



# Meeting Agenda

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, June 25, 2019**

**5:30 PM**

**Room 207**

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### Special Meeting

**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, citizens may address the Committee for up to three (3) minutes regarding the Committee's business meeting topics.*

**5. APPROVAL OF MINUTES**

**5.A** [19-0601](#) Approval of May 15, 2019 Finance Committee Meeting Minutes

Attachments: [Minutes](#)

**6. COMMITTEE BUSINESS**

**6.A** [19-0598](#) Budget Snapshot - Financial Policies

**6.B** [19-0599](#) Discussion of Multi-year General Fund Revenue and Expenditure Projections

**6.C** [19-0415](#) Fire Department Level of Service Report

**6.D** [19-0589](#) Public Safety Implementation Program Status and 2019 Financial Report

**7. REPORTS AND UPDATES**

**8. ADJOURNMENT**

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City Hall  
601 4th Avenue E.  
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360-753-8244

## Finance Committee

### Approval of May 15, 2019 Finance Committee Meeting Minutes

**Agenda Date:** 6/25/2019  
**Agenda Item Number:** 5.A  
**File Number:** 19-0601

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

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**Title**

Approval of May 15, 2019 Finance Committee Meeting Minutes



# Meeting Minutes - Draft

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Wednesday, May 15, 2019**

**5:30 PM**

**Room 207**

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**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 Jessica Bateman and Committee member Lisa Parshley

**3. APPROVAL OF AGENDA**

**The agenda was approved.**

**4. PUBLIC COMMENT**

None

**5. APPROVAL OF MINUTES**

**5.A** [19-0461](#) Approval of April 17, 2019 Finance Committee Meeting Minutes

**The minutes were approved.**

**6. COMMITTEE BUSINESS**

**6.A** [19-0450](#) Budget Snapshot - Comprehensive Annual Financial Report

Fiscal Services Director Nanci Lien presented information on the City's Comprehensive Annual Financial Report (CAFR).

**The information was received.**

**6.B** [19-0431](#) Briefing on Commercial Parking Tax Options and Impacts

Community Planning and Development Parking Program Analyst, Max DeJarnatt presented information on the options and impacts related to implementing a commercial parking tax.

**The discussion was completed.**

**6.C** [19-0451](#) Discuss the Scope, Authorization, and Use of a Budget Stabilization

### Reserve

Administrative Services Director Debbie Sullivan presented information on the scope, authorization and use of budget stabilization reserves.

**The discussion was completed.**

#### 6.D [19-0452](#)

Briefing on Legislative House Bill 1406 - a Change in Sales Tax Related to Investments in Affordable and Supportive Housing

Ms. Lien provided a briefing on Legislative House Bill 1406. Home Fund Manager Cary Retlin spoke to limitations and uses of the bill.

**The information was provided.**

#### 6.E [19-0453](#) Briefing on First Quarter Budget Report

Fiscal Services Budget Analyst Joan Lutz and Ms. Lien presented the First Quarter Budget Report. Chair Cooper requested Sales Taxes numbers be included in the next report.

**The information was received.**

### 7. REPORTS AND UPDATES

Ms. Sullivan provided a brief update on the use of Engage Olympia as a tool to increase public involvement in the budget process and how the project will be kicked off at a future council meeting.

Committee Member Parshley requested a Budget Snapshot on the topic of Bonding be added to a future Finance Committee meeting.

### 8. ADJOURNMENT

The meeting was adjourned at 7:19 p.m.



## Finance Committee

### Budget Snapshot - Financial Policies

**Agenda Date:** 6/25/2019  
**Agenda Item Number:** 6.A  
**File Number:** 19-0598

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

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**Title**

Budget Snapshot - Financial Policies

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive a briefing on City of Olympia financial policies. Briefing only; No action required.

**Report**

**Issue:**

Whether to receive a briefing on City financial policies

**Staff Contact:**

Nanci Lien, Fiscal Services Director, 360.756.8465

**Presenter(s):**

Nanci Lien, Fiscal Services Director, Administrative Services Department

**Background and Analysis:**

The City of Olympia is accountable to its citizens for the use of public dollars. Municipal resources must be used wisely to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs. Financial policies safeguard the fiscal stability required to achieve the City's goals and objectives.

Staff will brief the Finance Committee on the City's current financial policies and how they guide decision making.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

Information only.

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

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**Financial Impact:**  
N/A

**Attachments:**  
None



## Finance Committee

### Discussion of Multi-year General Fund Revenue and Expenditure Projections

**Agenda Date:** 6/25/2019  
**Agenda Item Number:** 6.B  
**File Number:** 19-0599

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

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**Title**

Discussion of Multi-year General Fund Revenue and Expenditure Projections

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Discuss the City of Olympia's multi-year General Fund Revenue and Expenditure Projections.

**Report**

**Issue:**

Whether to discuss multi-year General Fund Revenue and Expenditure Projections.

**Staff Contact:**

Nanci Lien, Fiscal Services Director, 360.756.8465

**Presenter(s):**

Nanci Lien, Fiscal Services Director, Administrative Services Department

**Background and Analysis:**

Each year staff calculates a five-year General Fund revenue and expenditure projection in preparation of the annual budget cycle. The projections are based on current operations and revenue sources. The projection provides an indicator of the City's ability to maintain current services.

Staff will present multi-year General Fund Revenue and Expenditure Projections. The Finance Committee will also receive a briefing on the 2019 year-to-date revenue and end-of-year projections.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

Discussion only.

**Financial Impact:**

None at this time.

**Attachments:**

None



## Finance Committee

### Fire Department Level of Service Report

**Agenda Date:** 6/25/2019  
**Agenda Item Number:** 6.C  
**File Number:** 19-0415

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

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**Title**

Fire Department Level of Service Report

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive a report on the Olympia Fire Department's level of service. Briefing only; no action requested.

**Report**

**Issue:**

Whether to receive a briefing on the Fire Department's level of service.

**Staff Contact:**

Greg Wright, Fire Chief, Olympia Fire Department, 360.753.8466

**Presenter(s):**

Greg Wright, Fire Chief, Olympia Fire Department  
Mike Buchanan, Assistant Chief, Olympia Fire Department  
Kevin Bossard, Assistant Chief, Olympia Fire Department

**Background and Analysis:**

Earlier this year, the Finance Committee requested a review of the Fire Department's "Level of Service." This briefing will detail the work of the department.

Multiple aspects make up a complete "Level of Service" discussion. The presentation will include all aspects of the department operations that go into the understanding of "Level of Service". The information presented will cover station locations, staffing, budget, vehicle management, training, fire prevention, emergency preparedness, care coordination, and response times. Additionally, the presentation will include projections for future growth and information from the Tumwater Regional Fire Service study, if available.

**Attachments:**

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

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None



## Finance Committee

### Public Safety Implementation Program Status and 2019 Financial Report

**Agenda Date:** 6/25/2019  
**Agenda Item Number:** 6.D  
**File Number:** 19-0589

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

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#### **Title**

Public Safety Implementation Program Status and 2019 Financial Report

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Receive the Public Safety Implementation Program Status and 2019 Financial Report. Briefing only; no action requested.

#### **Report**

##### **Issue:**

Whether to receive information on the Public Safety Implementation Program Status and 2019 Financial Report.

##### **Staff Contact:**

Chandra Brady, Support Administrator, Olympia Police Department, 360.753.8214

##### **Presenter(s):**

Chandra Brady, Support Administrator, Olympia Police Department

#### **Background and Analysis:**

In 2017, the City of Olympia voters passed a Public Safety Levy Lid Lift funding Olympia Police Department programs including Crisis Response, Neighborhood Liaisons, and an enhanced Downtown Walking Patrol Unit. The Department was also granted funds for policy and budget coordination, and contemporary police training. In addition, the Community Planning and Development Department and Community Court received program funding from the Public Safety Levy Lid Lift. In 2018, the Olympia Police Department fully implemented the Public Safety Levy Lid Lift programs, and they continue into 2019.

#### **Neighborhood/Community Interests (if known):**

The OPD programs directly impact the Olympia Community by providing non-traditional police resources and responses to current issues in the City of Olympia.

**Options:**

N/A

**Financial Impact:**

These programs are funded by the public safety levy that passed in 2017.

**Attachments:**

None