



Meeting Agenda

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, July 21, 2021

5:30 PM

Online and Via Phone

Attend: https://us02web.zoom.us/webinar/register/WN_vG75jHrqQfKAWb-lu6LEyQ

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, community members may address the Committee for up to two (2) minutes regarding the Committee's business meeting topics.

5. **APPROVAL OF MINUTES**

- 5.A [21-0728](#) Approval of June 16, 2021 Finance Committee Meeting Minutes

Attachments: [Minutes](#)

6. **COMMITTEE BUSINESS**

- 6.A [21-0713](#) Community Planning & Development Department Services and Associated Funding Briefing
- 6.B [21-0714](#) Second Quarter Budget Report

7. **REPORTS AND UPDATES**

8. **ADJOURNMENT**

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601 4th Avenue E.
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360-753-8244

Finance Committee

Approval of June 16, 2021 Finance Committee Meeting Minutes

Agenda Date: 7/21/2021
Agenda Item Number: 5.A
File Number:21-0728

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

Title

Approval of June 16, 2021 Finance Committee Meeting Minutes



Meeting Minutes - Draft

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, June 16, 2021

5:30 PM

Online and Via Phone

Attend: https://us02web.zoom.us/webinar/register/WN_WadFFRgHQI-JC5RFFokM9g

1. CALL TO ORDER

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

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

No one spoke.

5. APPROVAL OF MINUTES

5.A [21-0602](#) Approval of May 19, 2021 Finance Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

6.A [21-0598](#) Budget Snapshot - 2021 Lodging Tax & Washington Center for Performing Arts

City Manager Jay Burney honored Finance Director Nanci Lien as she retires on July 1, 2021.

Ms. Lien presented the briefing. She explained what Lodging Tax is and how the City uses it. She reviewed the financial history of using Lodging Tax revenue to help support the Washington Center for Performing Arts.

Committee members asked clarifying questions.

The report was received.

6.B [21-0580](#) Washington Center for the Performing Arts Financial Position and Reopening and Recovery Plan

Economic Development Director Mike Reid and The Washington Center for Performing Arts (Center) Executive Director Jill Barnes shared the Center's financial position, operating budget, capital budget and COVID reopening and recovery plan. Ms. Barnes noted the Center ended its 2020 fiscal reporting year in the red but it wasn't as bad as expected.

Committee members asked clarifying questions.

The discussion was completed.

6.C [21-0597](#) 2021 General Fund Revenue and an Early Review of 2022 General Fund Revenue Projections Briefing

Ms. Lien presented the briefing. She reported 2021 revenue projections have a gain of \$1.02 million. She noted 2022 revenues are projected to come in better than originally projected by 4% which amounts to \$3 million.

Committee members asked clarifying questions.

The report was received.

6.D [21-0596](#) 2021 Funding Needs and Resources Update

Mr. Burney and Ms. Lien presented the briefing. They went over a summary of updated 2021 funding needs and proposed resources to support them.

Committee members asked clarifying questions.

The report was received.

7. REPORTS AND UPDATES

Ms. Lien gave a sales tax revenue update.

8. ADJOURNMENT

The meeting adjourned at 7:56 p.m.



Finance Committee

Community Planning & Development Department Services and Associated Funding Briefing

Agenda Date: 7/21/2021
Agenda Item Number: 6.A
File Number:21-0713

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

Title

Community Planning & Development Department Services and Associated Funding Briefing

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Briefing only. No action requested.

Report

Issue:

Whether to receive a briefing regarding Community Planning & Development (CP&D) services and associated funding.

Staff Contact:

Leonard Bauer, CP&D Director, 360.753.8206

Presenter(s):

Leonard Bauer, CP&D Director
Suki Bell, Program & Planning Supervisor, CP&D
Jana Brown, Accounting Manager, Finance Department

Background and Analysis:

Each year various City departments provide presentations to the Finance Committee highlighting departmental services and the supporting funding.

The CP&D consists of six programs: Administration, Customer Service Center, Development Permit Services, Parking Services, Planning & Engineering and Strategic Projects. These programs serve the community to ensure smart growth, safe development, protected environments, strong economy and vibrant neighborhoods.

The CP&D provides a wide variety of services to the community, including long-range planning, land

use and environmental review of development proposals, construction permitting and inspection, code enforcement, parking services, historic preservation, urban forestry, neighborhood programs, City Hall customer service and Citywide mail services. In addition, CP&D Administration supports the Housing and Economic Development programs in the City Manager's Office. All of CP&D's services require significant collaboration with other City departments and programs. Funding for CP&D services comes from two special accounts, known as the Development Services Fund and Parking Fund, as well as the General Fund and numerous Interfund Transfers.

Staff will present an overview of CP&D services, staffing, and associated funding.

Neighborhood/Community Interests (if known):

The CP&D programs are of strong interest to the entire community as their work effects many aspects of development and customer services functions in the City.

Attachments:

None



Finance Committee

Second Quarter Budget Report

Agenda Date: 7/21/2021
Agenda Item Number: 6.B
File Number:21-0714

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

Title

Second Quarter Budget Report

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive a briefing on the 2021 Second Quarter Budget Report.

Report

Issue:

Whether to receive a briefing on the 2021 Second Quarter Budget Report.

Staff Contact:

Debbie Sullivan, Assistant City Manager, Strategic Initiatives, 360.753.8499
Joan Lutz, Budget/Financial Analyst, Finance Department, 360.753.8760

Presenter(s):

Joan Lutz, Budget/Financial Analyst, Finance Department

Background and Analysis:

RCW 35A.34.240 requires a quarterly budget report to be submitted to the City Manager and City Council. The report should include a comparison of budget appropriations vs actual expenditures and revenues from all sources in the preceding quarter.

Staff will present a budget report representing the City's financial activities for the period of January 2021 through June 2021.

Neighborhood/Community Interests (if known):

The City's Operating Budget represents the commitment to achieving the community's vision of a Vibrant, Healthy and Beautiful Capital City. This vision was adopted by City Council in 2014, and the annual budgeting process is one of the most visible and significant ways the City achieves and

articulates the vision.

Options:

1. Receive the briefing.
2. Do not receive the briefing.
3. Receive the briefing at another time.

Financial Impact:

The 2021 Operating Budget, adopted on December 15, 2020 by Ordinance 7268 and amendment on June 8, 2021 by Ordinance 7281, appropriates \$171.6 million, which includes General Fund appropriations of \$90.4 million.

Attachments:

None.