



Meeting Agenda

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, February 21, 2018

5:30 PM

Room 207

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

- 4.A** [18-0182](#) Approval of January 17, 2018 Finance Committee Meeting Minutes

Attachments: [Minutes](#)

5. COMMITTEE BUSINESS

- 5.A** [18-0170](#) Budget Snapshot - Labor/Wages/Benefits
- 5.B** [18-0154](#) Banking Request for Proposal (RFP) Update
- 5.C** [18-0166](#) Review Long Term Financial Strategy
- 5.D** [18-0164](#) Review of 2017 Year-End Numbers
- 5.E** [18-0165](#) Oral Report - Community Conversations

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 17, 2018 Finance Committee Meeting Minutes

Agenda Date: 2/21/2018
Agenda Item Number: 4.A
File Number: 18-0182

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

Title

Approval of January 17, 2018 Finance Committee Meeting Minutes



Meeting Minutes - Draft

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

Chair Cooper called the meeting to order at 5:07 p.m.

2. ROLL CALL

Present: 3 - Chair Jim Cooper, Committee member Jessica Bateman and Committee member Lisa Parshley

3. APPROVAL OF AGENDA

The agenda was approved.

4. APPROVAL OF MINUTES

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

The minutes were approved.

5. COMMITTEE BUSINESS

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

At the November 8, 2017, Finance Committee meeting it was noted that one of the unfunded critical needs was technology solutions for \$1,000,000.

Shawn Ward, Chief Information Officer, presented a plan similar to the City's Action Plan with four digital transformation focus areas: Citizen Experience, Digital Workplace, Information Assets and Reliable Solutions.

To meet the focus area goals, funding sources include the general fund, special account - desktop services and special account - technology planning & development. Mr. Ward explained the two types of technology project funding models. The enterprise systems are often Citywide systems. Funding includes acquisition, implementation, first year support and subscription costs with future years funding supported by the Information Services Operating Budget. The business applications are for a single program or department. Funding includes acquisition, implementation, first year support and subscription costs with future years funding supported by the Departments Operating Budget.

The top five technology projects for 2018 are a Parking Management Solution that is

expected to go live late February, Case Management Solution, Financial/HR Systems Replacement (multi-year), Office 365 Migration and Intranet Replacement.

Included in the presentation is the financial impact to Operating Budgets.

Mr. Ward informed the Committee that the switch from Enterprise systems to Subscription based systems will require the current Information Services FTE's to move toward consulting and security. They are working on a disaster and recovery plan. They will review staffing needs in a few years after conversion needs have been met.

The information was received.

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

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

Each Finance Committee meeting has items for discussion and review. The end of the work plan has a list of unscheduled topics. After discussion with Committee members as well meeting attendees, all the unscheduled topics have been scheduled.

The Finance Committee recommended this work plan to be forwarded to the City Council.

The recommendation was approved.

6. REPORTS AND UPDATES

OpenGov Update:

Ms. Sullivan reported that OpenGov will roll out the end of January to the departments within the City. This resource will be available to the public very soon and will be part of the Community Conversations the Committee is planning.

Community Conversations Update:

To design, facilitate, analyze and train staff to host future Community Conversations, we are requesting \$15,000 in Council Goal Money to hire a consulting group. We are looking to build a consistent and predictable pattern of engaging a broad scope of citizens, establish priorities, gauge City performance and provide investment guidance.

Committee member Bateman moved, seconded by Committee member Parshley, to forward to the City Council consent calendar a request to use \$15,000 of City Council Goal money to fund a contract with a consulting company to design, facilitate and train staff to host Community Conversations.

Aye: 3 - Chair Cooper, Committee member Bateman and Committee member Parshley

7. ADJOURNMENT

The meeting adjourned at 6:36 p.m.



Finance Committee

Budget Snapshot - Labor/Wages/Benefits

Agenda Date: 2/21/2018
Agenda Item Number: 5.A
File Number: 18-0170

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

Title

Budget Snapshot - Labor/Wages/Benefits

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive information on 2012 - 2017 expenses for City labor, wages, and benefits. Briefing only; No action requested.

Report

Issue:

Whether to receive a briefing on 2012-2017 City labor, wages, and benefits.

Staff Contact:

Dean Walz, Fiscal Services Director, Administrative Services, 360.753-8465

Presenter(s):

Dean Walz, Fiscal Services Director, Administrative Services, 360.753-8465

Background and Analysis:

Staff will provide a briefing on the historical expenses for City labor, wages, and benefits. Staff will also discuss the contributing drivers.

Neighborhood/Community Interests (if known):

N/A

Options:

N/A

Financial Impact:

N/A

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

Attachments:

None



Finance Committee

Banking Request for Proposal (RFP) Update

Agenda Date: 2/21/2018
Agenda Item Number: 5.B
File Number: 18-0154

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

Title

Banking Request for Proposal (RFP) Update

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Discuss the Request for Proposal (RFP) for banking services and provide guidance.

Report

Issue:

Whether to provide additional guidance to staff regarding a RFP for banking services.

Staff Contact:

Dean Walz, Fiscal Services Director, 360.753.8465

Presenter(s):

Dean Walz, Fiscal Services Director, Administrative Services Department
Terry McCall, Portfolio Services for Government

Background and Analysis:

US Bank is the service bank for the City. The current service agreement was signed in July 2012 for a two-year period with two-year extensions and an expiration date of June 2024. The City is in the process of preparing a Request for Proposal (RFP) for banking services. The current plan is to issue the RFP in early March 2018 with a recommendation to the Council in May.

Neighborhood/Community Interests (if known):

None identified.

Options:

- 1) Direct staff to continue with the RFP process as discussed at the meeting.
- 2) Direct the staff to make changes to the RFP or process.

Financial Impact:

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

2017 costs of banking services were \$50,931.

Attachments:

None



Finance Committee

Review Long Term Financial Strategy

Agenda Date: 2/21/2018
Agenda Item Number: 5.C
File Number: 18-0166

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

Title

Review Long Term Financial Strategy

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive a review of the City's Long-Term Financial Strategy. Briefing only; no action requested.

Report

Issue:

Whether to receive a briefing on the Long-Term Financial Strategy and how Council can apply the key principles and guidelines to make budget decisions.

Staff Contact:

Debbie Sullivan, Administrative Services Director, 360.753.8499

Presenter(s):

Debbie Sullivan, Administrative Services Director, 360.753.8499

Background and Analysis:

In December 1999, City Council adopted a Long-Term Financial Strategy (LTFS) for the purpose of providing guidance to Council as they make decisions on how to balance the annual budget. The focus is on the General Fund Operating Budget with a recognition that there is a connection to the Capital budget. The stated goal of the LTFS is to sustain high-quality services based on established priorities.

Since that time, the LTFS principles and guidance continue to be used by Council to inform decision making. It was updated in 2015 to include new guidelines on what to consider before increasing taxes. Staff will brief the Finance Committee on the LTFS, the process used to create it, and how it continues to be relevant today.

Neighborhood/Community Interests (if known):

N/A

Options:

N/A

Financial Impact:

N/A

Attachments:

None



Finance Committee

Review of 2017 Year-End Numbers

Agenda Date: 2/21/2018
Agenda Item Number: 5.D
File Number: 18-0164

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

Title

Review of 2017 Year-End Numbers

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Review the preliminary 2017 year-end numbers, and move to direct staff to forward the necessary ordinances to the full Council for consideration.

Report

Issue:

Whether to authorize staff to bring forward any necessary ordinances appropriating excess fund balance above the 10 percent reserve to full Council for consideration.

Staff Contact:

Debbie Sullivan, Administrative Services Director, 360.753.8499

Presenter(s):

Debbie Sullivan, Administrative Services Director
Steve Hall, City Manager

Background and Analysis:

Staff is actively closing out fiscal year 2017 and wants to provide Finance Committee with a preview of the City's end-of-year financial position. This will be an oral report since the numbers are preliminary. Staff can discuss recommendations for appropriating excess fund balance above the 10 percent reserve.

Attachments:

None



Finance Committee

Oral Report - Community Conversations

Agenda Date: 2/21/2018
Agenda Item Number: 5.E
File Number: 18-0165

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

Title

Oral Report - Community Conversations

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive an update on the schedule and planning for the first Community Conversation

Report

Issue:

Whether to receive an update on the schedule and planning for the first Community Conversation

Staff Contact:

Debbie Sullivan, Administrative Services Director, 360.753.8499

Presenter(s):

Debbie Sullivan, Administrative Services Director
Stacey Ray, Senior Planner, Administrative Services

Background and Analysis:

Staff is actively planning an "experimental" community conversation. The purpose of the conversation is to listen to citizen's perspectives for the top priorities of the City so Council can use those perspectives to inform the City's future investments. Staff will update Finance Committee on the schedule, invitation, and design of the conversation.

Attachments:

None