



Meeting Minutes

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Monday, October 20, 2025

4:00 PM

**Council Chambers, Online and Via
Phone**

Register to attend:

https://us02web.zoom.us/webinar/register/WN_tH36OGqwS62M5ml6rBUY1Q

1. CALL TO ORDER

The meeting was called to order at 4:05 p.m.

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

There was no public comment.

5. APPROVAL OF MINUTES

5.A [25-0912](#) Approval of September 15, 2025 Finance Committee Meeting Minutes

The minutes from the September 15, 2025 Finance Committee meeting were approved.

6. COMMITTEE BUSINESS

6.A [25-0907](#) Budget Snapshot: Property Tax

Senior Budget & Finance Manager Joan Lutz shared a budget snapshot presentation on property tax. The Committee received the presentation and discussed the information, including questions regarding the inverse relationship between levy rate and property values due to the 1% cap and the proportion of City of Olympia levies compared to the total levies a community member might pay.

The presentation was received.

6.B [25-0908](#)

Update on Tax Review Team Progress

Accounting Manager Thomas Donnelly, Tax and License Lead Brandie Andrews, Tax and License Auditor Nathan Wilkinson, and Technical Program Assistant Sierra Jorgensen shared a presentation on the Tax Review Team's progress. The presentation included the Tax Review Team's background, progress to date, facts and figures of audit, compliance, and education outreach performance, and next steps. The Committee received the presentation, discussed the information, and asked questions of the presenters, including root causes of non-compliance and understanding how much revenue brought in from the team is one-time versus on-going.

The presentation was received.

6.C [25-0906](#)

Approval of the Recommended 2026 Utility Rates, General Facility Charges, Impact Fees, and Special (Dedicated) Revenues Including Inspire Olympia, Lodging Tax, Parking & Business Improvement Area (PBIA), and Housing/Homeless Response Program Budgets

Presenters across numerous departments shared a presentation on rates, fees, and special revenues. The Committee received the presentation, discussed the information with the presenters, and asked several related questions. Regarding the utilities, the committee discussed the planned rate increases at the County's Waste and Recovery Center. Regarding fees, the committee asked questions about timing for any upcoming impact fee studies or planned parking program expansion, the uptime of the PayByPhone App, and eliminating or reducing pop-up advertisements from the parking app. Regarding special revenues, the committee discussed proposed Lodging Tax funding recipients, ensuring funding for Flower Baskets was included in the Parking and Business Improvement District budget, impacts at the federal level on the City's Community Development Block Grant funding, and progress of the Housing and Homeless Response programs.

Committee Member Green moved to approve and forward to the full Council the recommended 2026 Utility Rates, General Facility Charges, Impact Fees, and Special (Dedicated) Revenues including Inspire Olympia, Lodging Tax, Parking & Business Improvement Area (PBIA), and Housing/Homeless Response Program Budgets. Committee Member Cooper seconded. The motion passed 3-0.

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

7. REPORTS AND UPDATES

Finance Director Michael Githens shared a presentation summarizing the recommendations received by the City Council during the October 14th, 2025 Study Session.

8. ADJOURNMENT

The meeting was adjourned at 6:58 p.m.