



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Meeting Agenda Finance Committee

Wednesday, January 14, 2015

5:00 PM

Room 207

1. **ROLL CALL**

2. **CALL TO ORDER**

3. **APPROVAL OF MINUTES**

3.A [15-0045](#) Approval of December 10, 2014 Finance Committee Meeting Minutes

Attachments: [Minutes](#)

4. **COMMITTEE BUSINESS**

4.A [15-0049](#) 2015 Technology Budget and Plan

4.B [15-0047](#) Review Parks Workforce and Asset Management Program

4.C [15-0043](#) Oral Report: Indirect Cost Allocation

4.D [15-0064](#) City Funding Needs and Schedule

5. **ADJOURNMENT**

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City of Olympia

Finance Committee

Approval of December 10, 2014 Finance Committee Meeting Minutes

Agenda Date: 1/14/2015
Agenda Item Number: 3.A
File Number: 15-0045

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of December 10, 2014 Finance Committee Meeting Minutes



City of Olympia

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Meeting Minutes - Draft Finance Committee

Wednesday, December 10, 2014

5:00 PM

Room 207

1. ROLL CALL

Present: 3 - Chair Jim Cooper, Committee Member Nathaniel Jones and Committee Member Cheryl Selby

2. CALL TO ORDER

Chair Cooper called the meeting to order at 5:00 p.m.

3. APPROVAL OF MINUTES

3.A [14-1207](#) Approval of November 19, 2014 Finance Committee Meeting Minutes

The minutes were approved.

4. COMMITTEE BUSINESS

4.A [14-1216](#) 2014 Percival Landing Condition Assessment Report

Parks, Arts and Recreation Project Manager Kip Summers presented the 2014 Percival Landing Condition Assessment Report. The assessment was completed between July 15 and July 29. In 2004 the City performed a comprehensive condition assessment of the boardwalk. Since then, yearly walkthrough assessments and 5-year comprehensive condition assessments are made. The last comprehensive assessment was performed in 2009. Four classifications of repair are required to maintain the boardwalk. The costs below include repair costs, contingencies, engineering, permitting, construction support and state sales tax but no administrative costs. The cost is to maintain the boardwalk in its current design state.

- Immediate staff repairs \$39,540
- Immediate contractor repairs 277,920
- New sheet pile bulkhead 2,390,400
- 3 to 5 year repairs 676,143
- D & E Float replacement 3,505,672

Next Steps include:

- Allocate funding of \$350,000 and complete immediate repairs for both City staff and contractor repairs. (This amount is not currently funded.)

- Develop funding package for full replacement of Section A Phase II based on:
 - Updated Percival Landing cost estimates.
 - Coordination with sea level rise.
 - Isthmus redevelopment plan.
 - Partner with transportation and utility sections.
- Identify funding solution for long term maintenance.

The full Council will receive a presentation on the report in January, 2025.

The report was received.

4.B [14-1224](#) ORAL REPORT - Updates

The Washington Center for the Performing Arts (WCPA) Board gave a brief status update. The WCPA just received its audit, which the Board offered to make available to anyone interested. The Committee was encouraged to attend the New Year's Eve Gala. The Board reported ticket sales have been slow. However; the Clint Black concert tickets are doing very well. They also told the Committee they have expanded their Board to include 22 members. The Committee asked Assistant City Manager Jay Burney if he had a status report on the property used to support the Washington Center endowment. Mr. Burney said the City is still working with the State Department of Ecology to classify the land. There are at least 2 developers interested in the site, depending on the classification.

The report was received.

5. ADJOURNMENT

The meeting was adjourned at 6:00 p.m.



City of Olympia

Finance Committee

2015 Technology Budget and Plan

Agenda Date: 1/14/2015
Agenda Item Number: 4.A
File Number: 15-0049

Type: information **Version:** 1 **Status:** In Committee

Title

2015 Technology Budget and Plan

Recommended Action

Committee Recommendation:

Determine 2015 Technology Projects Funding Level

City Manager Recommendation:

Review the proposed projects and recommend \$200,000 in funding from 2014 year end savings.

Report

Issue:

Finance Committee has requested a discussion of the \$200,000 annual allocation for technology projects.

Presenter(s):

Shawn Ward, IT Services LOB Director, Administrative Services, 360.753.8069

Background and Analysis:

Technology is funded through a variety of sources within the City's budget. IT Operations and Maintenance are by the City's general fund, the Technology Life Cycle program is funded through interfund charges to each departments operating budget, a small number of projects are funded directly by the departments and finally the IT Planning and Implementation program is funded by contributions from both Utility funds and general fund year end savings. It is the IT Planning and Implementation program which has not been funded for 2015.

2015 IT Operations and Maintenance:

\$ 2,918,455 (001 General Fund)

IT Services staff are responsible for the maintenance, implementation, procurement, planning, and support of technology throughout the City. Hardware support includes all personal computers, laptops, scanners, printers, fax machines, networked copiers, servers, switches, routers, fiber optics, phones, unified communications, internet access, data storage, data backup/recovery, virus protection, spam filtering, and network security. Software support includes multiple enterprise applications, operating systems, productivity, geographic information systems (GIS), imaging,

recreation, public safety, engineering and specialized software applications. Technical support includes technology consulting, project management, procurement, business process re-engineering, and general information. All of these services are supported through a centralized Service Desk.

2015 Technology Life Cycle:

\$ 296,500 (003 Revolving Fund - Funded by Departments)

The Technology Life Cycle program is designed to maintain current industry standards for desktop computing throughout the City including the City Council. Annual payments are made by each program to support the replacement of all desktop computers, laptops, monitors, network printers and to maintain licensing for all standardized desktop software. The annual payments allow for consistency in products used, as well as budgeting by the departments, bulk purchasing discounts and a managed distribution of workload for IT Services staff.

2015 IT Planning and Implementation:

\$ 50,000 (003 Revolving Fund - Utility Funded)

\$ 0 (003 Revolving Fund - **NOT CURRENTLY FUNDED**)

The IT Planning and Implementation program was established to allow the City to invest in capital technology solutions which are often high dollar acquisitions or require project timelines in excess of one year. These technology projects most often include the replacement, modification or expansion of existing systems or the addition of new technology systems.

Technology Projects Already in Progress

- Planning, Permitting, Land Use & Code Enforcement systems replacement
- Fleet Management system replacement
- Citrix remote access and mobile device management
- Video Surveillance system replacement
- E-mail archiving system replacement

2015 New Technology Projects

- Citizen Request Management Solution (General Government Committee Recommendation)
- Parking Management system replacement (Finance Committee Recommendation)
- Public access (GIS) Geographic Information System (CNA Request)
- Intranet system replacement
- Wireless Access Points redesign and replacement
- Network Firewall redesign and replacement
- PC Life Cycle replacement
- Copier/Printer Life Cycle replacement
- Unified Communications upgrade

Additional information will be available at the committee meeting.



City of Olympia

Finance Committee

Review Parks Workforce and Asset Management Program

Agenda Date: 1/14/2015
Agenda Item Number: 4.B
File Number: 15-0047

Type: report **Version:** 1 **Status:** In Committee

Title

Review Parks Workforce and Asset Management Program

Recommended Action

City Manager Recommendation:

Receive information and provide feedback.

Report

Issue:

The Parks, Arts and Recreation Department has been steadily developing tools for managing park maintenance operations and an asset management system for organizing major repairs and reconstruction projects. Staff will update the Finance Committee on the status of these programs and how they will be utilized in managing our park system.

Staff Contact:

David Hanna, Parks, Arts & Recreation, Associate Director, 753.8020
Gary Franks, Parks, Arts & Recreation, Parks Maintenance Manager, 753.8367
Dave Okerlund, Parks, Arts & Recreation, Planning and Design Manager, 570.5855
Kip Summers, Parks, Arts & Recreation, Project Engineer, 570.5834

Presenter(s):

David Hanna, Associate Director
Gary Franks, Parks Maintenance Manager
Dave Okerlund, Planning and Design Manager
Kip Summers, Project Engineer

Background and Analysis:

At the Finance Committee meeting, staff will present information about how we deploy our parks maintenance staff and how we propose to manage assets.

Workforce Management: The City uses a software program called VueWorks for workforce deployment and management. This program is used by both the Parks-Arts-Recreation Department

and Public Works. The program allows us to track labor for 17 maintenance tasks across 1,000 acres of land over 42 park sites.

Asset Management: The purpose of asset management is to prioritize major maintenance for over a 6-year timeline as part of Capital Facilities planning. We are adapting the Public Works Facilities Division approach to rate park facility condition and prioritize major repairs. This is mostly based on the condition rating established by Meng & Associates in 2008 for parks facilities. The Facilities Division retained the same firm to assist them in developing their rating system and both systems are accepted industry models. At the meeting we will review how we intend to update the CAMMP process for the 2015 CFP.

Neighborhood/Community Interests (if known):

None.

Options:

1. Receive the presentation on the Parks Workforce and Asset Management.
2. Provide alternative recommendations to staff.

Financial Impact:

None.



City of Olympia

Finance Committee

Oral Report: Indirect Cost Allocation

Agenda Date: 1/14/2015
Agenda Item Number: 4.C
File Number: 15-0043

Type: report **Version:** 1 **Status:** In Committee

Title

Oral Report: Indirect Cost Allocation

Recommended Action

City Manager Recommendation:

Review of current cost allocation and impact of additional allocations.

Report

Issue:

Review of current cost allocation and impact of additional allocations.

Presenter(s):

Dean Walz, Fiscal Services Director, Administrative Services

Background and Analysis:

The Finance Committee requested a discussion of current and possible additional allocations. Additional information will be distributed at the meeting.



City of Olympia

Finance Committee

City Funding Needs and Schedule

Agenda Date: 1/14/2015
Agenda Item Number: 4.D
File Number: 15-0064

Type: recommendation **Version:** 1 **Status:** In Committee

Title

City Funding Needs and Schedule

Recommended Action

City Manager Recommendation:

In preparation for the January 27 Study Session the Council asked the Finance Committee to develop a scope of work for the Study Session.

Report

Issue:

Prepare for the January 27 Study Session.

Presenter(s):

Steve Hall, City Manager

Paul Simmons, Parks, Arts, and Recreation Director

Background and Analysis:

A proposal was made during the Council retreat to have the Finance Committee develop the agenda for the January 27 Study Session-City Funding Needs and Schedule. The Committee will discuss a potential Metropolitan Parks District, voted parks issue for acquisition and development, a maintenance levy, a library issue, as well as consider what others agencies (e.g. Intercity Transit) may have on the future ballot issue.