



# Meeting Minutes

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Monday, March 17, 2025**

**4:00 PM**

**Council Chambers, Online and Via  
Phone**

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**Register to Attend:**

**[https://us02web.zoom.us/webinar/register/WN\\_EoTh6vYZQA-6q0ARBqGFFA](https://us02web.zoom.us/webinar/register/WN_EoTh6vYZQA-6q0ARBqGFFA)**

**1. CALL TO ORDER**

The meeting was called to order at 4:02 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 - None**

**5. APPROVAL OF MINUTES**

**5.A** [25-0253](#) Approval of the February 18, 2025 Finance Committee Meeting Minutes

**The minutes were approved.**

**6. COMMITTEE BUSINESS**

**6.A** [25-0240](#) Scope for Research on Minimum Wage, Fair Scheduling and Workplace Safety Discussion

Assistant City Manager Stacey Ray spoke on the scope of research for minimum wage, fair scheduling, and workplace safety. This research will help define the problem for potential updates to the Municipal Code in 2026. It will include understanding outcomes experienced by other cities and analysis of the local workforce data. Committee members asked questions on using the University of Washington for high quality research and on types of businesses Olympia needs to attract.

**The discussion was completed.**

**6.B** [25-0221](#) Affordable Housing Emergency Ordinance Grant Funding Proposal

City Manager Jay Burney spoke on the affordable housing emergency declared 12/17/2024. He outlined the proposals including grants to pay permitting fees, funded by \$500,000 to \$700,000 of monies from the Economic Development Reserve. Such a grant fund would potentially be maintained with the first 10% of any sale of City property. Housing Program Manager Jacinda Steltjes clarified that these are not capital funds. Committee members asked about the potential for a committee of staff and members of the public to decide on the priority for the grants. They also asked how to prevent further slowing affordable housing development projects. Mr. Burney said they will do further work to propose how to focus and target the grants and how to communicate them to developers before bringing to the full council.

**The recommendation was forwarded to the full City Council for consideration.**

**6.C**      [25-0227](#)      Business & Occupation Tax Revenue Options Discussion

Tax and License Audit Team Lead Brandie Andrews spoke on the analysis of the City's B&O taxpayer data. She explained the breakdown of current B&O tax payers by geographic area and by NAICS code. She provided details on specific B&O tax exemptions offered by Olympia and how they compare to other cities. Committee members asked questions on the impact of removing exemptions, and how to learn from local businesses what the impact will be upon them. Members also raised the concept of a calculator tool for businesses to quickly calculate any impacts.

**The discussion was completed.**

**6.D**      [25-0228](#)      Priority Based Budgeting Update

Assistant City Manager Debbie Sullivan spoke on the priority based budgeting project currently under way. She explained this is a communication tool that translates the budget into a document that clarifies how community goals are addressed by the City. After all programs are inventoried, costs will be allocated accurately to each program. They will be ranked, scored and compared to comparable cities. Climate and equity scoring are unique dimensions Olympia is adding to the project. Committee members asked about the scope of staff engagement, and how technology and indirect costs are handled by the model.

**The discussion was completed.**

**6.E**      [25-0248](#)      April 15 City Council Study Session on Budget Sustainability Discussion

City Manager Jay Burney spoke on the potential to move the study session from April to May, allowing more information to be available at the meeting. He spoke on agenda items for the study session, research topics related to growth at comparable cities, and the goal of involving the Council in budget conversations earlier in the year than September. Committee members asked questions about how the data to be reported connects with the priority based budgeting project and community focus areas. They discussed that the comparative city data will help inform conversations around potential revenue increases in the future.

The discussion was completed.

**7. REPORTS AND UPDATES - None**

**8. ADJOURNMENT**

The meeting was adjourned at 6:05 p.m.