



Meeting Agenda

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Cari Hornbein
360.753.8048

Wednesday, September 1, 2021

6:00 PM

Online and via phone:

Finance Subcommittee

Register to Attend:

https://us02web.zoom.us/webinar/register/WN_WyuX09djTgSA_qmLCWLZ6Q

1. CALL TO ORDER

Estimated time for items 1 through 4: 15 minutes

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- 3.A [21-0847](#) Approval of August 17, 2021 OPC Finance Subcommittee Meeting Minutes

Attachments: [08172021 Minutes_Draft](#)

4. PUBLIC COMMENT

Please send public comments to Jphillip@ci.olympia.wa.us. Comments received up to two hours prior to the meeting will be shared with Commissioners.

5. STAFF ANNOUNCEMENTS

This agenda item is also an opportunity for Commissioners to ask staff about City or Planning Commission business.

6. BUSINESS ITEMS

- 6.A [21-0838](#) Capital Facilities Plan Briefing

Attachments: [Webpage](#)

Estimated time: 120 minutes

7. REPORTS

From Staff, Officers, and Commissioners, and regarding relevant topics.

8. OTHER TOPICS

None

9. ADJOURNMENT

Approximately 10:00 p.m.

Upcoming

Next Finance Subcommittee meeting is September 22, 2021 . See 'meeting details' in Legistar for list of other meetings and events related to Commission activities.

Accommodations

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



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Olympia, WA 98501
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Planning Commission

Approval of August 17, 2021 OPC Finance Subcommittee Meeting Minutes

Agenda Date: 9/1/2021
Agenda Item Number: 3.A
File Number:21-0847

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

Title

Approval of August 17, 2021 OPC Finance Subcommittee Meeting Minutes



Meeting Minutes - Draft

Planning Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Cari Hornbein
360.753.8048

Tuesday, August 17, 2021

5:30 PM

Online and via phone:

Finance Subcommittee

1. CALL TO ORDER

Finance Subcommittee Chair Cunningham called the meeting to order at 5:32 p.m.

1.A ROLL CALL

Present: 3 - Vice Chair Aaron Sauerhoff, Commissioner Rad Cunningham and Commissioner Greg Quetin

1.B OTHERS PRESENT

Community Planning and Development Staff:
Senior Planner Cari Hornbein
Principal Planner Joyce Phillips

2. APPROVAL OF AGENDA

The agenda was approved.

3. PUBLIC COMMENT - None

4. STAFF ANNOUNCEMENTS

Ms. Hornbein confirmed dates of future Finance Subcommittee meetings - Wednesday, September 1st and 22nd.

5. BUSINESS ITEMS

5.A [21-0801](#) Discussion of the 2022-2027 Capital Facilities Plan

Staff and Subcommittee members participated in a discussion regarding the Capital Facilities Plan.

The discussion was completed.

6. REPORTS - None

7. OTHER TOPICS - None

8. ADJOURNMENT

The meeting adjourned at 6:45 p.m.



Planning Commission

Capital Facilities Plan Briefing

Agenda Date: 9/1/2021
Agenda Item Number: 6.A
File Number: 21-0838

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

Title

Capital Facilities Plan Briefing

Recommended Action

Information only. No action requested.

Report

Issue:

Discussion on the Preliminary Capital Facilities Plan, 2022-2027 Financial Plan.

Staff Contact:

Joyce Phillips, Principal Planner, Community Planning and Development, 360.570.3722

Presenter(s):

None. This will be an opportunity for the Planning Commission Finance Subcommittee to ask questions of city staff from multiple city departments about projects and funding in the preliminary plan.

Background and Analysis:

The Capital Facilities Plan (CFP) is a Chapter in the City's adopted Comprehensive Plan. The CFP portion of the Plan is updated annually.

The CFP identifies which capital facilities are necessary to support development and/or growth. Most projects listed are directly related to the applicable master plan or functional plan, such as the Parks, Arts and Recreation Plan, the Storm and Surface Water Plan, and other similar plans. The Comprehensive Plan covers a 20-year time horizon; however, the *Preliminary CFP, 2022-2027 Financial Plan* is primarily a 6-year financial plan. It is required by the Growth Management Act and includes specific projects, cost estimates, funding sources and strategies to implement the plan.

City staff annually reviews and updates the 6-year plan to ensure it can fund and implement the comprehensive plan's vision, showing how the city will provide governmental services at adopted levels of service standards for the existing and projected population growth in the City and Urban Growth Area.

The Planning Commission will hold a public hearing on September 20, 2021. City Council is

scheduled to hold a public hearing on October 12, with planned adoption of the updated CFP and Financial Plan in December.

Neighborhood/Community Interests (if known):

Specific neighborhood or community interests are not yet known. Community members have access to the plan and are invited to provide comments to staff or at an upcoming public hearing. Additionally, other City Advisory Committees (Utilities, Bicycle and Pedestrian, and Parks and Recreation) are reviewing the plan and may provide comments as well.

Options:

None, no action is requested.

Financial Impact:

Capital projects in the preliminary plan, for 2022, are estimated at just under \$39 million and are proposed to be paid for using a variety of funding sources.

Attachments:

Budget webpage

Budget/Financial Reports



Explore the City budget online

The City's operating budget shows how much revenue we expect for the year, where it comes from, and how we plan to spend that money for our day to day expenses.

You can now view the City's real-time budget and financial information online, anytime at **OlyFinance**.

[➔ Go to OlyFinance](#)

Budget documents

- [2021 Adopted Operating Budget](#)
- [2021-2026 Adopted Capital Facilities Plan](#)
- [2022-2027 Preliminary Capital Facilities Plan](#)

Financial reports

- [Comprehensive Annual Financial Report \(CAFR\)](#)
- [2020 Q3 Quarterly Budget Report](#)
- [Sales Tax Report - Annual](#)
- [Sales Tax Report - Monthly](#)
- [Financial Resilience Strategy](#)



How the City budget is developed

In Olympia, we Budget Different. The City budget isn't developed behind closed doors. Instead, we use a unique process called **PPI** (Priorities, Performance and Investments).

We start by gathering the community's **Priorities**, then we continually evaluate our **Performance** so that we can adjust our **Investments** as necessary to achieve the community's vision.

 Learn more about the PPI budget cycle

Questions?

Contact the Finance Department at financeadmin@ci.olympia.wa.us.

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