and USFWS. NEPA/SEPA EIS support as state SEPA lead agency. Briefings, worksessions, stakeholder meetings, and community meetings. Work with other City departments, internal stakeholder team, Port staff, USFWS, WDFW, Planning Commission, General Government Committee, and City Council. Includes consultant management and grant management.
8	Hazard Mitigation Plan for the Thurston Region	160	City Staff	Ongoing from 2021. Update the City of Tumwater chapter of the Hazard Mitigation Plan for the Thurston Region. The current plan is due for an update in 2023. Thurston County Emergency Management and Thurston Regional Planning Council (TRPC) secured a FEMA Pre-Disaster Mitigation grant to update our region's plan. The plan update process is expected to launch in November 2021 and take approximately 18 months to complete. Participation in a multi-agency planning workgroup. Briefings, worksessions, stakeholder meetings, and community meetings. Work with other City departments, internal stakeholder team, Planning Commission, General Government Committee, and City Council.
9	Housing - Affordability and Homelessness	48	City Council	Ongoing from 2020. Work outside of development regulation amendments above and specific Regional Housing Council management and coordination meetings below on other housing affordability and homelessness strategies. Marketing.
10	Housing Action Plan - Infrastructure (Housing Affordability Fee Work Plan Ordinance #9/Housing Action Plan Action 1.m.)	60	City Council	Part of Housing Affordability Fee Work Plan approved May 28, 2019 and Housing Action Plan approved 2021. Work with the Public Works Department to make infrastructure investments for infill areas needing upgrades with follow-up by City staff to develop potential scenarios with emphasis on areas where housing affordability is most likely to occur. [See also Comprehensive Plan Amendment Docket, 2023 Comprehensive Plan Amendments, #2]. Public meetings, briefings, worksessions, hearing, and ordinance.
11	Long Range Planning Website Updates	12	City Staff	Ongoing.
12	Managing Multifamily Tax Exemption Program	100	City Staff	Manage new applications and annual reporting to the State for the City's TMC 3.30 Multifamily Housing Tax Exemptions programs. Briefings, worksessions, and hearings. Prepare staff reports, contracts, and other materials and work with General Government Committee and City Council.
13	Public Inquiries and General City Council and Interdepartmental Support	260	Various	Support on unspecified projects, inquiries, and requests.
Subtotal		1,460		
GENERAL MANAGEMENT AND COORDINATION				
1	General Coordination with Other City Departments	92	City Staff	Various
a	All City Staff Meetings	8	City Staff	Quarterly meetings
b	Code Compliance Team	16	City Staff	Ongoing monthly meetings
c	GIS Team	8	City Staff	Ongoing meetings
d	Green Team	16	City Staff	Ongoing meetings
e	Stormwater Interdisciplinary Team	12	City Staff	Ongoing meetings
f	Traffic Team	24	City Staff	Ongoing meetings
g	Web Team	8	City Staff	Ongoing meetings
2	General Coordination with Other Jurisdictions	673	City Staff	Various
a	Port of Olympia	24	City Staff	Quarterly Meetings and other coordination
b	City of Olympia	8	City Staff	Review proposed Comprehensive amendments and other coordination outside of housing
c	Intercity Transit	8	City Staff	Coordination with staff
d	Olympia School District	1	City Staff	Coordination with staff
e	Regional Housing Council	520	City Staff	Ongoing from 2020. Bimonthly RHC meetings, monthly City Staff RHC prep meetings, weekly technical team meetings, annual grant review, and other workgroup meetings. 0.25 FTE annual commitment per MOU.
f	State of Washington	4	City Staff	Coordination with staff
g	Thurston County	24	City Staff	Ongoing coordination not associated with a specific project, includes long range planning coordination with four jurisdictions
h	Thurston County TDR Program	24	City Staff	Coordination with Council and other City staffs on updating TDR program
i	Thurston Regional Planning Council	28	City Staff	Regional planner meetings/jurisdiction meetings
j	Thurston Thrives - Housing Action Team	24	City Staff	Attend monthly regional coordination meetings
k	Tribal Governments	4	City Staff	Coordination with staff
l	Tumwater School District	4	City Staff	Review Capital Facilities Plan and other coordination
3	Department Management	188	City Staff	Various
a	General Management	60	City Staff	Staff review and development. Managing staff.
b	Management Team Meetings	80	City Staff	Ongoing Weekly Meetings
c	Planning Commission Support	48	City Staff	Ongoing coordination with chair. Zoom meeting management.
4	Training	60	City Staff	AICP certificate maintenance. Conferences.
Subtotal		1,013		

TOTAL HOURS:	4,353	Approved by the City Council on _____, 2023
TOTAL REQUIRED PLANNERS (FTEs):	3.00	
TOTAL AVAILABLE PLANNERS (FTEs):	2.50	
TOTAL AVAILABLE PLANNER TIME (Hours X FTEs):	4,351	Note: Staff hours for items that include briefings, worksessions, and ordinances include a minimum number of public meetings (5) and hours for the public meeting process (40).
PLANNER TIME DIFFERENCE(Hours X FTEs):	-2	



	PROJECT	STAFF HOURS	PROPOSED BY	PROJECT DESCRIPTION/COMMENTS
BELOW THE LINE PROJECTS (To be considered as projects above are completed and staff time is available)				
→	Aquifer Protection Standards Amendments	80	City Staff	Update TMC 16.24 Aquifer Protection Standards and TMC 18.39 AQP Aquifer Protection Overlay to consider extending protections offered by the City system to other water systems in the City per Planning Commission recommendation on April 9, 2019. Briefings, worksessions, hearing, and ordinance.
→	Autonomous Vehicles	80	City Staff	See TVW series on transportation 2019 per John Doan. Prepare update to regulations. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Basin Plans – Deschutes and Black Lake (Subdivision Code/Housing Types	120	City Staff	Thurston County and TRPC led basin planning efforts for Black Lake and Deschutes basins. Black Lake Basin Water Resource Protection Study, Final Report was issued June 2015. Study recommended considering removal of portion of UGA on south Black Lake. Consider fire service (Black Lake) and conversion of septic systems to sewer. Appendix E of Study included suggested amendments to the City’s Subdivision code for new subdivisions near wetlands and high groundwater flooding. Deschutes Basin Watershed Land Use Analysis, Scenario Development Report issued November 2016.
→	Citywide Design Standards Update	80	City Staff	Review how the Citywide Design Guidelines (TMC 18.43) have been working since adoption in 2016. Includes addressing corner setbacks for industrial zone district in the Citywide Design Guidelines do not match the standards found in the municipal code (TMC 18.24 and TMC 18.43) and addressing materials of new mini-storage uses (TMC 18.43). Briefings, worksessions, hearing, and ordinance.
→	Code Enforcement Amendments	60	City Staff	Ongoing from 2020. Substantive code revisions to reconcile International Property Maintenance Code (TMC 15.18) and Nuisances Code (TMC 8.04). Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with General Government Committee and City Council.
→	Electric Vehicle Infrastructure	80	City Staff	Work with Building Official on electric vehicle charging infrastructure requirements for new commercial buildings per WAC 51-50-0427. Prepare update to regulations. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Essential Public Facilities	120	City Staff	Separate essential public facilities from the Conditional Use Permit chapter (TMC 18.56) and establish conditions for each of the individual essential public facilities. Briefings, worksessions, hearing, and ordinance.
→	Essential Public Facilities - Treatment Facilities	80	City Staff	Code amendments for essential public facilities related to treatment facilities. Related to Comprehensive Plan Amendments. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Housing Action Plan - Development Code Amendments	120	City Staff	After acceptance of Tumwater Housing Action Plan in 2021, associated updates to development regulations to respond to Plan actions. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Housing Affordability Amendments - Unit Lot Subdivision (Housing Affordability Text Work Plan Ordinance #4)	100	City Staff	Part of Housing Affordability Work Plan approved May 28, 2019. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Multifamily Tax Exemption Update	160	City Staff	Review and update TMC 3.30 Multifamily Housing Tax Exemptions to response to 2021 updates to state law. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Pipeline - Land Use Review	80	City Staff	Review proposed land use and zoning along the Olympic fuel pipeline and Williams natural gas pipeline and propose amendments as needed. Coordinate with County for Urban Growth Area issues as needed. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Thurston Climate Mitigation Plan - Related Development Code Amendments	120	City Council	After acceptance of Thurston Climate Mitigation Plan in 2021 and the start of Phase 4 implementation, work on associated updates to development regulations. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
17	Zero Effect Drainage Discharges	120	City Staff	Review TMC 13.22 - Zero Effect Drainage Discharge after new Drainage and Erosion Control Manual is adopted to see if it is appropriate to revise or remove. From the LID update, look at how TMC 13.22 works with the new City of Tumwater Drainage and Erosion Control Manual and what projects have been built using the code. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
TOTAL HOURS:		1,400		

TO: City Council  
FROM: John Doan  
DATE: December 13, 2022  
SUBJECT: Proposal for American Recovery Plan (ARP) Housing Funding

---

1) Recommended Action:

Provide guidance to staff for the investment of City-designated ARP funds for the Franz Anderson Permanent Support Housing Project.

---

2) Background:

On September 7, 2021, the City Council approved general spending allocations for the \$2,565,043 that the City received from the American Recovery Plan (ARP). Forty-three percent was assigned to housing projects and housing assistance, including \$550,000 for a "*Regional Housing Council (RHC) Affordable Housing Project*." These funds must be obligated by the end of 2024 and fully expended by the end of 2026. Thurston County and the City of Olympia have acquired a piece of property referred to as "Franz Anderson" within the City of Olympia. It would ultimately provide short-term shelter housing and permanent supportive housing. The attached PowerPoint presentation outlines a proposal for the region to construct that permanent supportive housing project. The question is whether Tumwater wants to invest some or all of its funds for this project. Thurston County Affordable Housing Program Coordinator Jacinda Steltjes will be present at the meeting to answer questions.

---

3) Policy Support:

23/24 Council Goals

- Support and advance intergenerational housing opportunities
  - Complete the Affordable Housing and Houselessness Action Plan
  - Update the Affordable Housing and Houselessness Action Plan
- 

4) Alternatives:

- ☐ Support a different eligible project with these funds.
- 

5) Fiscal Notes:

\$550,000 in ARP funds was designated for a regional housing project. These funds and the expenditure authority is in the budget for 23/24.

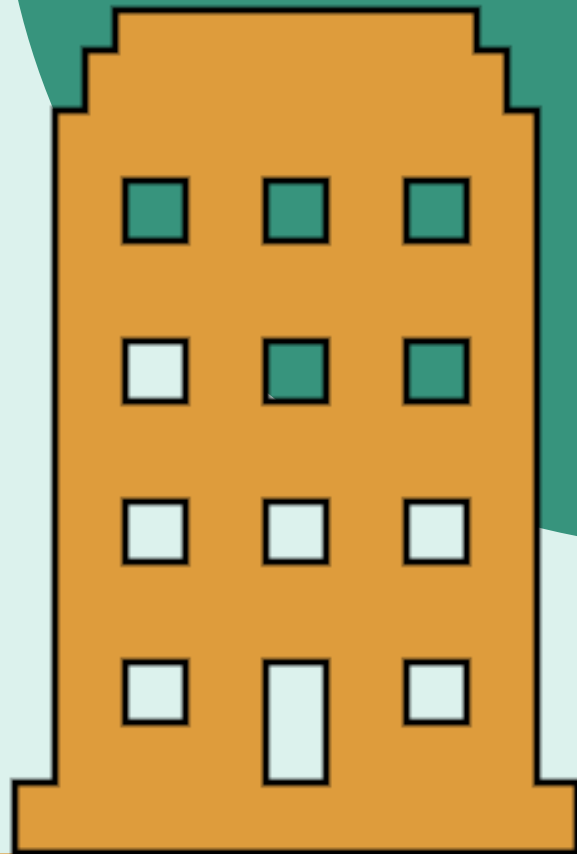
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6) Attachments:

- A. PowerPoint presentation - Franz Anderson Project RHC 10.26.22 version

**FRANZ ANDERSON**

**PERMANENT SUPPORTIVE  
HOUSING**

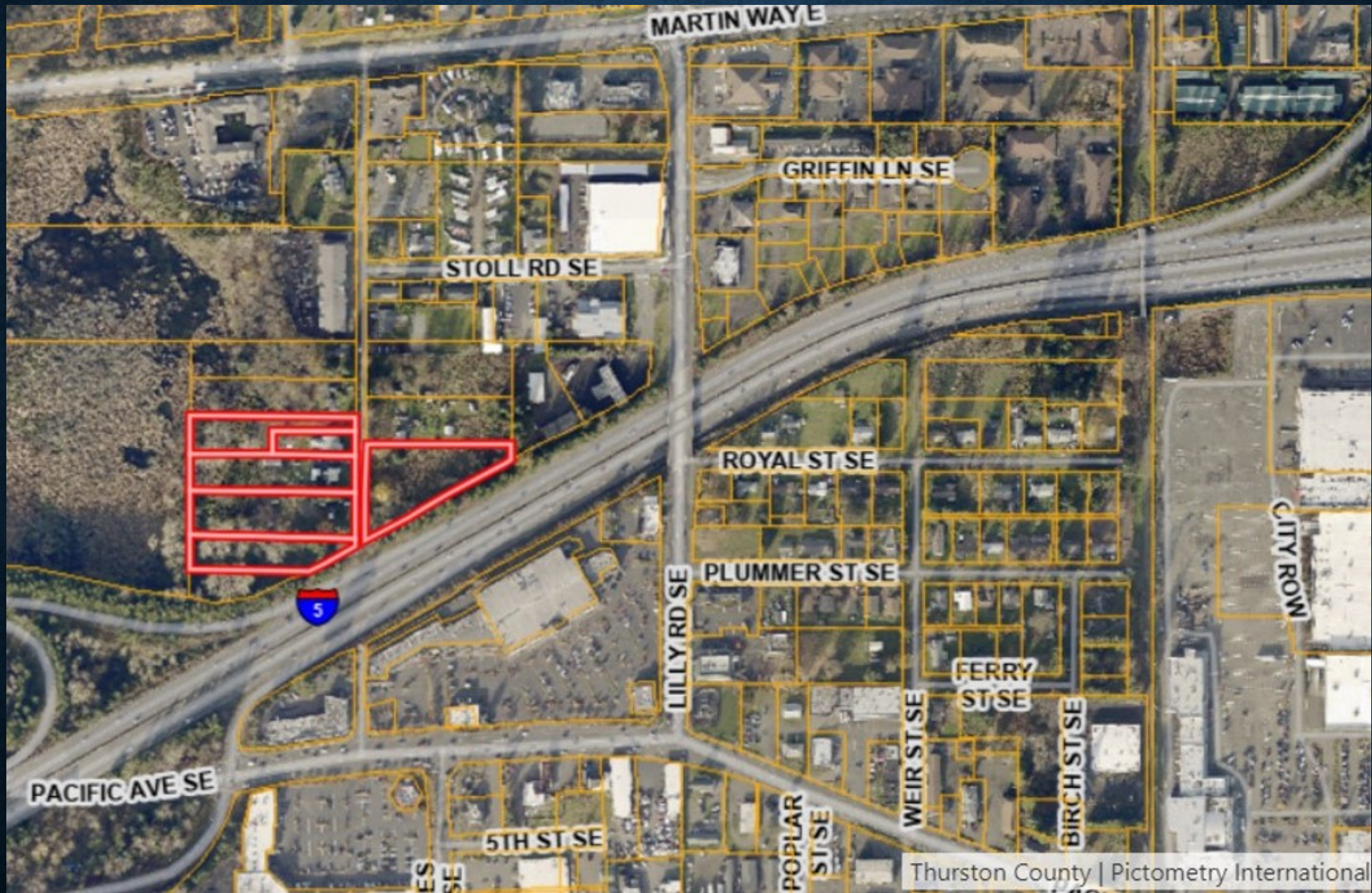




# BACKGROUND

- City of Olympia and Thurston County partnered to purchase 6.2 acres (parcel numbers 41701000100, 58900000300, 58900000301, 58900000400, and 58900000500, 58900000600) along Franz Anderson Road SE for \$1.65 million in March 2022. American Rescue Plan Act funds were used for the purchase. The east side of the site was recently cleared. The west side is still moderately wooded. Work to bring utilities to the site is currently occurring and is funded through the State's Rights of Way Initiative.







## PRIMARY GOALS

- Tiny home village (50 units) on east side of site to serve Rights of Way Initiative
- Permanent Supportive Housing (PSH) on west side of site to align with Permanent Supportive Housing Framework.



# WHAT IS PERMANENT SUPPORTIVE HOUSING?



Franz Anderson Permanent Supportive Housing

"Permanent supportive housing" is subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based health care, treatment, or employment services. *Source: RCW 36.70A.030*



# PSH PROJECT DETAILS

- Housing Type: New construction of 40-70 multi-family, permanent supportive housing rental units
- Population Served: Low-income single adults, primarily homeless at entry
- Developer: TBD, selected via a Request For Proposals process
- Estimated Cost: Approximately \$20-25 Million

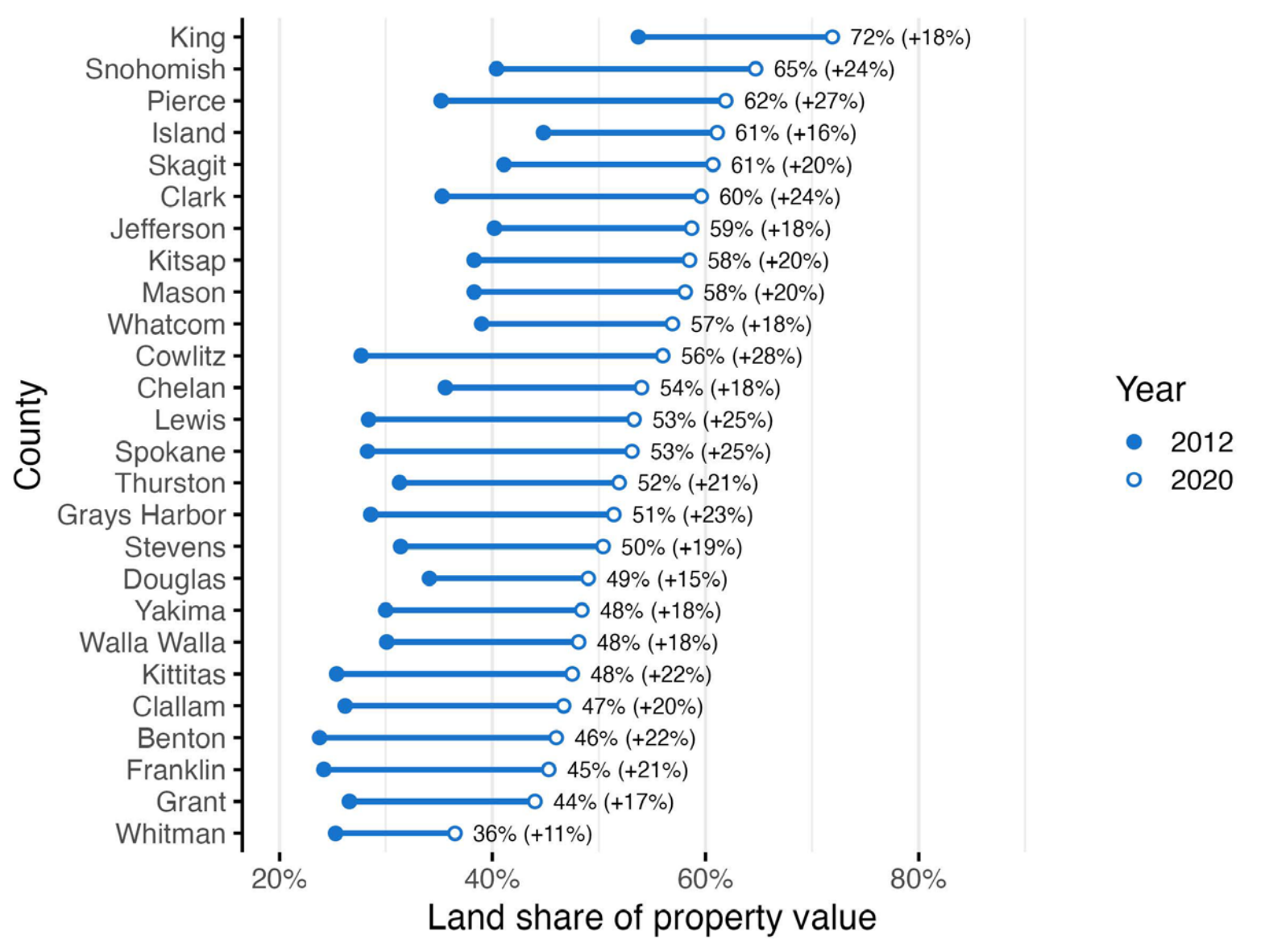


# WHY THIS PROJECT? WHY NOW?

- ◇ Project offers an opportunity to fill a needed gap in the housing market\*
- ◇ Property already owned by City, therefore reducing development costs
- ◇ Project will likely score high for competitive state funding due to population served and significant local leverage
- ◇ Project is close to bus line and services
- ◇ Project offers a continuum of housing for individuals exiting the adjacent tiny home village
- ◇ Project aligns with the Permanent Supportive Housing Framework



# VALUE OF LAND IN PROJECT DEVELOPMENT



Source: EcoNorthwest Oct. 4, 2022  
AWC, WA State Housing Market  
Overview

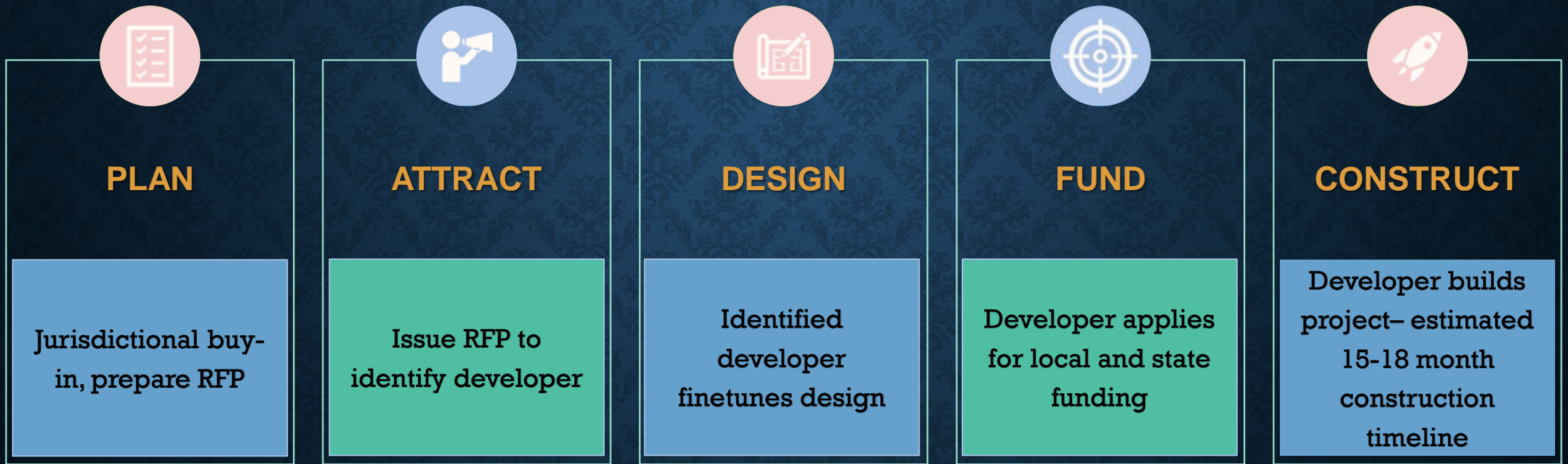


# OPERATIONAL FUNDING SOURCES

The selected developer will be responsible for identifying operational sources needed to sustain the development. Potential operating sources include rental income, Rights of Way Initiative, and Apple Health and Homes program, among others.



# PROJECT PLAN





# TIMELINE





## THINGS TO CONSIDER

- State funding (Housing Trust Fund and/or Low-Income Housing Tax Credits) is necessary to make large PSH projects feasible
- Other local projects are anticipated to seek 2023 State funding. We should avoid competition among local projects as much as possible.
- Regional Housing Council adopted a Permanent Supportive Housing Strategic Framework in September 2021. The Framework calls for the funding of 150-200 new PSH units by 2024.
- The Framework identified \$8-\$20 million in regional American Rescue Plan Act (ARPA) funds to carry out the goals



# ARPA FUNDING OPTIONS

Option	Benefits	Drawbacks
<b>Option 1:</b> Obligate max. available ARPA funding to Franz Anderson PSH by May 2023	<ul style="list-style-type: none"> <li>° Best option for attracting 2023 State funding awards</li> <li>° Decreased competition with other local housing projects for 2023 State funding awards</li> <li>° Align project for occupancy by spring 2026</li> <li>° Illustrates regional commitment to Permanent Supportive Housing Framework</li> <li>° Meet Treasury requirements to obligate funding by 12/31/24 and expend funding by 12/31/26</li> </ul>	<ul style="list-style-type: none"> <li>° ARPA funding is not available for other projects, housing or non-housing related</li> </ul>
<b>Option 2:</b> Obligate a lesser amount of ARPA toward Franz Anderson PSH by May 2023	<ul style="list-style-type: none"> <li>° Still provides local leverage to help attract 2023 State funding awards necessary for development</li> <li>° ARPA funds available for non housing uses</li> </ul>	<ul style="list-style-type: none"> <li>° Less likely to receive 2023 State funding</li> <li>° Decreases chances of multiple housing projects receiving 2023 State funding</li> <li>° More likely to push back development timeline to allow for additional funding sources to be secured</li> <li>° Jurisdictions may have difficulty in obligating and expending all ARPA by Treasury deadlines</li> </ul>
<b>Option 3:</b> Obligate no ARPA toward Franz Anderson PSH	<ul style="list-style-type: none"> <li>° ARPA funds available for non housing uses</li> </ul>	<ul style="list-style-type: none"> <li>° Project will require other local leverage to attract 2023 State funding awards necessary for development</li> <li>° Highly unlikely that Franz Anderson PSH units will be available in 2026.</li> <li>° Does not illustrate regional commitment to Permanent Supportive Housing Framework</li> </ul>

TO: City Council  
FROM: Chuck Denney, Parks and Recreation Director  
DATE: December 13, 2022  
SUBJECT: Pool Update

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1) Recommended Action:

Discussion Item

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2) Background:

Beginning in 2020, the City of Tumwater partnered with the City of Olympia to conduct a feasibility study on a regional aquatics complex. Both the City of Tumwater and the City of Olympia have seen the need for an aquatics facility rate very high in community surveys for over 20 years. The City of Olympia allocated \$100,000 to their Park, Arts and Recreation Department to hire a consultant and work with community partners on the completion of the study.

Two regional surveys were conducted as well as multiple meetings with stakeholders from local school districts/colleges/universities, user groups, non-profits, and interested citizens. Due to COVID-19 and closures, the study was extended well past the original completion date and the final documents were submitted late in 2021.

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3) Policy Support:

Pursue Targeted Community Development Opportunities

- Invite people working in Tumwater into the community to live, shop, visit, and do business

Build a Community Recognized for Quality, Compassion and Humanity

- Pursue “quality of life” (e.g., trails, trees, parks, community gardens, events) and aesthetic improvements
  - Provide high quality municipal facilities and parks
- 

4) Alternatives:

Discussion Item – Staff will be presenting project information, facility options, costs, and potential future actions.

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5) Fiscal Notes:

None

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6) Attachments:

A. Initial Survey Results



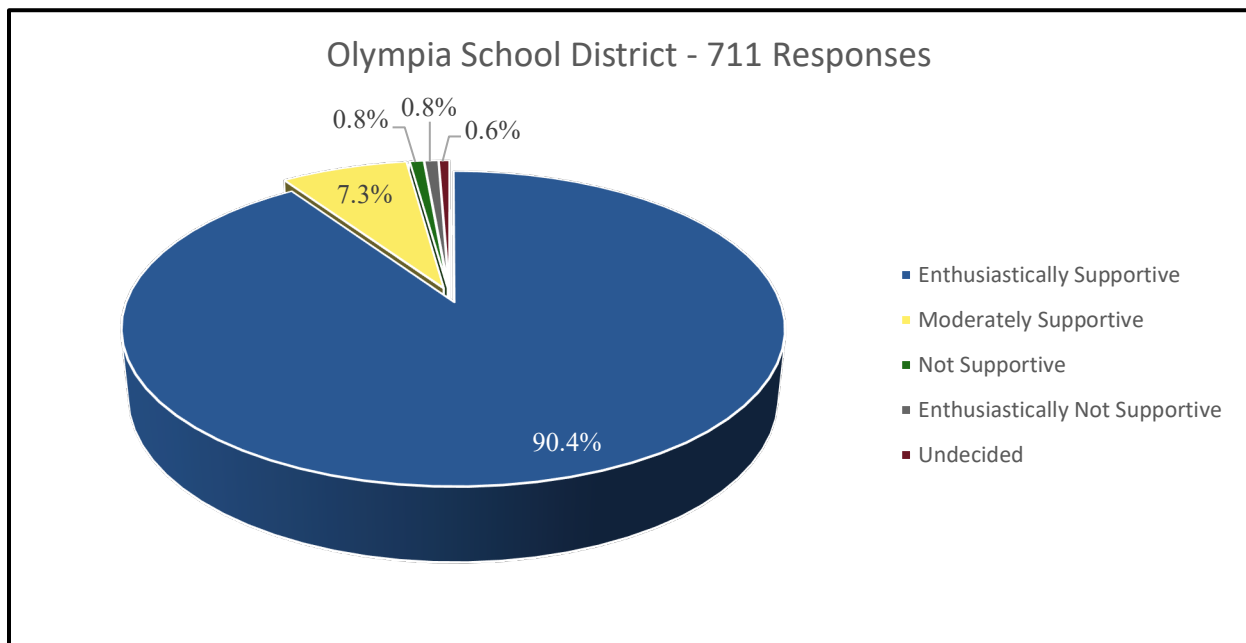
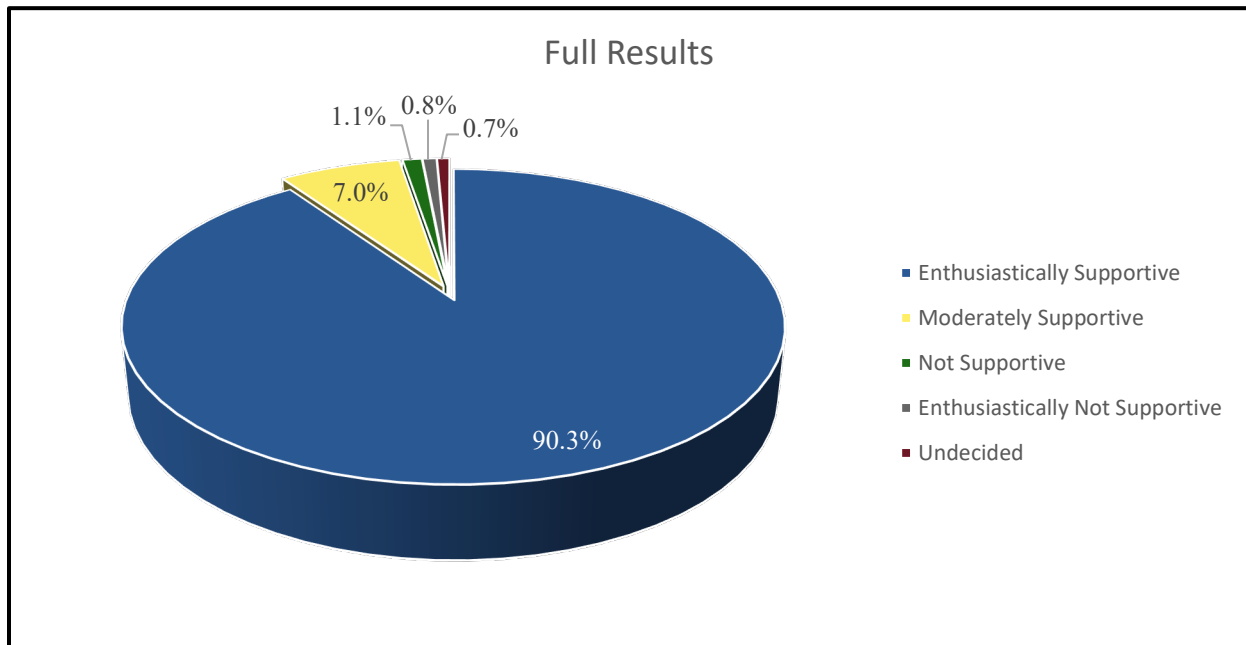


**BALLARD \* KING**  
—  
& A S S O C I A T E S L T D  
Recreation Facility Planning and Operation Consultants

The following pages provide crosstab analysis of the Regional Aquatics Center Survey. For ease of reference B\*K has included the full response, followed by Olympia School District, followed by Tumwater School District, followed by North Thurston School District.

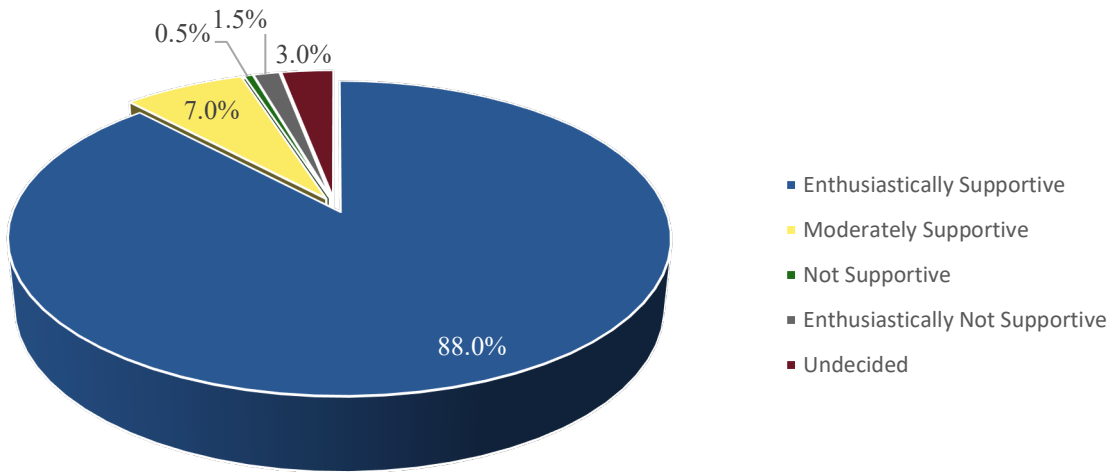


Question #1 – When you heard about the Regional Aquatics Facility Feasibility Study, your first reaction was:

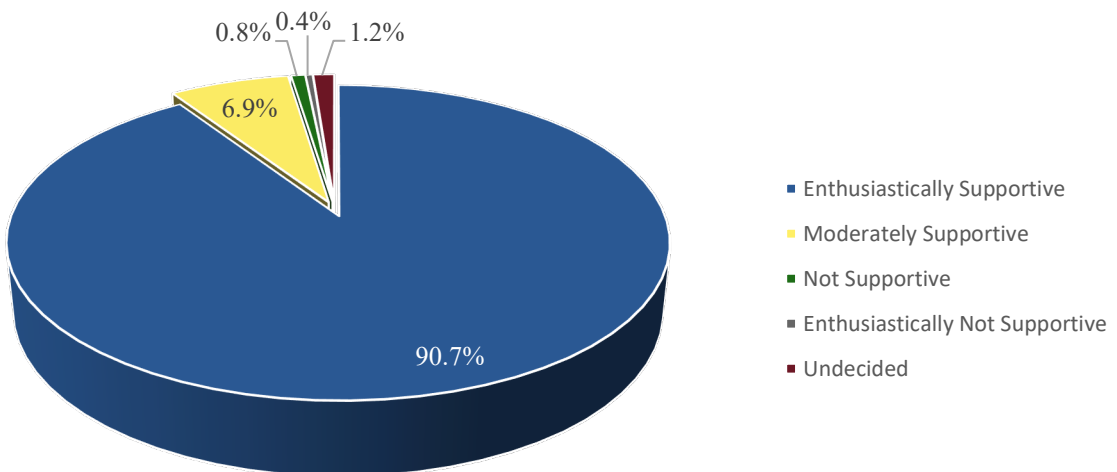




Tumwater School District - 200 Responses

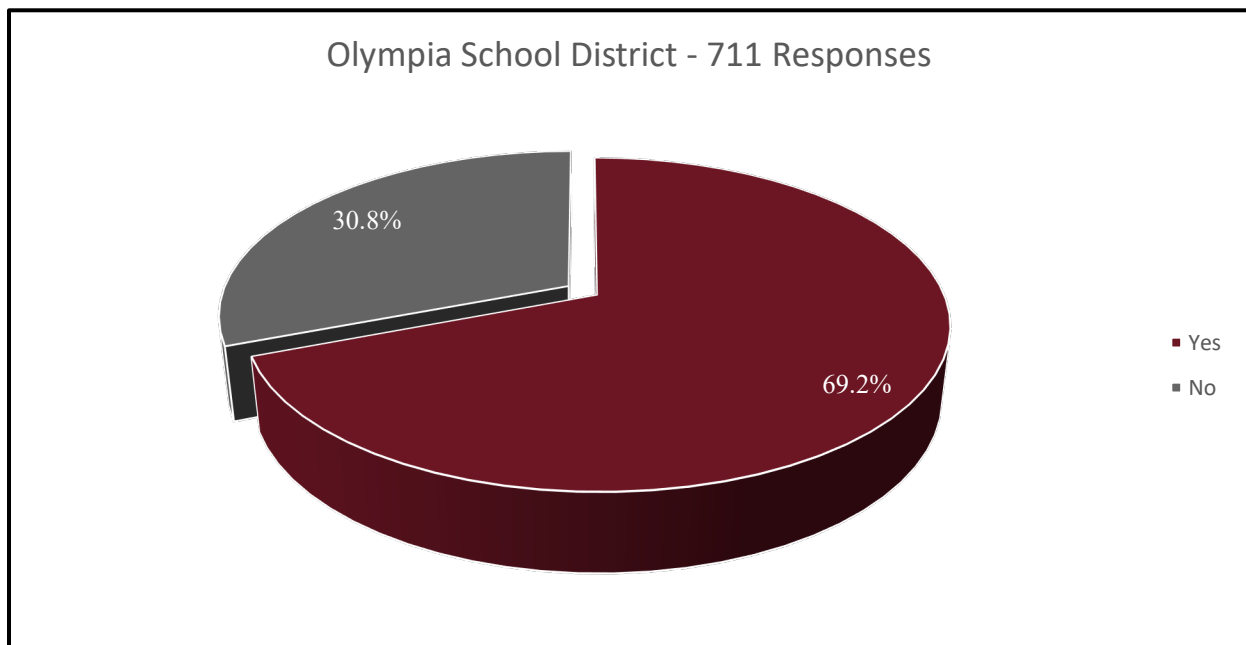
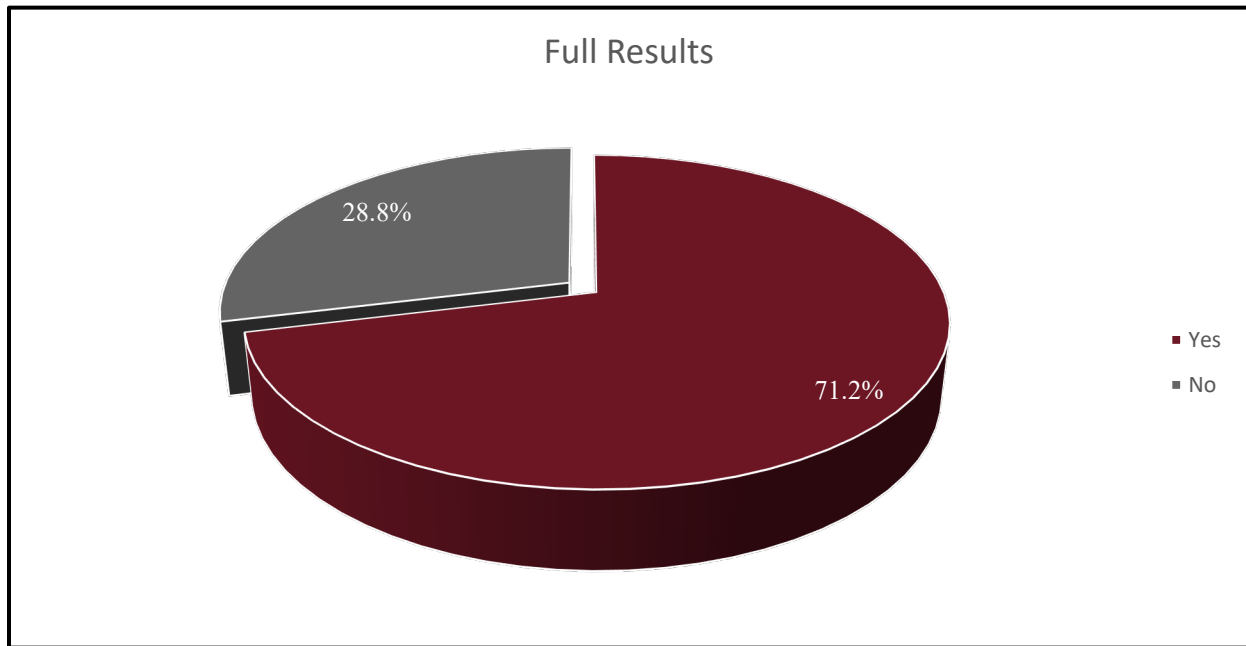


North Thurston School District - 246 Responses



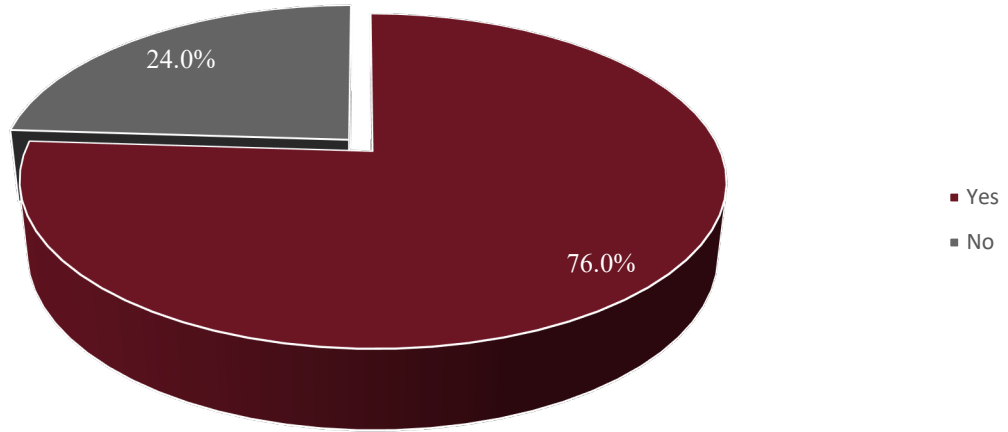


Question #2 – Do you or members of your household use local pools or participate in aquatic programs?

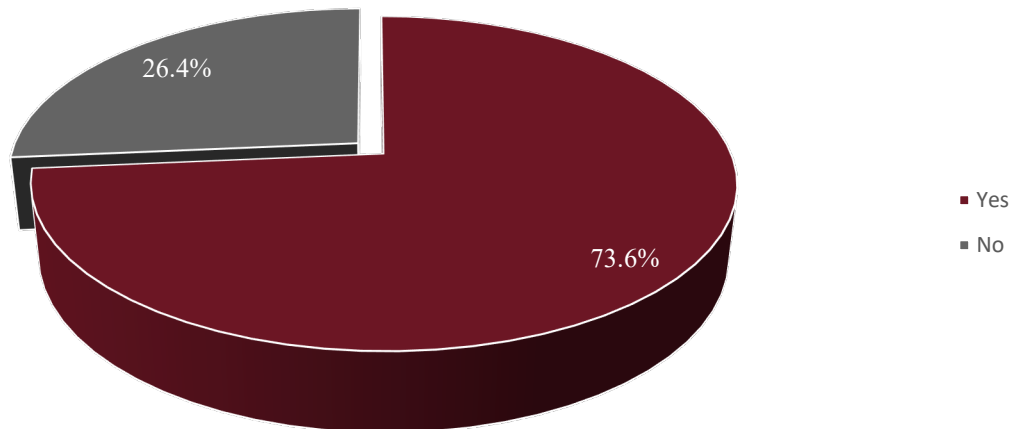




Tumwater School District - 200 Responses



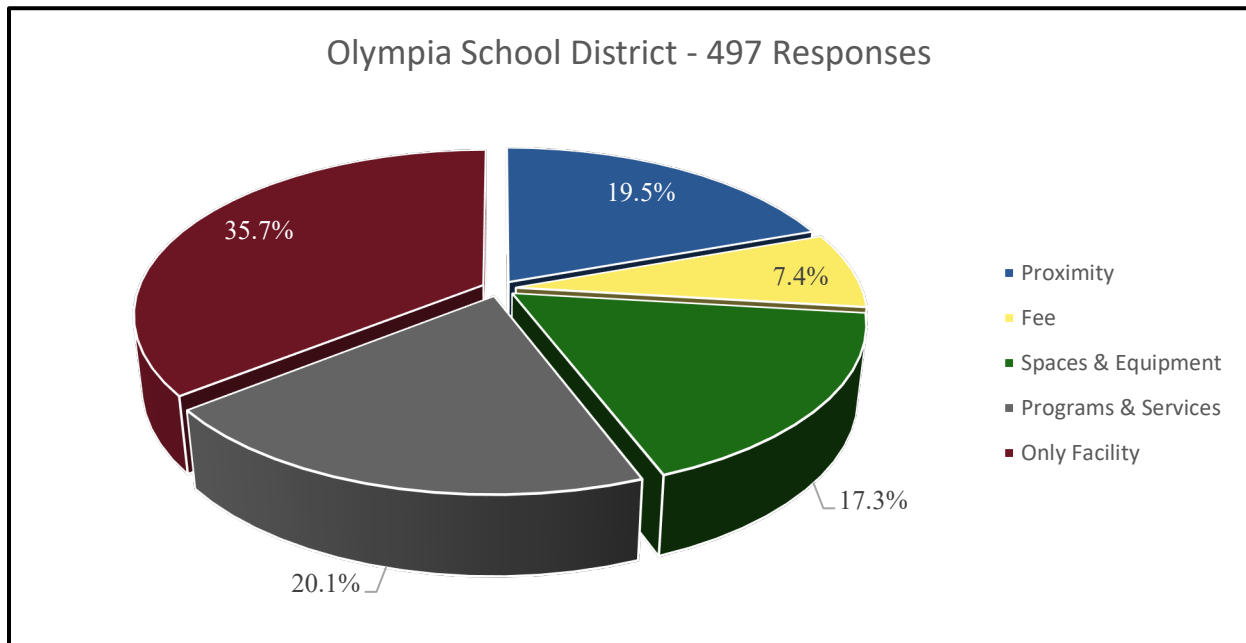
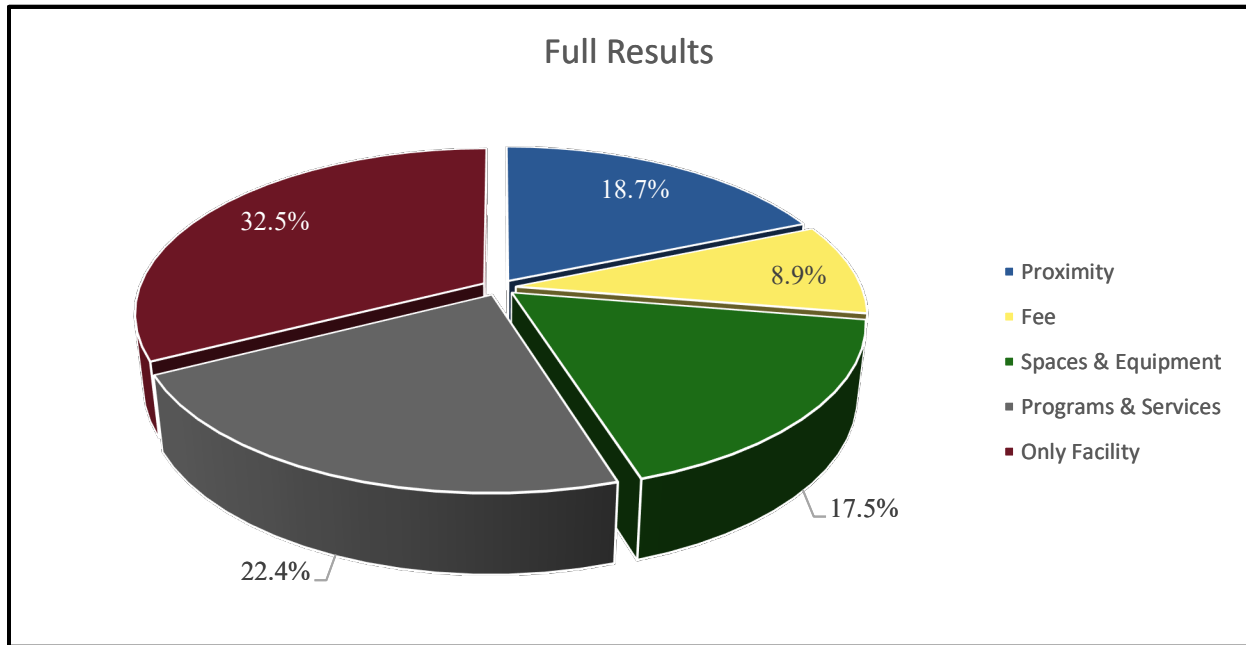
North Thurston School District - 246 Responses





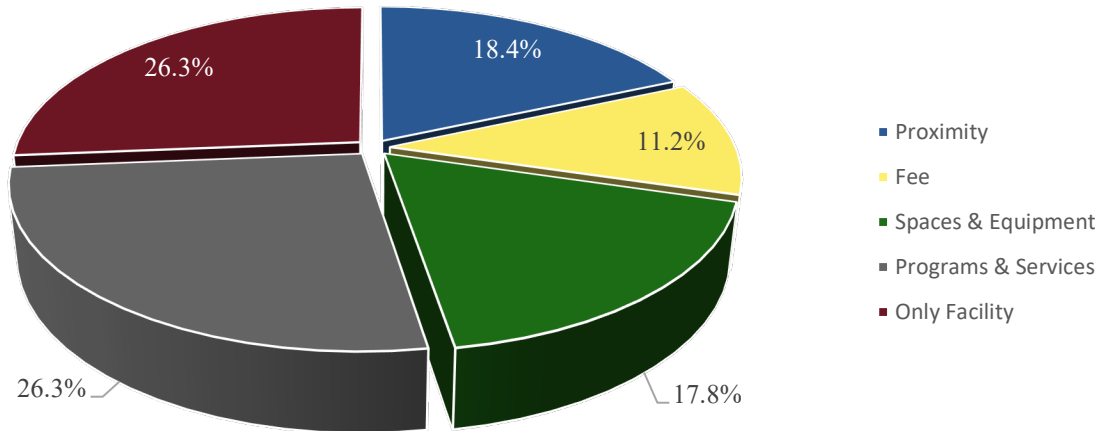
**BALLARD \* KING**  
 & ASSOCIATES LTD  
 Recreation Facility Planning and Operation Consultants

Question #3 – What about the current local public aquatic facility offerings is most appealing to you?

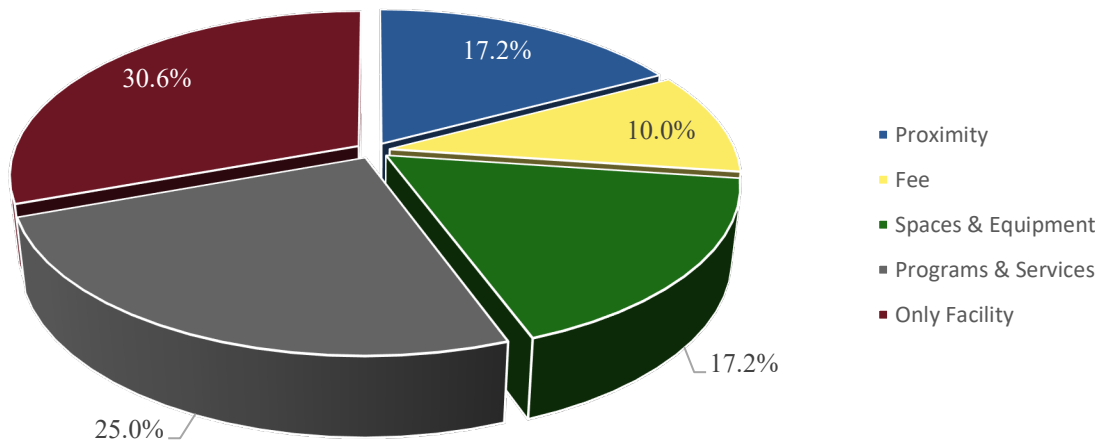




Tumwater School District - 152 Responses

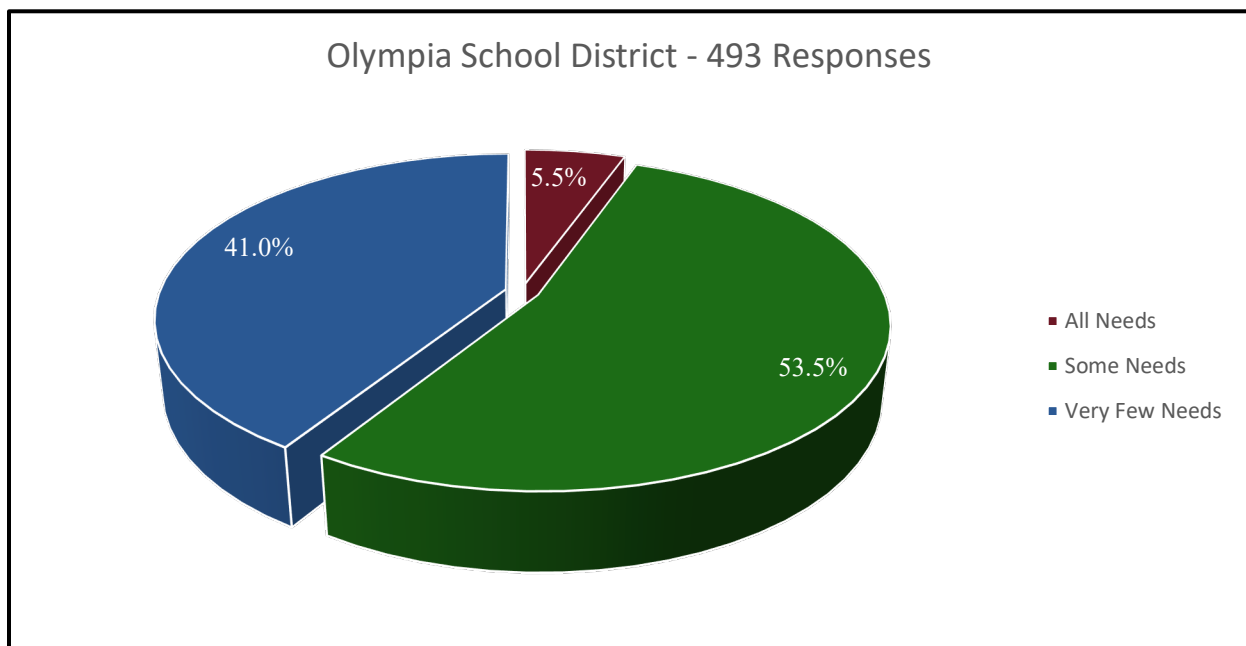
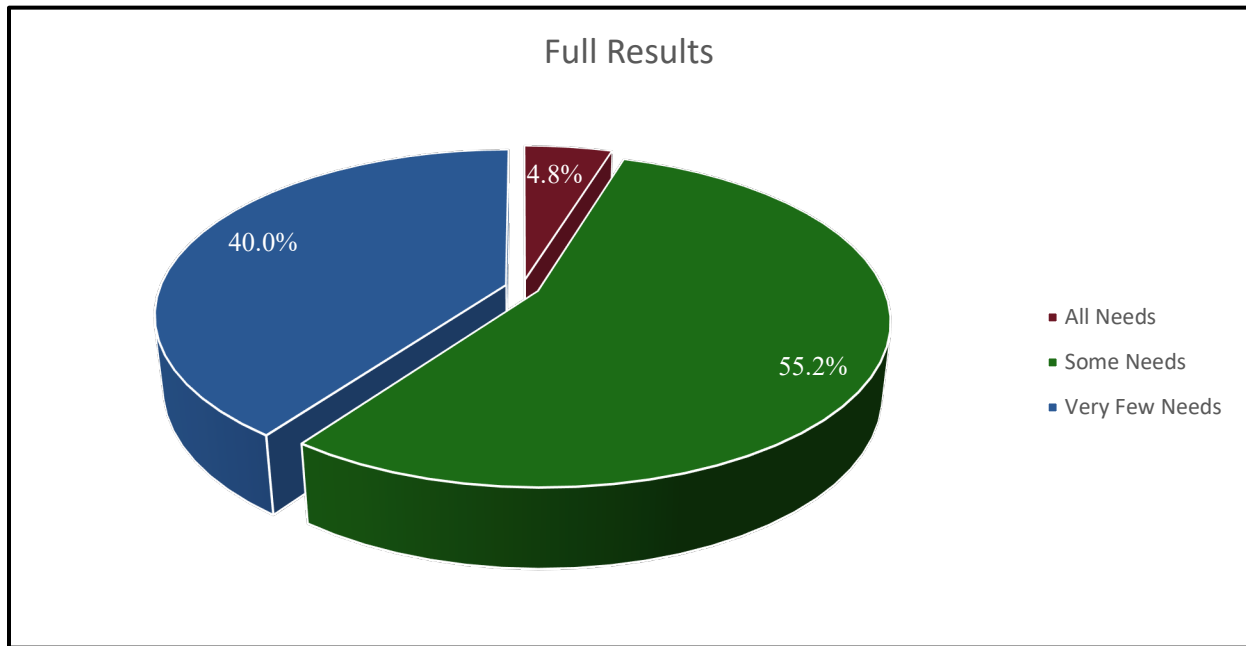


North Thurston School District - 180 Responses





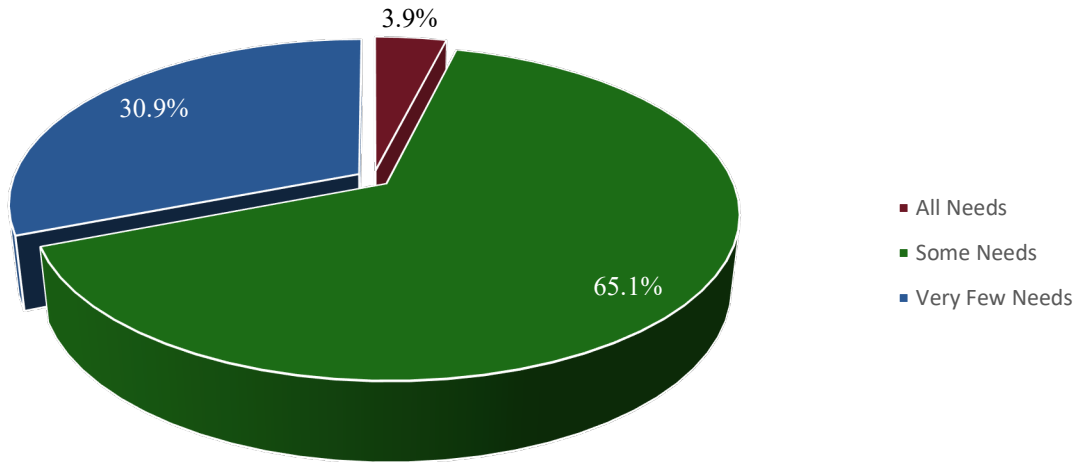
Question #4 – Which statement best represents how existing pools that you are currently using meet your household's needs?



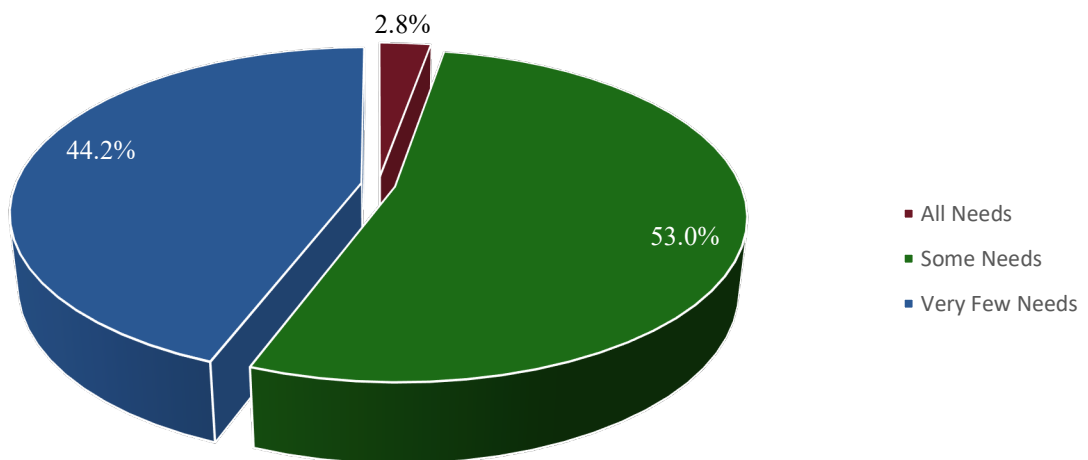




Tumwater School District - 152 Responses



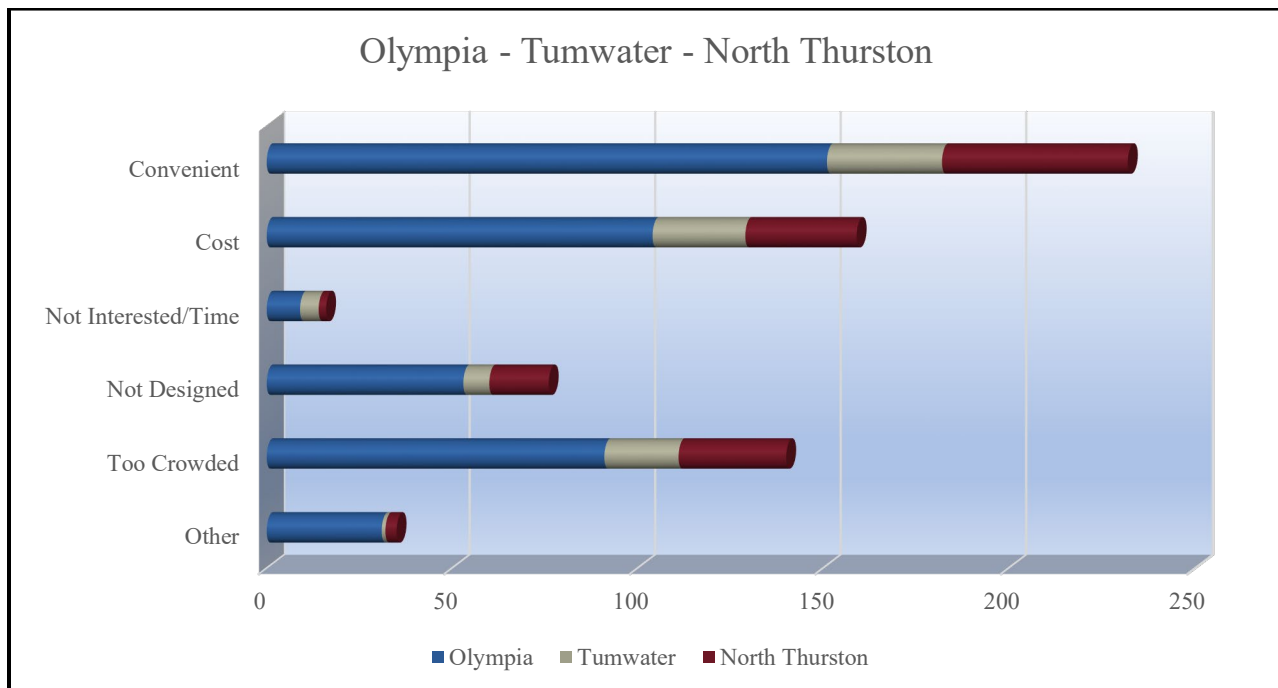
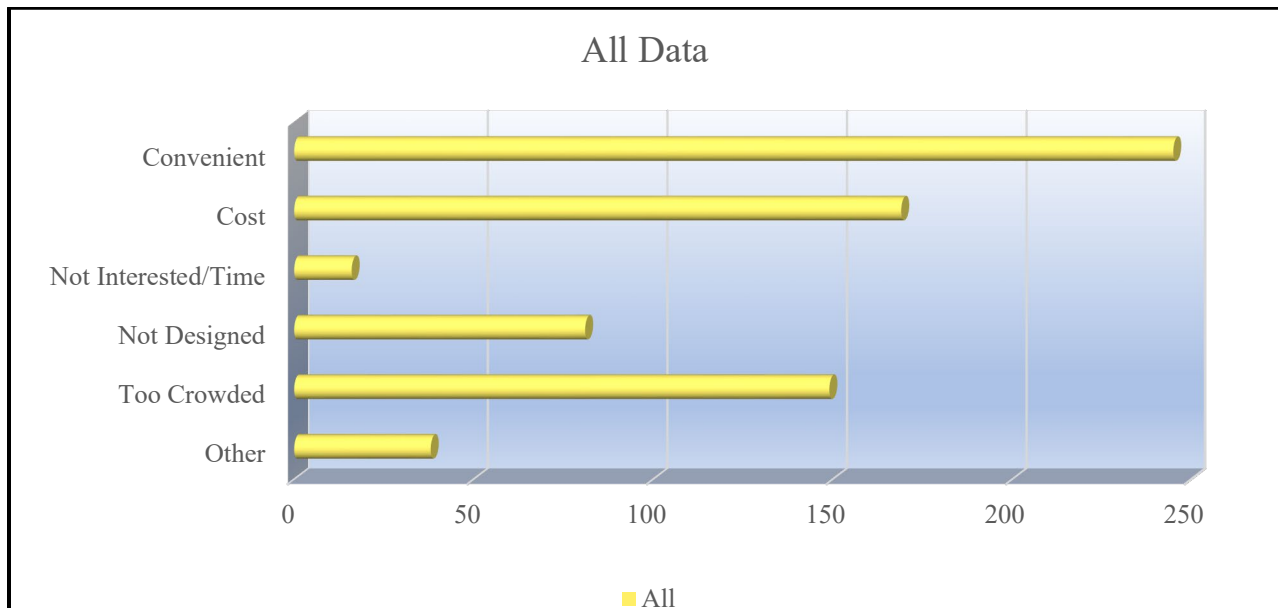
North Thurston School District - 181 Responses





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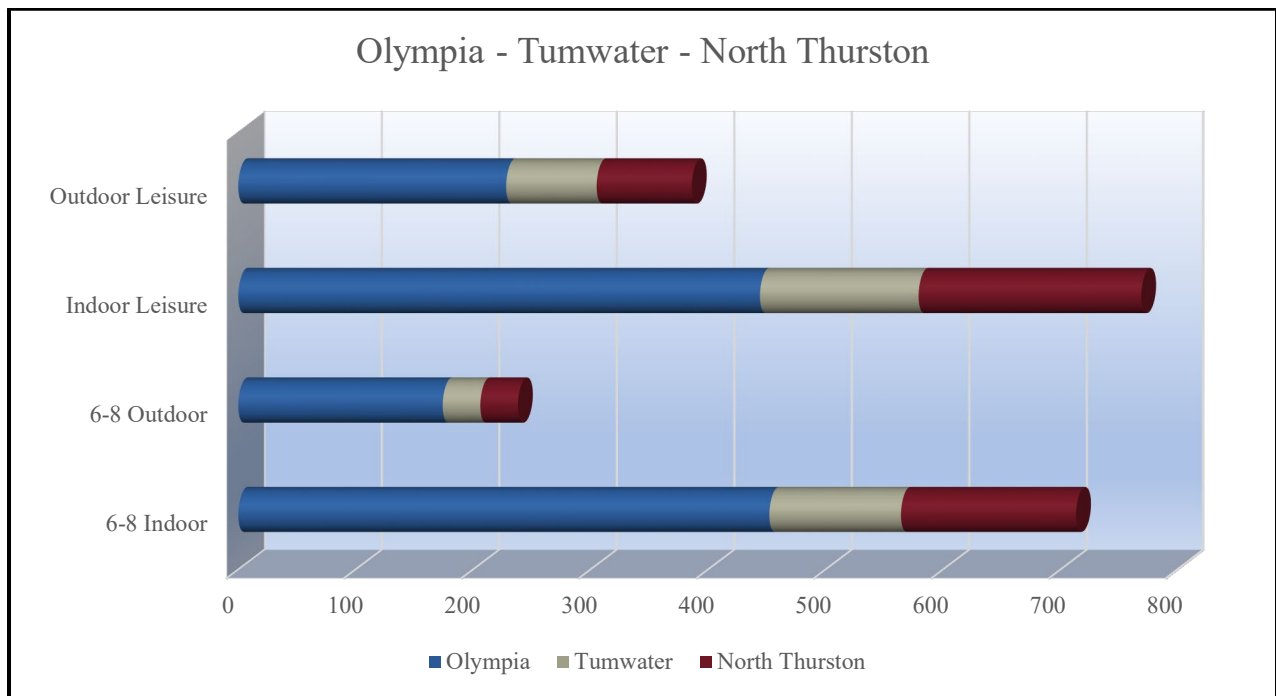
Question #5 – Why do you or members of your household not use local pools or participate in aquatic programs? (check all that apply)





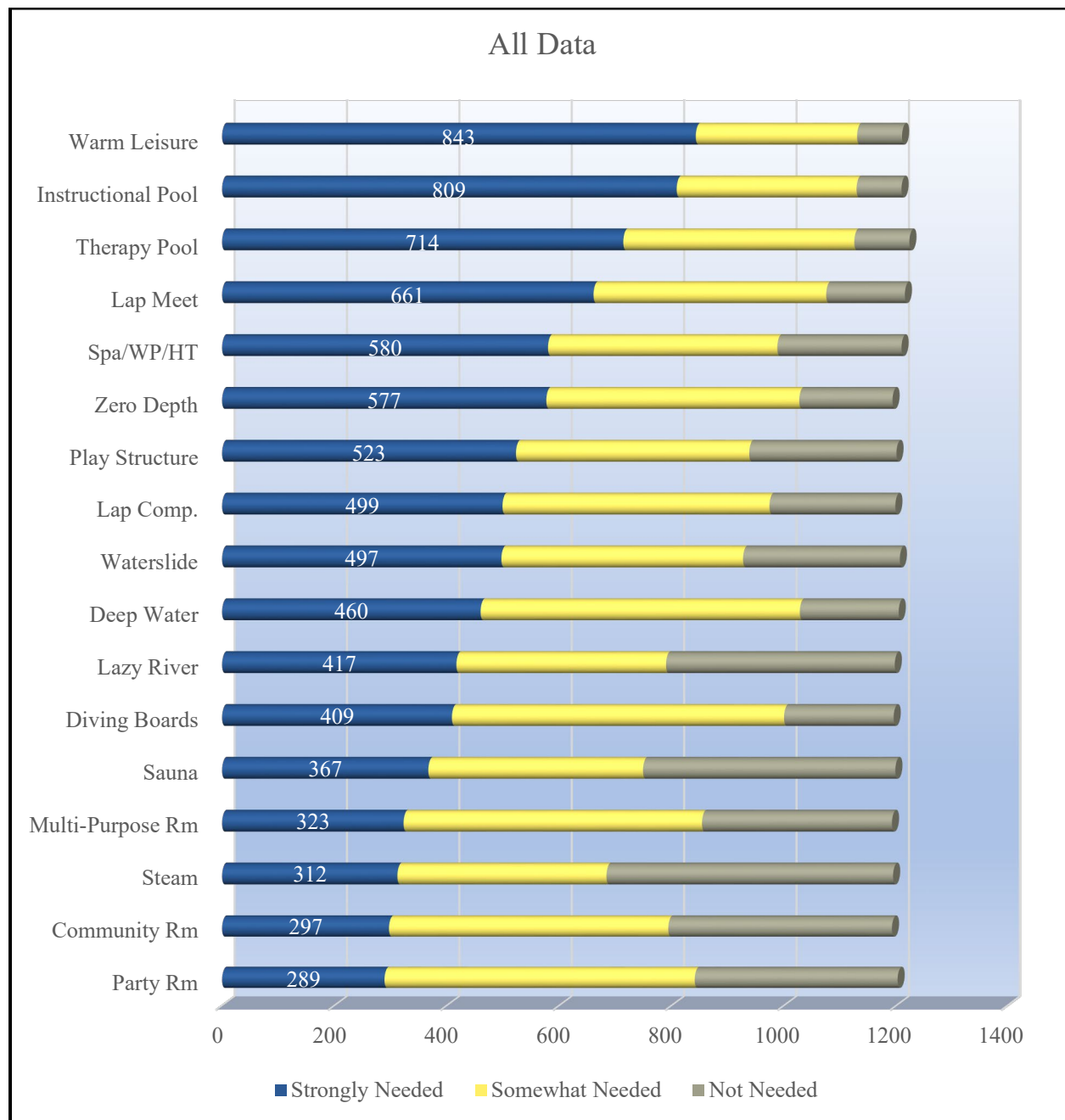
**BALLARD \* KING**  
 & ASSOCIATES LTD  
 Recreation Facility Planning and Operation Consultants

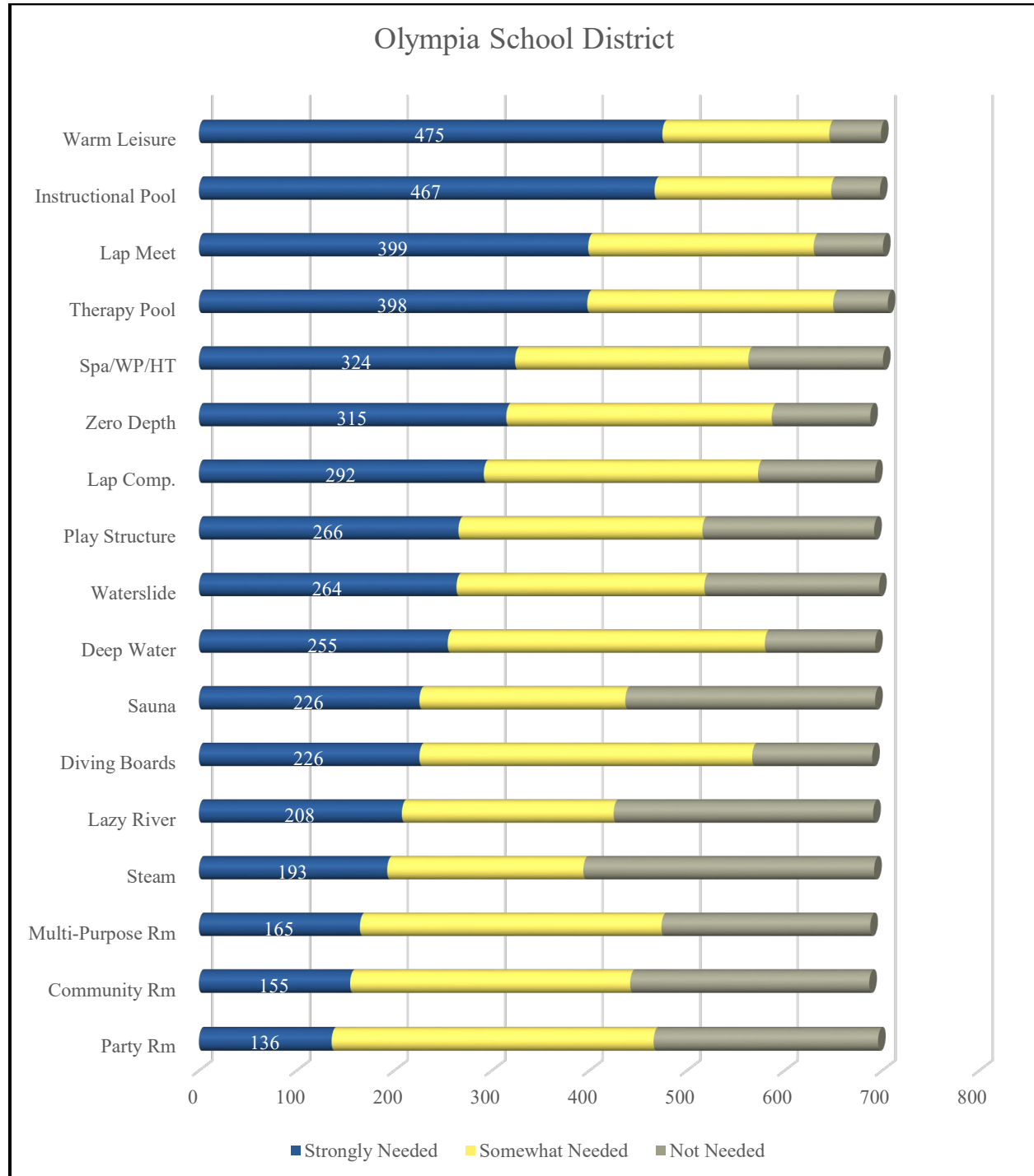
Question #6 – Please choose your two most desired types of aquatic features.





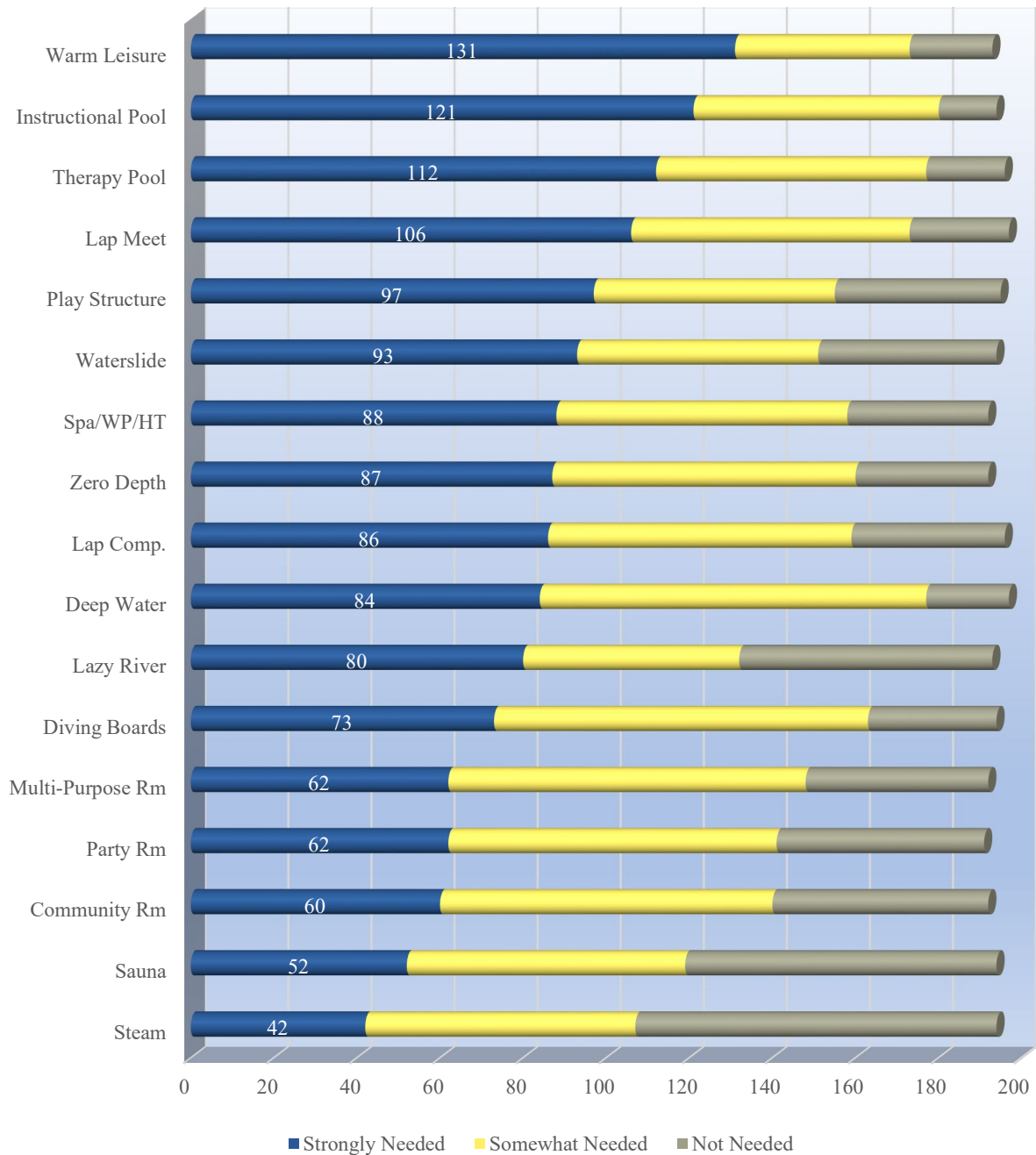
Question #7 – Listed below are various aquatic components that could be included in an aquatic facility. For each one, please indicate whether you think the component is strongly needed, somewhat needed, or not needed in the community.

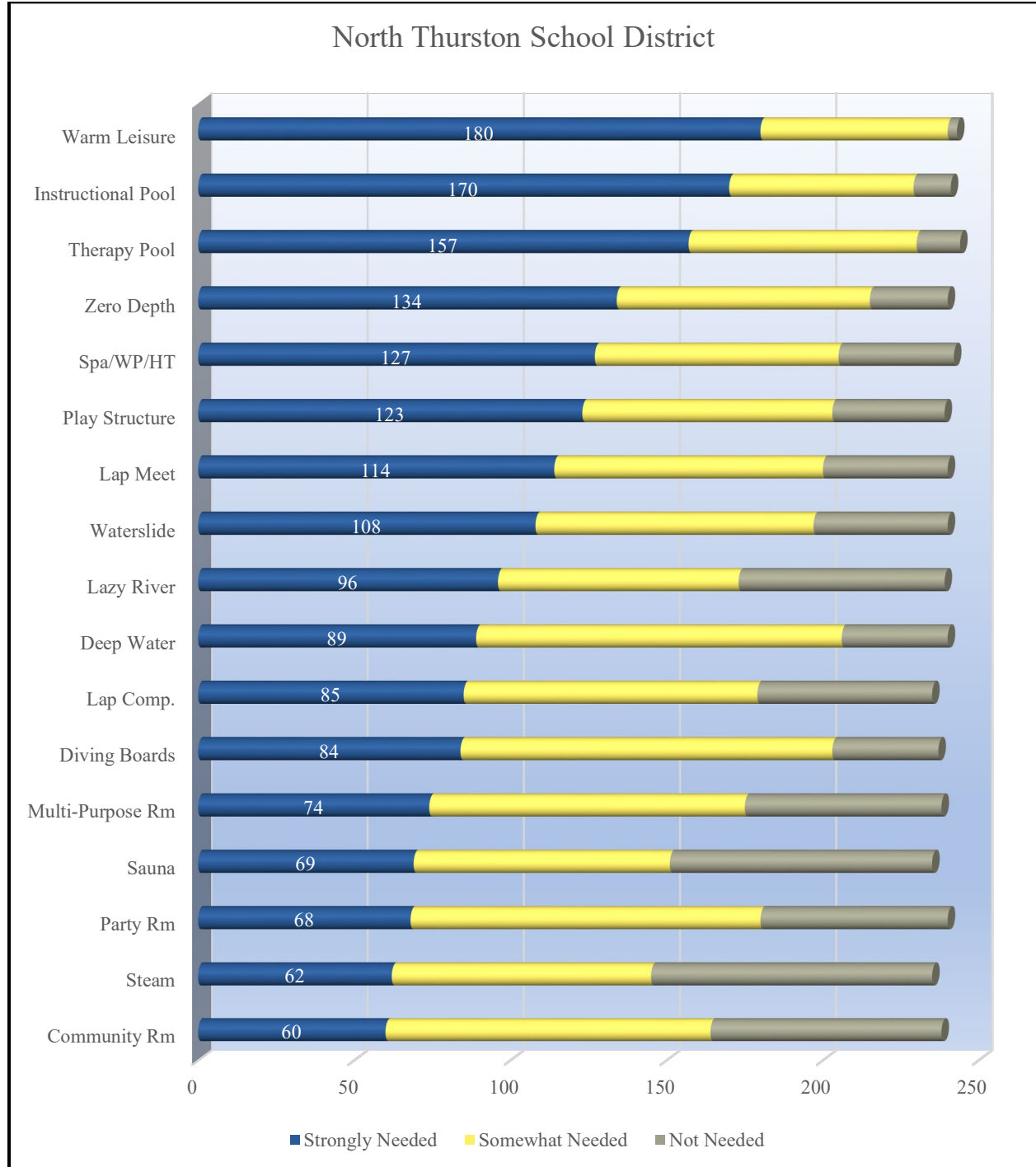






### Tumwater School District

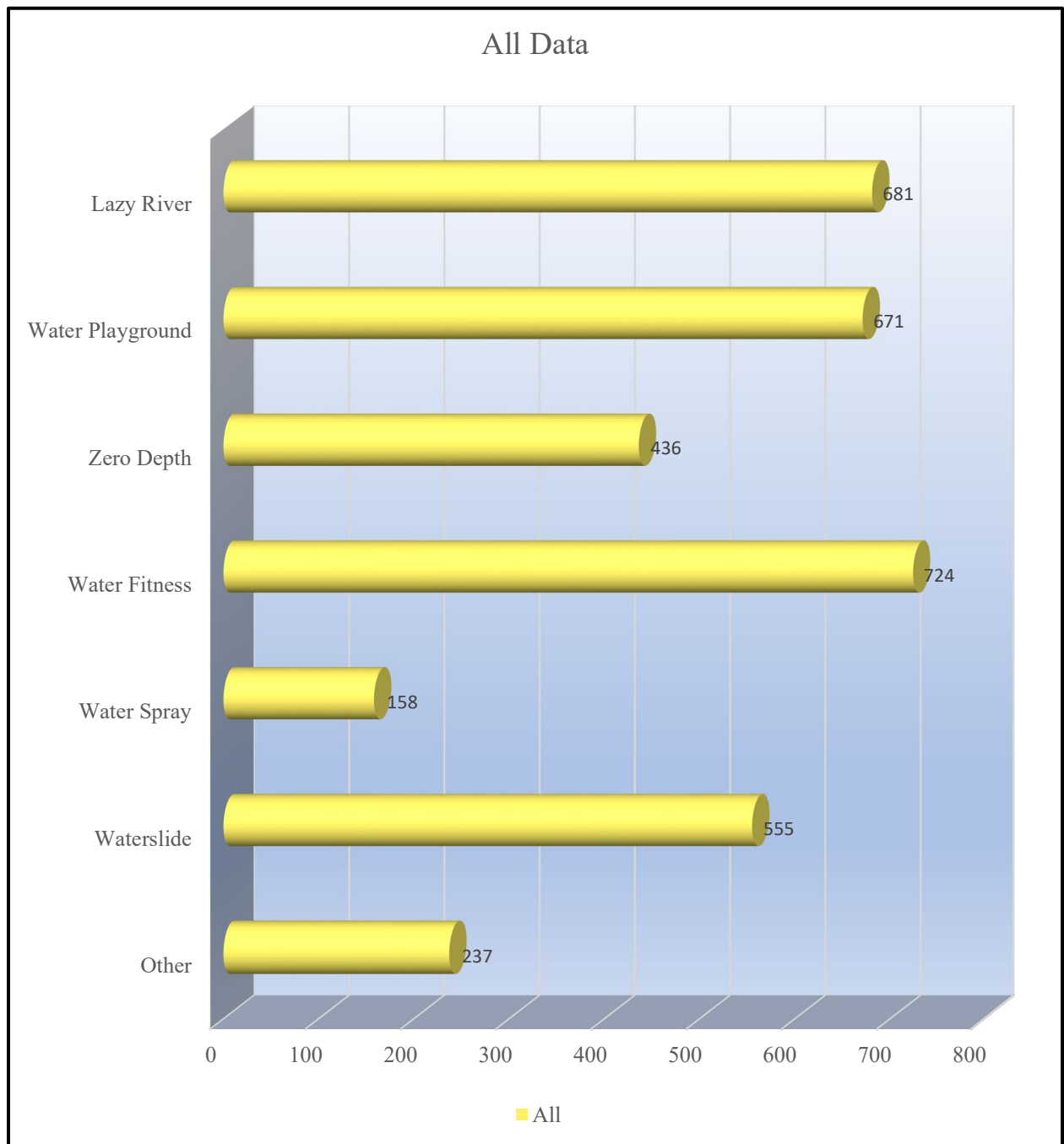




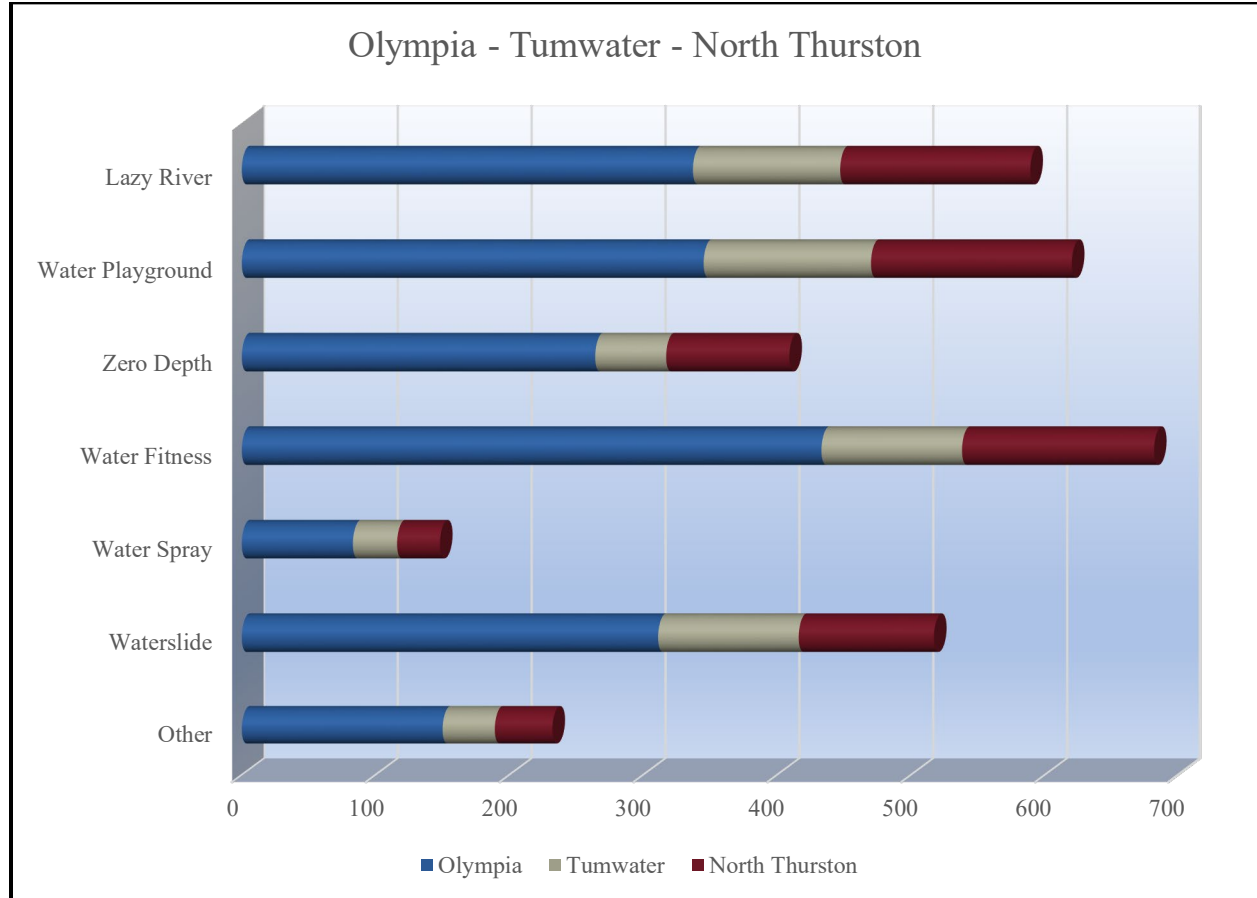




Question #12 – If a new aquatic facility were developed, please choose the top 3 amenities that are desired by your household.

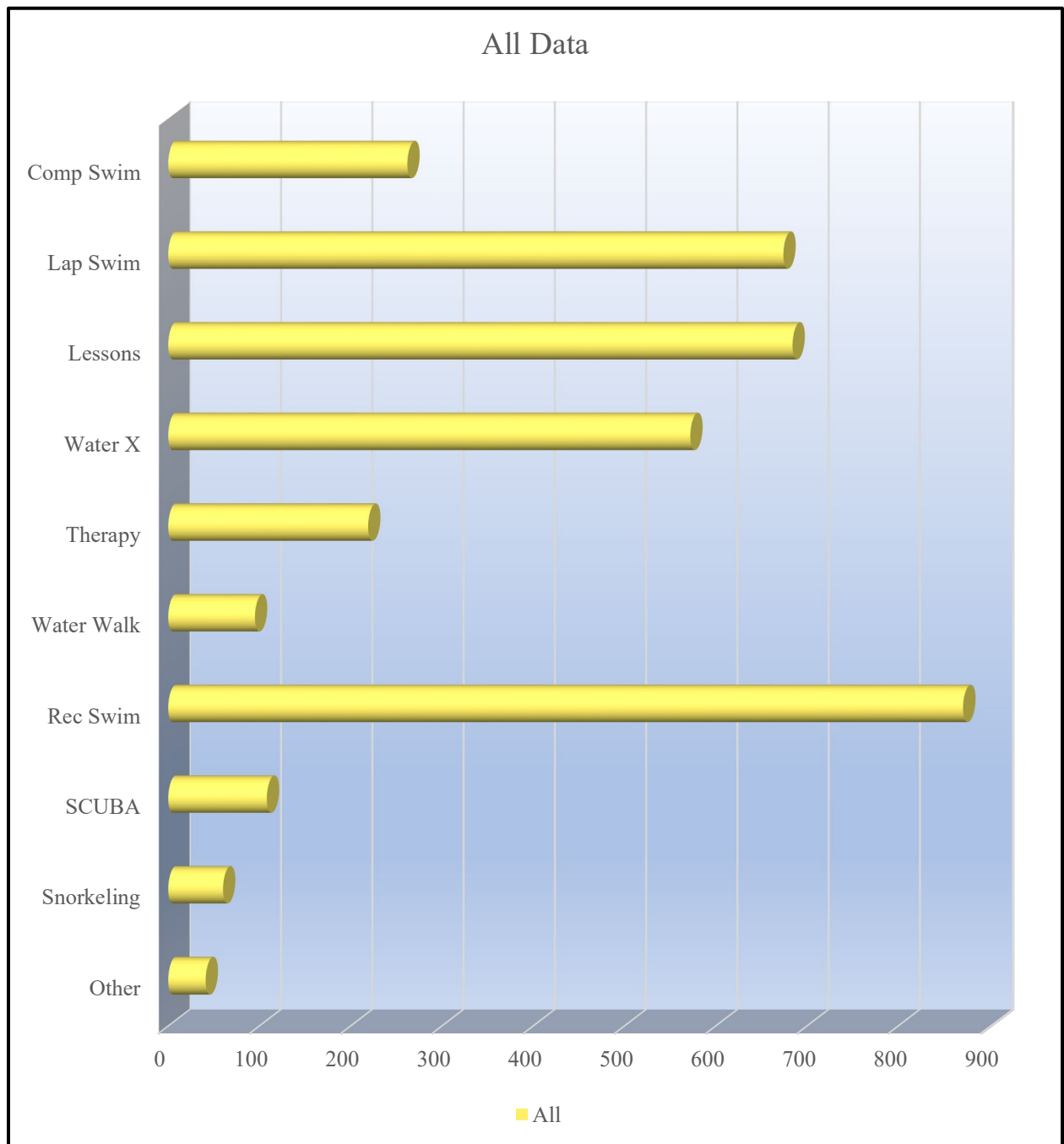


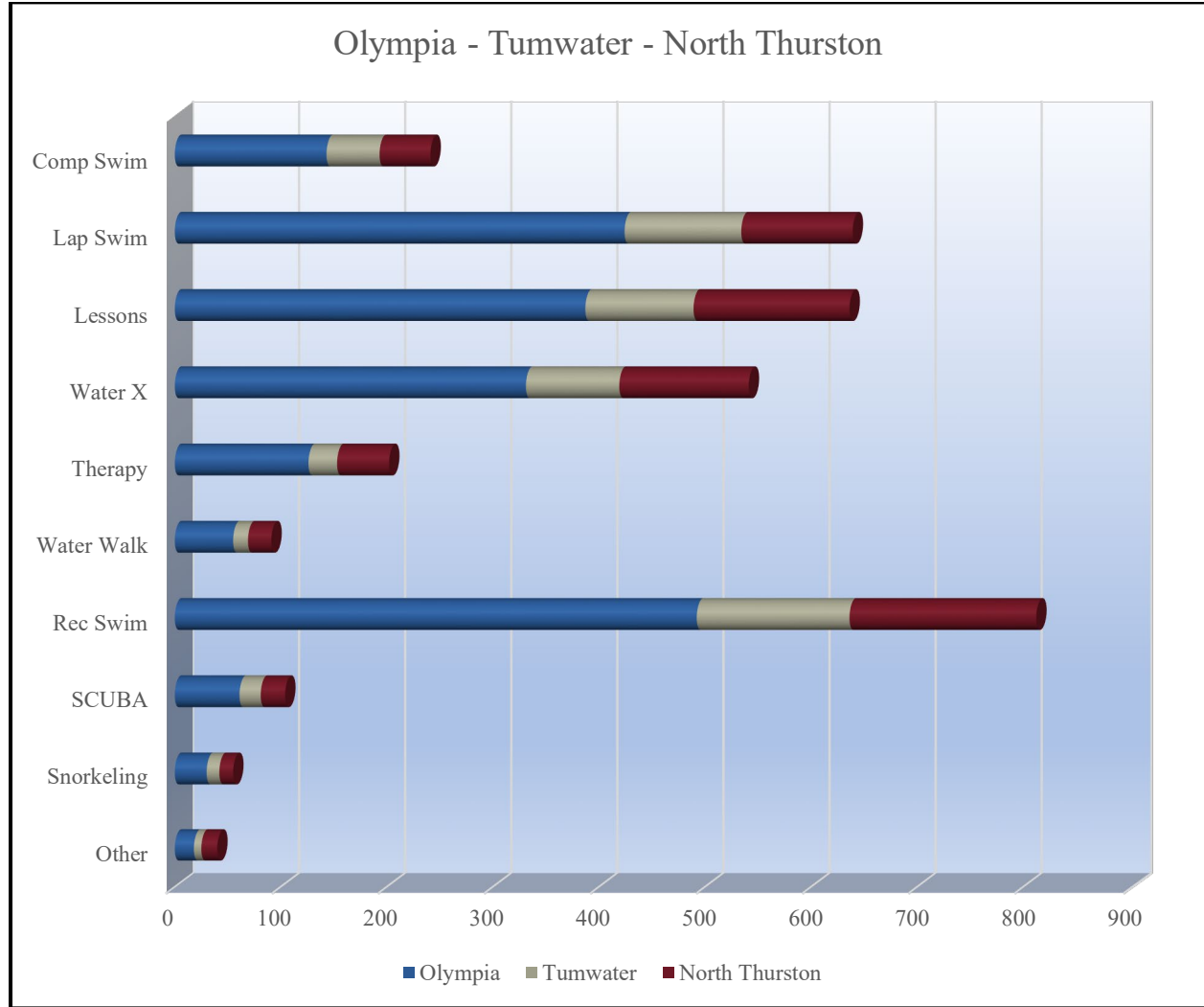






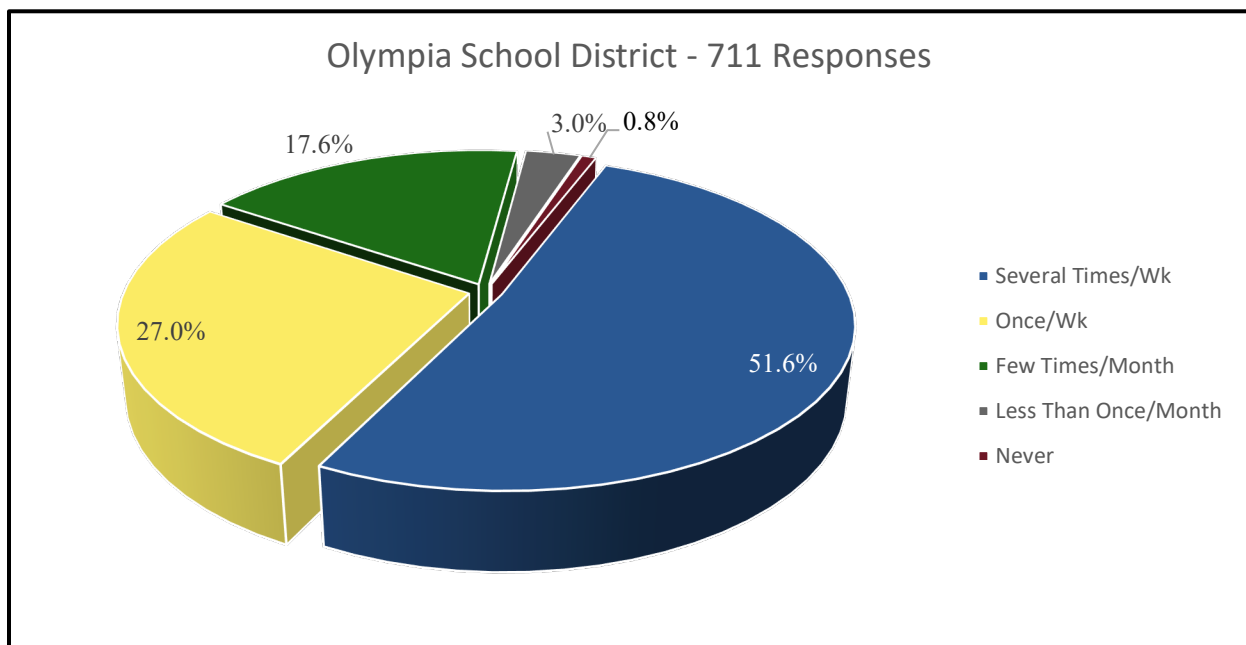
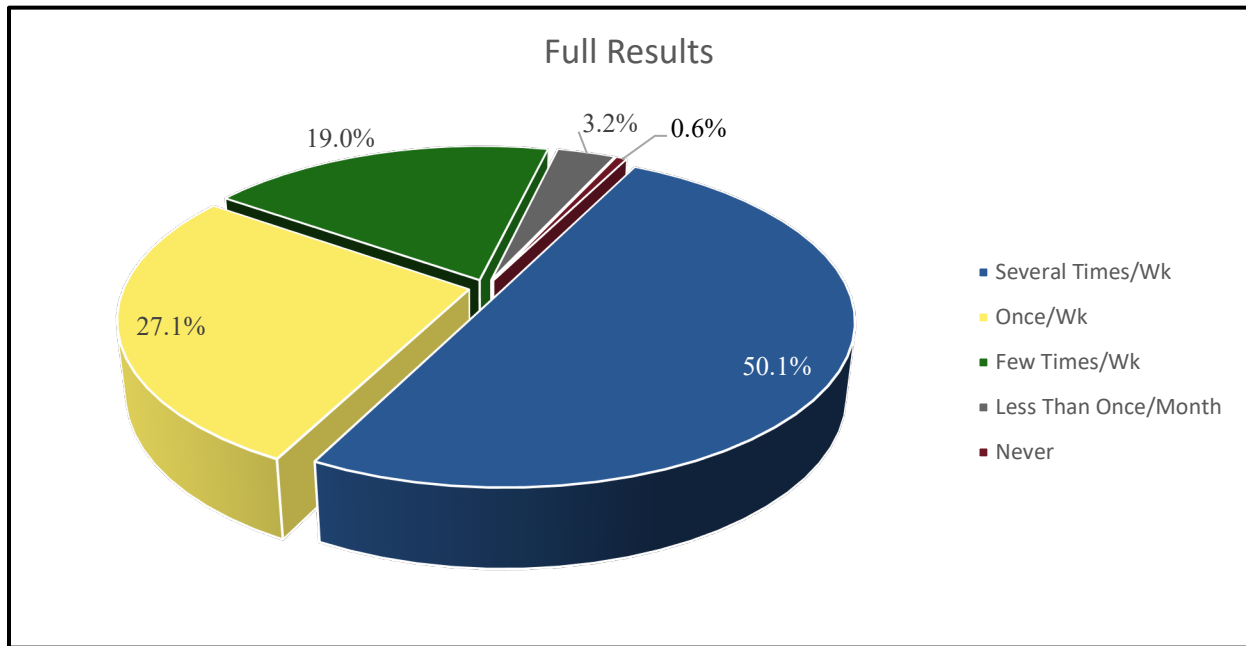
Question #13 – If a new aquatic facility were developed, please choose the top 3 program offerings that are desired by your household.





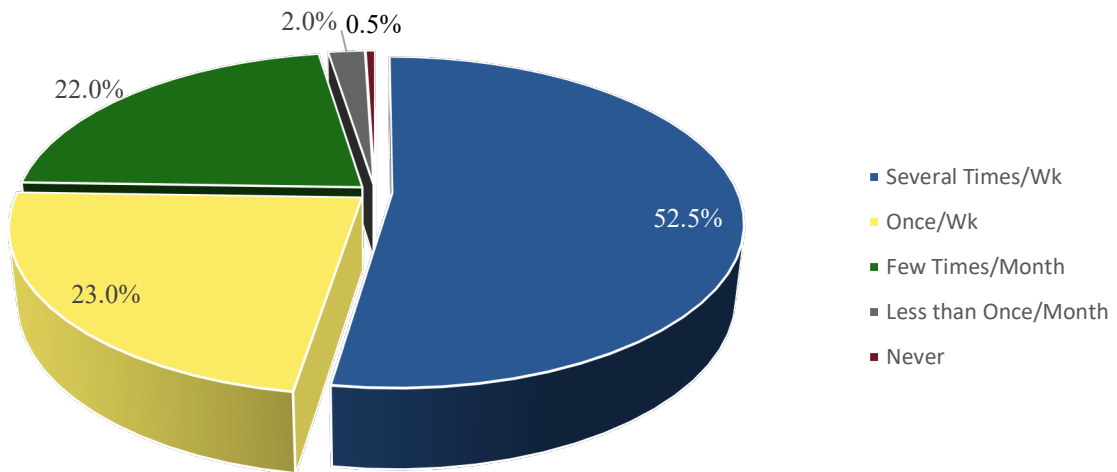


Question #14 – If a new facility had the components that were most important to you and your household how frequently would you use the facility?

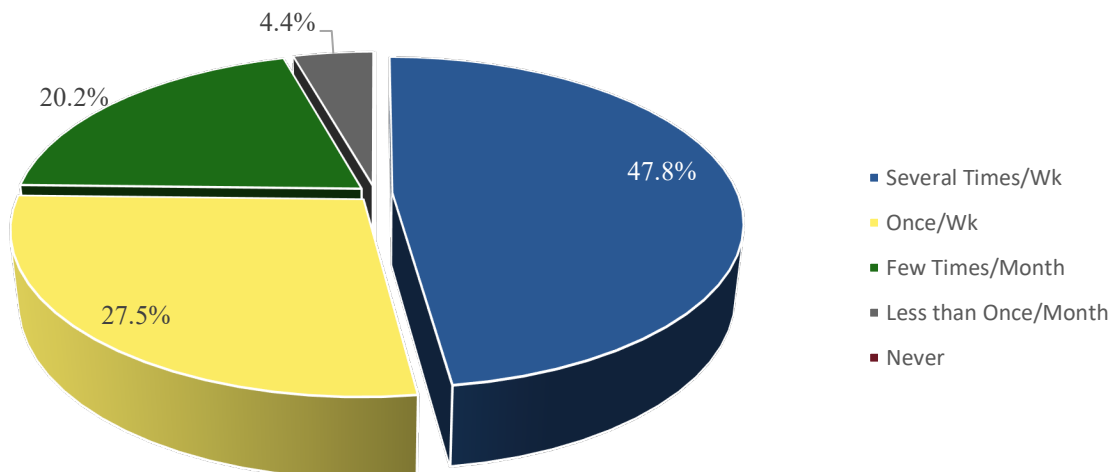




Tumwater School District - 200 Responses

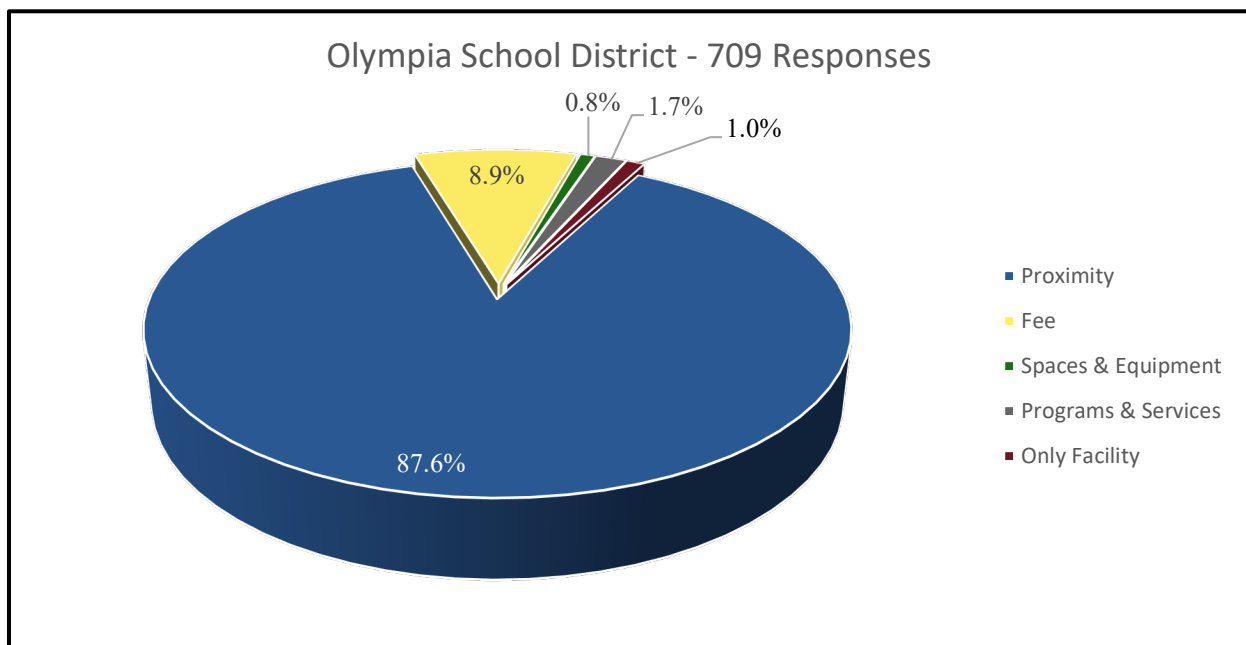
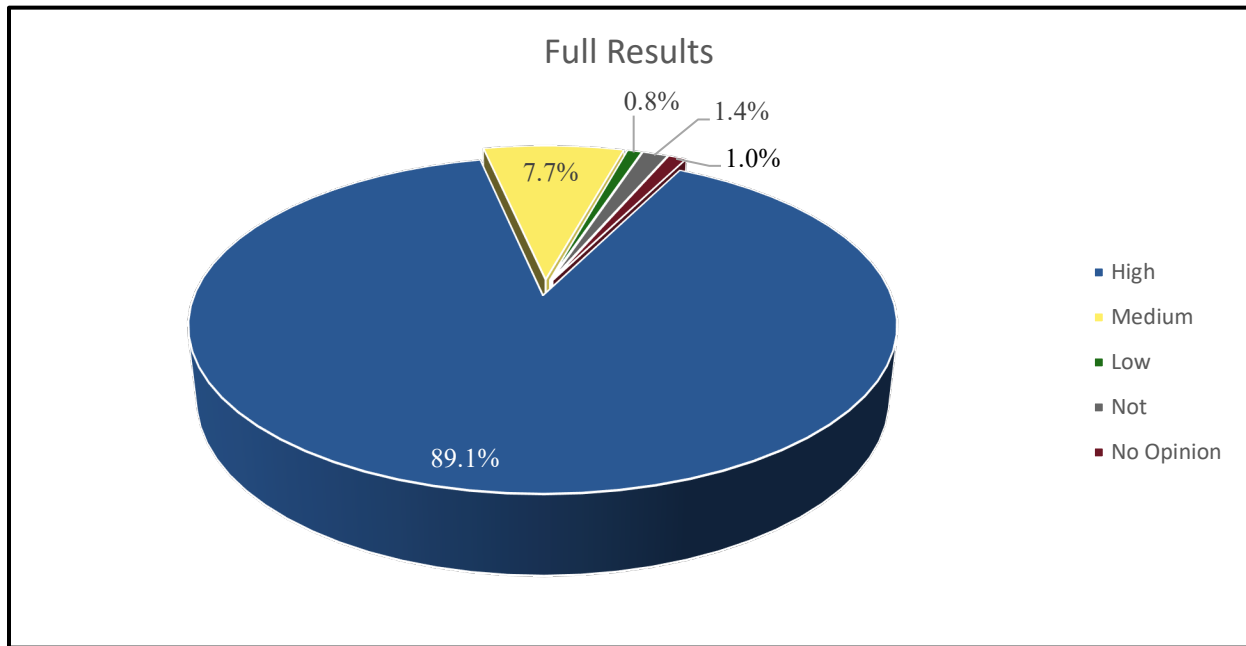


North Thurston School District - 247 Responses



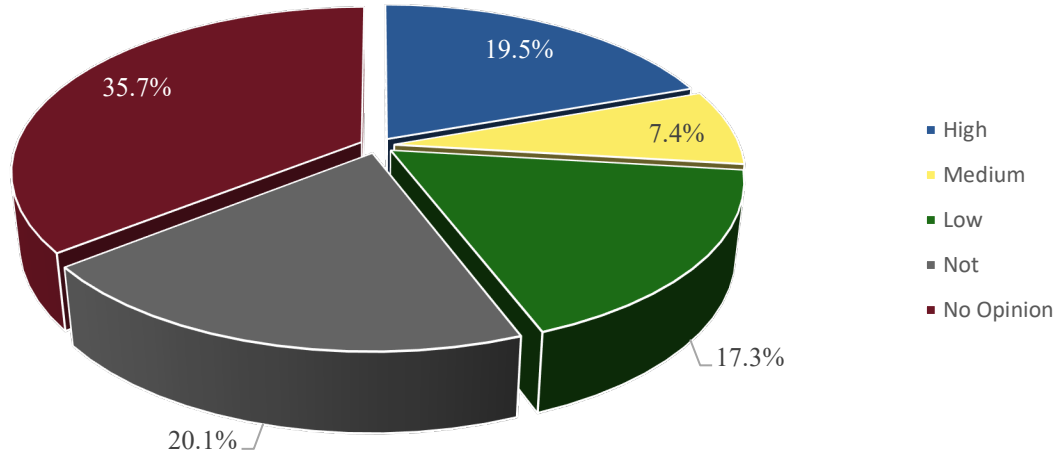


Question #15 – In your opinion, how important is it for the city of Olympia and their partners to develop a new aquatic facility?

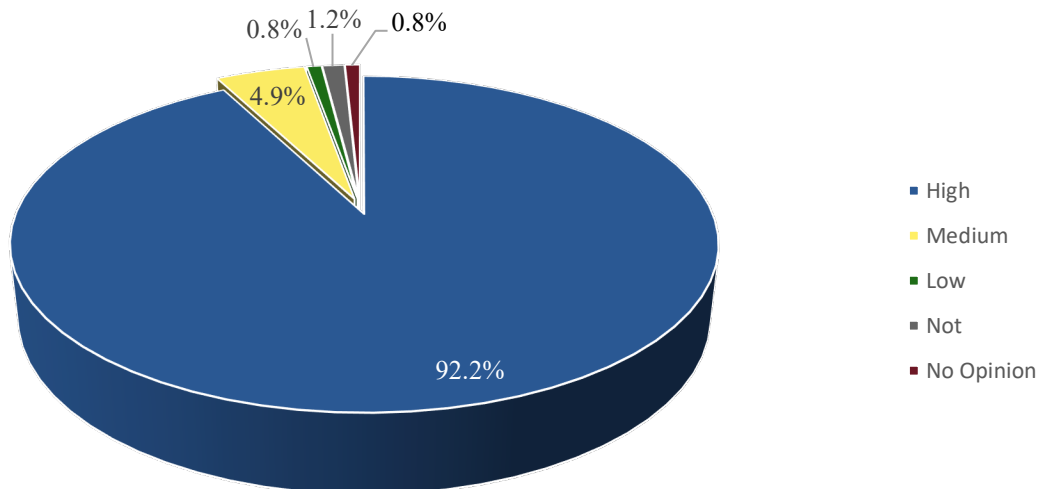




Tumwater School District - 200 Responses



North Thurston School District - 244 Responses



TO: City Council  
 FROM: Ann Cook, Communications Manager & Karen Kirkpatrick, City Attorney  
 DATE: December 13, 2022  
 SUBJECT: Elections & the Law

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1) Recommended Action:

Information only—no action required.

---

2) Background:

Tumwater City Council adopted Joint Resolution No. R2022-014 to form a regional fire authority and providing for the submission to qualified electors of the cities of Olympia and Tumwater at a special election to be held on April 25, 2023.

It is important for elected officials to be aware of what may and may not be done in regard to supporting or opposing a ballot proposition.

Municipal elections, like state elections, are governed by state law. The Office of the Secretary of State has general authority over the conduct of elections. The RCWs include a prohibition on the use of public offices or facilities in election campaigns, for election activities, or in support of or in opposition to ballot measures. The general prohibition against use of public facilities is very broad and comprehensive.

There are three specific exceptions to the broad prohibition on using public facilities to support or oppose a ballot proposition including legislative resolutions, statements by elected officials, and “normal and regular conduct.”

The Public Disclosure Commission (PDC) has regulatory and enforcement authority over the use of public offices and facilities.

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3) Policy Support:

Tumwater City Council Rules  
[RCW 42.17A.555](#)

---

4) Alternatives:

☐ none

---

5) Fiscal Notes:

none

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6) Attachments:

- A. 2023 Elections & the Law
- B. RCW.42.17A.555



# Elections & The Law

**Public Disclosure Commission (PDC) regulations severely limit the activities of public employees and expenditure of public funds in connection with election issues.**

**Special Election | April 25, 2023**

Materials, information, and activities in connection with the election will fall into two categories:

## **INFORMATIONAL**

Employees and officials **MAY** use City resources, equipment, and materials for production and distribution of limited factual information.

### **We CAN provide:**

- ✓ Voter registration information
- ✓ Reminder to "vote"
- ✓ Ballot Dropbox locations
- ✓ Fiscal impacts to the City of a specific ballot measure, if applicable

### **We are allowed to:**

- ✓ Wear election buttons expressing personal belief (depends on City policy)
- ✓ Put signs or bumper stickers on your personal car and park in City parking areas

### **We can NOT use City time or materials for:**

- "Vote YES" or "NO" materials or activities
- Soliciting or collecting money for candidate campaigns or ballot measure committees
- Distributing messages in support or opposition of a candidate or ballot measure
- Organizing election campaign activities for a candidate or ballot measure
- Writing promotional materials
- Mailing promotional materials

## **PROMOTIONAL**

Employees **CANNOT** use City resources for production and distribution of materials urging support or opposition of a candidate or a ballot measure.

### **What this means for City employees:**

You will be held legally and individually responsible for infractions of the PDC regulations.

You will be personally responsible for paying fines for infractions that result from violating PDC regulations.

Your election activities cannot involve public time, materials, equipment, resources, postage, phone, electronic mail— anything paid for or sustained by public funds.

You may not participate in candidate or ballot measure election activities while wearing clothing or uniforms (shirts, pants, shoes, hats, coats, etc.) paid for by the City.

Your civic involvement in elections is valuable and important. City employees do not forfeit their rights to engage in political activity because of their employment.

All work done on a candidate or a ballot measure committee must be done **ON YOUR OWN TIME**, using materials, resources, and equipment that **DO NOT** belong to the City.

**RCW 42.17A.555 Use of public office or agency facilities in campaigns—Prohibition—Exceptions.** No elective official nor any employee of his or her office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of a public office or agency include, but are not limited to, use of stationery, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency. However, this does not apply to the following activities:

(1) Action taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;

(2) A statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry;

(3) Activities which are part of the normal and regular conduct of the office or agency.

(4) This section does not apply to any person who is a state officer or state employee as defined in RCW 42.52.010. [2010 c 204 § 701; 2006 c 215 § 2; 1979 ex.s. c 265 § 2; 1975-'76 2nd ex.s. c 112 § 6; 1973 c 1 § 13 (Initiative Measure No. 276, approved November 7, 1972). Formerly RCW 42.17.130.]

**Finding—Intent—2006 c 215:** "(1) The legislature finds that the public benefits from an open and inclusive discussion of proposed ballot measures by local elected leaders, and that for twenty-five years these discussions have included the opportunity for elected boards, councils, and commissions of special purpose districts to vote in open public meetings in order to express their support of, or opposition to, ballot propositions affecting their jurisdictions.

(2) The legislature intends to affirm and clarify the state's long-standing policy of promoting informed public discussion and understanding of ballot propositions by allowing elected boards, councils, and commissions of special purpose districts to adopt resolutions supporting or opposing ballot propositions." [2006 c 215 § 1.]

**Disposition of violations before January 1, 1995:** "Any violations occurring prior to January 1, 1995, of any of the following laws shall be disposed of as if chapter 154, Laws of 1994 were not enacted and such laws continued in full force and effect: \*RCW 42.17.130, chapter

42.18 RCW, chapter 42.21 RCW, and chapter 42.22 RCW." [1994 c 154 § 226.]

**\*Reviser's note:** RCW 42.17.130 was recodified as RCW 42.17A.555 pursuant to 2010 c 204 § 1102, effective January 1, 2012.