



# Meeting Minutes - Draft

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Monday, May 18, 2026**                      **4:30 PM**      **Council Chambers, Online and Via  
Phone**

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**Register to Attend:**

[https://us02web.zoom.us/webinar/register/WN\\_pVq3XN3sRAeCDKE07CYDpw](https://us02web.zoom.us/webinar/register/WN_pVq3XN3sRAeCDKE07CYDpw)

**1. CALL TO ORDER**

The meeting was called to order at 4:31 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**      [26-0328](#)              Approval of April 20, 2026 Finance Committee Meeting Minutes

The minutes were approved.

**6. COMMITTEE BUSINESS**

**6.A**      [26-0355](#)              Budget Spotlight: Expenditure Approval Process

Finance Director Michael Githens provided an overview of the City's expenditure approval process, including the internal controls and review pathways that financial documents follow from initiation through final Council approval.

Committee members asked questions about discrepancy red flags.

**The discussion was completed.**

**6.B**      [26-0356](#)            2027 Budget Process and Preparation Update

City Manager Jay Burney presented an overview of the 2027 budget process. He outlined changes to the yearly budget process including not using a standalone Budget Review Team and instead the entire Executive Team will consider enhancements and be engaged in the 2027 budget decision making. He noted that this change will create better visibility to the process for the Executive Team and will allow recommended changes based on the City's Focus Areas. Committee members asked questions about how priorities are chosen.

**The discussion was completed.**

**6.C**      [26-0361](#)            Preliminary 2025 Year-End Estimates Update

Senior Accounting and Budget Manager Joan Lutz shared 2025 year end estimates and noted that the audit is not yet complete. She estimated the General Fund has \$2.49 Million above reserve.

Committee members asked clarifying questions about the budget for the 900 Plum Street transition and when it will be finalized.

**The discussion was completed.**

**6.D**      [26-0362](#)

FCS Consulting President John Ghilarducci presented a methodology for Parks Impact Fees. He clarified that these impact fees are only for capital projects and projects that affect the whole system rather than a single park. He discussed the City's current fee schedule and steps for scaling.

The methodology proposed is to add a higher charge for larger square footage up to a limit. He compared the proposed costs to other cities and mentioned the alternative methodology would be based on number of bedrooms.

Committee Members asked clarifying questions about whether other Washington cities are moving to this method.

**Committee member Green moved, seconded by Committee member Vanderpool, to approve the recommended New Park Impact Fee Methodology, as required by State law, and forward to the full City Council for approval.**

**The motion carried by the following vote:**

**Aye:**            3 - Chair Gilman, Committee member Green and Committee member Vanderpool

**7.        REPORTS AND UPDATES**

Finance Director Githens provided an update on the audit status and the quarterly financial report.

**8. ADJOURNMENT**

The meeting adjourned at 6:09 p.m.