



Meeting Agenda

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Monday, January 26, 2026

4:30 PM

Online and Via Phone

Special Meeting - Register to attend:

https://us02web.zoom.us/webinar/register/WN_MTzBXY8kQjWRfkTN2LT_pQ

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

(Estimated Time: 0-15 Minutes)

During this portion of the meeting, community members may address the Committee for up to two (2) minutes regarding the Committee's business meeting topics.

5. APPROVAL OF MINUTES

- 5.A** [26-0005](#) Approval of November 19, 2025 Finance Committee Special Meeting Minutes

Attachments: [Minutes](#)

6. COMMITTEE BUSINESS

- 6.A** [26-0080](#) Budget Snapshot: The Color of Money: Funding Sources, Uses and Restrictions

- 6.B** [26-0079](#) Approval of the 2026 Finance Committee Workplan

Attachments: [2026 Finance Committee Workplan](#)

7. REPORTS AND UPDATES

8. ADJOURNMENT

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City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

Finance Committee

Approval of November 19, 2025 Finance Committee Special Meeting Minutes

Agenda Date:
Agenda Item Number: 5.A
File Number:26-0005

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of November 19, 2025 Finance Committee Special Meeting Minutes



Meeting Minutes - Draft

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, November 19, 2025

5:30 PM

Online and Via Phone

Special Meeting

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_d4I5JIR8Qe-aX_P8G91Z2g

1. CALL TO ORDER

The meeting was called to order at 5:31 pm.

2. ROLL CALL

Present: 3 - Chair Clark Gilman, Committee member Jim Cooper and Committee member Kelly Green

3. APPROVAL OF AGENDA

The agenda was approved.

4. PUBLIC COMMENT

Mr. Lazar spoke.

5. APPROVAL OF MINUTES

5.A [25-0929](#) Approval of October 20, 2025 Finance Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

6.A [25-0973](#) Washington Center for the Performing Arts Annual Report Briefing

Washington Center Executive Director Jill Barnes spoke on the past and future performances, repair projects and new positions. Members asked questions about local art partners having scheduling priority.

The information was received.

6.B [25-0987](#) Consideration of the Recommended 2026 Proposed Operating, Special (Dedicated) Funds, and Capital Budget for Final Budget Balancing

Committee member Green moved, seconded by Committee member Cooper,

to approved a recommendation to the City Council to consider the 2026 Preliminary Operating, Special (Dedicated funds, and Capital Budget for Final Budget Balancing. The motion passed with the following vote:

Aye: 3 - Chair Gilman, Committee member Cooper and Committee member Green

6.C [25-0986](#) 2026 Finance Committee Work Plan Topics Discussion

Senior Budget and Finance Manager Joan Lutz, and Finance Director Michael Githens, spoke on the 2026 Finance Committee Work Plan.

The discussion was completed.

7. REPORTS AND UPDATES

Members agreed to cancel all future Finance Committee meetings in 2025.

8. ADJOURNMENT

The meeting was adjourned at 7:01 pm.



Finance Committee

Budget Snapshot: The Color of Money: Funding Sources, Uses and Restrictions

Agenda Date: 1/26/2026
Agenda Item Number: 6.A
File Number:26-0080

Type: discussion **Version:** 1 **Status:** In Committee

Title

Budget Snapshot: The Color of Money: Funding Sources, Uses and Restrictions

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive the Budget Snapshot related to funding sources, uses and restrictions.

Report

Issue:

Whether to receive a Budget Snapshot related to funding sources, uses and restrictions.

Staff Contact:

Joan Lutz, Senior Budget and Finance Manager, 360.753.8760

Presenter(s):

Joan Lutz, Senior Budget and Finance Manager.

Background and Analysis:

The Color of Money is a metaphor used to describe the different categories of budget appropriations that the City uses to manage its finances; with each color representing a specific type of funding with designated purposes and restrictions on how it can be spent.

This system is critical to ensure that funds are allocated appropriately and that the City adheres to legal and regulatory requirements. Mismanagement or misallocation of funds can lead to legal issues, financial penalties and loss of public trust. The system helps in planning and executing budgets.

The Color of Money provides a vital aspect of government financial management, providing clarity on how different types of funds can be used and ensuring accountability in public spending.

Climate Analysis:

This agenda item is not expected to result in climate impacts.

Equity Analysis:

This agenda item is not expected to further impact known disparities in our community.

Neighborhood/Community Interests (if known):

Members of the community may have an interest in this agenda item as it deals with legally allowed uses for City revenues, City finances, and fiscal governance.

Financial Impact:

There is no financial impact associated with this agenda item.

Options:

1. Receive the Budget Snapshot related to funding sources, uses and restrictions.
2. Do not receive the Budget Snapshot related to funding sources, uses and restrictions.
3. Take other action.

Attachments:

None



Finance Committee

Approval of the 2026 Finance Committee Workplan

Agenda Date: 1/26/2026
Agenda Item Number: 6.B
File Number:26-0079

Type: discussion **Version:** 1 **Status:** In Committee

Title

Approval of the 2026 Finance Committee Workplan

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the 2026 Finance Committee work plan, and forward to the full City Council for consideration.

Report

Issue:

Whether to approve the 2026 Finance Committee work plan, and forward to the full City Council for consideration.

Staff Contact:

Joan Lutz, Senior Budget and Finance Manager, 360.753.8760

Presenter(s):

Michael Githens, Finance Director.

Background and Analysis:

The Finance Committee annually proposes and sets its planned agenda items for the coming year. Once set, the proposed Committee workplan is provided to the full City Council for consideration. Items included in the workplan may be moved to different months or removed entirely at any time. The workplan allows for emergent issues that may arise to be added to the Committee agenda and discussed.

Climate Analysis:

The Climate Analysis framework will be completed for the individual work plan items being presented to the Finance Committee throughout the year.

Equity Analysis:

The Equity Analysis framework will be completed for the individual work plan items being presented to the Finance Committee throughout the year.

Neighborhood/Community Interests (if known):

Items on the Finance Committee work plan will be of interest to the community and Council-appointed advisory committees, commissions and boards as well as City departments.

Financial Impact:

There is no financial impact related to the discussion.

Options:

1. Discuss and move to approve forwarding to the full City Council for consideration the 2025 Finance Committee Work Plan.
2. Do not discuss the draft of the 2025 Committee workplan.
3. Reschedule the discussion to another meeting.

Attachments:

Draft of 2026 Finance Committee Workplan.

Finance Committee 2026 Workplan
4:30 p.m.

Date	Room	Action	Agenda Item	Staffer	Presenter	Notes
Jan 19th	N/A	N/A	HOLIDAY			
Jan 26th	Chambers	Information	Budget Spotlight: Color of Money			
		Discussion	PBIA – Status Report	Jennica Machado	Jennica Machado	Moved to CLPS – Madrone
		Discussion	2026 Finance Committee Work Plan	Joan Lutz	Michael Githens	
Feb 16th	N/A	N/A	HOLIDAY			
Feb 23rd	Chambers	Information	Budget Spotlight:			
		Discussion	Fire CFP Funding Strategy	Matt Morris, Chief	Matt Morris, Chief	
		Discussion	Investment Policy	Michael Githens	Michael Githens	
Mar 16th	Chambers	Information	Budget Spotlight:			
		Discussion	Waste ReSources - Carpenter Facility Update	Mark Russell	Mark Russell	
Apr 20th	Chambers	Information	Budget Spotlight: Indirect Cost Allocation			
		Discussion	City Building Electrification Plan	Eli Cole	Jeff Johnstone	
		Discussion	Fleet Electrification Plan	Thanh Jeffers	Thanh Jeffers	
		Discussion	Discuss Preliminary Estimated 2025 Year-End	Joan Lutz	Michael Githens	
May 18th	Chambers	Information	Budget Spotlight: CFP			
		Discussion	2027 Budget Process and Preparation	Jay Burney	Jay Burney	
		Discussion	Levy Information: History, Current, Limitations	Michael Githens	Jay Burney	
Jun 15th	Chambers	Information	Budget Spotlight: City-Wide Debt	Kensey Wang	Kensey Wang	
		Discussion	City Investments Briefing	Kensey Wang	Government Portfolio Advisors	
		Discussion	2026 Finance Committee Work Plan Update	Joan Lutz	Michael Githens	
Jul 20th	Chambers	Information	Budget Spotlight: B&O Online Tax Software Update	Michael Githens	Michael Githens	
		Information	2025 Financial Audit	Kensey Wang	Kensey Wang	
		Information	History of the Washington Center Funding			
Aug 17th	Chambers	Information	Budget Spotlight:			
		Information	Preliminary Capital Facilities Plan, 2027-2032 Finance Plan Briefing	Casey Schaufler	Casey Schaufler	
		Discussion	2027 Preliminary Operating Budget Update	Joan Lutz	Michael Githens	
Sep 21st	Chambers	Information	Budget Spotlight:			
		Discussion	Preliminary Review of the 2027 Utility Rates, General Facility Charges, Impact Fees, Parking Fee Rates and Special Revenues Including Inspire Olympia, Lodging Tax, Parking & Business Improvement Area (PBIA) and Housing/Homeless Response Program Budgets	Joan Lutz	Various Internal Presenters	
		Discussion	2027 Proposed Budget Update	Joan Lutz	Michael Githens	
Oct 19th	Chambers	Information	Budget Spotlight: 2027 Property Tax Update	Joan Lutz	Joan Lutz	
		Information	Washington Center for the Performing Arts annual report	Jennica Machado	Jill Barnes	
Nov 16th	Chambers	Information	Budget Spotlight:			
		Recommendation	Consideration of the Recommended 2027 Preliminary Opearting, Special Funds, and Capital Budget for Final Budget Balancing	Joan Lutz	Michael Githens	
		Discussion	2027 Finance Committee Work Plan and Schedule Discussion	Joan Lutz	Michael Githens	
Dec 21st	Chambers		If Needed			

2026 Unscheduled Work Items						
			Agenda Item	Staffer	Notes	
			Fire Apparatus Reserve	Matt Morris, Chief		
			JASCOM Facility	Jay Burney		
			Olympia Strong – Implementation Update	Jennica Machado	Study Session in April	
			Economic Development Reserve Policy	Jennica Machado	Scope	
			Capital Facilities Plan - Update, Apparatus, 108 State, Library, Waste ReSources Maint Facility	Mark Russell		
			Priority Based Budgeting	Debbie Sullivan	Check with Debbie	
			Referral for Climate Funding	Pamela Braff	Part of the 2027 Budget Process	
			Capital Budget Needs – Capital Priorities			
			Percival Landing Rebuild			