



# Meeting Minutes - Draft

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Monday, November 18, 2024**                      **5:00 PM**                      **Council Chambers, Online and Via  
Phone**

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**Register to Attend:**

[https://us02web.zoom.us/webinar/register/WN\\_0EifmRFWTZSJmd69QmYsXg](https://us02web.zoom.us/webinar/register/WN_0EifmRFWTZSJmd69QmYsXg)

**1. CALL TO ORDER**

The meeting was called to order at 5:00 pm.

**2. ROLL CALL**

**Present:** 3 - Chair Lisa Parshley, Committee member Jim Cooper and Committee member Clark Gilman

**3. APPROVAL OF AGENDA**

The agenda was approved with item 6.B postponed to a future meeting.

**Committee member Cooper moved, seconded by Committee member Gilman, to approved as amended the meeting agenda. The motion carried by an unanimous vote.**

**4. PUBLIC COMMENT**

There was one member of the public who provided public comment. Jim Lazar spoke.

**5. APPROVAL OF MINUTES**

**5.A**     [24-0972](#)                      Approval of October 21, 2024 Finance Committee Meeting Minutes

**Committee member Gilman moved, seconded by Committee member Cooper, to approved the minutes from the October 21, 2024 Finance Committee meeting. The motion carried by an unanimous vote.**

**6. COMMITTEE BUSINESS**

**6.A**     [24-0970](#)                      Consideration of the Recommended 2025 Preliminary Operating, Special (Dedicated) Funds, and Capital Budget for Final Budget Balancing

City Manager Jay Burney presented the FY 2025 Final Operating Budget changes to

the Finance Committee. The committee discussed the addition of a council support position. Parks, Arts, and Recreation (PARD) Director Paul Simmons presented on the current PARD budget deficit. The committee asked about the future of the cultural events program. Economic Development Director Mike Reid presented on both the current list of Lodging Tax applicants and the proposed Parking Business Improvement Area (PBIA) zero rate plan. The committee discussed applicants, including conditional approval of Lakefair, and the PBIA program. Senior Planner Joyce Phillips presented on final Capital Facilities Plan changes.

**Committee member Gilman moved, seconded by Committee member Cooper, to recommend the 2025 Preliminary Operating, Special (Dedicated) Funds, and Capital Budget for approval and forward to the full City Council for consideration. The motion carried by the following vote:**

**Aye:** 2 - Committee member Cooper and Committee member Gilman

**Absent:** 1 - Chair Parshley

- 6.B** [24-0973](#) Transition of Workers Compensation from Self-Insured to Washington State Labor & Industries Status Briefing

The Committee recommended this item be moved to the January Finance Committee meeting.

**The agenda item was postponed to a future meeting.**

- 6.C** [24-0967](#) Consideration of a Recommendation to Update Olympia Municipal Code Title 3 Related to Revenue and Finance

Tax and License Audit Team Lead Brandie Andrews presented updates on a proposed ordinance amending the Olympia Municipal Code providing numerous administrative and clarifying changes.

**Committee member Gilman moved, seconded by Committee member Cooper, to approve a recommendation to the City Council to consider an Ordinance to Update the Olympia Municipal Code (OMC) Title 3 Related to Revenue and Finance. The motion carried by the following vote:**

**Aye:** 2 - Committee member Cooper and Committee member Gilman

**Absent:** 1 - Chair Parshley

- 6.D** [24-0968](#) Consideration of a Recommendation to Update Olympia Municipal Code Title 4 Relating to a Uniform Civil Method of Enforcing the City of Olympia's License and Tax Requirements for People Engaging in Business in the City of Olympia as it Relates to Compliance, Fees and Fines

Tax and License Audit Team Lead Brandie Andrews presented updates on a proposed ordinance amending the Olympia Municipal Code providing numerous administrative and clarifying changes.

**Committee member Gilman moved, seconded by Committee member Cooper, to approve a recommendation to the City Council to consider an Ordinance amending Olympia Municipal Code (OMC) Title 4 relating to a Uniform Civil Method of Enforcing the City of Olympia's License and Tax Requirements for People Engaging in Business in the City of Olympia as it Relates to Compliance, Fees and Fines. The motion carried by the following vote:**

**Aye:** 2 - Committee member Cooper and Committee member Gilman

**Absent:** 1 - Chair Parshley

- 6.E**     [24-0969](#)     Consideration of a Recommendation to Update Olympia Municipal Code Title 5 Related to Business Taxes, Licenses and Regulations

Tax and License Audit Team Lead Brandie Andrews presented updates on a proposed ordinance amending the Olympia Municipal Code providing numerous administrative and clarifying changes.

**Committee member Gilman moved, seconded by Committee member Cooper, to approve a recommendation to the City Council to consider an Ordinance amending Title 5 of the Olympia Municipal Code (OMC) relating to Business Taxes, Licenses and Regulations. The motion carried by the following vote:**

**Aye:** 2 - Committee member Cooper and Committee member Gilman

**Absent:** 1 - Chair Parshley

- 6.F**     [24-0966](#)     2025 Finance Committee Work Plan and Schedule Discussion

Committee members asked staff to send an email with the upcoming Finance Committee calendar. Committee members will provide feedback via email for changes needed.

**The discussion was completed.**

## **7.     REPORTS AND UPDATES**

There were no additional reports or updates.

## **8.     ADJOURNMENT**

The meeting was adjourned at 6:22 pm.