



# Meeting Minutes

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Monday, August 18, 2025**

**4:00 PM**

**Council Chambers, Online and Via  
Phone**

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**Register to Attend:**

[https://us02web.zoom.us/webinar/register/WN\\_hloe-W61QZW0qMz29oOlog](https://us02web.zoom.us/webinar/register/WN_hloe-W61QZW0qMz29oOlog)

**1. CALL TO ORDER**

The meeting was called to order at 4:00 p.m.

**2. ROLL CALL**

**Present:** 2 - Chair Clark Gilman and Committee member Kelly Green

**Excused:** 1 - Committee member Jim Cooper

**3. APPROVAL OF AGENDA**

The agenda was approved.

**4. PUBLIC COMMENT - None**

**5. APPROVAL OF MINUTES**

**5.A** [25-0678](#) Approval of July 21, 2025, Finance Committee Meeting Minutes

The minutes were approved.

**6. COMMITTEE BUSINESS**

**6.A** [25-0702](#) Budget Snapshot: 2024 Financial and Single Audit

Accounting Manager Kensey Wang spoke on the results of the 2024 financial and single audit. The auditors have issued their report on the Annual Comprehensive Financial Report and the Schedule of Federal Expenditures. An audit finding occurred which required a response and follow-up. Committee members asked questions on areas picked for audit. Finance Director Michael Githens discussed following up to ensure correct reporting and compliance in light of the audit finding.

The briefing was completed.

**6.B** [25-0712](#) 2025 Budget Status and 2026 Budget Process Update

Finance Director Michael Githens spoke on the status of the 2025 budget and actual results. He mentioned second quarter results for 2025 included stronger sales tax than previously projected. City Manager Jay Burney spoke on the need to build fund balance in the general fund. He stated it was 2.8 million above the 10% reserve at the beginning of 2025, and is now 4.5 million above the reserve. Mr. Burney also discussed upcoming construction projects that are expected to bring permitting revenue and improve the forecast.

Mr. Githens spoke on the transition from self-insurance to L&I insurance for workers' compensation and the need to increase our 2026 cost assumption. He also spoke on the 2026 budget having no significant revenue increases at this time, with costs continuing to rise above revenues. Committee members asked clarifying questions.

**The briefing was received.**

**6.C**     [25-0706](#)     Development of a Priority Based Budget Briefing

Assistant City Manager Debbie Sullivan spoke on the implementation of a priority based budgeting process. The implementation improves transparency by organizing programs and services in comparable ways. A report is being developed that contains suggestions for reducing costs and increasing revenues. Committee members asked clarifying questions regarding the program's AI-generated suggestions.

**The briefing was received.**

**7.     REPORTS AND UPDATES - None**

**8.     ADJOURNMENT**

The meeting was adjourned at 5:12 p.m.