



Meeting Agenda

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, February 8, 2017

5:00 PM

Council Chambers

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF AGENDA**

4. **APPROVAL OF MINUTES**

4.A [17-0145](#) Approval of January 11, 2017 Finance Committee Meeting Minutes

Attachments: [Minutes](#)

5. **COMMITTEE BUSINESS**

5.A [17-0119](#) Approval of the 2017 Finance Committee Work Plan

Attachments: [Draft 2017 Work Plan](#)

5.B [17-0120](#) Oral Report - Review of 2016 Year-End Numbers

6. **REPORTS AND UPDATES**

7. **ADJOURNMENT**

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

Finance Committee

Approval of January 11, 2017 Finance Committee Meeting Minutes

Agenda Date: 2/8/2017
Agenda Item Number: 4.A
File Number: 17-0145

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

Title

Approval of January 11, 2017 Finance Committee Meeting Minutes



Meeting Minutes - Draft

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, January 11, 2017

4:00 PM

Room 207

Special Meeting - Updated Time

1. CALL TO ORDER

Chair Cooper called the meeting to order at 4:00 p.m.

2. ROLL CALL

Present: 3 - Chair Jim Cooper, Committee member Jessica Bateman and Committee member Jeannine Roe

3. APPROVAL OF AGENDA

The agenda was approved.

4. APPROVAL OF MINUTES

4.A [17-0042](#) Approval of November 16, 2016 Finance Committee Meeting Minutes

The minutes were approved.

5. COMMITTEE BUSINESS

5.A [17-0026](#) Review of Community Development Block Grant Loan Portfolio

Community Service Programs Manager Anna Schlecht gave a brief history and explanation of the Community Development Block Grant (CDBG) program. There are currently \$5 million in loan receivables. Program income was down during the recession with a low in 2011. The 11-year average for annual program income is \$254,000. Market volatility makes projections difficult. The 2017 budget is \$150,000. The remainder will go toward spend-down. Chair Cooper asked staff to recommend options for the spend-down that needs to be completed by June 2017.

The discussion was completed.

5.B [17-0014](#) Policies on Development Review Fund

Policies were drafted for the Development Review Fund. Community Planning & Development Deputy Director Leonard Bauer summarized the policies. Chair Cooper asked clarifying questions.

Committee member Roe moved, seconded by Committee member Bateman,

to recommend adoption of policies by the City Council. The motion passed.

5.C [17-0034](#) Use of Asset Forfeiture Funds

Police Department Administrative Services Manager Laura Wohl explained City Council has to approve expenditures of the Asset Forfeiture Fund. In 2011, Police gun accessories were replaced for \$11,000 but we were never billed. The vendor was audited recently and the mistake was caught. Ms. Wohl needs approval to pay the bill from the Asset Forfeiture Fund.

Committee member Bateman moved, seconded by Committee member Roe, to recommend approval to the City Council for the expenditure of \$10,734.24 for firearms accessories from the Asset Forfeiture Fund. The motion passed.

5.D [17-0038](#) Oral Report: Restroom Funding

Community Planning and Development Downtown Liaison Mark Rentfrow presented the history of portable restrooms in Olympia (existing, proposed, and non-viable). He displayed a map illustrating instances of human waste deposits from August 2016 to December 2016. The data was limited to reports from Downtown Ambassadors. Mr. Rentfrow discussed the proposed locations for two more portable toilets. The estimated cost for the two additional portable toilets is \$68,200.58. Options for handwashing stations and lighting were also discussed. Funding options were presented. City Manager Steve Hall commented this project will not impact utility projects. Funding options include:

- Sewer utility funds
- Council goal money
- CDBG funding
 - Salvation Army location only - Funding becomes available June 17, 2017
- Year-end savings

Committee member Bateman asked for staff recommendations on the best location for permanent restrooms in downtown.

Committee members discussed financing options and asked for a City Manager recommendation. Mr. Hall said sewer utility funds or year-end savings are both acceptable options. The Committee liked the idea of using sewer utility funds because the portable toilets are a pilot for something more permanent.

Committee member Roe moved, seconded by Committee member Bateman, to forward a recommendation to City Council to approve use of sewer utility funds to fund two additional portable toilets and solar lighting. The motion passed.

6. REPORTS AND UPDATES - None

7. ADJOURNMENT

Chair Cooper adjourned the meeting at 5:07 p.m.



Finance Committee

Approval of the 2017 Finance Committee Work Plan

Agenda Date: 2/8/2017
Agenda Item Number: 5.A
File Number: 17-0119

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

Title

Approval of the 2017 Finance Committee Work Plan

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the 2017 Finance Committee Work Plan.

Report

Issue:

Whether to develop the 2017 Finance Committee Work Plan.

Staff Contact:

Jane Kirkemo, Administrative Services Director, 360.753.8499

Presenter(s):

Jane Kirkemo, Administrative Services Director

Background and Analysis:

Each year, all advisory committees develop a work plan for review. The Finance Committee typically submits a "skeleton" for review, allowing time at each meeting to respond to emerging issues. Attached is the draft work plan. Meetings will be at 5:00 p.m. on the second Wednesday of each month.

Neighborhood/Community Interests (if known):

N/A

Options:

- 1) Approve the 2017 Finance Committee Work Plan
- 2) Amend the Work Plan by deleting or adding items

Financial Impact:

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

N/A

Attachment:
Draft 2017 Work Plan

2017 Finance Committee Work Plan

*In addition to scheduled agenda the work plan
will absorb items referred from council*

REVISED

March

- Discuss Washington Center audit/ fundraising progress
- Discuss 2016 year end financial position
- Arts and cultural history program scope of work

April

- Discuss process and funding strategy for public safety and housing
- Mental Health mobile outreach program
- Contract for banking services

May

- Increase minimum wage consideration- employees and contractors
- Discuss predictable work schedule
- Long term budget sustainability

June

- Criteria and process for 2018 budget
- Review B & O Tax Thresholds
- Maintenance Center feasibility study

July

- Develop multi-modal approach for transportation impact fees
- Review the 2018 - 2023 Preliminary Capital Facilities Plan

August

- Recommendations to adequately fund fire equipment replacement

September

- Study of college education funding/ regressive local tax structure

October thru December

- Review the Preliminary Operating & Capital Budgets and forward recommendation to the full council
- Council compensation



Finance Committee

Oral Report - Review of 2016 Year-End Numbers

Agenda Date: 2/8/2017
Agenda Item Number: 5.B
File Number: 17-0120

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

Title

Oral Report - Review of 2016 Year-End Numbers

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Review the preliminary 2016 year-end numbers and direct staff to forward the necessary ordinances to the full Council.

Report

Issue:

Whether to authorize staff to proceed closing 2016 accounting records and bring forward any necessary ordinances appropriating any excess fund balance above the 10% reserve.

Staff Contact:

Jane Kirkemo, Administrative Services Director, 360.753.8499

Presenter(s):

Jane Kirkemo, Administrative Services Director
Steve Hall, City Manager

Background and Analysis:

Staff is still in the process of closing out fiscal year 2016. These numbers are very preliminary. However, we wanted to give the Committee a quick look at the financial position. This will be an oral report. Staff can also discuss any revenue options available.

Attachments:

None