

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

**PRESENT:** Mayor Debbie Sullivan and Councilmembers Peter Agabi, Michael Althausen, Angela Jefferson, and Charlie Schneider.

Excused: Councilmembers Joan Cathey, Leatta Dahlhoff, and Eileen Swarthout.

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Finance Director Troy Niemeyer, Community Development Director Michael Matlock, Police Chief Jon Weiks, Water Resources and Sustainability Director Dan Smith, Parks and Recreation Director Chuck Denney, Communications Manager Ann Cook, and City Clerk Melody Valiant.

**CHANGES TO AGENDA:** Ordinance No. O2023-014, Amending Tumwater Municipal Code Section 12.32, Public Parks was removed and deferred to a future meeting to enable more public outreach to include a community conversation to be announced within the next several weeks.

**SPECIAL ITEMS:**

**PROCLAMATION:** Councilmember Jefferson read a proclamation declaring *November 2023 as American Indian Heritage Month*. The proclamation encourages people to celebrate the rich cultures of indigenous people, honor their sacrifices, acknowledge the unique challenges Native people face, historically and in the present, and recognize their continued significance in the community.

**AMERICAN INDIAN HERITAGE MONTH, NOVEMBER 2023:**

Mayor Sullivan recognized Squaxin Island Tribe Chairman Kris Peters.

Chairman Peters greeted the Council and the community in the native dialect of Lushootseed, a Puget Salish language. He shared his indigenous name. As a citizen of Squaxin Island Tribe, he serves the Squaxin people as their Council Chair. He is honored to be present and is grateful. Prior to placement on an island, the Squaxin people were bands of people living throughout South Puget Sound known as the Salish Sea. One of the bands lived in a longhouse on the site of the old brewery in Tumwater. He shared some of the history of his descendants, maritime people who lived and prospered along the shores of the southernmost inlets of Puget Sound for untold centuries. The proclamation represents a coming together that reflects a mutual commitment moving forward,

Mayor Sullivan added that earlier in the year, she and Chair Peters signed an agreement for mutual representatives from the City and the Tribe to form a body to meet on a quarterly basis.

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**PUBLIC COMMENT:** **Sue Cummings** said she sent emails to the Council and the Mayor regarding the overnight encampment ordinance. She is a concerned citizen as she has a deep compassion for people in a situation where they live outdoors or live in horrendous conditions; however, she is also concerned about her and her family's safety. She has some negative experiences with some people who lived in the encampment in Tumwater when two males accosted her creating a frightening atmosphere. She also was involved in another situation that required her to make her way to the Capitol Building as someone was chasing her from the encampment. Another incident occurred as she was driving with her young grandson who witnessed a person from the encampment defecating on the side of the road requiring her to explain the situation to her grandson. The issue is conflicting as she does feel compassion for people while recognizing that she would not live in those types of conditions and does not want local forests and parks to be trashed. She vehemently opposes the use of City parks or public lands for encampments.

**James Smallwood, 4015 Armstrong Avenue SE, Tumwater,** said he reviewed the proposed ordinance and has issues that were not addressed. Those issues surround costs. If the City allows overnight encampments, the safety of people in the encampment, assistance to people, and registration of individuals must be addressed. Large encampments inevitably create a large amount of trash. Sanitary facilities would be overwhelmed requiring more cleaning and restocking. He asked how those issues would be addressed as the proposal lacks information. He questioned the City's plan to address aggressive, verbal, and physical panhandling that accompanies encampments. Encampments often increase those types of activities. More City resources devoted to encampments will be necessary to ensure the public and encampment occupants are protected.

**Connie Grindol, 510 V Street SE, Tumwater,** said she is a nurse and has worked in the mental health and corrections fields. All kinds of support can be provided if someone has a drug addiction or mental health issue; however, it is up to the individual to change their life choices and change outcomes. If the City allows individuals to use City parks, she asked how the Council intends to respond to people who live within walking distance of the parks. Would the message be, "Oh, so sorry the crime has increased over 100 times in your neighborhood?" What will the Council say to the police force when they are already overtaxed and overworked due to the increase of these special people who choose to live in tents and have moved to the area? "Oh, so sorry you must deal with it!" What will the Council say to the person whose dog died because they ate something from the ground in the park? "Oh, so sorry for your loss!" What is the Council going to say to the child

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who has a needle stuck in their hand from cartwheels on the grass? Oh, so sorry, let us pray that you do not get HIV or Hepatitis C, which is quite rampant in the population who choose to live in a tent. What will the Council say to the mother of the child that died from the blue pill on the ground in the park? Will the Council say, "Oh, so sorry!" That does not cut it, as it speaks to the community's safety and to the taxpayers who live in the City and who value the City, their children, old people, the police force, and the safety of neighbors. Oh, so sorry does not cut it! The Council needs to think about the consequences to the rest of the community and what might happen because the Council did not consider the community.

**Scott Knapp, 1352 Sunrise Vista Lane, Tumwater**, said he has been a resident of Olympia, Lacey, and the Tumwater area for 59 years. He grew up in Olympia and watched situations progress over the last 16 years. It has been a slow progression during his lifetime. Olympia was beautiful, as well as the City of Lacey but slowly starting progressing into what is occurring today. Deteriorating conditions have been occurring in recent years and worsening since the pandemic and as jurisdictions began allowing encampments and freedoms without consequences. He moved to Tumwater because the City is beautiful and did not allow encampments. He asked whether the Council wants the City to resemble Lacey and Olympia because it appears the proposal would let that happen. The proposal crossed out all City parks and enforcement actions. He questioned whether that is the direction the Council wants to pursue for the community. Many of his neighbors and other community members will attend Council meetings if that is where the City is headed. It is ridiculous that the Council is even considering the proposal. He asked whether the goal is to be progressive or to help the homeless. Many individuals are drug addicts and have made the choice to live in a tent. If people are unwilling to help themselves, the City can spend millions of dollars to help them. However, those initially accepting help will eventually return to using drugs. He has worked in corrections for 25 years and has seen it all. Should the City pursue the proposal, he would ensure more community members attend meetings. He urged the Council to retain the beautiful community of Tumwater, which is the last frontier of nice cities.

**Adam Torgerson, 3054 Banks Lane SW, Tumwater**, remarked that he previously forwarded a frustrated email to some members of the Council for which he apologizes for as he was feeling some of the same frustrations as other speakers have communicated. This failed experiment does not work and going down that road will only hurt Tumwater. He spoke to two issues of whether the community wants City parks to be open-air drug dens where psychotic drug users threaten community members and make the community less safe, and the way the proposal was presented on the consent calendar during

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Thanksgiving week. The Council should re-examine its process that led to the decision to include the proposal on the consent calendar because many people have something to say about the proposal. Many on the Council may be thinking that perhaps some speakers misinterpreted the intent as it really was intended to convey the rules. However, if the Council desires to create a place for the homeless, the Council should purchase property and locate them either in a maintenance yard or a facility rather than in the middle of community parks. He asked who thought of the idea because what thinking person would think it was a good idea. The idea is terrible at every level. His daughter and wife have been chased and attacked by homeless individuals. Community members do not want this in neighborhoods. The proposal is shameful and although he understands some individuals are homeless because they have no other alternative, those individuals can receive assistance. He often assisted in clearing encampments under freeway bridges. Of the 100 people, only a handful were willing to accept help because they were required to stop using drugs to receive assistance. The community does not want that situation in neighborhoods or in City parks. The community must stand firmly as needed and if someone cites a law to break, then the community must break it and go to court as the community has the deeper pockets than the homeless and their advocates. Community members should ensure protection of property values and protect citizens. The proposal essentially forces him to defend himself against homeless individuals. The Council creates the conflict by not keeping homeless out of the community. He asked the Council to oppose the proposal.

**Liz Torgenson, 3054 Banks Lane SW, Tumwater,** shared her experience in downtown Olympia. She and her family were walking downtown when a homeless man became angry because they did not engage with him when he yelled at them from across the street. He threw a chunk of wood at her head. The experience was frightening. She has found that many people presume that similar interactions could occur during visits to downtown Olympia; however, she believes if the Council proceeds with the action, those types of proximity actions would occur much more frequently in the place she calls home. It is not safe and it is unfair to elevate the needs of people who might choose a different lifestyle over her needs and those of other taxpaying citizens and residents who try to make their communities better. The proposal is a very bad idea from her perspective for an abundance of reasons.

**Charlotte Torgenson, 3054 Banks Lane SW, Tumwater,** said she considers herself to be an empathic person and would like to find a solution to the issue that helps people who are not as privileged. Her opinion on the proposal did not change despite having some very negative experiences with some homeless people. However, the experience did make her afraid and consistently aware of her

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surroundings, especially when she is alone. Back in February, she was going to a job interview in downtown Olympia and as the interview was concluding, a man approached and staring at women in the business making them very uncomfortable. The women were very respectful to the man. When she attempted to leave she heard him ask the owner whether she was the owner's daughter. The owner said no and she immediately left walking quickly to her car to limit any interaction with the individual. After approximately 20 feet, she noticed him walking toward her. She crossed the street, intermingled with a group of people as cover, and ducked into a business. Upon seeing the individual in the business, she panicked and sprinted from the store. She does not want to be afraid of this type of incident occurring again when she is alone in her own neighborhood. She wants to be able to go on a walk and not be worried that she will encounter someone who might harm her. She would be willing to sacrifice some of her discomfort for the sake of helping others. However, opening parks in neighborhoods and in woods near elementary schools would only provide a potential place of pollution for homeless people, and it is simply dishonest. It appears the idea is to pass it off as helpful or necessary but she does not believe that is true. The Council's process was inappropriate and wrong. Presenting the proposal as providing shelter is morally gray at best. Including the proposal on the consent calendar with no notification to the community and neighborhoods affected destroys the trust between the Council and the people the Council is supposed to protect. It is the Council's job to receive feedback and afford the opinions the weight those opinions deserve. She is hopeful that in the future, the proposal would not be written off as a non-controversial issue.

**Debbie Boes, 1524 Darby Lane SE**, questioned the provision of "concerning public parks to include all City properties." She asked whether it would apply to a field surrounded by five neighborhoods because the field is not a park. A field surrounded by neighborhoods would not be a good location for a homeless shelter.

**Margaret Schafer, 3073 Banks Lane, Tumwater**, said she also submitted written comments to the Mayor. She is upset as to how the proposal was presented because the community was not notified. In her lifetime, she has experienced terrible situations where she was homeless. She had to dig herself out of the situation and understands when some people encounter bad situations. She has compassion for those less fortunate. However, there are also choices. The ditches she dug as a child and as a young adult she chose, but she also had to make the choice to get out, which did not mean that everybody else had to condone it or nurture her. At that point, putting her in neighborhoods would not have been appropriate. The proposal is unfair to the community. Individuals who live in tents have to be willing to help themselves and want something better. Just giving does not help. The

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Council is putting the community in danger. She used to walk her dog along Capitol Lake until the area become overwhelmed by homeless individuals who were using drugs creating an unsafe environment. She was approached often. She no longer visits the area and now the Council is proposing a similar situation in her neighborhood without informing her by placing the action as a consent vote. The action is insulting to her personally because at the end of the day, it is her money and everyone is paying the bills for the proposal which is offensive. She works hard and wants to help but the proposal would not be helping. The Council needs to pursue something different as putting the homeless in neighborhoods would not make a difference.

**Arden Wryte, 330 V Street SW, Tumwater,** said she has been a resident of Washington her entire life and grew up in the Seattle area. As a child, she walked throughout Seattle safely. Today, she no longer visits Seattle and moved to Tumwater last year after living in Bellevue for many years. Her home is near a small park. She and her child faced homelessness living in her car for two weeks and she understands there is a need for people who lack housing. Everyone wants to help those who want housing as the preferred alternative rather than sleeping on streets or encampments with trash everywhere. However, she does not want to be unsafe in her home if an encampment is located at a park across from her home. The proposal does not meet the needs of the homeless as it speaks to allowing encampments in areas of the City without providing supportive services or resources. The proposal does not provide housing or restroom facilities; rather it is pushing the problem off to local residents. She suggested identifying another solution for those wishing to be housed and cited the problems created in Seattle and the difficulty of moving encampments. The Council should provide unhoused citizens housing or use tax dollars in a way to help the homeless. Placing them in parks does not help the homeless.

**Robin Wulff, 3072 Vista Verde Lane SW, Tumwater,** said she is a nurse practitioner and works with children. Her child attends elementary school located half a block from home. The school is surrounded by a City trail system, a City park across the street, and a City park located down the road where children board school buses. She asked whether the Council has considered the location of City parks that would be impacted by the change in rules and the safety of children. Students are unsupervised when riding buses and older students are not walked to school by parents. Her 12-year old walks to school alone. She has witnessed many teenagers become addicted to fentanyl let alone being surrounded by the drug in their parks and communities. Fentanyl kills people just by touching the drug. She has witnessed the overdose experienced by a toddler after touching fentanyl on a beach. Although the unhoused need help they need housing solutions and more low-income housing. Putting communities of risk into parks and

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eliminating many of the rules and legalities is not a solution to fix the problem and it would put children at risk. Local elementary schools are surrounded by parks. Parks are where children play. Tent encampments in parks create an unsafe environment for children.

**Cheryl McCown, 504 N. 4<sup>th</sup> Avenue SW, Tumwater**, said she grew up during the 60s. Her brother hitchhiked across the county to attend Woodstock. The last thing he would do is defecate in public or litter. People should have choices, but they have to live with their choices. If some people choose to live on the street, that is their choice. They need to find another location and not in City parks where children play and not where safety is at risk. She supports all previous comments and is offended that it would be appropriate to pursue the proposal. People have a choice and perhaps putting them in jail might help to turn the page for some people.

Mayor Sullivan said the City is collecting addresses so residents can be notified of any future meetings. She encouraged everyone to submit their email addresses to receive meeting notifications.

**CONSENT  
CALENDAR:**

- a. Approval of Minutes: City Council Work Session, October 24, 2023
- b. Approval of Minutes: City Council, November 6, 2023
- c. Payment of Vouchers
- d. Ordinance No. O2023-013, Ad Valorem for Regular Property Taxes for the Fiscal Year 2024
- e. Ordinance No. O2023-014, Amending Tumwater Municipal Code Section 12.32, Public Parks – ***Removed***
- f. Resolution No. R2023-011, 2024 Fee Resolution
- g. Interlocal Agreement between the City of Tumwater and the Port of Olympia for the Bush Prairie Habitat Conservation Plan (HCP) Amendment No. 3
- h. Amended Interlocal Agreement with Olympia, Lacey, & Thurston County Regarding Creation of a Public Facilities District Modification to Second Amendment
- i. Intergovernmental EMS Contract Advanced Life Support (ALS) Funding Amendment No. 1
- j. Service Provider Agreement with RH2 Engineering Inc. for the Brewery Wellfield Development Project Amendment 2
- k. Service Provider Agreement with Skillings Inc. for the Golf Course Parking Lot Stormwater Retrofit Design & Permitting Project Amendment 1
- l. Agreement with the Confederated Tribes of the Chehalis Reservation for Fire Protection and Emergency Services
- m. Brewmaster's House Repair and Renovation Contract

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**MOTION:** **Councilmember Jefferson moved, seconded by Councilmember Althaus, to approve the consent calendar as amended. A voice vote approved the motion unanimously.**

Mayor Sullivan reviewed the items approved on the consent calendar.

**PUBLIC HEARINGS:**

**ORDINANCE O2023-015 BUDGET AMENDMENT NO. 1:** Director Niemeyer briefed the Council on the proposed budget amendment. The City Council adopted Ordinance No. O2022-028 approving the 2023-2024 biennial budget on December 6, 2022. Staff has recently identified additional revenues and expenditures. Additionally, the proposed amendment adjusts the beginning fund balance, which was estimated at the time the budget was adopted.

Over a biennium, revenue and expenses are difficult to project. As changes occur, it necessitates a budget amendment. One example is the TÂLÎCN homes project funded partially by a \$726,000 grant from the Department of Commerce received in partnership with Habitat for Humanity to fund infrastructure for the low-income housing project.

Additionally, budget challenges often occur, such as the space lease for the Water Resources Department, which was budgeted during the development of the budget; however, space cost is now higher than anticipated due to inflation and construction costs.

Due to a variety of factors, the City's insurance coverage has increased exponentially. Additionally, the City continues to respond to inflation and supply chain issues.

Unexpected events included the arson at the Brewmaster's House earlier in the year with most of the costs reimbursed by insurance; however the costs must be included in the budget to provide expenditure authority.

In terms of the General Fund, liability insurance increased by \$154,000. Staff scheduled a briefing to the Council in early 2024 from a representative from WCIA, the City's liability insurance provider, to share information on why rates are increasing.

The Tumwater Metropolitan District (TMD) supply chain delays prevented the City from purchasing new vehicles over the last several years. The vehicles are now available but costs have increased. Other expenditures include the Fire Department's Five Year Master Plan, office improvements in the Police Department, and recording and auditing fees.



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Other funds affected include insurance for the vehicle fleet, electrical vehicle charging stations expenses in 2023, and \$4.2 million for the Israel Road Water Main project originally budgeted in 2022, but delayed and not included in the 2023-2024 budget. The City is also replacing water meters throughout the community with the project scheduled for completion in 2022 but delayed until 2023. Other expenditures include the solarization project at sewer lift stations and the ERP project implementation shifting costs from 2022 to 2023.

The total amount in 2023 for the budget amendment is \$6.5 million with revenue increases in the form of insurance recoveries and grant revenue of \$1.1 million for a net increase of \$5.3 million.

Director Niemeyer reviewed budget changes for 2024. In the Community Development Department, the City received a \$500,000 grant from the Environmental Protection Agency to study contamination at the brewery site. The City received a \$200,000 grant from the Department of Ecology to study contamination at the old WSDOT site off Capitol Boulevard. Expenditure authority is required to initiate the work with the grants providing the reimbursement.

The Periodic Comprehensive Plan Update will require some consultant assistance at a cost of approximately \$200,000. The Community Development Department has experienced an increase in building permit applications at an all-time high necessitating the need for an additional Senior Planner.

The current budget includes a position of Risk Manager. However, staff determined the City would be better served with an Assistant City Attorney with risk management responsibilities and support for the City Attorney. Other increases include the cost of audits as federal grants require an increase in auditing, insurance costs, and a small increase for the Fire Department. The Parks and Recreation Department's replacement of a forklift has increased because of inflation and supply chain issues. The department is requesting a change of the Department Assistant I position to Department Assistant 2, and increasing the part-time positions of Volunteer Coordinator and Arts Specialist to full-time positions.

The Water Resources lease at South Puget Sound Community College includes some funds in the budget to help offset the cost for the new space. The department is requesting the addition of Project Inspector position to cover the increase in City project to reduce overtime and consultant costs. A Utility Engineer position is requested with both positions paid from the Utility Fund as well as a Maintenance Worker position in the Street Department to maintain vegetation in right-of-ways and roads.

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Although not part of the amendment, staff proposes to increase non-represented employee pay by 4% for COLA. The increase was initially budgeted. Additionally, non-represented employees receive 75% coverage of the cost for dependent health insurance. The proposal increases the coverage from 75% to 80%. The increase can be accommodated within the current budget for health insurance.

For all funds in 2024, the total is \$2.4 million of which \$1.7 million is in the General Fund. Additionally, the City will receive some additional revenue from environmental grants.

During the Budget and Finance Committee, the committee recommended consideration of a new program for low-income senior housing repairs. Staff developed a proposal for the Mayor's review of a proposed pilot program of one-time funding from the General Fund fund balance. The amount would be added to the Health and Human Services line item of \$25,000. Considerations include, lack of a revenue source for the program, resource demands, administration of the program, and legal restrictions associated with gifting of public funds.

The total increase in the General Fund is \$1.7 million with \$900,000 in revenue for a net increase of \$871,000.

Next year, staff is focused on completing a non-represented employee salary survey. For years, union employees have been outpacing non-represented employee pay. Union negotiations are currently in progress with the Police and Teamsters. Next year, staff will begin drafting the new biennium budget for 2025-2026. A Homeland Security audit was completed for City Hall with an energy audit nearing completion as well. The audits will likely include recommendations to increase safety and security at City Hall and environmental upgrades.

Mayor Sullivan opened the public hearing at 8:03 p.m. With there being no public testimony, Mayor Sullivan closed the public hearing at 8:04 p.m.

Councilmember Schneider questioned whether the increase attributed to the conversion of the Arts Specialist position to full-time is an annual amount or a six-month period as the position would not filled until the Arts Commission has been established. Director Denney said the figure represents a six-month period. The intent is to establish the Art Commission by June 2024. However, if that action is delayed, the position would help facilitate establishment of the Commission.

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Councilmember Schneider questioned whether the \$25,000 pilot project would be better served if the City collaborated with other service providers to assist low-income homeowners. Director Niemeyer said details of the pilot program would be developed through consultation with the Budget and Finance Committee with a recommendation to the Council.

Councilmember Agabi asked about the projected deficit through the budget cycle. Director Niemeyer said the projected “financial cliff” has been deferred to 2028 based on a new revenue and expenditure projection. At this time, no deficit exists but a structural deficit occurs because the City is limited to a 1% increase in property tax while expenditures are increasing between 5% and 7% each year. It has been difficult to change state law to increase property tax. At this time, the City has been able to defer a deficit because of the pace of growth in the City.

Councilmember Agabi asked how the recent increase in sales tax for law enforcement in Thurston County might affect the budget. Director Niemeyer said the new portion of the sales tax will assist in funding public safety for police and fire. The sales tax is not effective until April 1, 2024 and no revenue would be received by the City until June 2024.

Councilmember Jefferson shared that she prefers clear spreadsheets outlining revenues and expenditures in different colors and the timeline as to when the Council should become concerned or reduce expenditures. The information reflects an additional \$6.5 million. She questioned the progression of expenditures and the projection of when concerns are warranted with respect to an impending budget shortfall. Director Niemeyer offered to meet and share additional spreadsheets. At this time, the City’s budget is healthy with constant monitoring of sales tax collections monthly as well as monitoring the status of the world’s economy.

Mayor Sullivan clarified that the proposal is a budget adjustment for the current budget with the Council beginning work on the new biennial budget next year.

City Administrator Parks invited the Council to meet with Director Niemeyer for additional information in terms of budget projections of expenses and revenues in the context of understanding the impacts of collective bargaining agreements, large projects, and other factors affecting the City’s budget. The City continues to experience higher than normal sales tax collections. Staff has been very successful in obtaining different grants. In late February, the Council will consider

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some information for establishing budget priorities for the 2025-2026 biennium budget.

**MOTION:** **Councilmember Althaus moved, seconded by Councilmember Jefferson, to adopt Ordinance No. O2023-015 Budget Amendment No. 1.**

Councilmember Agabi suggested scheduling a worksession to discuss how the funds would be apportioned within the current budget. He cited the \$25,000 and how the City determines qualifications to receive assistance.

Mayor Sullivan explained that the amendment approves adding the funds to the budget. The mechanics of the pilot program will be determined by the Council later.

**MOTION:** **A voice vote approved the motion unanimously.**

**COUNCIL  
CONSIDERATIONS:**

**ENTERPRISE  
RESOURCE  
PLANNING SYSTEM  
CONTRACT  
AMENDMENT NO. 1:**

Director Niemeyer reported in December 2021, the Council approved a contract with Tyler Technologies to replace the aging and end-of-life ERP System with a new system. The first two modules (Financials and Productivity) were activated on April 3, 2023. The project was on time and under budget. Work began on the next module for Payroll and Human Resources. However, the amount of work involved and the pace of implementation was too rapid. The schedule called for working on two to three modules concurrently that resulted in too much stress for staff. Successful on-time implementation of the system and within budget would not benefit the City if the City loses too many employees because of burnout and stress.

As police and fire have special systems for time keeping, scheduling, and other features, it prompted some adjustments to the project to integrate existing fire and police systems within the new system.

Additionally, during the implementation of the first module, the entire HR Department experienced staff turnover with the HR Director leaving in February and the position not filled until the new City Administrator was hired. Two other key positions were vacated soon after. Other staff turnover included key project managers, database administrators, finance directors, and accountants. The loss of personnel also results in the loss of institutional knowledge. Key personnel working on the project were rendering process decisions, analyzing current and future states, making configuration decisions, and decisions on controls. New employees replacing those positions did not

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have the background and history of the system which has proved challenging for implementing the new system. Additionally, the project experienced vendor issues. The vendor also experienced high employee turnover as well as burnout. Consequently, vendor assistance and training has been provided by inexperienced vendor representatives who recently joined the company. The vendor has been responsive about providing more experienced personnel.

Director Niemeyer shared an illustration of the project timelines reflecting the vendor's estimate of staff time from the Finance Department against actual time. A similar timeline was produced for project management versus actual time. He presented a proposed timeline incorporating the completion of one module at a time. As each module is completed, work will begin on the next module. The timeline extends the project to mid-2027 with a goal to complete the project by the end of 2026. The total project amount (contract and City staff time) was estimated at \$2 million. The contract with the vendor is \$891,000. During phase 1 of the project, \$20,000 was saved with the goal to achieve similar results during phase 2. The proposed amendment is for \$7,800 for additional vendor assistance.

Director Niemeyer asked the Council to authorize the Mayor to sign contract amendment No. 1 with Tyler Technologies.

**MOTION:**

**Councilmember Jefferson moved, seconded by Councilmember Agabi, to authorize the Mayor to sign contract amendment No. 1 with Tyler Technologies. A voice vote approved the motion unanimously.**

**COMMITTEE  
REPORTS:**

**PUBLIC HEALTH &  
SAFETY:**  
*Leatta Dahlhoff*

There was no report.

**GENERAL  
GOVERNMENT:**  
*Michael Althausen*

The next meeting on December 13, 2023 includes the continued review of the Comprehensive Plan Update. Elements the committee will review include the Economic Development Plan, update of the Lands for Public Purposes, and the Utilities Element.

**PUBLIC WORKS:**  
*Eileen Swarthout*

There was no report.

**BUDGET AND  
FINANCE:**  
*Debbie Sullivan*

The Council approved the committee's recommendation on the budget amendment.

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

City Administrator Parks reported on a recent offsite management retreat of directors, assistant directors, and the Mayor. The agenda included how to be effective leaders, creation of team processes with a Citywide approach and perspective, and acknowledgment that the process is a work in progress as the team begins to work tougher.

The City recently filled the Executive Assistant position. Brittany McClanahan was selected to fill the position. She previously worked in the Community Development Department.

City Administrator Parks reported on her attendance to the recent Board meeting of the Thurston Economic Development Council (EDC). She shared information on the role of economic development by the public sector to ensure a positive environment for business and private investment.

Mayor Sullivan attended the Intercity Transit Authority Board meeting on November 15, 2023. The Authority conducted a public hearing on the agency's draft Strategic Plan for 2024-2029, approved surplus of Dial-A-Lift vehicles with a fair market value of \$135,000, and received a presentation by the agency's consultant for reducing vehicle emissions. All participants in the last class of commercial bus drivers passed the class and received their commercial driver license. Construction on the Pattison and Martin Way parking lot is experiencing some temporary construction issues requiring shuttles for staff.

Mayor Sullivan conveyed best wishes to everyone for a happy Thanksgiving.

**COUNCILMEMBER  
REPORTS:**

***Charlie Schneider:***

Councilmember Schneider recommended deferring the community conversation on the homeless issue until after the holidays to attract greater participation in January.

***Peter Agabi:***

Councilmember Agabi commented on City Administrator Parks' excellent presentation to the EDC Board.

Councilmember Agabi reported the EDC received information on the status of the Nisqually development project from EDC Executive Director Cade in lieu of a presentation by the Nisqually Indian Tribe.

At the last Joint Animal Services Commission meeting, members focused on selection and criteria for a new site in Thurston County.

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***Angela Jefferson:***

At the last Emergency Medical Services Committee meeting, members were informed of the appointment of the Advanced Life Support Instructor.

Councilmember Jefferson shared information on the recent training failure of former military medics. She was able to contact the Transition Office on Joint Base Lewis McChord responsible for assisting military personnel in transitioning to civilian jobs. She was able to connect the office with Medic One to recruit and help prepare potential candidates to pass the exam.

The survey sponsored by *Experience Olympia and Beyond* for destination management has closed. Nearly 1,000 individuals participated in the survey, the highest participation rate to date. Members are scheduled to participate in a vision workshop on January 10-11, 2024 during a public forum. The closure of the Olympia Hotel at Capitol Lake is scheduled on December 13, 2023 for conversion to affordable housing. The conversion will result in some loss in sales tax revenue for the City of Olympia.

***Michael Althausen:***

At the last meeting of the Regional Housing Council (RHC), members passed a slate of priorities for jurisdictions to consider adding to legislation agendas when working with legislators on new funding and new policies during the 2024 legislative session. The three issues included increasing funding to meet the needs for rent assistance for low-income renters in Thurston County, long-term operational funds for programs established and funded by the Governor's Right-of-Way Initiative, and increased capital funding through the Housing Trust Fund. Following a presentation by an advocate of a local mobile home park in Olympia, members engaged in an extensive discussion. The mobile home park is being sold. State law passed last year addresses mobile home parks that are facing sale or foreclosure. Notices must be sent to jurisdictions to ensure awareness as potential opportunities to preserve affordable housing. The park sent the notice to the City of Olympia. The advocate asked members to consider some funding to assist in bridging the gap to enable mobile home park residents to purchase the park with payback of the funds in the future. The ability for members to act on the request was limited, as the RFP process was closed for this year. However, the presentation highlighted an issue local jurisdictions are facing as the City of Tumwater has one mobile home park that likely would be placed on the market within the next 12 months. At this time, there is no source of funds to assist mobile home park residents in purchasing a park. Members asked staff to develop some recommendations to consider on ways to assist with gap funding.

**ADJOURNMENT:**

**With there being no further business, Mayor Sullivan adjourned the meeting at 8:54 p.m.**

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