



# Meeting Agenda

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Thursday, October 25, 2018**

**5:30 PM**

**Room 207**

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### Special Meeting

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. PUBLIC COMMENT**

*(Estimated Time: 0-15 Minutes)*

*During this portion of the meeting, citizens may address the Committee for up to three (3) minutes regarding the Committee's business meeting topics.*

**5. APPROVAL OF MINUTES**

**5.A** [18-1021](#) Approval of October 17, 2018 Finance Committee Meeting Minutes

Attachments: [Minutes](#)

**6. COMMITTEE BUSINESS**

**6.A** [18-1017](#) Continued Discussion of the Operating and Capital Budgets

**6.B** [18-0760](#) Recommendation to Adjust the Business & Occupation (B&O) Tax Code

Attachments: [B&O Tax Update Flyer](#)

**7. REPORTS AND UPDATES**

**8. ADJOURNMENT**

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City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

## Finance Committee

### Approval of October 17, 2018 Finance Committee Meeting Minutes

**Agenda Date:** 10/25/2018  
**Agenda Item Number:** 5.A  
**File Number:** 18-1021

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

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**Title**

Approval of October 17, 2018 Finance Committee Meeting Minutes



# Meeting Minutes - Draft

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Wednesday, October 17, 2018**

**5:30 PM**

**Room 207**

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**1. CALL TO ORDER**

Chair Cooper called the meeting to order at 5:31 p.m.

**2. ROLL CALL**

**Present:** 2 - Chair Jim Cooper and Committee member Jessica Bateman

**Excused:** 1 - Committee member Lisa Parshley

**3. APPROVAL OF AGENDA**

The agenda was approved.

**4. PUBLIC COMMENT - None**

**5. APPROVAL OF MINUTES**

**5.A** [18-0980](#) Approval of September 19, 2018 Finance Committee Meeting Minutes

The minutes were approved.

**6. COMMITTEE BUSINESS**

**6.A** [18-0993](#) Budget Snapshot - General Property Tax 1 Percent Limitation and Uses

Fiscal Services Director Nanci Lien gave an overview of property tax including terminology, property tax myths, who determines what, how the tax is calculated/used, and some local scenarios. Property tax projections for 2019 are \$14M for the General Fund, \$1.187M for voter-approved bonds, and \$3M for public safety (levy lid lift).

The information was received.

**6.B** [18-0991](#) Discussion of Proposal to Revise the Operating Budget Policy to Include a Budget Stabilization Reserve

Administrative Services Director Debbie Sullivan recommended the creation of a Budget Stabilization Reserve Fund (BSRF) to weather economic swings. She stated the time is right to establish the fund because indicators are showing signs of an economic cooling. During the Great Recession that began in 2008, the City lost \$6 million in revenue, lost 60 employees, and took nine years to recover.

GFOA's best practices now include establishing a stabilization-type policy. They recommend maintaining two months of either operating revenues or expenditures. Ms. Sullivan stated the ultimate goal is to have \$4M (5% of General Fund revenues) in the stabilization fund but it would take 20 years at 20% to get there. She provided details using less aggressive targets of 10% and 15% and asked the Committee for their feedback.

Committee members agreed taking 10% off the top is the preferred option initially and then increase the rate later. Chair Cooper suggested directing windfalls or a percentage of windfalls to the BSRF. Committee member Bateman requested a policy to define uses of the BSRF.

**The Committee recommended establishment of a Budget Stabilization Reserve Fund beginning in 2019, taking ten percent off the top of revenues and referred the topic to the City Council.**

**6.C**     [18-0668](#)     Preliminary Review of 2019 Utility Rates and General Facility Charges

Water Resources Director Andy Haub began his presentation by stating that the Utilities Advisory Committee (UAC) supported all recommendations being made. The budgeted expenditures for Utilities in 2019 is \$54M. The recommended combined increase in rates is 2.6% or \$3.40. City revenues are strong and expenditures are modest.

He provided a budget overview of each line of business within Utilities. Waste has a \$425,000 projected net loss of revenue because of changes in curbside recycling. Customer education will be a focus in 2019. Garbage in our recycling causes contamination and thus a lower demand for our recycling. Mr. Haub indicated Waste ReSources will be looking to raise a capital fund next year to build a facility (Carpenter Rd). Rates increased 4% (\$368,000) last year to be able to start setting funds aside for this.

Mr. Haub noted Olympia's utility rates are higher than those in Lacey and Tumwater because of our septic-sewer conversion program. Various metrics show Olympia's utilities are efficient compared to similar-sized jurisdictions.

The proposed increases in General Facility Charges are 2.4% or \$358. Committee members asked if the UAC could begin looking at ways to change GFCs to stimulate the type of development that could help the local housing crisis.

**The discussion was completed.**

**6.D**     [18-0973](#)     Update on Proposed Parking Fee Increases

Community Planning & Development (CPD) Downtown Programs Manager Amy Buckler discussed parking fee increases for 2019. Most rates have not been raised in more than ten years. Studies and research has been done and parking fees need to increase to achieve an 85% occupancy rate in the downtown core. Rates would increase

incrementally over three years. The net increase will generate:

- \* An additional \$371,000 per year
- \* Provide more short-term parking
- \* Transition long-term users into under-utilized off-street stalls
- \* Support the Downtown Strategy by funding other parking and transportation goals
- \* Support current parking operations

Committee members indicated their support for the parking fee increases. Chair Cooper asked about a commercial parking tax. Ms. Sullivan said that topic will be talked about next year when the Transportation Master Plan is updated. Chair Cooper also expressed interest in a study of parking on Courthouse Hill and installation of meters there. CPD Director Keith Stahley stated that Ensign Rd is another location that may need parking management.

**The discussion was completed.**

**6.E**      [18-0977](#)      Consideration of Funding for Additional Homeless Actions

Ms. Buckler proposed next steps for additional homeless actions. She reviewed available funds and proposed a pilot project. The pilot project is a partnership between the City and faith-based/non-profit organizations. The City would provide support services to enable faith communities and non-profits to establish and manage tiny house and transitional shelter facilities on public or private properties to house homeless people.

The request is for the City to provide funding and support in 2019 for one mid-sized site (10-20 houses/huts) and two small sites (6 or fewer houses/huts). The faith/non-profit communities would host/manage the facilities, build/supply the tiny houses, and may also contribute to group facilities for homeless people on public land managed by the City. The estimated cost for the pilot project is \$100,000. This covers portable toilets, hand wash sinks, water and sewer service, trash pick-up, fencing, and a contract with a non-profit organization to help manage.

Ms. Buckler also discussed mitigation costs arising from the new court ruling regarding homeless people on public land. She proposed setting up two sites to accommodate 80-100 people each in tents. The site would include fencing, portable toilets, handwash sinks, water and sewer service, trash pick-up, and security. The preliminary estimate to operate one site for one year is \$150,000 to \$200,000. She stated that this estimate is early and preliminary and she is continuing to work to develop a more firm estimate.

The revenue approved for homelessness actions by Council on September 18 for 2019 is \$1,411,000. The estimate for the approved strategies -- Plum Street Village, secure storage, and expanding the Community Youth Service shelter to 24/7 operation -- leaves \$551,000 left in available funding. The pilot project with faith-based/non-profit communities and two mitigation sites would absorb \$500,000 leaving \$51,000 in remaining funds. Chair Cooper suggested including the cost to aid Interfaith Works infrastructure repairs to show the true financial need.

Committee members voiced support for the proposal. The Committee requested a coordinated entry system be put in place. Chair Cooper asked for best practices to be established on how to educate and engage the residents living near any organization hosting homeless people.

**Committee member Bateman moved, seconded by Chair Cooper, to recommend to City Council that the City commit to funding the City and Faith Community pilot project in 2019 for an estimated amount of \$100,000. The motion was approved.**

**7. REPORTS AND UPDATES**

Ms. Sullivan reviewed the Finance Committee's upcoming calendar.

**8. ADJOURNMENT**

Chair Cooper adjourned the meeting at 7:53 p.m.



## Finance Committee

### Continued Discussion of the Operating and Capital Budgets

**Agenda Date:** 10/25/2018  
**Agenda Item Number:** 6.A  
**File Number:** 18-1017

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

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**Title**

Continued Discussion of the Operating and Capital Budgets

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Continued to discussion the Operating and Capital Budgets. Discussion only. No action requested.

**Report**

**Issue:**

Whether to continue discussion of the operating and capital budgets.

**Staff Contact:**

Debbie Sullivan, Administrative Services Director, Administrative Services, 360.753.8499

**Presenter(s):**

Debbie Sullivan, Administrative Services Director

**Background and Analysis:**

Staff will continue the discussion of operating and capital budgets as presented to City Council on October 23, 2018.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

N/A

**Financial Impact:**

The 2019 preliminary operating budget is \$155.9 million. The General Fund portion is \$81.85 million representing a 4.2% increase over the 2018 adopted budget.

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

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The six-year capital budget and financial plan outlines investments totaling over \$148 million, a slight increase over the current plan. Projects proposed to be funded in 2019 total \$20,001,964 and include parks, transportation, general capital facilities, drinking water, wastewater, and stormwater improvements.

**Attachments:**

None





## Finance Committee

### Recommendation to Adjust the Business & Occupation (B&O) Tax Code

**Agenda Date:** 10/25/2018  
**Agenda Item Number:** 6.B  
**File Number:** 18-0760

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**Type:** recommendation   **Version:** 2   **Status:** In Committee

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#### **Title**

Recommendation to Adjust the Business & Occupation (B&O) Tax Code

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Move to forward to full Council for consideration the adjustments to the Business & Occupation (B&O) Tax rates, thresholds, and incentives.

#### **Report**

##### **Issue:**

Whether to forward to full Council for consideration the adjustments to the Business & Occupation (B&O) Tax rates, thresholds, and incentives.

#### **Staff Contact:**

Mike Reid, Economic Development Director, Community Planning and Development 360.753.8591  
Debbie Sullivan, Director, Administrative Services 360.753.8499

#### **Presenter(s):**

Mike Reid, Economic Development Director, Community Planning and Development  
Debbie Sullivan, Director, Administrative Services

#### **Background and Analysis:**

On August 15, staff presented a proposal to adjust to the B&O Tax code to increase the threshold amount, develop two economic development incentives or exemptions, and increase the Retail Service rate to be in alignment with surrounding jurisdictions. Finance Committee approved advancing the B&O Tax Update with the caveat that they would like to hear from the business community about the proposed changes. Staff has engaged in stakeholder outreach and will be presenting feedback and proposed modifications.

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**Type:** recommendation   **Version:** 2   **Status:** In Committee

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**Neighborhood/Community Interests (if known):**

None noted.

**Options**

1. Move to recommend and forward to Council the proposed B&O Tax Threshold increase, inclusion of two incentive programs, and change the Retail Services classification rate.
2. Decline the recommendation to forward to Council the proposed B&O Tax Threshold increase, inclusion of two incentive programs, and change the Retail Services classification rate.

**Financial Impact:**

N/A

**Attachments:**

Business and Occupation Tax Update Flyer



# Business & Occupation Tax Update



## Overview

The City is contemplating some changes to the Business and Occupation Tax code. This will be the first update to the B&O tax code since January 1, 2008.

There are three areas with contemplated changes:

- 1 Thresholds
- 2 Incentives
- 3 Retail Service Classification Rate

# 1

Currently a business in Olympia reporting less than \$20,000 in annual gross receipts does not pay B&O tax.

Over the years, many cities have increased their threshold. The City of Olympia is considering raising the threshold as the amount has not changed since it was established in 2008.

**Contemplated Change:** Increase the Threshold amount from \$20,000 to \$75,000

## Thresholds

City	Annual Threshold
Olympia	\$20,000
Lacey	\$20,000
Tumwater	\$20,000
Dupont	\$20,000
Des Moines	\$50,000
Port Townsend	\$100,000
Bremerton	\$160,000
Tacoma	\$250,000
Renton	\$500,000

# 2

The City can create exemptions from B&O taxes to provide economic development incentives.

There are two areas that the City would like to see active growth and positive momentum:

- a. Entrepreneurial and Micro-business Start Up
- b. New retail

## Incentives

### Contemplated Change:

- a. New small business within Olympia city limits with gross income less than \$500,000/year, qualify for a three {3} year exemption from Olympia B&O taxes; and
- b. New retail business within Olympia city limits qualify for a three {3} year exemption from Olympia B&O taxes.

# Continued on Back



The City of Olympia B&O Tax Code has seven different classifications: Manufacturing, Printing & Publishing, Wholesaling, Road Construction or Extraction, Retailing, Retail Service, and Service & other activity. Each classification has a rate that is applied to the reported gross receipts.

# Retail Service Classification

Category	No. of Tax Payers	Rate	Annual Tax Revenue
Manufacturing	56	0.00100	\$ 114,603
Printing & Publishing	41	0.00100	\$ 15,349
Retail Service *	392	0.00100	\$ 122,394
Retailing	2,051	0.00100	\$ 1,884,429
Road Construction or Extraction	43	0.00100	\$ 17,581
Service & Other Activity	1,781	0.00200	\$ 3,230,087
Wholesaling	888	0.00100	\$ 958,001
<b>Total</b>			<b>\$ 6,342,444</b>

Olympia’s B&O classification and rates are very similar to the Cities of Lacey and Tumwater, with one particular exception – Retail Services\*.

In Olympia the Rate for Retail Services is .001, in Tumwater it is .002, and in Lacey there is no Retail Services classification which causes businesses to fall into either the “Retailing” or the “Service and other activity” classification.

*\*Retail Services Definition: Olympia retail and service rates shall include the sale of or charge made for personal, business, or professional services including amounts designated as interest, rents, fees, admission, and other service emoluments however designated. These include, but are not limited to credit bureau services, landscape maintenance, fitness services, tanning salons and parking.*

Category	Olympia	Lacey	Tumwater
Retailing	.001	.001	.001
Service & Other Activity	.002	.002	.002
Retail Service	.001	N/A	.002

**Contemplated Change:**

1. Increase the Retail Service Rate to .002 to match the City of Tumwater  
**or**
2. Remove the Retail Service designation to model the structure of the City of Lacey



**Need more Information**

 Mike Reid, Economic Development Director  
Community Planning and Development  
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