



Meeting Agenda

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, January 17, 2018

5:00 PM

Room 207

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF AGENDA**

4. **APPROVAL OF MINUTES**

- 4.A [18-0079](#) Approval of December 13, 2017 Finance Committee Meeting Minutes

Attachments: [Minutes](#)

5. **COMMITTEE BUSINESS**

- 5.A [18-0060](#) Technology Needs and Funding Assessment Update

- 5.B [18-0078](#) Approval of the 2018 Finance Committee Work Plan

Attachments: [Draft 2018 Work Plan](#)

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 December 13, 2017 Finance Committee Meeting Minutes

Agenda Date: 1/17/2018
Agenda Item Number: 4.A
File Number: 18-0079

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

Title

Approval of December 13, 2017 Finance Committee Meeting Minutes



Meeting Minutes - Draft

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, December 13, 2017

5:00 PM

Room 207

1. CALL TO ORDER

Chair Cooper called the meeting to order at 5:01 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 [17-1289](#) Approval of November 22, 2017 Finance Committee Meeting Minutes

The minutes were approved.

5. COMMITTEE BUSINESS

5.A [17-1299](#) Update on Community Conversation Planning and Preview New Public Financial Reporting Tools

Debbie Sullivan, Administrative Services Director, showcased the City's new public financial reporting tools that will become available in early 2018.

The new reporting tools will provide financial information in an easy to read and use format for the public. The dashboard will help the public find the information they are looking through frequently asked questions and their answers and will include some capacity to drill down a bit further into the information.

Once the reporting tool goes live, citizen outreach will begin.

Along with the new financial reporting tools, the Finance Committee will begin its "Community Conversation - Performance, Priorities and Investments" to educate the general public on budgeting, engage community members and gain feedback.

The report was completed.

5.B [17-1297](#) Discussion of 2018 Finance Committee Draft Work Plan

Debbie Sullivan, Administrative Services Director, presented a draft of the 2018 Finance Committee Work Plan.

After the Council retreat in January 2018, the work plan draft can be revised and adopted to encompass the direction determined.

The discussion was completed.

6. REPORTS AND UPDATES

Chair Cooper thanked Committee member Jeanine Roe for her two years of service with the Finance Committee as well as her contribution to the City Council.

7. ADJOURNMENT

The meeting adjourned at 5:45 p.m.



Finance Committee

Technology Needs and Funding Assessment Update

Agenda Date: 1/17/2018
Agenda Item Number: 5.A
File Number: 18-0060

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

Title

Technology Needs and Funding Assessment Update

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive the update. Information only; No action requested.

Report

Issue:

Whether to receive an updated technology needs and funding assessment.

Staff Contact:

Shawn Ward, Chief Information Officer, Administrative Services Information Services, 360.753.8069

Presenter(s):

Shawn Ward, Chief Information Officer

Background and Analysis:

Information Services is responsible for developing, maintaining and protecting the City of Olympia's information and technology systems. The current focus areas include technology strategies to improve our citizens' experience and the continued development of a digital workplace for our employees. We support these strategies by identifying, prioritizing and implementing a continuous list of technology project requests.

The technology industry is shifting from users purchasing software/hardware that is maintained on-site to hosted, subscription-based services. Historically, the City invested in large upfront costs with minimal maintenance fees. Now, the initial project costs are relatively low, but the need for annual maintenance fees are increasing. Staff will share the major technology projects planned for 2018 - 2020, the funding needs, and the funding challenges.

Neighborhood/Community Interests (if known):

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

N/A

Options:

Information only.

Financial Impact:

N/A

Attachments:

None



Finance Committee

Approval of the 2018 Finance Committee Work Plan

Agenda Date: 1/17/2018
Agenda Item Number: 5.B
File Number: 18-0078

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

Title

Approval of the 2018 Finance Committee Work Plan

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the 2018 Finance Committee Work Plan.

Report

Issue:

Whether to approve the 2018 Finance Committee Work Plan.

Staff Contact:

Debbie Sullivan, Administrative Services Director, 360.753.8499

Presenter(s):

Debbie Sullivan, Administrative Services Director

Background and Analysis:

Each year, all advisory committees develop a work plan for review. The Finance Committee typically submits a basic plan 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 2018 Finance Committee Work Plan
- 2) Amend the Work Plan by deleting or adding items

Financial Impact:

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

N/A

Attachment:
Draft 2018 Work Plan

Finance Committee Work

DRAFT 2018 Work Plan

January 17

- Technology Assessment and Funding Strategy [Shawn Ward]

February 14

- Approve 2018 Finance Committee Work Plan
- Oral Report – Review of 2017 Year-End Numbers
- Operating and Capital Budget Primer
- Banking RFP Update
- Review Long-Term Financial Strategies

March

- Community Conversations – Performance, Priorities, and Investments

April 11

- Business License Threshold Briefing [Bill Sampson]
- Revenue Sources – Overview and Future Planning
 - Commercial Parking Tax
 - Cultural Access Sales Tax
 - B&O Tax, including thresholds
 - Other

May 9

- LEOFF 1 Post Employment Medical and Fireman’s Pension Funding Plans
- Debt Overview and Future Planning

June 13

- Multi-year operating budget projections
- Criteria and process for 2019 budget

July 11

- Review the 2019- 2024 Preliminary Capital Facilities Plan
- Police and Fire Equipment Replacement
- Building, Repair, and Replacement

August 8

- Operating and Capital Budget briefings

September 12

- Operating and Capital Budget briefings

As of January 17, 2018

October 10

- Review Utility Rates
- Review Building, Engineering, and Land Use Fee Increases

November 14

- Review and Discuss the Preliminary Operating & Capital Budgets

November [2nd meeting if needed]

- Budget Balancing Recommendation

December 12

Topics to Be Scheduled:

- Lifeline Utility Rates
- Minimum Wage
- Predicable Work Schedules
- Regressive Tax Study
- Study of college education funding
- ArCH
- WCPA Endowment Guidelines
- City-owned buildings and operating lease agreements