



Meeting Agenda

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, June 17, 2020

5:30 PM

Online and via phone

Register to attend:

https://us02web.zoom.us/webinar/register/WN_9r_ibG5HTbKspy7Vyn07eQ

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

Please submit public comment via email to citycouncil@ci.olympia.wa.us

5. APPROVAL OF MINUTES

5.A [20-0463](#) Approval of May 20, 2020 Finance Committee Meeting Minutes

Attachments: [Minutes](#)

6. COMMITTEE BUSINESS

6.A [20-0470](#) Budget Snapshot on State Shared Revenue

6.B [20-0471](#) Discuss Joint Animal Services Commission Budget

6.C [20-0469](#) Discuss Washington Center for the Performing Arts' First Quarter Budget

6.D [20-0479](#) Update on COVID-19 Economic Response and Recovery Efforts

7. REPORTS AND UPDATES

8. ADJOURNMENT

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

Finance Committee

Approval of May 20, 2020 Finance Committee Meeting Minutes

Agenda Date: 6/17/2020
Agenda Item Number: 5.A
File Number:20-0463

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

Title

Approval of May 20, 2020 Finance Committee Meeting Minutes



Meeting Minutes - Draft

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, May 20, 2020

5:30 PM

Online or via phone

Register to attend:

https://us02web.zoom.us/webinar/register/WN_XY2LemobSN-QX92NqcGWdA

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 Cheryl Selby and Committee member Lisa Parshley

3. APPROVAL OF AGENDA

The agenda was approved.

4. PUBLIC COMMENT

Public comment was received via email.

5. APPROVAL OF MINUTES

5.A [20-0402](#) Approval of April 29, 2020 Finance Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

6.A [20-0409](#) Budget Snapshot - General Property Tax Revenue

Fiscal Services Director Nanci Lien presented the briefing. Ms. Lien reported Olympia's General Property Tax Levy is \$19 million, Olympia's General Property Tax Assessed Value is \$7.7 billion, and the Olympia Property Tax rate is \$2.4579 per \$1,000 of assessed value. She stated that property owners pay the tax to Thurston County and can be made in two installments in April and October if taxes are not paid through escrow. Olympia receives monthly remittances from the County.

The discussion was completed.

6.B [20-0101](#) Transportation Funding Briefing

Transportation Planning Supervisor Sophie Stimson and Deputy Public Works Director Mark Russell gave the briefing. They reported that the typical annual transportation funding amount is \$6.5 million. They stated transportation funding comes from impact fees, Real Estate Excise Tax, grants, voted utility tax on private utilities, and from the Transportation Benefit District (TBD). If the City loses TBD revenue, the backlog for pavement funding will be \$208 million.

The information was received.

6.C [20-0396](#) Update on COVID-19 Economic Response and Recovery Efforts

Economic Development Director Mike Reid reported on the COVID-19 Response and Recovery Plan. Mr. Reid updated the committee on the federal Paycheck Protection Program loans. He stated that Washington State had 90,505 loans approved totaling \$12,114,695,863. Mr. Reid reported that initial unemployment claims in Thurston County started to increase as more traditional white-collar businesses became affected by COVID-19. Mr. Reid concluded the report by listing the projects planned for re-opening Downtown. They include enhanced cleaning, sidewalk use for restaurant dining, curbside pickup program, street closures, streamlining temporary use permit processes, and planning outdoor programming.

The report was received.

6.D [20-0395](#) Briefing on First Quarter Budget Report

Fiscal Services Director Nanci Lien presented the briefing. Ms. Lien stated as of March 31, the City's General Fund revenues were on target at 22% and expenditures were right where they should be at 25% of the total annual budget.

The report was received.

7. REPORTS AND UPDATES

Councilmember Parshley reported LOTT is waiting for jurisdictions to come forward with utility default amounts before making deferral decisions.

City Manager Jay Burney reported Olympia is tracking closely with the State in revenue loss projections. The state is projecting an 11.5% loss and Olympia is projecting a 12% loss.

Administrative Services Director Debbie Sullivan reported the City refunded four bonds to take advantage of lower interest rates. Savings include a Transportation Bond savings of \$383,000 over 10 years, savings on the Hands on Children's Museum Bond of \$322,000 over 10 years, and two Water/Sewer Revenue Bond savings of \$1.1 million over ten years.

8. ADJOURNMENT

The meeting was adjourned at 7:56 p.m.



Finance Committee

Budget Snapshot on State Shared Revenue

Agenda Date: 6/17/2020
Agenda Item Number: 6.A
File Number: 20-0470

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

Title

Budget Snapshot on State Shared Revenue

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive a briefing on State Shared Revenue. No action required.

Report

Issue:

Whether to receive a briefing on State Shared Revenue.

Staff Contact:

Nanci Lien, Fiscal Services Director, 360.756.8465

Presenter(s):

Nanci Lien, Fiscal Services Director, Administrative Services Department

Background and Analysis:

Washington State cities and counties receive "shared revenue" from the State related to liquor, gas tax, marijuana sales and criminal justice services. Some distributions like liquor and gas tax are based on population, where marijuana sales and criminal justice distributions are based on other criteria. For 2020, Olympia has projected to receive \$2.1 million in State Shared revenue.

Staff will present an overview of State Shared revenues originally estimated and discuss projected impacts related to the economic downturn associated with the COVID-19 pandemic.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Receive the briefing.

2. Do not receive the briefing.

Financial Impact:

N/A

Attachments:

None



Finance Committee

Discuss Joint Animal Services Commission Budget

Agenda Date: 6/17/2020
Agenda Item Number: 6.B
File Number: 20-0471

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

Title

Discuss Joint Animal Services Commission Budget

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Discuss Joint Animal Services Commission (JASCOM) Budget

Report

Issue:

Whether to discuss the JASCOM Budget.

Staff Contact:

Debbie Sullivan, Administrative Services Director, 360.753.8499

Presenter(s):

Sarah Hock, Executive Director, JASCOM

Background and Analysis:

JASCOM is Thurston County's primary regional animal shelter and animal control agency. It was established in 1977 and serves 252,000 residents over 774 square miles. They operate out of an 8,000 square foot building at 3120 Martin Way.

Their mission is to promote responsible pet ownership, enforce animal-related laws, reduce pet overpopulation, alleviate animal suffering, provide temporary shelter and opportunities for adoption.

On June 1, 2020, JASCOM adopted an amended 2020 budget of \$2.5 million. Approximately half of JASCOM's 2020 funding comes from a jointly funded intergovernmental agreement with the cities of Lacey, Olympia, Tumwater, and Thurston County. The remaining revenue comes from licenses, donations and various fees. Participating jurisdiction's assessments are based on population and direct services received. Lacey is the lead agency for administrative and financial management.

Olympia's original 2020 assessment was \$283,932. JASCOM's amended 2020 budget resulted in a reduction of \$29,761 for a total of \$254,171. Sarah Hock, Executive Director, will discuss JASCOM's 2021 operating budget, strategic plan, and future assessments.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Receive the briefing.
2. Do not receive the briefing.

Financial Impact:

Olympia's original 2020 assessment was \$283,932. JASCOM's amended 2020 budget resulted in a reduction of \$29,761 for a total of \$254,171.

Attachments:

None



Finance Committee

Discuss Washington Center for the Performing Arts' First Quarter Budget

Agenda Date: 6/17/2020
Agenda Item Number: 6.C
File Number:20-0469

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

Title

Discuss Washington Center for the Performing Arts' First Quarter Budget

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Discuss Washington Center for the Performing Arts' First Quarter Budget

Report

Issue:

Whether to discuss the Washington Center for the Performing Arts' First Quarter Budget.

Staff Contact:

Debbie Sullivan, Administrative Services Director, 360.753.8499

Presenter(s):

Jill Barnes, Executive Director, Washington Center for the Performing Arts

Background and Analysis:

The Washington Center for the Performing Arts (Center) was constructed in 1985 by the City of Olympia. While the City owns the building, the Center holds a long-term lease agreement to provide quality and financially sound performing arts programming for the entire community. The facility is located in the heart of downtown Olympia and has become a community gathering place, providing a focus for the performing arts in the region.

Jill Barnes, Executive Director of the Center, presented a financial report to the Finance Committee on April 15. She shared the results of their 2018 audit, capital reinvestment plans, success of their 2019 season, and the Center's plan for surviving the loss of revenue from having to close the Center as a result of the Governor's "Stay Home, Stay Healthy" order.

The Center receives 2% of the Lodging Tax collected in the City of Olympia. The City's 2020 Operating Budget allocated \$520,000; however, due to the severe reduction in hotel/motel stays the

amount of revenue available could be reduced by as much 50 - 80%. At the April 15 Finance Committee meeting, Jill requested the Center receive the full \$520,000 that was budgeted regardless of the amount of revenue actually received.

The Finance Committee agreed to fund the Center based on 1/12th of the annual Lodging Tax revenue budgeted (\$264,000) through the end of the Center's fiscal year (June 30). The Committee expressed a willingness to consider using Lodging Tax reserves if necessary, beyond June 30th and invited Jill to update the Committee on the Center's financial position every quarter through the end of the year. Jill will present and discuss their first quarter projected revenue and expenses - July through September 2020.

Neighborhood/Community Interests (if known):

The Washington Center for the Performing Arts is a beloved cultural institution in Olympia that provides performing arts programming for the entire community.

Options:

Receive the briefing

Do not receive the briefing

Financial Impact:

The Finance Committee agreed to fund the Center based on 1/12th of the annual Lodging Tax revenue budgeted, \$264,000, through the end of the Center's fiscal year (June 30).

Attachments:

None



Finance Committee

Update on COVID-19 Economic Response and Recovery Efforts

Agenda Date: 6/17/2020
Agenda Item Number: 6.D
File Number: 20-0479

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

Title

Update on COVID-19 Economic Response and Recovery Efforts

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive an update on COVID-19 Economic Response and Recovery efforts. Briefing only; No action requested.

Report

Issue:

Whether to receive an update on relief measures for economically impacted businesses due to the COVID-19 virus.

Staff Contact:

Mike Reid, Economic Development Director, Community Planning and Development, 360.753.8591

Presenter(s):

Michael Cade, Executive Director, Thurston County Economic Development Council
Mike Reid, Economic Development Director, Community Planning and Development

Background and Analysis:

The focus of the presentation will be an update on the efforts of Thurston Strong, the regional economic recovery task force. Michael Cade, Executive Director of the Thurston County Economic Development Council, will provide the update.

Neighborhood/Community Interests (if known):

Significant interest by impacted businesses and their employees.

Options:

1. Receive briefing on COVID-19 Economic Response and Recovery efforts
2. Do not receive briefing on COVID-19 Economic Response and Recovery efforts

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

Financial Impact:
NA

Attachments:
None