



Meeting Minutes

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, December 16, 2025

6:00 PM

Council Chambers, Online and Via
Phone

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_VIng4xH1TBuhM6tN9hDGpQ

1. ROLL CALL

Present: 7 - Mayor Dontae Payne, Mayor Pro Tem Yến Huỳnh, Councilmember Jim Cooper, Councilmember Clark Gilman, Councilmember Kelly Green, Councilmember Dani Madrone and Councilmember Robert Vanderpool

1.A ANNOUNCEMENTS

Mayor Payne announced this would be the last business meeting of the year.

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION

2.A [25-1066](#) Recognition of Outgoing Councilmember Jim Cooper

Councilmembers read a proclamation recognizing Councilmember Jim Cooper. Councilmembers, Public Works Director Mark Russell, and Parks, Arts, and Recreation Director Sylvana Niehuser presented gifts to Councilmember Cooper.

Councilmembers, City Manager Jay Burney, State Representative Lisa Parshley, Steve Hall, Jeff Johnston, Paul Simmons, Doug Mah, Bob Jacobs and Renata Rollins shared words of appreciation regarding Councilmember Cooper's service.

Councilmember Cooper shared some words about his service.

Mayor Payne recessed the meeting for 30 minutes.

The recognition was received.

3. PUBLIC COMMENT

The following people spoke: Mark Kitabayashi, Heather Spradun, and Judy Bardin.

COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)**4. CONSENT CALENDAR**

- 4.A [25-1063](#) Approval of December 9, 2025 Olympia City Council Meeting Minutes

The minutes were adopted.

- 4.B [25-1060](#) Approval of Bills (September 11, 2025 - December 3, 2025) and Payroll (October 15, 2025 - October 30, 2025) Certification

Payroll periods October 15, 2025 through November 30, 2025: Direct Deposit transmissions Total: \$2,370,072.67; Claim expenditures September 11, 2025 through December 3, 2025: Total: \$33,048,351.06.

The decision was adopted.

- 4.C [25-1048](#) Approval of a Resolution Authorizing the Purchase of Playground Equipment for Yelm Highway Community Park through the Sourcewell Cooperative Purchasing Contract

The resolution was adopted.

- 4.D [25-1053](#) Approval of a Resolution Authorizing an Agreement with the Washington Traffic Safety Commission for a Target Zero Grant

The resolution was adopted.

- 4.E [25-1051](#) Approval of a Resolution Authorizing a Lease Agreement Renewal with Senior Services for South Sound for Space at The Olympia Center

The resolution was adopted.

- 4.F [25-1067](#) Approval of a Resolution Authorizing a Contract with Gordon Truck Centers, Inc., Doing Business as Freightliner Northwest for the Purchase of Two Step Vans

The resolution was adopted.

4. SECOND READINGS (Ordinances)

- 4.G [25-0887](#) Approval of an Ordinance Adopting Olympia 2045 Comprehensive Plan and Associated Development Regulation Updates

The ordinance was adopted on second reading.

- 4.H [25-1007](#) Approval of an Ordinance Amending Ordinance 7438 (Fourth Quarter Budget Amendment)

The ordinance was adopted on second reading.

- 4.I [25-1015](#) Approval of an Ordinance Relating to Permit Fees

The ordinance was adopted on second reading.

- 4.J [25-1016](#) Approval of an Ordinance relating to Impact Fees

The ordinance was adopted on second reading.

- 4.K [25-1027](#) Approval of an Ordinance Relating to Utility Rates, Fees, and Charges

The ordinance was adopted on second reading.

- 4.L [25-1028](#) Approval of an Ordinance Amending Olympia Municipal Code 3.16
Relating to Alternative Public Works Contracting Procedures

The ordinance was adopted on second reading.

- 4.M [25-1035](#) Approval of an Ordinance Amending Olympia Municipal Code Chapters
10.16, 10.20 and 4.60. Relating to Parking

The ordinance was adopted on second reading.

- 4.N [25-1037](#) Approval of an Ordinance Adopting the 2026 Operating, Special Funds,
Capital Budget and Capital Facilities Plan: 2026-2031 Financial Plan

The ordinance was adopted on second reading.

Approval of the Consent Agenda

Councilmember Green moved, seconded by Councilmember Madrone, to adopt the Consent Calendar. The motion carried by the following vote:

Aye: 7 - Mayor Payne, Mayor Pro Tem Huynh, Councilmember Cooper, Councilmember Gilman, Councilmember Green, Councilmember Madrone and Councilmember Vanderpool

4. FIRST READINGS (Ordinances) - None

5. PUBLIC HEARING

- 5.A [25-1055](#) Public Hearing to Consider an Ordinance Amending Olympia Municipal Code Related to the 2026 Parking Business Improvement Area Rates - First and Final Reading

Economic Development Director Jennica Machado presented an overview of proposed amendments to Olympia Municipal Code related to the 2026 Parking Business Improvement Area (PBIA) rate. She shared that In 2024, the PBIA Advisory Board

determined that a comprehensive program evaluation was needed and initiated the process in 2025, with completion anticipated in February 2026.

Ms. Machado noted that to support evaluation and implementation of potential changes, the Advisory Board reached consensus to set the PBIA assessment rate at \$0 for 2026, allowing a transition year without assessments. Pursuant to RCW 35.87A.140, changes to the PBIA assessment rate require City Council approval.

The proposed ordinance would set the PBIA assessment rate to \$0 for 2026 and would take effect January 1, 2026.

Councilmembers asked clarifying questions.

Mayor Payne opened the public hearing at 8:07 p.m. No one spoke. The hearing was closed at 8:08 p.m.

Mayor Pro Tem Huỳnh moved, seconded by Councilmember Cooper, to approve on first and final reading, an ordinance amending Olympia Municipal Code to set the 2026 Parking Business Improvement Area, or PBIA, assessment rate at \$0.. The motion carried by the following vote:

Aye: 7 - Mayor Payne, Mayor Pro Tem Huỳnh, Councilmember Cooper, Councilmember Gilman, Councilmember Green, Councilmember Madrone and Councilmember Vanderpool

6. OTHER BUSINESS

6.A [25-1052](#) Approval of an Ordinance Amending Olympia Municipal Code 5.82 to Address Tenant Screening Practices

Senior Housing Program Specialist Christa Lenssen shared an overview of the proposed Ordinance addressing tenant screening practices. She noted this update would limit income-to-rent requirements to no more than 2.5 times monthly rent, regulate use of Social Security numbers by allowing alternative documentation, and apply existing enforcement mechanisms.

Councilmembers asked clarifying questions.

Councilmember Cooper moved, seconded by Councilmember Madrone, to approve on first reading, and forward to second reading, an ordinance amending Olympia Municipal Code 5.82 addressing tenant screening practices., to the City Council, due back on 1/6/2026. The motion carried by the following vote:

Aye: 6 - Mayor Payne, Mayor Pro Tem Huỳnh, Councilmember Cooper, Councilmember Gilman, Councilmember Madrone and Councilmember Vanderpool

Nay: 1 - Councilmember Green

6.B [25-1064](#) 2025 Year End Highlights

Assistant City Manager Stacey Ray presented a video highlighting the work of the City during 2025.

The information was received.

7. CONTINUED PUBLIC COMMENT - None

8. COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events attended.

9. CITY MANAGER'S REPORT AND REFERRALS

City Manager Jay Burney shared his gratitude to staff and the City Council for their work.

10. ADJOURNMENT

The meeting adjourned at 9:08 p.m.