

**TUMWATER CITY COUNCIL WORKSESSION  
MINUTES OF MEETING  
November 27, 2018 Page 1**

**CONVENE:** 5:41 p.m.

**PRESENT:** Mayor Pete Kmet and Councilmembers Neil McClanahan, Joan Cathey, Eileen Swarhout, Debbie Sullivan, Tom Oliva, Leatta Dahlhoff, and Michael Althausser.

Staff: City Administrator John Doan, Assistant City Administrator Heidi Behrends Cerniwey, City Attorney Karen Kirkpatrick, Police Chief Jon Weiks, Public Works Director Jay Eaton, Community Development Director Michael Matlock, Planning Manager Brad Medrud, and Recording Secretary Tom Gow.

**HOMELESSNESS  
AND AFFORDABLE  
HOUSING – ACTION  
PLAN PROGRESS:**

City Administrator Doan reported the update would cover a series of strategies and actions adopted by the City Council to address homelessness and affordable housing. The update includes no specific proposals as this time with some actions proposed in early 2019.

Manager Medrud, Housing Consultant Paul Knox, and City Administrator Doan briefed the Council on the three goals to reduce homelessness, increase housing affordability, and pursue ongoing regional actions:

**Goal: Reduce Homelessness – increase resources/actions to combat/decrease regional homelessness**

<b>Actions</b>	<b>Steps Taken to Date</b>
1. Review, and clarify as necessary, policies related to homelessness for first responders	<ul style="list-style-type: none"><li>• Researching municipal policy and guidance for first responders – Municipal Research &amp; Services Center (MRSC) and Association of Washington Cities (AWC)</li><li>• Reviewing legal liabilities and concerns</li><li>• Formed work group with City Attorney, Fire Chief, and Police Chief to review existing policies/procedures and draft any changes/additions</li></ul> <p><i>Councilmember Sullivan questioned whether the passage of I-940 affects potential actions. Mayor Kmet advised that based on existing information there would be no direct affect.</i></p> <p><i>Councilmember Cathey suggested including a member of the Public Health and Safety Committee on the work group.</i></p>
2. Develop strategies with Tumwater School	Ongoing meetings with Tumwater School District Superintendent to explore needs of

**TUMWATER CITY COUNCIL WORKSESSION  
MINUTES OF MEETING  
November 27, 2018 Page 2**

District and nonprofit partners to house homeless students/families

homeless families and possible strategies.

- Assess level of current needs and capacity; Family Support Center and Housing Authority of Thurston County responsiveness
- Possible target existing City resources to that need
- Convened a City/School District task group
- Held Joint School Board and City Council meeting on the topic of homeless youth in partnership with TOGETHER.

Planning the 2019 Community Summit to highlight youth homelessness. Also looking at options to support homeless youth.

- \$25,000 is available to TOGETHER to fund a diversion program to help; keep families with children in the school system in housing.

*Councilmember Althausser recommended clarifying terminology with respect to “homeless student” and “homeless youth” as the definitions could impact different ages.*

*The Council discussed Councilmember Cathey’s suggestion for the Council to be involved in the flow of information and activities to remain informed on the status of actions.*

3. Better understand and describe the extent and general location of Tumwater poverty and low-income areas

Under discussion with Planning Commission

Reviewing potential sources of data with Thurston Regional Planning Council

Expect to have completed as part of larger package in January 2019

*Discussion ensued on ways to identify areas of low-income or poverty in the City. Councilmember Sullivan pointed out how Tumwater is an integrated community with different levels of income in neighborhoods. Mr. Knox advised that the*

**TUMWATER CITY COUNCIL WORKSESSION  
MINUTES OF MEETING  
November 27, 2018 Page 3**

*strategy of working with the school district and providing some resources to help identify areas where children who receive free and reduced lunch reside is a good first step. Councilmember Sullivan urged caution against identifying areas of poverty in the City. City Administrator Doan added that the City should identify different measures to describe poverty within the community.*

4. Commit more current City resources to targeted regional homelessness actions

The City has committed funding to the following actions in 2019:

- \$25,000 to support the conversion to a 24-hour facility to downtown Olympia
- \$32,300 is available for Regional HHSC funding
- \$15,000 for local Human Services Funding with emphasis on addressing homelessness (Family Support Center and Principals Fund \$8,000)

Additional funding of \$25,000 is available to support a project or other services during the biennium

*Mayor Kmet shared information on the recent contribution by LOTT Clean Water Alliance to help fund a shower/toilet facility in downtown Olympia to serve the homeless.*

5. Act to better connect people to services

- Discussed Housing Action Plan with faith/community group October 25, 2018
- Developed plan to organize a “summit” meeting of faith and community/nonprofit leaders around homeless and housing pressures in the community:
  - January 14 or 16, 2019 is target date for weekday evening gathering with city, faith, and community leaders.
  - Two-three hour session with light meal at Fire Station.
  - Short presentation about the City’s plans and from representatives from neighboring Lacey and Olympia faith groups who have stepped

**TUMWATER CITY COUNCIL WORKSESSION  
MINUTES OF MEETING  
November 27, 2018 Page 4**

- up to lend a hand in tackling homelessness and poverty;
- Facilitated discussion among attendees about possible actions and commitments to explore, and;
- Paul Knox will be lead organizer with Jay Mason
- Resources list and contact information to be provided to first responders

*Mr. Knox invited Mayor Kmet to attend the summit as well as several other interested Councilmembers.*

*Mayor Kmet suggested developing an inventory of existing housing resources in the community. Councilmember Althausser stressed the importance of providing information to responders on how to access existing housing resources in the community, such as intake information or steps on how to connect those in need to the resources.*

*Mayor Kmet said the City of Everett's action plan for homelessness included a discussion regarding the relationship between the jail and homelessness. The City of Everett identified the time of release from jail as an issue creating a homeless situation when a person no longer has access to transit services, as well as opportunities to transport an individual to their family or other resources. The City of Everett has a work program for offenders that could be expanded to serve as a job transition opportunity for released offenders. Mayor Kmet inquired about any similar work programs or job training options through the Nisqually Jail. Police Chief Weiks advised that the Nisqually Jail works through Thurston County. Any individuals from Tumwater who qualify for programs participate in the county's programs. Councilmember Althausser noted that the City of Olympia provides a work release program for youth in the city's juvenile program.*

**TUMWATER CITY COUNCIL WORKSESSION  
MINUTES OF MEETING  
November 27, 2018 Page 5**

*Councilmember Althausser suggested the goal surrounding tenant protection policies could inadvertently discriminate against those who have a criminal record. Several counties in the nation include similar protections for individual seeking housing with a criminal record.*

*Councilmember Dahlhoff shared that the Law & Justice Council is exploring the First Look program to help people avoid having a criminal record. The program includes different elements to help people not incur a criminal record and jail time that could result in the loss of a job, a home, or children. The Law & Justice Council is exploring establishing some subcommittees to explore program options. Mr. Knox pointed out that recidivism occurs primarily because of the lack of housing and jobs.*

*Mayor Kmet suggested developing a map of community resources in addition to a list.*

6. Continue to participate in homeless count each year
7. Meet with Tumwater faith leaders to explore faith community's potential role addressing homelessness
8. Assess and track homeless/low-income services in Tumwater

The City will continue to participate in the homeless count each year.

Part of Action #5.

Inventory list being developed.

**Goal: Boost Housing Affordability – Actions to increase affordable housing**

**Actions**

1. Pursue grants for affordable housing

**Steps Taken to Address**

- Information gathering meetings held or set with Lisa Vatske (Housing Finance Commission), Tedd Kelleher (Commerce Homeless Housing Director), Glenn Wells (private developer), Cary Reitlin (Olympia Home Fund Manager) and Craig Chance (HATC Executive Director)
- Reviewing options for stronger Housing Authority role in housing creation; other actions to spur more

**TUMWATER CITY COUNCIL WORKSESSION  
MINUTES OF MEETING  
November 27, 2018 Page 6**

2. Strengthen incentives for affordable housing within the Capitol Corridor and Brewery District and explore extending those incentives to the entire Intercity Transit #13 bus corridor
- affordable housing supply  
Tied to Housing Affordability Actions #5 and #7
- The Planning Commission is reviewing options to reduce fees or gain nonprofit development partners
  - A Planning Commission briefing was held on September 26, 2018, with worksessions on October 9, 2018, October 23, 2018, and November 13, 2018
  - The Planning Commission is completing the information gathering and review phase
  - Planning Commission worksessions are scheduled for December 11, 2018, January 8, 2018, and January 22, 2018 to develop and complete a proposed recommended work plan for City Council to consider by the end of January 2019

*Mayor Kmet urged caution against focusing the reduction of fees City-wide but rather focusing on areas of concentration. Manager Medrud affirmed that the goal not only would achieve affordable housing goals, it would also achieve some development goals in the City by increasing density and reducing transportation impacts.*

4. Promote actions property owners can take to increase affordable housing such as accessory dwelling units
- Market options for accessory dwelling units, etc. to homeowners
    - Creating simple information sheet for property owners (Vancouver, BC example)
  - Review impact fee cost adjustments
  - Monitoring the work that Lacey is doing around finance assistance for ADUs
5. Participate in regional discussions to understand factors affecting housing affordability and what steps can be taken to mitigate new housing costs
- Tied to Housing Affordability Action #3  
On-going
6. Assess actions for
- Assess real need and legal options and make

**TUMWATER CITY COUNCIL WORKSESSION  
MINUTES OF MEETING  
November 27, 2018 Page 7**

assuring mobile home parks continue to provide affordable housing toward a goal of property ownership by residents

recommendation on mobile home park protections

- Map, describe, and assess each park ownership, risk, etc.
- Will study how this could be approached

*Councilmember Althaus shared information on how some cities are working with owners of mobile home parks to work with the residents to form a residence collective to purchase the park to avoid an owner selling the property outright and displacing mobile home park residents.*

*The Council and staff discussed prior City action to protect and retain mobile home parks in the City. The action was appealed to the State Supreme Court and the City's action was upheld.*

7. Encourage more housing development overall

Tied to Housing Affordability Action #5

- Meetings with developers will commence following Planning Commission policy review and recommendations
- Use Zach Kosturus model as cost/affordability tool

*Councilmember Cathey inquired as to whether there are other similar models or other conversations occurring within the development community. Manager Medrud advised that he is not aware of another model other than the City has a list of developers who develop projects in Tumwater. The next stage is initiating conversations with those developers.*

8. Encourage abandoned house moving back into the active housing inventory

- Staff follow-up

9. Enact policies to protect tenants experiencing housing instability, which may include:

- a. Review current eviction/renter protection policies, laws,

- Possible actions:
  - Potentially contract with Dispute Resolution Center for tenant/landlord conflict resolution services
    - Market service to renters and landlords
  - Add immigration status and source of income protections in

**TUMWATER CITY COUNCIL WORKSESSION  
MINUTES OF MEETING  
November 27, 2018 Page 8**

- and legal services and assess possible actions.
- b. Assess need for/knowledge of landlord-tenant conflict resolution services.
- c. Support renter resources (mediation, etc.)
  - housing rental code
  - Provide 60 to 90 day notice of rental increase over 10%
  - Provide 60 to 90 day notice of no-cause eviction
    - Example of four cause notice that are exempt include 3 day notice to pay or vacate, 3 day notice for waste or nuisance, and 10 day notice to comply with the terms of the rental agreement, or vacate
  - Requiring landlords to show good cause to terminate a month-to-month tenancy and to refuse to renew a fixed term tenancy (Washington law presently does not require landlords to have or provide good cause in these situations)
    - Challenge would be the City's enforcement capacity
  - Require landlords to allow tenants the ability to pay security and last month rent over a period of three months after moving in lieu of upfront
- City Attorney reviewing further options
- Will return to Council in early 2019 with recommendations for action

*Discussion ensued on the minimal amount of resources available to tenants in the South Sound, which continues to be an issue. Councilmember Althausen shared information on some problems encountered by tenants regardless of existing policies. He offered to contribute to the discussion to assist in developing a package of proposals/policies.*

*The City of Tumwater is recognized as leading efforts to establish policies on protecting tenants. Interest by other jurisdictions has been conveyed by other members of the Ad Hoc Housing Committee*

**TUMWATER CITY COUNCIL WORKSESSION  
MINUTES OF MEETING  
November 27, 2018 Page 9**

*to receive a briefing on Tumwater's efforts. A draft document has been developed documenting the efforts by the City of Tacoma and other locations outlining some pros and cons.*

*Councilmember Althaus shared information on the Housing Justice Project operated by Thurston County Volunteer Legal Services each Friday at the Thurston County Courthouse. A statewide Tenants Union organizes actions against apartment complexes or other multi-family housing where all tenants are experiencing negative impacts. The Tenants Union rarely offers direct representation service, but it does provide tools for tenants to organize.*

10. Inventory and track affordable housing units in Tumwater
  - Community Development to continue to update list

**Goal: Ongoing Regional Actions – Continue work with other jurisdictions and agencies to explore regional solutions to homelessness and affordable housing.**

- Thurston County continues to work to refine a funding model for federal and state housing funds. That model has not been resolved and finalized at this time.
- The Ad Hoc Committee on Housing continues to meet with Lacey, Olympia, and Tumwater representatives. The committee is discussing the possible expansion of representation on the committee.
- Thurston County is hiring a homeless and affordable housing coordinator to work with all jurisdictions on a unified approach.

Mayor Kmet encouraged the Council to submit any comments or suggestions to Manager Medrud.

Manager Medrud reported the next update to the Council in February 2019 would include a draft work plan.

City Administrator Doan shared information on recent efforts by the City of Olympia for shelter resources in the Thurston region.

**RECESS:**

**Mayor Kmet recessed the worksession at 7:09 p.m. to meet jointly with the Planning Commission to receive a briefing on Ordinance No. O2018-025, Telecommunications.**

**TUMWATER CITY COUNCIL WORKSESSION  
MINUTES OF MEETING  
November 27, 2018 Page 10**

**RECONVENE:** Mayor Kmet reconvened the worksession at 9:03 p.m.

**LEGISLATIVE AGENDA:** City Administrator Doan briefed the Council on the proposed Legislative Agenda to guide the City's advocacy on policy and fiscal requests during the 2019 legislative session. City Administrator Doan reviewed the legislative issues specific to Tumwater, which will be reorganized and condensed to a one-page document to share with legislators:

Tumwater's legislative issues:

- ***Deschutes Valley Trail*** – Request to move \$5.6 million in secured state transportation funding approved in 2015 from the 2025-2027 biennium to the 2021-2023 biennium.
- ***Regional First Responder Training Facility*** – A \$4 million joint request (Olympia-Lacey-Tumwater) to expand the existing Fire Training Facility in Olympia to include law enforcement training facilities, and expand opportunities for firefighting and emergency medical.
- ***Deschutes Hatchery*** – The City supports the \$22 million request by Washington Department of Fish and Wildlife to construct a new salmon hatchery and education facility at Pioneer Park.  
*Mayor Kmet conveyed concerns about the City's premature advocacy of the project because of current difficulties to secure permits for the hatchery project.*
- ***Tumwater Union Cemetery*** – The request for \$125,000 would be in addition to the City's match of \$150,000 in the Capital Facilities Plan for site security and access control, black chain link fencing on the south, west, and north sides, and an ornamental fence with brick columns at the cemetery's east side.
- ***Brewhouse Tower Restoration Phase 3*** – Request for \$750,000 to address seismic deficiencies of the old brewhouse.

Shared Legislative Agenda issues:

- ***Lacey Veterans' Center - \$2 million*** – The center serves veterans by providing a variety of services. The funding request would renovate the existing 8,000 square foot building by adding green technology, improving the exterior, and enhancing operational efficiencies.
- ***I-5 Study*** - \$4.5 million study of the I-5 corridor from Mounts Road to 93<sup>rd</sup> Avenue.
- ***Thurston County Court Impact Fee Restoration*** – Request seeks full restoration of funds for the disproportionate number

**TUMWATER CITY COUNCIL WORKSESSION  
MINUTES OF MEETING  
November 27, 2018 Page 11**

of civil and criminal filings by the County court system because it is located at the seat of government (Olympia).

- ***Capitol Lake EIS*** – Request seeks \$940,000 in remaining funds from the original \$5 million request to complete the Environmental Impact Study for long-term management of Capitol Lake/Lower Deschutes.

Tumwater's longer term projects:

- ***E Street Extension and Brewery Access*** - \$1.5 million for preliminary engineering of connection from Capitol Boulevard to Cleveland Avenue at E Street.
- ***Access Improvements/Roundabout on Custer Corridor*** – Companion project to the E Street Extension project.
- ***Housing/Homelessness***
- ***Gopher Mitigation***
- ***Capitol Boulevard: M Street to Israel***

Policy and Statewide Issues:

- ***Access to Basic Law Enforcement Academy***
- ***Abandoned Houses***
- ***1% Property Tax Cap***
- ***Annexation Reform***
- ***Mental Health Reform and Funding***
- ***Innovation Partnership Zone (IPZ)***
- ***Value Capture Financing***
- ***Public Works Trust Fund***
- ***State Shared Revenue***

New Statewide Issues (proposals have not been vetted):

- ***Pet Supplies Tax to Support Animal Services***
- ***Firearms and Ammunitions Tax to Support Crime Victims***
- ***Reinstate Litter Account Revenues to Pay for Litter Pickup***
- ***Support the Tumwater School District*** – Challenge facing the Tumwater School District created by the McCleary decision by the Washington State Supreme Court.

Council and staff discussed including the Deschutes Hatchery as a City legislative priority. Although the Council supports the project, the Council also recognized issues associated with permitting the facility. The Council agreed to modify the language removing the dollar amount and clarifying the language to reflect the City's support of the project rather than language that might convey the City as spearheading the project.

**TUMWATER CITY COUNCIL WORKSESSION  
MINUTES OF MEETING  
November 27, 2018 Page 12**

Mayor Kmet addressed the firearms and ammunition tax to support crime victims and the potential backlash from the NRA and the industry. The Council discussed the pros and cons of including the issue on the list of statewide issues. The Council supported removing the issue from the list, as well as reviewing the proposal and seeking support from the other jurisdictions prior to moving forward on future advocacy.

Discussion ensued on seeking support from the animal shelter industry for taxing pet supplies to support animal shelters. Additional work is warranted to determine estimated revenue, how funding would be distributed, and products to be taxed. The Council supported removing the issue from the list to afford an opportunity to discuss the proposal with the Animal Services Commission. Councilmember Althaus offered to pursue a follow-up conversation with the Chair of the Animal Services Commission.

**OTHER BUSINESS:** In response to Councilmember Oliva's questions surrounding the City's recently released policies on gender neutral restrooms, City Administrator Doan responded with information on how the policies were framed, staff training, and planned implementation of the policies.

**ADJOURNMENT:** **With there being no further business, Mayor Kmet adjourned the joint special meeting at 10:14 p.m.**