

**CITY OF OLYMPIA  
FINANCE COMMITTEE  
Minutes  
April 10, 2012**

Members Present: Nathaniel Jones, Karen Rogers and Stephen Buxbaum, Chair

The minutes from the March 13th meeting were approved.

**Report from The Washington Center**

Mr. Kevin Boyer, Interim Executive Director of The Washington Center, and several board members came to the meeting to give an update from the Board's retreat. A copy of the strategic business plan was distributed. The plan was divided into 5 sections:

- Guiding Principles: who we are
- Goals: where are we going in the next 3 to 5 years?
- Performance objectives: How we measure success
- Initiatives: What we want to accomplish in the next 12 to 18 months
- Business Plan: Tactics and actions to accomplish the initiatives

Work on the plan is still needed. Mr. Boyer also distributed the March Income and Expense Report. Chairman Buxbaum expressed concern that he still feels like no one has a good handle on the Center's financial status. He said he is anxious about having the Center as "a single line item in our budget." The first measure we will have regarding how the Center is doing financially will be in June. He asked Mr. Boyer if he will be making another request for use of the Endowment?

Staff asked if the City should release the remaining amount from the \$200,000 appropriation from the Endowment Fund. The Committee agreed to release the remaining amount.

Chairman Buxbaum also asked about the status of amending the Washington Center contract. City Manager Steve Hall said he and the City Attorney had met to discuss the amendments but it was not ready for the Council agenda.

Chairman Buxbaum said he wanted the agreement to reflect a request for: standardized reports, audits, benchmarks, regular check-in with the City Council, clarification on the maintenance obligations, an annual meeting between the Center Board and the City Council, and a discussion regarding the endowment.

**Additional Funding for Community Development Block Grant (CDBG) Program**

On March 13 the City Council approved the Request for Proposal for the 2012 Community Development Block Grant (CDBG) in the amount of \$551,000 without social service funding. The Council had asked staff to look for options to replace the funding for social services. Steve Friddle, Community Services Manager, reviewed with the Committee several options for funding. ~~The Committee did not come to consensus on a funding option.~~ Committee member Buxbaum agreed to option #1. Committee member Rogers agreed to options #2 and #3, and Committee member Jones agreed to options #1 and #2. The Committee asked staff to forward this issue to the full Council for discussion.

## Revenue/Legislative Update

Originally this item was placed on the agenda assuming the State would have an adopted budget. However, since the legislature has not adopted a budget, staff reviewed some of the City's major revenue sources with the Committee. Of particular note is that sales tax is down for the third consecutive month, and site plan review meetings have been very short - indicating very little development activity. Transportation impact fees (also tied to development activity) are very low for the first quarter.

~~Following the scheduled items on the agenda, Committee member Rogers asked when a discussion of the City's asset inventory was scheduled for Finance Committee. Staff had given Committee member Rogers a list of City land acquisitions last fall and she would like it discussed at a future Committee meeting. Chairman Buxbaum said he would look at when to schedule this item. Suggested that the Finance Committee discuss the agenda item during May's Finance Committee meeting, and the Committee agreed. Committee member Rogers requested the staff to resend a list of the City's asset inventory to all Councilmembers.~~

The meeting adjourned at 6:20 p.m.