



Meeting Minutes

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, October 20, 2021

5:30 PM

Online and Via Phone

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_gG6QDdUJSwGcbms-pDtWog

1. CALL TO ORDER

Chair Cooper called the meeting to order at 5:30 pm.

2. ROLL CALL

Present: 3 - Chair Jim Cooper, Committee member Lisa Parshley and Committee member Cheryl Selby

3. APPROVAL OF AGENDA

The agenda was approved.

4. PUBLIC COMMENT - None

5. APPROVAL OF MINUTES

5.A [21-1008](#) Approval of September 5, 2021 Finance Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

6.A [21-0996](#) Financial and Human Resource Management Information System Project Briefing

Performance Management Specialist Danelle MacEwen reported the Finally Rid of Green Screen (FROGS) project is still on schedule. She explained the FROGS Steering Committee made the decision to move ahead with implementation in January, 2022 in what is called the "Big Bang" approach where the City gets the implementation done in 12 months. Ms. MacEwen said implementation will be a busy and stressful time for staff. She gave an overview regarding paying for the subscription costs of the software.

The report was received.

6.B [21-0992](#) Special Budget Topics - Development Permit Fees and Impact Fees

Community Planning & Development Director Leonard Bauer presented recommended

permit changes to Engineering, Building, and Land Use Development Permit Fees. He stated Olympia School District Impact Fees will increase in 2022.

Public Works Deputy Director Mark Russell presented a recommended 5% increase for Transportation Impact Fees.

Parks, Arts and Recreation Finance & Policy Coordinator Tammy LeDoux recommended no increase in Parks Impact Fees in 2022.

Committee member Parshley moved, seconded by Committee member Selby, to direct staff to proceed with drafting ordinances for fee changes as presented to the Finance Committee. The motion carried by the following vote:

Aye: 3 - Chair Cooper, Committee member Parshley and Committee member Selby

6.C [21-0995](#) Third Quarter Budget Report

Budget and Policy Analyst Joan Lutz reported COVID-19 is still impacting taxes such as the tax on theater admissions and fines and penalties. She noted the second payment for property taxes is not expected until November. She indicated all departments are within the allowed 15% variance of the expected linear 75% for expenditures.

The report was received.

7. REPORTS AND UPDATES

Chair Cooper reported the Regional Housing Council will be bringing forward an ask for 2022 and 2023 for about \$22,000 per year to share the cost of an FTE.

8. ADJOURNMENT

The meeting adjourned at 7:01 pm.