

MEETING MINUTES

TUMWATER BUDGET & FINANCE COMMITTEE

September 26, 2025



CONVENE: 12:00 p.m.

PRESENT: Mayor/Chair Debbie Sullivan, and Councilmembers Michael Althausen, Peter Agabi and Eileen Swarthout.

Staff: City Administrator Lisa Parks, Finance Director Troy Niemeyer, Senior Accountant Nissa Musselman, Police Chief Jay Mason, City Attorney Karen Kirkpatrick, Information Technology Project Manager Matt Ames, and Executive Assistant Brittaney McClanahan.

APPROVAL OF MINUTES: **Councilmember Althausen moved, seconded by Councilmember Agabi, to approve the minutes of August 22, 2025 as presented. A voice vote approved the motion.**

Councilmember Swarthout joined the meeting at 12:01 p.m.

YEAR TO DATE BUDGET UPDATE: Director Niemeyer gave a budget update regarding:

- General fund revenues & expenditures – Year to Date
- Water and sewer revenues & expenditures
- Golf revenues & expenditures

Director Niemeyer discussed current economic risks which include potential government shutdown and the effects that may have on the local economy.

Councilmembers asked questions about the lower expenditure figure in the General Fund and how Tumwater was doing financially overall. Director Niemeyer said the lower expenditure figure was a result of staff vacancies and that Tumwater was doing well financially.

**SAAS CLOUD
CONTRACT
AMENDMENT WITH
TYLER
TECHNOLOGIES:**

Project Manager Ames discussed the amendment which included history, timing and benefits of the agreement with Tyler Technologies. In 2021, the city began upgrading its primary software for managing key business functions which include Finance, Human Resources, Utility Billing, Permitting and Asset Management. This amendment will allow the city to move from the current on-premise version to the SaaS (Cloud) version which will improve efficiency and allow access to new features.

Discussion included questions from Councilmembers about timing of bringing other departments online and budgeting for this amendment.

MOTION:

Councilmember Agabi moved, seconded by Councilmember Althaus, to place the contract amendment to support modernizing our Enterprise Resource Planning on the October 7, 2025, City Council consent calendar with a recommendation to approve and authorize the Mayor to sign. A voice vote approved the motion unanimously.

**DISCUSS BASELINE
FINANCIAL
ASSESSMENT:**

Administrator Parks, the committee and staff discussed the Baseline Financial Assessment presentation that was provided at the September 16, 2025, City Council meeting. The discussion included strategies that may be needed to address budget challenges. This discussion is also scheduled for a full Council Work Session in October.

ADJOURNMENT:

With there being no further business, Chair Sullivan adjourned the meeting at 1:18 p.m.

Prepared by Brittaney McClanahan, Executive Assistant