



CITY OF
TUMWATER

**BUDGET & FINANCE COMMITTEE
MEETING AGENDA**

**Online via Zoom and In Person at
Tumwater City Hall, Council Conference
Room, 555 Israel Rd. SW, Tumwater, WA
98501**

**Friday, September 25, 2026
12:00 PM**

1. Call to Order
2. Roll Call
3. Approval of Minutes: Budget & Finance Committee, August 28, 2026
4. Monthly Budget Update (Finance Department)
5. Fire Impact Fee Overview (Fire Department)
6. Additional and Future Items
7. Adjourn

Meeting Information

All committee members will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

<https://us02web.zoom.us/j/87374363438?pwd=aJ1PdJzSZjFMhhd6N7YJwpU5bba.1>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 873 7436 3438 and Passcode 017940.

Public Comment

The public may submit comments by sending an email to council@ci.tumwater.wa.us, no later than 5:00 p.m. the day before the meeting. Comments are submitted directly to the Committee members and will not be read individually into the record of the meeting.

Post Meeting

Video of this meeting will be recorded and posted on our City Meeting page: <https://tumwater-wa.municodemeetings.com>.

Accommodations

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directly, call (360) 754-4129 or email ADACoordinator@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384.

MEETING MINUTES

TUMWATER BUDGET & FINANCE COMMITTEE

August 28, 2026



CONVENE: 12:00 p.m.

PRESENT: Mayor/Chair Leatta Dahlhoff and Councilmembers Angela Jefferson, and Eileen Swarthout.

Excused: Councilmember Kelly Von Holtz.

Staff: City Administrator Paul Simmons, Finance Director Troy Niemeyer, Finance Manager Nissa Musselman, City Attorney Karen Kirkpatrick and Accounting Technician Silvia Torres-Torrero.

APPROVAL OF MINUTES: Councilmember Jefferson moved, seconded by Councilmember Swarthout, to approve the minutes of August 28, 2026, as presented. A voice vote approved the motion unanimously.

MONTHLY FINANCIAL UPDATE: Director Niemeyer presented a monthly financial update covering sales tax, public safety sales tax, and Business and Occupation (B&O) tax trends. While August general sales tax topped \$1 million, the revenue fell short of last year.

FINANCIAL POLICY: Director Niemeyer presented updates to the city's financial policies, primarily removing a self-imposed cap to align city debt limits directly with state law. This change allows the city to safely issue higher levels of debt when needed. Other updates included adding a permit reserve fund to the policy text, adjusting utility tax language, and banning cryptocurrency payments.

MOTION: Councilmember Swarthout moved, seconded by Councilmember Jefferson to place the Financial Policy

Update on the September 15, 2026, City Council consent calendar with a recommendation to adopt. A voice vote approved the motion unanimously.

ORDINANCE O2026-006, DELEGATION OF AUTHORITY TO ISSUE BONDS:

Director Niemeyer presented Ordinance O2026-006, Delegation of Authority to Issue Bonds that lets staff prepare for debt issuance to fund upcoming city projects. This delegation speeds up the months-long process by removing the need for extra council votes as interest rates and contract costs fluctuate. The city council must still individually approve projects like a potential new City Hall building, a fire station remodel, and conservation properties.

MOTION:

Councilmember Jefferson moved, seconded by Councilmember Swartout to place Ordinance No. 02026-006, Delegation of Authority to Issue Bonds, on the September 15, 2026, City Council considerations calendar with a recommendation to adopt. A voice vote approved the motion unanimously.

ADDITIONAL ITEMS:

There were no additional items.

ADJOURNMENT:

Mayor Dahlhoff adjourned the meeting at 12:31 p.m.

Prepared by Silvia Torres-Torrero, Accounting Technician

TO: Budget and Finance Committee
FROM: Troy Niemeyer, Finance Director
DATE: September 25, 2026
SUBJECT: Monthly Budget Update

1) Recommended Action:

This item is informational only.

2) Background:

Staff will provide regular budget-to-actual reports.

3) Policy Support:

2026-2032 Strategic Priorities & Goals: Tumwater Excellence: refine and sustain a great organization. Be good stewards of public funds by following sustainable financial strategies.

4) Alternatives:

☐ n/a

5) Fiscal Notes:

n/a

6) Attachments:

A. none

TO: Budget & Finance Committee
FROM: Brian Hurley, Fire Chief
DATE: September 25, 2026
SUBJECT: Fire Impact Fee Overview

1) Recommended Action:

This is a briefing only.

2) Background:

Fire impact fees are one-time assessments on new development to help pay for the capital facilities to serve that growth. In 2003, the city adopted a “Fire Protection Facility Impact Fee Schedule” by ordinance. The fire impact fees were designated to “accelerate payment of the General Obligation bonds issued to build the Headquarters Fire Station”. That debt was subsequently retired and fire impact fees have not been collected for many years.

To address growing service demands, the Fire Department has proposed several projects in the Capital Facilities Plan. Since these initiatives address facility needs to serve growth, the city has contracted with FCS to conduct an updated “Fire Impact Fee Rate Study”. The full study results will be available in early October. The purpose of this briefing is to give an overview of the statutory requirements and review the methodology used in calculating the proposed fees.

3) Policy Support:

Health and Safety

Action Item: Develop initiatives to address growing emergency service demands.

4) Alternatives:

☐ N/A

5) Fiscal Notes:

In order to meet the needs of the growing community, staffing levels in the Tumwater Fire Department have increased substantially over the last few years. The City Council is considering the sale of General Obligation Bonds in order to fund a much-needed remodel of the T-2 Fire Station to accommodate that growth. The estimated annual costs of the debt for the T-2 Fire Station remodel project is \$428,000. Re-instituting Fire Impacts fees is being considered as a strategy to offset the cost of debt while also preparing for other capital needs in the future. This is being considered as a component of the proposed 2027-2028 biannual budget.

6) Attachments:

None