

TUMWATER CITY COUNCIL WORKSESSION

MINUTES OF VIRTUAL MEETING

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CONVENE: 5:30 p.m.

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

Staff: City Administrator John Doan, Fire Chief Brian Hurley, Communications Manager Ann Cook, and City Clerk Melody Valiant.

EMERGENCY MANAGEMENT TRAINING:

City Administrator Doan and Fire Chief Hurley provided an update and an overview of emergency management activities.

Fire Chief Hurley reported emergency events are broad and can range from fires, flooding, windstorms, cyber attacks, and malware affecting City computer systems. Emergency management is a framework to assist the City in reducing vulnerabilities and coping with disasters. Emergency management serves as an essential role by local, state, and federal government. Federal government assistance is available when state and local resources are overwhelmed. Federal emergency management assistance has evolved to reflect national values and threats that have emerged over time. The goal is to ensure a safe, secure, and resilient community when managing emergency incidents.

Fire Chief Hurley cited several national disasters occurring in the 1960s and 1970s. The Three Mile Island incident in 1978 was a fragmented government response to the disaster that led to the formation in 1979 of the Federal Emergency Management Agency (FEMA). In the 1980s and 1990s, FEMA was tested by both natural and manmade disasters involving the Love Canal contamination, refugee crisis, earthquakes, and hurricanes.

In 2001, the emergency management response changed considerably with a focus on terrorism response. As part of the creation of the Department of Homeland Security, FEMA was absorbed into the new agency. Hurricane Katrina tested FEMA and the national response model with resources expanded and response levels defined more clearly. Today, several Tumwater employees are participating in FEMA training as the City applies for federal assistance for some recent storm activities.

The National Response Framework outlines the nation's approach and community approach to emergency management. The whole systems approach involves individuals, businesses, communities, faith-based organizations, schools, and tribal governments playing a role in response and recovery efforts. The framework goals include prevention, protection,

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mitigation, response, and recovery.

The City's response to emergencies is guided by the Comprehensive Emergency Management Plan, which guides the City's preparation, response, and recovery from disasters. The plan was updated in 2017 and is scheduled for an update.

City-level activities include the Emergency Operations Center (EOC)/ Emergency Coordination Center (ECC). The City's EOC is located at the Tumwater Headquarters Fire Station (T1). The center is equipped with technology, equipment, supplies, staffing, and communications and public education efforts in conjunction with Thurston County Emergency Management. The City's Emergency Management Committee is tasked with preparation and training of City employees. The City's EOC is a physical location from which local leaders and staff coordinate information and resources to support emergency incidents. The EOC collects, analyzes, shares information, supports resource requests, coordinates and plans for future needs, and provides coordination of policy direction.

Thurston County's ECC is located at the county's public works facility off Tilley Road. Recent public health activities of the county have been coordinated from the ECC. Thurston County's Emergency Management Council is comprised of local policymakers to include the City of Tumwater. The Council coordinates emergency management activities of all member jurisdictions and tribes within Thurston County. The Council meets monthly and plans training and other activities throughout the county. The Local Emergency Management Committee focuses on hazardous material response plans.

The region's Emergency Disaster Recovery Council includes representation by the City. The Council meets monthly to develop a plan for disaster recovery in Thurston County.

Recommended training for elected officials and staff include online training classes available through the Emergency Management Institute of FEMA. The Council is recommended to participate in training for IS-100, an introduction to the Incident Command System (ICS) and IS-0700, an introduction to the National Incident Management System (NIMS). Fire Chief Hurley acknowledged some Councilmembers who have completed the training.

Councilmember Jefferson asked whether the EOC Manager serves as the designee for the City or whether the assignment rotates. Fire Chief

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Hurley advised that the Fire Chief typically serves as the Emergency Manager; however it could be another individual as designated by the City Administrator. City Administrator Doan added that the assignment is also dependent upon the type of emergency event that could trigger activation of the EOC.

City Administrator Doan cited information provided to the Council outlining actions by the Council during an emergency event. The document emphasizes roles and responsibilities of elected officials. The three main roles and responsibilities include communications, policy decisions, and supporting response efforts:

Primary Responsibilities:

- Maintain contact with the Administrator or designee during an emergency
- Provide official recommendation and/or endorsement of emergency proclamation and issue emergency proclamation by the Mayor
- In coordination with City Administrator or EOC Manager, interface with representatives of other jurisdictions for shared resources, assistance, and policy issues
- Provide elected leadership support as needed
- Make policy decisions requested by City Administrator or EOC Manager
- Provide for Mayor Pro-Tem as necessary
- Prior to emergency, establish and maintain an organization for emergency management

Roles and Responsibilities:

Communication: Facilitate communication via ESF-15 to the public in coordination with the EOC and other representatives of the City. Describe the nature of the events, state of response, what individuals should be doing, and anticipated next steps in response to transition to recovery. Set tactful but realistic expectations for the public. It is acceptable to include messages of compassion, concern, caution, and frankness.

Policy Decisions: Determine proper composition of Policy Group. Determine relationship to EOC including protocols and requirements for interaction between the Policy Group and EOC. Make policy decisions when appropriate. Address citywide or departmental policy concerns during or after an event. Allow line staff and operations to complete their work and responsibilities without distraction or interference.

Support Response Efforts: Support resource acquisition across

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jurisdictions. Monitor financial impacts of response and recovery efforts.

City Administrator Doan explained how the Mayor can issue an emergency proclamation within the authority as Mayor. However, the Council is requested to follow-up with endorsement (ratification) of the emergency proclamation similar to the emergency proclamation issued by the Mayor for the COVID-19 Pandemic.

City Administrator Doan reviewed important leadership actions:

1. Prior to an emergency, model good emergency preparedness at home to be fully prepared and responsive to the City and community. When an emergency occurs, ensure personal and family safety.
2. Upon notification of an emergency, contact the City Administrator (or Fire Chief if unavailable). If unable to reach City Administrator, reach out to Tumwater EOC for briefing on the overall incident.
3. Issue/ratify emergency proclamation.
4. Execute recovery actions early in the response effort.
5. Focus on policy-making and other leadership responsibilities, coordinating information gathering and communications with City Administrator and EOC Manager. Examples include establishing curfew, evacuations, condemnation of building(s), access reserve funds, and authorize debris removal, etc.
6. Establish communications with the public early and often based on consistent and coordinated messages from the EOC Manager.
7. If disaster significantly impacts the City's operations, coordinate with City Administrator and EOC Manager to determine if Policy Group activation is warranted in support of emergency response and recovery efforts.
8. If requested and as appropriate, provide support for public information interviews, release and broadcasts. Support joint media conferences in cooperation with all member agencies of a regional emergency response effort.
9. If requested, contact county, state and/or federal elected officials to support the petition for higher government response and disaster assistance.
10. Be prepared to provide direction and policy on topics such as: curfew, evacuation, condemnation of buildings, use of reserve fund, and debris removal and storage.
11. Be prepared to provide direction and policy on requesting outside assistance and/or resources such as an Incident Management Team (IMT).

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City Administrator Doan reviewed instances when the Council is notified of an emergency event. Other rapid forms of communication is through the privately operated online Thurston County Scanner on Facebook, which monitor emergency scanners and posts information on Facebook often quicker than emergency response. The Council is often not notified of some events based on the severity until more information becomes available.

Councilmember Cathey stressed the importance of the Council's knowledge of their neighborhood and neighbors. During the last snowstorm, she received a call from an elderly neighbor concerned about the duration of the storm and potential impact on their ability to fill a medicine prescription. She was able to secure transportation during the storm to assist her neighbors in filling their prescription.

Councilmember Swarthout advocated for homeowner associations scheduling FEMA training for local neighborhoods.

The Council shared examples of how their respective neighborhoods stay in contact and support neighbors during emergencies.

HABITAT FOR HUMANITY HOUSING PROJECT:

City Administrator Doan referred to the Habitat for Humanity housing project off 73rd Avenue and Henderson Boulevard. The City applies development requirements to all development plats. One requirement is the undergrounding of powerlines. In this instance, the cost to underground powerlines would exceed \$100,000. The City has several options to pursue such as requiring the organization to complete the undergrounding project or the City could provide some assistance. One power pole is located at the corner of 73rd Avenue and Henderson Boulevard and crosses Henderson Boulevard to another pole on the opposite side of the boulevard. In that scenario, the organization would be unable to underground the powerline without rebuilding the street. The City would at some point improve the boulevard to meet City street standards and address undergrounding the powerlines at that time. However, the powerline located off 73rd Avenue is adjacent to the Habitat for Humanity property and is the responsibility of the proposed development to underground. Staff recommends allocating the remaining \$120,000 in affordable housing project funds to Habitat for Humanity to help offset the additional costs up to \$120,000.

Councilmember Althaus asked about the source of the funds. City Administrator Doan explained that the funds were allocated in the budget for affordable housing projects. The Council had targeted \$50,000 for additional rent relief through TOGETHER. However, the City utilized

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American Rescue Plan Act (ARPA) funds for the rent relief assistance. The Council also awarded Community Development Block Grant (CDBG) funding twice to Habitat for Humanity. The original funding award was for buying down the cost of mortgages and the second award was used to buy down mortgages for the same project. However, it is possible the Council could dictate the second CDBG award should be applied to the undergrounding project. Staff is seeking guidance from the Council to enable the development of a contract with the organization with formal action scheduled at a regular Council meeting.

City Administrator Doan addressed questions about funding availability for the remaining year. If the allocation is supported by the Council, the balance of that particular fund would be consumed with some ARPA funds remaining. The Council previously earmarked \$550,000 of ARPA funds for a regional housing project and \$400,000 for the LOTT house. The City has spent \$200,000 of the \$400,000 with some funds remaining for other purposes that would conform to the requirements of ARPA funding.

Councilmember Agabi requested an accounting of existing funds to assist the Council in making an informed decision. City Administrator Doan replied that an allocation of \$120,000 to Habitat for Humanity would exhaust the general fund for housing projects. However, funding capacity remains in the ARPA funds. Staff can provide additional information.

A majority of the Council supported allocating \$120,000 from the general fund to Habitat for Humanity to assist in undergrounding powerlines.

MAYOR/CITY ADMINISTRATOR'S REPORT:

Mayor Sullivan reported she and several Councilmembers are scheduled to attend the Thurston County Chamber of Commerce Green Business Award ceremony. The City of Tumwater is scheduled to receive the Municipal Award.

The City's 25th annual Easter Egg Dash is scheduled on Saturday, April 16, 2022 at Tumwater High School at 10 a.m.

City Administrator Doan reported the Council's next meeting on April 19, 2022 is scheduled as a hybrid meeting. Five Councilmembers indicated they plan to participate virtually.

PROJECT UPDATES:

City Administrator Doan provided an update on several projects.

Brewhouse Tower Rehabilitation:

Phase 1 – Brick Repair and Replacement, Masonry Repair, and Roof

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Construction at \$2,509,987 with funding of \$507,000 from a state grant, \$370,000 in Lodging Tax and other local and private sources, and \$350,000 in ARPA funds. The remaining funding was from utility taxes diverted from the Transportation Fund to complete the funding for Phase 1 with any additional donations reducing the amount owed to utility taxes.

Phase 2 – Seismic Improvements at an estimated cost of \$2,500,000 with \$323,000 authorized for architect and engineering services. Funding sources include \$507,000 from a state grant, \$100,000 in ARPA funds, and a federal funding request of \$2 million. At the end of the design work, a decision point is necessary on whether to proceed with construction of Phase 2 or place a hold on the project. The City did not apply for another state grant for the next funding round for historic buildings because no decision has been rendered moving forward. The City also applied for a funding request of \$2 million through U.S. Representative Strickland for federal infrastructure funding. The request is the second request being unsuccessful the first round. Representative Strickland has indicated the request is receiving support moving forward. A number of letters of support from the community was included in the funding request. Should Representative Strickland succeed in receiving federal funding, the next step in the process is a review by a community panel as advisors to Representative Strickland on the selection of project priorities. Regardless of the outcome, staff plans to present a new cost estimate following completion of the work by the architect for a future decision by the Council moving forward.

City Administrator Doan addressed questions from the Council. Construction for Phase 2 is not funded at this time; however, the Council would have an updated cost estimate for construction.

Communications Manager Cook responded to questions concerning changes to the A&E contract resulting from an increase in wages. The increased cost of the A&E contract is funded from the \$507,000 state grant.

City Administrator Doan described the types of projects eligible to receive ARPA funds. The City utilized the eligibility of recovering lost revenue to cities. The Council approved a funding schedule in November 2021 based on the funding parameters of ARPA funds.

Councilmember Cathy urged caution in terms of the funding expended on the brewtower and the lack of community donations in support of the project.

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Councilmember Althaus commented on the ability of the City to utilize funding from sources that are less flexible to meet the obligations versus funds that are more flexible to meet obligations. Utilizing ARPA funds is creative; however, the challenge is memorializing the different priorities in the budget moving forward to ensure funding dollars match the City's values.

Councilmember Cathey said her concern surrounds an historical monument that cannot be completed unless the City receives millions of dollars. Her struggle is the here and now and the need for housing and other financial support for the community and whether that need is representative of completing a large historical and expensive project.

Councilmember Althaus noted that that he doesn't value any particular project over another; however, the City has an entire category of different needs to be fulfilled. Part of the City's economic development strategy is developing a sense of place around the City's history and the historic brewing nature of the City. As a body, the Council agreed to examine in greater detail before committing more to seeking \$2 million in funds. The Council has the ability to move both priorities forward to advance and memorialize the history and historical buildings while also trying to meet the needs of the community.

City Administrator Doan added that no decision point is pending at this time. The Council previously agreed to complete the design and prior to construction, the Council agreed to consider whether to proceed.

Manager Cook reported the architect is completing the design. Cost estimators and value engineering will be completed by late summer.

Port of Olympia/Panattoni Project:

City Administrator Doan reported on the status of the Port's development of 200 acres on property owned by the Port of Olympia. The City and the Port worked over 18 months to negotiate a development agreement to supplement the Port's lease agreement with Panattoni. The development agreement provided certainty on zoning and development regulations in exchange for some benefits to the City (trail and land for a community center). The development agreement was never executed. The property is zoned Industrial and the Port has a lease option agreement with Panattoni for development of the land. Any development proposal is subject to the City's zoning and all other development regulations. Panattoni submitted a preliminary project application and proceeded through the formal project application for a 478,000 square-foot building based on the prior presentations the Port Executive Director presented to the Council. The

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proposal is for a manufacturing and warehousing building. The tenant is unknown. Panattoni also submitted two smaller development applications for a 200,000 square-foot and 114,000 square-foot buildings located near International Wood Products. All the proposals are consistent with current zoning and would comply with City regulations as they proceed through the development process. None of the proposals are located on parcels that have gophers. The proposals are subject to the City's tree protection ordinance.

Councilmember Cathey conveyed her dismay with the loss of environmental protection and the Climate Action Plan with respect to the Port's development of the 200 acres. She expressed frustration with the City's inability to protect the City's values and the community's values with respect to the negotiations with the Port to develop the agreement.

Councilmember Dahlhoff spoke to the previous opportunities for the Council to change zoning of the properties, which the Council elected not to pursue.

Discussion ensued on the apparent disconnect between the lack of the Council's previous options of rezoning and Councilmember Cathey's contention with the proposals submitted by Panattoni.

Councilmember Schneider acknowledged that he is unsure of any previous actions by the Council; however, concerns exist outside of zoning that he attempted to address 18 months ago. As the Council engaged in the process with the Port, former Mayor Kmet submitted a proposal to the Port, which was rejected. The proposal addressed many of his and the community's concerns. One concern surrounded Kimmie Road and the danger to the community and students from truck traffic. That issue should be addressed and should be able to be resolved without rezoning the property. His other concern pertained to injection wells and the Urban Forestry Management Plan to expand the tree canopy in the City. The removal of trees for Port development will not expand the urban canopy.

Status of Community Center:

City Administrator Doan reported that as part of the Port and City's development agreement, a 10-acre parcel was included for the City's future community center, which is no longer an option. Based on conversations with staff, Director Denney is working on developing a Request for Qualifications for an architect for a community center. Following the selection of an architect the City would host a community discussion on the design of a community center. The current available

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budget is \$1 million for land acquisition and \$12 million for construction of the facility. This year, the task is defining a community center with work beginning in 2023 on the design of the facility.

ADJOURNMENT: **With there being no further business, Mayor Sullivan adjourned the meeting at 7:09 p.m.**

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