Meeting Agenda

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Monday, July 20, 2026 | **4:30 PM** | **Council Chambers, Online and Via Phone**

Register to attend or for virtual public comment via Teams:
https://bit.ly/4ynsCrc
***IMPORTANT* If joining the meeting on a mobile device or tablet, you will be required to download the Microsoft Teams app**

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 26-0568 Approval of June 15, 2026 Finance Committee Meeting Minutes

Attachments: Agenda

6. COMMITTEE BUSINESS

6.A 26-0559 Budget Spotlight: City-Wide Debt Financial Audit Briefing

6.B 26-0562 City Investments Briefing

6.C 26-0560 2025 Financial Audit Update

6.D 26-0567 History of the Washington Center Funding Strategy Briefing

7. REPORTS AND UPDATES

8. ADJOURNMENT

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council Committee meeting, please contact the Council's Executive Assistant at 360.753.8244 at least

48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.

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

Finance Committee

Approval of June 15, 2026 Finance Committee Meeting Minutes

Agenda Date: 7/20/2026
Agenda Item Number: 5.A
File Number:26-0568

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

Title
Approval of June 15, 2026 Finance Committee Meeting Minutes

Meeting Minutes - Draft

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Monday, June 15, 2026 | **4:30 PM** | **Council Chambers, Online and Via Phone**

Register to Attend:
https://us02web.zoom.us/webinar/register/WN_TE716c_zRXaBXultIB3I-w

1. CALL TO ORDER

The meeting was called to order at 4:30 pm.

2. ROLL CALL

Present: 3 - Chair Clark Gilman, Committee member Kelly Green and Committee member Robert Vanderpool

3. APPROVAL OF AGENDA

The agenda was approved.

4. PUBLIC COMMENT

No one spoke.

5. APPROVAL OF MINUTES

5.A 26-0464 Approval of May 18, 2026 Finance Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

6.A 26-0455 Briefing on the Capital Facilities Project Process

Senior Accounting and Budget Manager Joan Lutz presented on how the Capital Facility Plan is created and how it follows from the Comprehensive Plan, Master Plans, and City Council review.

Committee members asked clarifying questions.

The discussion was completed.

6.B 26-0454 Briefing on Property Tax Levy History, Current Structure, and Limitations

Finance Director Mike Githens provided an overview of Washington's property tax system and explained how the City calculates its annual property tax levy.

Councilmembers asked clarifying questions.

The discussion was completed.

6.C 26-0460 Update on the 2026 Finance Committee Work Plan

The committee reviewed the upcoming agenda items. No updates were made. The primary focus for the rest of the year will be on the 2027 budget process. Committee member Vanderpool mentioned that he will be keeping an eye on the state legislature allowing more progressive taxation options including a land value tax.

Councilmembers asked clarifying questions.

The discussion was completed.

7. REPORTS AND UPDATES

Finance Director Githens provided an update on the monthly financial report.

8. ADJOURNMENT

The meeting adjourned at 5:58 pm.

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

Finance Committee

Budget Spotlight: City-Wide Debt Financial Audit Briefing

Agenda Date: 7/20/2026
Agenda Item Number: 6.A
File Number:26-0559

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

Title
Budget Spotlight: City-Wide Debt Financial Audit Briefing

Recommended Action
Committee Recommendation:
Not referred to a committee.

City Manager Recommendation:
Receive a briefing on the current status of City-wide debt.

Report
Issue:
Whether to receive a briefing on the current status of City-wide debt.

Staff Contact:
Kensey Wang, General Accounting Manager, Finance, 360.75.8435

Presenter(s):
Kensey Wang, General Accounting Manager

Background and Analysis:
The City borrows funds through various debt mechanisms to finance capital projects. Long-term debt is primarily used for large infrastructure projects such as transportation, utility systems, and major equipment purchases.

The debt policy outlines key objectives to ensure responsible debt management. These objectives include maintaining strong creditworthiness, securing the lowest borrowing costs, controlling capital spending, avoiding excessive debt service burdens while maintaining investor confidence. The ability to meet these objectives ensures financial stability and continues access to funding sources.

The briefing will discuss the different types of debt instruments, information regarding legal debt limits, and the City's current debt profile.

Climate Analysis:

This agenda item is expected to result in no impact to greenhouse gas emissions.

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 City finances and fiscal governance.

Financial Impact:
There is no financial impact resulting from this briefing.

Options:

1. Receive a briefing on the current status of City-wide debt.
2. Do not receive a briefing on the current status of City-wide debt.
3. Relieve the briefing at another time.

Attachments:
None

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

Finance Committee

City Investments Briefing

Agenda Date: 7/20/2026
Agenda Item Number: 6.B
File Number:26-0562

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

Title
City Investments Briefing

Recommended Action
Committee Recommendation:
Not referred to a committee.

City Manager Recommendation:
Receiving a briefing regarding the City's investments.

Report
Issue:
Whether to receive a briefing regarding the City's investments.

Staff Contact:
Kensey Wang, General Accounting Manager, Finance, 360.75.8435

Presenter(s):
Kensey Wang, General Accounting Manager

Background and Analysis:
This briefing is being provided as an annual review of the City's current investments as well as economic outlook.

Washington State RCW 35A.040.050 authorizes cities to invest funds that are surplus to the immediate need of supporting current expenses. State statute has specific requirements about investment vehicles for public funds. The City's investment portfolio is managed by the finance department, in partnership with our investment consultant, Government Portfolio Advisors (GPA).

Government Portfolio Advisor's Chief Operating Officer and Senior Advisor will provide an update regarding the City's investments.

Climate Analysis:
This agenda item is expected to result in no impact to greenhouse gas emissions.

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

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 City finances and fiscal governance.

Financial Impact:
There is no financial impact resulting from this briefing.

Options:
1. Receiving a briefing regarding the City's investments.
2. Do not receive a briefing regarding the City's investments.
3. Receive City Investments briefing at another time

Attachments:
None

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

Finance Committee

2025 Financial Audit Update

Agenda Date: 7/20/2026
Agenda Item Number: 6.C
File Number:26-0560

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

Title
2025 Financial Audit Update

Recommended Action
Committee Recommendation:
Not referred to a committee.

City Manager Recommendation:
Receive a briefing on the results of the 2025 financial audit.

Report
Issue:
Whether to receive a briefing on the results of the 2025 financial audit.

Staff Contact:
Kensey Wang, General Accounting Manager, Finance, 360.75.8435

Presenter(s):
Kensey Wang, General Accounting Manager

Background and Analysis:
The Office of the Washington State Auditor recently completed its financial audit of the City's Annual Comprehensive Financial Report (ACFR) and issued its audit report. The purpose of this agenda item is for Finance Department staff to brief the Finance Committee on the audit results, including the auditor's findings and conclusions.

Climate Analysis:
This agenda item is expected to result in no impact to greenhouse gas emissions.

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 City finances and fiscal governance.

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

Financial Impact:
There is no financial impact resulting from this briefing.

Options:
1. Receive a briefing on the results of the 2025 financial audit.
2. Do not receive a briefing on the results of the 2025 financial audit.
3. Receive a briefing on the results of the 2025 financial audit.

Attachments:
None

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

Finance Committee

History of the Washington Center Funding Strategy Briefing

Agenda Date: 7/20/2026
Agenda Item Number: 6.D
File Number:26-0567

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

Title
History of the Washington Center Funding Strategy Briefing

Recommended Action
Committee Recommendation:
Not referred to a committee.

City Manager Recommendation:
Receive a briefing on the history of the Washington Center funding strategy.

Report
Issue:
Whether to receive a briefing on the history of the Washington Center funding strategy.

Staff Contact:
Mike Githens, Finance Director, 360-753-8465

Presenter(s):
Mike Githens, Finance Director

Background and Analysis:
The City of Olympia has a long-standing partnership with the Washington Center for the Performing Arts (WCPA). The City owns the facility at 512 Washington Street SE, which reopened in 1985 following significant renovation.

Under a long-term operating lease, WCPA functions as an independent nonprofit organization responsible for programming, operations, and day-to-day management of the facility. This public-private partnership has enabled the City to preserve a valued civic asset while leveraging nonprofit management and private philanthropy to support arts programming and community access.

The City's role has included maintaining ownership of the facility, providing capital stewardship, and contributing financial support consistent with the Center's public purpose.

Historically, City financial support for the Washington Center has consisted of:

- Lodging Tax Funding - 2% of Lodging Tax revenues have been dedicated to support facility operations and capital needs.
- Capital Investment - Periodic investment in major building maintenance, preservation and capital improvements to protect the public asset.
  - Approximately 1980-1985: Acquisition, renovation and construction through State appropriations, City funding, sale of City-owned surplus property, local fundraising and private donations.
  - 2008-2014: Building rehabilitation including replacement of the exterior, roof replacement, HVAC and mechanical systems replacement through issuance of a General Obligations Bond, Building Repair and Maintenance Funds and other capital resources.

The long-term operating lease agreement and contract between the City and WCPA is in effect from 2018 to 2034. A part of this operating agreement contains a section on “compensation”. As state in Section C, 4, “...the City shall pay or allocated, as provided herein, to the Washington Center during each calendar year of the agreement an amount equal to the 2% Lodging Tax authorized by RCW 67.28.180 and collected by the City from all lodging establishments located within the city limits.”

The city determined that the proceeds from the sale of the surplus land in West Olympia (originally proposed as the site of the WCPA) can be used for the WCPA organization in the future.

The WCPA facility is located in the heart of downtown Olympia and serves as an important cultural anchor for Olympia’s downtown and surrounding arts community.

Climate Analysis:
This agenda item is expected to result in no impact to greenhouse gas emissions.

Equity Analysis:
One of the goals of the City’s budget process is to ensure that city services are provided equitably to our residents and business communities, as well as the greater Olympia community. 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 transparency, City finances and fiscal governance.

Financial Impact:
There is no financial impact associated with this agenda item.

Options:
1. Receive a briefing on the history of the Washington Center funding strategy.
2. Do not receive a briefing on the history of the Washington Center funding strategy.
3. Receive a presentation on the funding strategy for the Washington Center at a future date.

Attachments:
None

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