

MEETING MINUTES

TUMWATER BUDGET & FINANCE COMMITTEE

July 25, 2025



CONVENE: 12:00 p.m.

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

Excused: Councilmember Michael Althausen

Staff: City Administrator Lisa Parks, Assistant City Administrator Kelly Adams, Finance Director Troy Niemeyer, Senior Accountant Nissa Musselman, City Attorney Karen Kirkpatrick, and Executive Assistant Brittaney McClanahan.

APPROVAL OF MINUTES: Councilmember Swarthout moved, seconded by Councilmember Agabi, to approve the minutes of June 13, 2025 as presented. A voice vote approved the motion.

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

- Sales tax
- Public safety sales tax
- B&O tax
- General fund revenues & expenditures
- Water and sewer revenues & expenditures
- Storm and golf revenues & expenditures

Additionally, Director Niemeyer provided updates regarding the general economy, highlighting both positive improvements and potential risks. He also let the committee know an audit from the State Auditor's Office will begin August 1st and is expected to cost \$80,000.

Mayor Sullivan mentioned having a future discussion regarding adjusting the Budget and Finance Committee meeting schedule.

**CONTRACT USAGE
WITH DEPARTMENT
OF ENTERPRISE
SERVICES FOR
GOOD/SERVICES:**

Director Niemeyer discussed an updated agreement with the Department of Enterprise Services (DES). This is an updated version of the Interlocal Agreement that allows the City to utilize the state contracting process.

MOTION:

Councilmember Swarthout moved, seconded by Councilmember Agabi, to place the Contract Usage Agreement with DES Procurement Solutions for Goods/Services on the August 19, 2025, City Council Consent Calendar with a recommendation to approve and authorize the Mayor to sign. A voice vote approved the motion unanimously.

ORDINANCE O2025-012, CREATING A COMMUNICATIONS DEPARTMENT:

Administrator Parks explained that the proposed ordinance is intended to acknowledge and address the City's growing and evolving needs related to communications and community outreach. The ordinance establishes and authorizes three specific items:

- Creates the department (TMC 2.06.010)
- Creates a department director (TMC 2.10.010 and 2.10.120)
- Adds the communications department to the list of duties assigned to the City Administrator (TMC 2.10.020).

MOTION:

Councilmember Swarthout moved, seconded by Councilmember Agabi, to place Ordinance O2025-012 Creating a Communications Department on the September 2, 2025, City Council Considerations Calendar with a recommendation to adopt the Ordinance. A voice vote approved the motion unanimously.

ADJOURNMENT:

With there being no further business, Chair Sullivan adjourned the meeting at 12:41p.m.

Prepared by Brittaney McClanahan, Executive Assistant