

2021 Finance Committee Workplan - DRAFT

Updated: 12/16/2020

Schedule of Regular and Special Meetings

Regular Meetings: 3rd Wednesday 5:30 - 7:30 PM; Olympia City Hall on Zoom

Committee Members:

Councilmembers: Jim Cooper (Chair); Lisa Parshley; Mayor Cheryl Selby

Staff: Nanci Lien, Joan Lutz, Jana Brown, Regina Adams, Jay Burney, Keith Stahley, Debbie Sullivan, Mark Barber

Month	Tentative Date	Agenda Section	Agenda Topic	Presenter
Jan	1/20/2021	Budget Snap Shot	Budget Snap Shot - City's Centralized Fleet Program	Nanci Lien/Deb H/Meliss Maxfield
Jan	1/20/2021	Other	2021 Finance Committee Work Plan - revisited	Nanci Lien
Jan	1/20/2021	Other	FMIS Update (FROG Project)	Danelle MacEwen/Jana Brown
Feb	2/17/2021	Budget Snap Shot	Budget Snap Shot - REET	Nanci Lien
Feb	2/17/2021	Other	Budget Discussion - Input on Preliminary Budget	Nanci Lien/Jay Burney
Feb	2/17/2021	Other	Engage Olympia/Citizen Survey	Debbie Sullivan/Stacey Ray
Mar	3/17/2021	Budget Snap Shot	Budget Snap Shot - Debt; Retirement of Debt	Nanci Lien/Jana Brown
Mar	3/17/2021	Other	FMIS Update (FROG Project)	Danelle MacEwen/Jana Brown
Mar	3/17/2021	Other	Budget Revenue Stab Reserve Reimb Preliminary Disc	Nanci Lien/Jay Burney
Mar	3/17/2021	Financial Status	EOY Preliminary Financial Position Discussion	Nanci Lien/Jay Burney
Apr	4/21/2021	Budget Snap Shot	Budget Snap Shot	Nanci Lien/Jana Brown
Apr	4/21/2021	Financial Status	EOY Financial Position Discussion	Nanci Lien/Jana Brown
Apr	4/21/2021	Financial Status	Quarterly Report	Joan Lutz
May	5/19/2021	Budget Snap Shot	Budget Snap Shot	Nanci Lien/Jana Brown
May	5/19/2021	Other	TBD	
May	5/19/2021	Other	TBD	
Jun	6/19/2021	Budget Snap Shot	Budget Snap Shot	Nanci Lien/Jana Brown
Jun	6/19/2021	Other	FMIS Update	Danelle MacEwen/Jana Brown
Jun	6/19/2021	Other	Diversity & Inclusion Update	Debbie Sullivan/Linneaea Jablonski
Jul	7/21/2021	Budget Snap Shot	Budget Snap Shot	Nanci Lien/Jana Brown
Jul	7/21/2021	Financial Status	Quarterly Report	Joan Lutz
Jul	6/19/2021	Other	TBD	
Aug	8/18/2021	Budget Snap Shot	Budget Snap Shot	Nanci Lien/Jana Brown
Aug	8/18/2021	Budget	Briefing - 2022-2027 CFP/Financial Plan	Nanci Lien/Joan Lutz
Aug	8/18/2021	Other	TBD	
Sep	9/15/2021	Budget Snap Shot	Budget Snap Shot	Nanci Lien/Jana Brown
Sep	9/15/2021	Budget	Briefing - 2022 Preliminary Operating Budget	Jay Burney/Nanci Lien
Sep	9/15/2020	Budget	Utility Budget & Rates	Rich Hoey & Team
Sep	9/15/2021	Other	FMIS Update	Danelle MacEwen/Jana Brown
Oct	10/20/2021	Budget Snap Shot	Budget Snap Shot	Nanci Lien/Jana Brown
Oct	10/20/2021	Financial Status	Quarterly Report	Joan Lutz
Oct	10/20/2021	Other	TBD	
Nov	11/17/2021	Budget Snap Shot	Budget Snap Shot	Nanci Lien/Jana Brown
Nov	11/17/2021	Budget	Discussion - 2022 Prel Oper & CFP Budget Recommendations	Jay Burney/Nanci Lien
Nov	11/17/2021	Other	TBD	
Dec	12/15/2021	Budget Snap Shot	Budget Snap Shot	Nanci Lien/Jana Brown
Dec	12/15/2021	Other	Discussion - 2022 Finance Committee Work Plan	Nanci Lien
Dec	3/17/2021	Other	FMIS Update	Danelle MacEwen/Jana Brown

Budget Snapshots
Financial Reports
Budget
Other Topics

Finance Committee Possible Agenda Items

Updated: 12/15/2020

Scheduled

Items to be scheduled

Items from previous year's 2020 lists

- 1 Lee Creighton Justice Center
- 2 Excise Tax
- 3 Annexation Financial Impact Analysis
- 4 Discuss results of ADA study
- 5 Transportation Funding
- 6 Short-Term Rentals
- 7 Citywide Fleet Program (Jan)

Item # Suggested by: Possible Other Topics

- 8 Sullivan Engage Olympia - Check in on budget (sooner than later); LP - include questions about Police Budget (Feb)
- 9 Sullivan Diversity & Equity; should be ready in May/June; include imagine public safety? (June)
- 10 Cooper Does GFOA best practices related to equity?
- 11 Sullivan Budget Stabilization Reserve; 1st quarter; having a plan in place; discuss re-plenishing 2020 in April; discuss w/Debbie about bigger picture
- 12 Parshley Climate Mitigation Plan & Sealevel Rise
- 13 Cooper/Selby EIS Phase II - Capital Lake/Shared Governance Model/Design Costs related to City's infrastructure (5th Ave Bridge)
- 14 Financial review of all services provided to other entities (Fire fleet, State Fire, etc)
- 15 Financial Management Information System (FMIS) Project updates (Jan, Jun, Sep, Dec)
- 16 B&O Software Project
- 17 B&O Audit Project
- 18 OFD Fleet Program - Business Analysis
- 19 Budget Revenue Stabilization Reserve Policy
- 20 Firefighters Pension
- 21 Risk/Insurance Program
- 22 LOTT Updated
- 23 Dept Pres OFD (Fire, Fleet, Inspector, Medic 1, State Protection)
- 24 Dept Pres CP&D (Parking Fund, Developer Fee Fund, CDBG, PBIA, etc) - LP & Gilman want to understand the CP&D budget
- 25 Dept Pres H/R
- 26 Dept Pres OPEB - LEOFF 1
- 27 Dept Pres Self-insured Workers Compensation Program
- 28 Dept Pres Self-insured Unemployment Program
- 29 Dept Pres Health Care Costs
- 30 Dept Pres Pension Costs
- 31 Dept Pres Legal
- 32 Dept Pres Munipal Court/Community Court
- 33 Dept Pres OPARD
- 34 Dept Pres Finance
- 35 Dept Pres Information Technology
- 36 Dept Pres Communication
- 37 Dept Pres Public Works
- 38 Dept Pres Engineering
- 39 Dept Pres Transportation
- 40 Dept Pres Facilities
- 41 Dept Pres Water Resources
- 42 Dept Pres Waste ReSources
- 43 Dept Pres OFD

Finance Committee Possible Agenda Items

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Scheduled
Items to be scheduled

- 44 Dept Pres Municipal Court Dept
- 45 Dept Pres Community Court Program
- 46 Dept Pres Public Works Dept
- 47 Dept Pres City Manager Dept
- 48 Dept Pres Legal Dept
- 49 Dept Pres Information Services LOB
- 50 Dept Pres Clerks Office LOB
- 51 Dept Pres OPI LOB
- 52 Dept Pres OPD - False Alarm Program
- 53 Cooper Training funds; identify core/critical training/what are other communities doing - H/R to research
- 54 Cooper Culture Access Tax; 1/10 of 1%; create a planning group w/school board; discussed about a year ago; should we start conversation again
- 55 Cooper Financial impacts of land use action taken to PC (ADUs); should FC discuss before going to full Council (example: Multnomah County gave loans to incentivize density)
- 56 Cooper Regional Fire Authority; how would we fund planning phase
- 57 Cooper Discussion on Council weighing in early in budget process to provide CM with item Council would like to see in preliminary budget (example: public safety structure)
- 58 Cooper Small equipment needs for OPD and OFD - how do make equipment replacement part of operating budget (like fleet replacement); Asset management
- 59 Cooper Fire Fleet Program - if revenue generator, could we replicate the "fleet" program for other jurisdictions? School district?
- 60 Parshely STR Access Tax; came from short-term rental owners
- 61 Parshely Low/No Interest Residential Loans; using reserves for cash to fund climate actions (like C-Pacer loan); City could promote County program; paid off through Prop Taxes
- 62 Lien TNCs (Transportation Network Companies - Lyft, Uber) different way of licensing by trip vs flat fee
- 63 Cooper GFOA - Equity best practices
- 64 Sullivan Armory discussion
- 65 Burney Developer Fee Revenue Fund
- 66 JBurney Engineering Services Funding
- 67 Sullivan Community Conversations; engage Olympia;
- 68 Parshely/Selby CDBG Program
- 69 Sullivan Diversity & Inclusion Update (May/June)
- 70 Cooper Springboarding off imagining Public Safety - how does this tie into Justice Center?
- 71 All Justice System \$ (in and out)/ prosecutor and defense funds are similar; like case load; expanding Com Court; Impact of future courthouse

Chair Cooper's recommendation:

- Workplan in general; only set concrete FC Workplan for 1st Quarter to allow flexibility for unknowns in 2021

Possible Budget Snap Shots	Sched for
1 Centralized Fleet Program (Jan)	Jan
2 Business License Program	
3 Program Revenues	
4 Grants	
5 Comprehensive Annual Financial Report	
6 Debt	Mar
7 General Facility Charges and Fees	
8 REET	Feb

Finance Committee Previous Budget Snap Shots

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Budget Snapshot	Topic Type	Description	2018	2019	2020	2021
Yes	Revenue - Taxes	General	Apr 2018			
Yes	Revenue - Taxes	Property Tax	Oct 2018		May 2020	
Yes	Revenue - Taxes	Sales Tax			Apr 2020*	
No	Revenue - Taxes	B&O Tax			Apr 2020*	
Yes	Revenue - Taxes	REET				Feb 2021
Yes	Revenue - Taxes	Lodging Tax			Apr 2020	TBD
Yes	Revenue - Taxes	Utility Tax			Oct 2020	
Yes	Revenue	State Shared			Jun 2020	
	Revenue	Charges for Goods & Services				TBD
	Revenue	Licenses				TBD
	Revenue	Permits				TBD
	Revenue	Intergovernmental				TBD
Yes	Revenue	Impact Fees		Oct 2019	Aug 2020	
	Revenue	General Facility Charges				
Yes	Revenue	Home Fund Revenue			Apr 2020	
Yes	Expenditures	Labor Costs	Feb 2018			
No	Expenditures	LEOFF 1	May 2018			
No	Expenditures	Firefighter Pension	May 2018			
Yes	Dept/Programs	Citywide Fleet Program				Jan 2021
	Dept/Programs	Finance Dept				
	Dept/Programs	CP&D Dept				
	Dept/Programs	OPARD				
No	Dept/Programs	OPD			Nov 2020*	
Yes	Other	Reserve Policies	Jun 2018			
No	Other	Budget Revenue Stabilization Reserve		May 2019		
Yes	Other	Debt		Mar 2018; Feb 2019		Mar 2021
Yes	Other	Investments		Mar 2019; Sep 2019	Jul 2020	
Yes	Other	Internal Controls		Jul 2019		
No	Other	Public Safety Levy Program (OPD)		Jun 2019*		
Yes	Other	Financial Policies		Jun 2019		
Yes	Other	CAFR - Annual Report		May 2019		
Yes	Other	Audits		Apr 2019		
Yes	Other	Council Financial Fid Responsibility		Jan 2019		
Yes	Other	Wash Center for Performing Art			Apr 2020	

*Not presented as Budget Snapshots