

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

PRESENT: Mayor Pete Kmet, Councilmembers Joan Cathey, Eileen Swarthout, Ed Hildreth, Nicole Hill, Debbie Sullivan, Tom Oliva, and Neil McClanahan.

Staff: City Administrator John Doan, City Attorney Karen Kirkpatrick, Police Chief John Stines, Community Development Director Michael Matlock, Finance Director Ursula Euler, Public Works Director Jay Eaton, Assistant City Administrator Heidi Behrends-Cerniwey, Fire Chief Scott LaVielle, and Recording Secretary Tom Gow.

ADDITIONS TO AGENDA: An executive session was added to the agenda.

SPECIAL ITEMS:

RECOGNITION OF SALLY NASH – PLANNING COMMISSIONER: Director Matlock recognized Sally Nash for her service as a Planning Commissioner for seven years. He described the role of a Planning Commissioner and time and energy required of each member. Ms. Nash served as the Chair of the Commission and was formerly the Library Manager at Tumwater Library. Ms. Nash elected not to renew her term as a member as she plans to travel with her husband, who recently retired.

Mayor Kmet presented Ms. Nash with a letter acknowledging her service and commitment to the community and described several major projects during her tenure.

Ms. Nash thanked the Council and staff for the recognition as it speaks to the value the City holds for contributions by citizen volunteers. She urged citizens to consider becoming involved in the City.

Councilmembers Cathey and Sullivan spoke of Ms. Nash's skills, insight, and leadership.

PUBLIC COMMENT: **Tom Schrader, 1701 24th Avenue NW, Olympia 98502,** reviewed his proposal to renovate and convert the Grange building on Yelm Highway to a new use. He owns the property and is working closely with the City and the Farm Homeowners Association. As a former resident of the Farm subdivision, he understands concerns by the neighborhood surrounding future uses on the property. He plans to

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restore the building and provide a coffee shop/sandwich/bistro business with limited hours.

Mayor Kmet noted the proposal is a zoning code change the Council will likely consider within the next several months. The Council would serve in a quasi-judicial capacity when considering the zoning change.

City Attorney Kirkpatrick advised the Council of proper actions each member of the Council should follow with respect to a site-specific rezone.

Mr. Trader referred to a proposed development agreement as part of the zoning process that would support the goals of the City and the Farm neighborhood in terms of the future use of the property to include some museum quality prints of the legacy property providing visitors with sense of a trip back in time.

Pamela Hanson (undisclosed address) complimented the City on the recent Deschutes Valley Trail presentation. She commented on problems she's encountered with someone jamming her cell phone, experiences she's encountered with computer viruses, and medical issues preventing her from attending future Council meetings.

**CONSENT
CALENDAR:**

- a. Approval of Minutes: Regular Meeting, November 2, 2015; Worksession, October 27, 2015
- b. Payment of Vouchers
- c. Ordinance No. O2015-011, Ad Valorem for Regular Property Taxes for the Fiscal Year 2016
- d. 2016 Comprehensive Stormwater Management Plan
- e. Tyee Drive Extension and Israel Road Improvements – Scope of Work
- f. Master Interlocal Agreement with Lewis County

MOTION:

Councilmember Oliva moved, seconded by Councilmember McClanahan, to approve the consent calendar as published. Motion carried.

Mayor Kmet reviewed the items approved on the consent calendar.

**PUBLIC
HEARINGS:**

RESOLUTION NO. Director Eaton described the Council and Planning

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**R2015-018, 2016 AND
2017-2021 CAPITAL
FACILITIES PLAN:**

Commission's prior review process for the proposal. Action on the proposed resolution adopts the 2017-2021 Capital Facilities Plan, which is an element of the Tumwater Comprehensive Plan of capital projects with timelines, estimated costs, and proposed methods of financing. The CFP is not a financial commitment but a guide for capital improvements within the City.

The CFP includes five funds with non-utility projects of General Governmental and Transportation and utility funds of Water, Sanitary Sewer, and Storm Drain.

Director Eaton reviewed typical projects and funding sources within each fund.

General Governmental

Projects in the General Governmental fund include emergency services and facilities, fire apparatus, parks and recreation facilities (including trails), City buildings and facilities, and general projects and programs. Most of the revenue is from City utility tax. All utilities provided by the City are assessed a 6% utility tax, as well as for all private utilities, such as gas, telephone, disposal services, and electricity. Of that 6% tax, 25% is dedicated to General Governmental projects. Other revenues include grants for parks and trail facilities, bond and debt financing dependent upon the projects, and impact fees for parks.

Transportation

Projects are generally those that support the City's transportation system to include multimodal improvements, capacity projects to accommodate growth, and safety improvements. Revenue sources are from utility tax (.8% of the 6%), arterial street gas tax, real estate excise tax, transportation impact fees, mitigation fees, and state and federal grants.

Utility Funds (Enterprise Funds)

Utility funds operate as an independent business with revenues generated by the utility funding the operations and improvements of each utility. Primary sources of revenue for utility funds are rates, connection fees for sewer and water, some state and federal grants, developer improvements, revenue bonds, and Public Works Trust Fund loans.

Projects within the six-year CFP total \$107 million for all five funds consisting of the following:

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- General Governmental – 36%
- Transportation – 29%
- Water – 23%
- Sewer – 8%
- Storm Drain – 5%

Funding sources are comprised of:

- Utility Tax – 13%
- Grants – 25%
- Debt Service – 22%
- Impact/Mitigation Fees – 13%
- Miscellaneous – 8%
- Rates/Connections – 19%

Mayor Kmet asked how Transportation Benefit District (TBD) projects are factored within the CFP. Director Eaton advised that TBD funds are included in the Transportation element under the Pavement Maintenance and Overlay program.

Director Eaton reviewed General Governmental projects completed in 2015 and projects carried over to 2016:

- Brewery District Plan
- City Design Standards – anticipated to be completed by end of year or early next year
- Energy Upgrades to City Facilities
- Tumwater Hills Trail Property Acquisition
- T Street Park Improvements – in process
- City Hall Solar Project

Recent projects added include the Parks, Recreation, & Open Space Plan Update scheduled for completion in 2016 of \$35,000 required as part of the update of the comprehensive plan, and the Trosper Lake Southwest Neighborhood Park Development of City-owned property behind Tumwater Middle School off Littlerock Road. The CFP includes funding in 2017 because the school district has scheduled some improvements at the middle school. The school district acquired some properties adjacent to the middle school to include the future access area to the park. The CFP funding of \$250,000 covers a two-year period is to take advantage of that opportunity and complete some work to improve access to the park in conjunction with improvements by the school district. Park development would begin in 2019.

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Transportation projects completed in 2015 include:

- Capitol Boulevard resurfacing and bike lane at E Street to the Capitol Boulevard Bridge
- Linderson Way Pedestrian-Bicycle Improvements
- Smart Corridors Traffic Signal Control Upgrades
- 2015 Pavement Maintenance Project and Irving Street Traffic Calming
- Deschutes Parkway and E Street Sidewalk and Lighting Project
- LED Street Light Conversions (Phase 1)

CFP projects included within subarea plans include:

- Tumwater Boulevard Southbound Ramp – scheduled to move forward in spring 2016
- Capitol Boulevard Feasibility and Preliminary Engineering (design elements and right-of-way cost estimates)
- Capitol Boulevard and U Street Pedestrian Crossing (grant funded)
- Trospen Ramp at 6th Avenue and Trospen Road/Capitol Boulevard Roundabout (projects developed as a component of the Capitol Boulevard Feasibility and Preliminary Engineering project)
- Peter G. Schmidt Elementary School Sidewalk Improvements (Safe Routes to School grant)
- E Street Corridor
- Tumwater Square Transfer Station (jointly with Intercity Transit)
- E Street Extension
- Brewery District Streetscape Improvements

Completed capital projects in the Water Utility include:

- Capitol Boulevard crossing at Linwood
- Southwest Wellfield Customer Integration (93rd Avenue)
- A number of outfall improvements – Somerset Hill, E Street, Cleveland Avenue
- Improvements in DeSoto Canyon to restore the area to a natural stormwater treatment

As the utility funds include rate increases for water, sewer, and storm, the rate increase proposal is 3% for water, 2.8% increase in sewer, and a 5% increase for the storm utility. In comparison to the cities of Lacey and Olympia, Tumwater's rates are somewhat lower but

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comparable with the two cities in terms of rates. The rate increase for all three funds total approximately \$2.94 a month for a household next year. The Council is scheduled to review and approve a fee resolution in December to approve utility rates.

School district impacts fees included in the CFP reflect rates of \$5,240 for single-family and \$2,498 for multifamily in the Olympia School District and within the Tumwater School District, single family was increased to \$3,622 and multifamily was increased to \$1,048.

Councilmember Cathey inquired about the percentages of a sewer bill attributed to LOTT Clean Water Alliance and to the City. Director Eaton replied that the LOTT rate is \$36 out of total bill of \$51 for sewer. The City's charge is approximately one-third of the total sewer bill. The City is a member of LOTT and rate increases are approved by the LOTT Board. The Council establishes and sets the rate for the City's portion of the sewer bill.

Mayor Kmet opened the public hearing at 7:50 p.m. With there being no public testimony, Mayor Kmet closed the public hearing at 7:51 p.m.

Councilmember Oliva said he's supportive of the proposed CFP with the exception of the E Street Extension project. Information provided at the last Public Works Committee meeting entailed a better cost estimate for the project originally estimated to cost between \$35 and \$40 million. His concern centers on reliance on the project to solve the City's transportation issues primarily because of the expense and funding difficulty. He inquired about the possibility of relooking at the Brewery District Plan and considering Custer Way as an alternative to the E Street Extension project, as it might be more affordable and realistic.

Mayor Kmet replied that the City has the option of pursuing intermediary steps to improve Custer Way by including roundabouts at Cleveland Avenue and at Capitol Boulevard to help alleviate some of the capacity issues until the City is able to secure a grant for the E Street extension. The advantage of the crossing serves regional traffic generated outside of Tumwater. Additionally, project costs and other alternatives would be evaluated as part of the project's environmental review.

Councilmember McClanahan said he understands the concerns about the cost of the project but supports the project as part of the CFP to

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help position the City in securing grants.

MOTION: Councilmember McClanahan moved, seconded by Councilmember Hill, to approve Resolution No. R2015-018, 2016 and 2017 – 2021 Capital Facilities Plan amending the City’s Comprehensive Plan to include the city of Tumwater 2016-2021 Capital Facilities Plan, the Tumwater School District No. 33 Capital Facilities Plan, and the Olympia School District No. 111 Capital Facilities Plan as elements of the City’s Comprehensive Plan.

Mayor Kmet noted other major projects next year include some improvements to the Headquarters Fire Station and the North End Fire Station, extension of Tyee Drive from Home Depot to Israel Road in conjunction with private development, paving and resurfacing as part of the TBD, major upgrades of the Palermo Wellfield, several sewer lift station improvements, extension of sewer to Pioneer Street, and a treatment facility for stormwater on City property behind the Valley Athletic Club.

MOTION: Motion carried unanimously.

ORDINANCE NO. 02015-014, 2015-2016 Director Euler reported the review and adjustment is for the first year of the biennium of the 2015-2016 Budget.

BUDGET REVIEW

AND ADJUSTMENT: Since the adoption of the budget in December 2014, new information reflects that the City is receiving additional revenue from Medic One as a one-time event totaling approximately \$84,000. Voters also approved establishing the TBD, which is generating .2% in sales tax effective October 1. The City completed the 93rd Avenue annexation and the Southeast annexation (effective January 1, 2016). Those events affect the budget and are reflected in the budget figures.

Director Euler referred to the staff report outlining the changes by fund designation, fund balance, and the revised budget with the proposed changes. The official closure of the 2014 budget year affords a starting point for 2015 enabling an update of beginning fund balances. Thurston County likely will pass on extra costs unknown to the county for TBD election costs, which were included in the budget under the elections/voter registration line item to ensure those costs were covered. The General Fund included a budget for election costs for the TBD, which should be funded by the TBD as the voters passed the measure. Election costs totaled less than \$40,000. The costs would be reflected as start-up costs attributed to the new TBD.

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However, the budget in the General Fund remains intact for voter/registration costs.

Lodging tax includes more funds because tax receipts have increased reflecting another \$20,400 for funding of tourism projects.

Salary adjustments are also included in the budget.

As the TBD is a separate legal entity with Council oversight, the City established a separate fund to track revenues and expenditures as a special revenue account. Staff anticipates sales tax of \$136,000 in 2015 and another \$866,000 in 2016 for the TBD. The amounts are estimates. Other start-up costs include conversion of street data from Thurston County and payment of insurance for the TBD. The TBD is structured through an intergovernmental agreement with provisions to reimburse the City for employee and project time for TBD projects. The projects will be included within the CFP Transportation Fund with the funding source from the TBD initiated through an invoicing mechanism or contract payment.

Councilmember Cathey inquired about the process to ensure the projects are those identified to the voters. Mayor Kmet assured the Council that the TBD determines the projects. He suggested an alternative of removing the TBD line item from the CFP Transportation Fund as it is funded from a separate source of revenue and establishing the TBD similar to an enterprise fund. As the TBD Board considers and develops paving projects, it may be an easier method to help demonstrate to the public how those funds are being expended.

City Administrator Doan said the budget adjustment as proposed is intended to establish a TBD revenue fund, with expenditures tracked against the fund, which could include staff time or a project. The transaction would be transfer from the TBD fund into the Transportation CFP. The process isolates all TBD revenues and costs into one TBD account.

Mayor Kmet pointed out that the TBD project list is also included within the overall budget.

Councilmember Cathey remarked that part of the issue relates to the generosity of the voters in supporting the measure and the intent to provide direct feedback to voters on the outcome of the revenue to support TBD projects.

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Director Eaton explained that the TBD line item is a fund-level budget of funds for TBD projects. Staff plans to create project lists allocating those funds to specific projects through the TBD Board and approved by the Board (Council).

Councilmember Hill shared information on the Public Works Committee discussion on how TBD projects would be listed and tracked.

Director Euler reported the 93rd Avenue annexation added approximately 50 properties with most as commercial properties and some residential properties. Property taxes are estimated at \$54,000 in 2015 and \$108,000 in 2016. The annexation was effective on June 1, 2015. Additional City services include stormwater, street maintenance, and fire and police services. The assessed value to the City's total assessed valuation would generate 37.5 cents per \$1,000 of assessed valuation adding approximately \$13,000 to the City's Emergency Fund increasing the current balance to \$370,000 with a goal to attain a balance of \$500,000.

The Eastside annexation is a large annexation and increases the City's population by 16%. The annexation increases the size of the City by 16% and valuation by 16%. The City's population will total 22,000 people effective January 1, 2016. No new state rules or regulations apply to a City with a population over 20,000 people. Staff conservatively estimated annexation revenue for 2016. Property tax bills in April will also reflect some county road fees, which can be confusing to citizens, as the county requires time to shift the levy over to the City of property tax billings. The City will receive funds from the county that are paid to the county by property owners.

City Administrator Doan reviewed revenue and expenditure changes from the annexation. The City will receive approximately 75% of the full amount of revenue from the annexation in 2016 creating some transition issues. The City's agreement with Fire District 6 includes the district providing fire service in the annexation area for the first two years. Currently, the City provides water and sewer service to many residents in the area. New revenue would be from new single family home construction. Residents will transition from a property tax payment for stormwater to a monthly City utility payment.

The annexation was pursued to create economies of scale and efficiencies. Future public safety needs are anticipated to be:

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- 4 firefighters – September 2017 (graduating from Fire Academy early December 2017)
- 4 Police Officers and 1 Detective from January 2016 to February 2017 dependent upon financial and hiring realities
- Additional jail and court costs - \$144,000
- Violations Bureau Staffing – ¼ FTE
- Payment to District 6 of \$103,520 as part of the annexation agreement

City Administrator Doan described some of the proposed salary adjustments based on an AWC salary survey of comparable positions. Adjustments are based on the survey results. Some adjustments create promotional opportunities for existing positions without creating new positions.

City Administrator Doan reviewed annexation costs projected by the City:

- Additional payments for dues and insurance totaling \$57,000
- Additional street maintenance supplies of \$28,000
- Addition of 1 FTE Street Maintenance position
- Increase General Fund CFP by \$78,000
- Increase Transportation CFP by \$41,600
- Addition of \$24,000 in executive and administrative costs
- County permitting of \$155,000 to help support loss of county revenue associated with annexation for plan reviews.
- Increase Contingency/Emergency Fund by \$150,000 in 2016/\$35,000 in 2017 currently established at 8% and increasing to 10%

In terms of improvements, City staff proposes the following:

- Family and Community Services Trial Partnership in conjunction with the Tumwater School District
- Youth Conservation Corps - builds on the City's high school intern program
- Addition of a Planning Tech/Intern support of \$24,000/year
- Addition of Fleet Technician - \$73,800
- Addition of Administrative Support Float – ½ FTE
- Addition for Communications Support – 1/3 FTE
- Facilities Projects - \$136,000 over three years (non-CFP)
- 1 FTE Parks/Facilities position
- OpenGov Software tool - \$12,000 to improve financial transparency of any financial document and publicize the information on the internet.

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- Budget Coordinator in Finance – ½ FTE

Utility funding requests include:

- Portions of OpenGov software, IT technician, fleet technician, budget coordinator
- The City is experiencing a 28% increase in storm drainage catch basins as a result of annexation requiring an additional Storm Drainage Maintenance Worker
- New NPDES permit expansion
- Sewer Maintenance Worker (not funded by annexation)
- Combined Storm/Sewer Truck
- Groundwater update to comprehensive plan

Approximately 55% of the general fund budget is for public safety increasing to approximately 60% within the adjusted budget.

The Council is scheduled to discuss the budget adjustments at its next worksession followed by deliberation and action at the December 1 Council meeting.

Councilmember Hill asked for additional information on how staff determined which improvements would move forward versus those items not funded.

City Administrator Doan said City directors were queried to provide information on needs created by the annexation. Many of the proposals were funded with some exceptions, such as two additional street maintenance employees, a full-time code enforcement officer, and two facilities and parks maintenance employees. As permit revenue is anticipated to be steady for the next several years, it may afford an opportunity for the Community Development Department to increase code enforcement. Two other Council priorities include greater citizen engagement, which speak to the software to provide better transparency and facilities maintenance. Another position not proposed for funding was admin support in the Police Department. The Police Department is committed to initiating a volunteer program next year, which might afford some options to free staff to complete some of the administrative tasks.

Councilmember Hill spoke to recent efforts to increase pre-trial services and improve the assessment of individuals entering the system to avoid increasing the recidivism rates by providing appropriate services/treatments. She asked how the proposed budget

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affords any flexibility for the City to financially participate in any of those efforts in 2017. City Administrator Doan said the budget provides some flexibility, as the figures are projections based on the forecast of activities. If jail costs reduce, it could provide funds for an additional employee who could focus on a different approach to criminal justice.

Mayor Kmet provided additional information on how the Youth Conservation Corps Program could help to serve young people in the City and provide a resource to youth to avoid risky behaviors and to educate them about City government and open up career opportunities in municipal government. He cautioned against creating and filling too many new positions because those costs increase incrementally each year. The budget includes a buffer, as revenues are only a forecast. Staff forecasted conservatively to afford some flexibility in future years.

Councilmember Cathey commented on various articles pointing to the correlation between police and code enforcement because of the ties to community and living together in harmony. She recommended elevating code enforcement to the extent possible because as the City expands and grows, code enforcement will be required to respond to public safety and health issues. Additionally, the North End Fire Station is scheduled to be fully staffed by January 2018.

Councilmember Oliva commented favorably on the presentation exhibit outlining the projected revenues, but noted a similar exhibit is lacking for projected expenses. He asked about the increase projected for expenses. City Administrator Doan said expenses total the revenue to include contributions to the Emergency Fund and the City's ending fund balance. Councilmember Oliva recommended including an expenditure exhibit to complete the overall summary of the entire budget.

Mayor Kmet noted the budget document pertains to 2016 while the projections are for a four-year period to ensure costs are covered with conservative assumptions of future revenues.

Mayor Kmet opened the public hearing at 9:04 p.m. With there being no public testimony, Mayor Kmet closed the public hearing at 9:04 p.m.

MOTION: Councilmember McClanahan moved, seconded by Councilmember Sullivan, to move Ordinance No. O2015-014,

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2015-2016 Budget Review and Adjustment to a second reading scheduled on December 1, 2015. Motion carried unanimously.

**COMMITTEE
REPORTS:**

**PUBLIC SAFETY:
*Ed Hildreth***

The committee received a briefing on prostitution and sex trafficking in the City. The activity is increasing because of the City's growth, its location on the I-5 corridor, and the geographic location of the City between Portland and Seattle. Police Lieutenant Mason briefed members on the proposed program to help reduce the activity and assist offenders in moving away from that lifestyle. Staff briefed the committee on transportation network service providers, such as Uber. Uber and other companies are working with local cities to enable the provision of services. All three cities and Yelm would have the same regulations. The cities have reviewed two different regulation models from Bellingham and Vancouver. Based on technology, the Bellingham model regulates transportation network service providers differently than taxi cabs. Vancouver's model regulates each provider equally. The cities are working on which model to consider. Uber is proposing to offer approximately 40 drivers adding eight to ten drivers weekly throughout the county. Transportation network service providers would pay Business and Occupation tax to the cities based on the streamlined sales tax model, which taxes customers at the point of pick-up.

Councilmember Cathey expressed caution about the impact to taxi jobs within the communities.

Discussion followed by the Council on how technology affords new services, how some taxi cab drivers also serve as Uber drivers, and the challenges associated with defining a model regulation for the cities. The City of Olympia is leading the effort after it was approached by representatives from Uber.

Mayor Kmet reported that because of the City's population increase, it requires the City to create a disability board. He recommends the Public Safety Committee serve in that capacity with representatives from the fire and police unions.

Councilmember Hildreth reported that he is the representative on the Thurston County Disability Board because fire and police employees fall under the system. The Board is an advocate for firefighters and police officers during a medical situation that may not be covered.

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The decision by the Disability Board is final and typically cannot be appealed. The City pays for the expense. Board membership is established by regulation.

**GENERAL
GOVERNMENT:**
Joan Cathey

There was no report.

PUBLIC WORKS:
Neil McClanahan

The committee received briefings on 2016 Comprehensive Stormwater Management Plan, Master Interlocal Agreement with Lewis County, Tyee Drive Extension and Israel Road Improvements – Scope of Work, and the E Street Extension Corridor Study – Alternatives Analysis and Recommendations. The next meeting has been cancelled.

**BUDGET AND
FINANCE:**
Pete Kmet

The committee reviewed and recommended approval of the 2015-2016 Budget Review and Adjustment proposal.

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

Mayor Kmet reported on a recent positive meeting between the City and the Brush Prairie Homeowners Association. The subdivision is located in the Southeast annexation area. He shared information on his attendance to the Veterans Day ceremony at the Legislative Building, a ribbon cutting ceremony at the LaQuinta Hotel on Capitol Boulevard, and a TOGETHER presentation involving the school district and service providers to help connect services to homeless youth within the school district.

**COUNCILMEMBER
REPORTS:**

Nicole Hill:

Habitat for Humanity is offering photos with Santa on Saturday, December 12 and Sunday, December 13 from 10 a.m. to 4 p.m. at the Habitat Store on Cooper Point Road. The organization is offering the photos free along with holiday cookie decorating.

Debbie Sullivan:

The Intercity Transit Authority conducted public hearings on the 2016 Budget and the 2016-2021 Draft Strategic Plan. Members reviewed the contract for printing of the transit guide and received information on the agency's drug and alcohol policy. The agency is involved in a pilot project for smart cameras for buses to help prevent collisions with bicyclists and pedestrians. Interviews are scheduled on

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November 30 for appointment of Citizen Advisory Committee members.

The Community Action Council of Lewis, Mason, and Thurston County held its board retreat on November 6 and 7. The Board agreed to revise the mission statement, values, and vision.

Councilmember Sullivan addressed questions about the process the Authority undertakes for determining new bus routes, role of the Citizen Advisory Committee in terms of unsolicited feedback to the Authority, and the agency's bus shelter improvement program.

Tom Oliva:

Thurston Regional Planning Council members received a presentation from a representative from the South Sound Military Communities Partnership on the recent release of a Joint Land Use Study of Joint Base Lewis McChord (JBLM) and adjacent communities identifying incompatible uses adjacent to the base in terms of flight paths and military training areas. Staff presented the proposed work program for 2016. The work program includes a new report on the "State-of-Transportation." The community report would outline the transportation network in the community and general information on funding transportation, new projects, and maintenance.

The LOTT Clean Water Alliance Board reviewed the 2016 Budget and the Joint Municipal Act, a new legal organizational form LOTT is considering. The new organization would be a semi-quasi governmental organization as opposed to the LOTT's current legal structure as a nonprofit. Changing the legal structure would require a vote of all LOTT partners. The new structure would afford more legal and funding opportunities. Next month, LOTT plans to begin recording Board meetings using the new video system with meetings broadcasted beginning in January.

The Council recently met with the Squaxin Island Tribe during a productive joint dinner meeting.

Mayor Kmet congratulated Councilmember Oliva on his re-election to the Council.

Neil McClanahan:

The Association of the United States Army has not recently met.

The Thurston County Housing Task Force has combined with the Home Citizens Advisory Committee and transitioned to the Homeless

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Housing HUB (HHH). City of Rainer Councilmember Dennis McVey was the designated member to attend the prior HCAC meetings. He was unsuccessful in his re-election bid. Councilmember McClanahan's attendance is pending to the HHH dependent upon the status of the Community Investment Partnership process.

Ed Hildreth:

The TCOMM 911 Board approved the Strategic Plan for 2016 and future years. The organization is able to rehire two positions previously cut during the recession and approved salary increases for nonrepresented employees. The new General Manager begins on January 1, 2016. The new manager has proposed a structural change to combine the positions of Human Services and Assistant General Manager saving the organization approximately \$92,000 annually.

The Visitor and Convention Bureau Board reviewed and approved a personnel policy and employee manual. Members discussed the hotel/motel tax of \$2 per night per hotel bed, which generated \$427,326.

Eileen Swarthout:

Trudy Inslee's Community Impact site visit on Friday, November 13 was well attended. Six statewide projects are of focus as model programs, with Tumwater's project one of the selected projects. TOGETHER has been funded to conduct a pilot project for community schools model in the Tumwater School District. The project is focused on increasing graduation rates in the Tumwater School district by leveraging key partners to serve low-income families. The goal is to close the achievement gap for children living in poverty in Tumwater.

Joan Cathey:

The CIP and HOME Consortium plan to hold separate meetings before merging as one entity.

The Solid Waste Advisory Committee released the Request for Proposals for the bag ban survey and report. A group of stakeholders will be involved in the survey and reporting. The Solid Waste Advisory Committee and Thurston County are seeking venues to broadcast the documentary, "Just Eat It" focused on wasting food and the negatives impacts to the economy, the environment, and to society by focusing on changes to reduce the percentage of food waste. Currently 40% of all food produced is wasted. One of every six Thurston County residents is hungry. The documentary is approximately 30 minutes in length. Councilmember Cathey encouraged the Council to consider broadcasting the documentary.

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She also encouraged the City to prompt event sponsors in Tumwater to offer recycling opportunities.

Councilmember Cathey mentioned the recent honor received by Planning Commissioner Leatta Dahlhoff from Philanthropy Northwest for her efforts to help build community and empower people.

A community interfaith Thanksgiving celebration is planned on Sunday, November 22 at the United Churches at 2 p.m.

**RECESS TO
EXECUTIVE
SESSION:**

Mayor Kmet recessed the meeting at 9:50 p.m. to an executive session to discuss real estate acquisition pursuant to RCW 42.30.110(1)(b) for approximately 20 minutes with no action to follow.

The executive session was extended at 10:13 for another 10 minutes.

**RECONVENE &
ADJOURNMENT:**

Mayor Kmet reconvened and adjourned the meeting at 10:18 p.m.

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