



# Meeting Agenda

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Wednesday, October 14, 2020**

**5:30 PM**

**Online and via phone**

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Register to attend: [https://us02web.zoom.us/j/88059636513?](https://us02web.zoom.us/j/88059636513?pwd=MzJPOWtpeUJyaXFDZ044MUJjODNWdz09)  
[pwd=MzJPOWtpeUJyaXFDZ044MUJjODNWdz09](https://us02web.zoom.us/j/88059636513?pwd=MzJPOWtpeUJyaXFDZ044MUJjODNWdz09)

**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 two (2) minutes regarding the Committee's business meeting topics.*

**5. APPROVAL OF MINUTES**

**5.A**     [20-0810](#)     Approval of September 16, 2020 Finance Committee Meeting Minutes

**Attachments:**     [Minutes](#)

**6. COMMITTEE BUSINESS**

**6.A**     [20-0796](#)     Discussion of the Housing and Homelessness Budget

**Attachments:**     [Housing and Home Fund 2021 Budget Presentation](#)  
[Homeless Budget 2020](#)  
[Homeless Budget 2019](#)

**6.B**     [20-0797](#)     Briefing on Compensation for Council Appointed Committees and Commissions

**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 September 16, 2020 Finance Committee Meeting Minutes

**Agenda Date:** 10/14/2020  
**Agenda Item Number:** 5.A  
**File Number:**20-0810

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

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**Title**

Approval of September 16, 2020 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, September 16, 2020**

**5:30 PM**

**Online and via phone**

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**Register to attend:**

**[https://us02web.zoom.us/webinar/register/WN\\_4axa7ZRJSJ6FvcKsLa2NyA](https://us02web.zoom.us/webinar/register/WN_4axa7ZRJSJ6FvcKsLa2NyA)**

**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**

Hattie Osborne, JJ Lindsey, Christopher Stegman and Howard Rosenfield spoke.

**5. APPROVAL OF MINUTES**

**5.A** [20-0702](#) Approval of August 19, 2020 Finance Committee Meeting Minutes

**The minutes were approved.**

**6. COMMITTEE BUSINESS**

**6.A** [20-0695](#) Discussion of the Preliminary 2021 Operating Budget

Finance Director Nanci Lien and Interim Police Chief Aaron Jelcick presented the briefing. Ms. Lien reported that with amended revenue forecasts, the City is projected to have a shortfall of over \$6.7 million in 2020. City Manager Jay Burney presented budget balancing options. Chief Jelcick reported on the Police Department (OPD) operating budget. Chief Jelcick stated OPD has budgeted over \$1.5 million for crisis services, over \$2.6 million for community engagement, \$173,809 for training, over \$2.6 million for corrections, connections and diversions, over \$2.5 million for jail, about \$4.2 million in administration costs, less than \$500,000 for hiring and recruiting, about \$10.5 million for patrol and investigations, about \$8.3 million for patrol, about \$1.6 million for detectives and \$533,000 for the traffic program.

**The discussion was completed.**

**6.B**      [20-0699](#)      Review Utility Rates

Water Resources Director Eric Christensen and Waste ReSources Director Gary Franks gave the report. Mr. Christensen reported staff is not proposing a rate change for drinking water or wastewater in 2021 and LOTT Clean Water Alliance is proposing a 3% increase. He also stated the storm and surface water utility has a proposed increase of \$7.5%. Mr. Franks reported there are no rate increases proposed for 2021. Mr. Christensen reported there is only an increase in proposed General Facility Charges (GFC) of 3% for LOTT; all other GFCs will remain the same.

**The discussion was completed.**

**6.C**      [20-0700](#)      Lifeline Utility Rates

Mr. Christensen explained the current Lifeline Utility Rate Program. He presented a proposed new Charitable Contribution Program working with the Community Action Council to collect contributions from current utility customers to help customers with utility rates.

**Committee member Parshley moved, seconded by Committee member Selby, to forward the Utility Advisory Committee recommendation to establish a charitable fund managed by the Community Action Council to City Council for consideration. The motion carried by the following vote:**

**Aye:**            3 - Chair Cooper, Committee member Selby and Committee member Parshley

**7.        REPORTS AND UPDATES**

Ms. Lien reported the State Auditor Entry Conference needs a representative from the Finance Committee. Committee member Selby volunteered.

Ms. Lien reported the City Finance Department will meet with neighboring jurisdictions to discuss wastewater cash flows.

Committee Member Parshley reported staff will be hearing from Lacey to discuss JASCOM assessments.

Chair Cooper reported he will work with staff to schedule additional Finance Committee meetings.

**8.        ADJOURNMENT**

The meeting was adjourned at 8:17 p.m.



## Finance Committee

### Discussion of the Housing and Homelessness Budget

**Agenda Date:** 10/14/2020  
**Agenda Item Number:** 6.A  
**File Number:**20-0796

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

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#### **Title**

Discussion of the Housing and Homelessness Budget

#### **Recommended Action**

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

Not referred to a Committee.

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

Discuss the Housing and Homelessness budget. Discussion only. No action requested.

#### **Report**

##### **Issue:**

Whether to discuss of the Housing and Homelessness Budget.

#### **Staff Contact:**

Keith Stahley, Assistant City Manager, Executive, 360.753.8227

Cary Retlin, Home Fund Program Manager, Executive, 360.570.3956

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

Keith Stahley, Assistant City Manager

Cary Retlin, Home Fund Program Manager

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

The City of Olympia created the Home Fund by voted initiative in February 2018. The Home Fund is a sales tax levy that should generate over \$2 million per year.

To date there have been two Home Fund awards totaling \$2.1 million for two projects. The first project is 2828 Martin Way and the second is the Family Support Center's west side supportive housing project. These two projects will provide approximately 140 supportive housing units and 60 beds of shelter space. 2828 Martin is scheduled to break ground this year.

Following a declaration of public health emergency around homelessness by the City Council in July 2018, staff and Council formulated a budget plan to support homeless response operations for three years. We are in the final year of that program. This funding approach included an interfund loan of

\$495,000 per year and using a portion of the Home Fund proceeds for shelter operations and using a portion of the municipal utility tax due to exigent circumstances. (See attached 2019 Budget Summary, 2020 Budget Summary and 2021 Proposed Budget)

This report will bring the Finance Committee up to speed on the state of the Home Fund and Housing program budget. It will identify changes since the budget was adopted in 2018 and key challenges that remain with program funding going forward, such as the lack of a dedicated funding source for support of the Homelessness Response Coordinator position; lack of identified funding source for operations of the Mitigation Site and Plum Street Village; lack of funding for additional staff to support increased demand for homeless response services; and lack of funding for an additional mitigation site or other shelter.

Additionally, staff will also present options for consideration related to additional Community Development Block Grant funding for COVID-19 response. These funds may be used to buoy the program for a limited time.

**Neighborhood/Community Interests:**

Housing and homeless response are issues that effect the entire community and are of community-wide interest.

**Options:**

Hold the discussion and provide feedback and direction to staff.

**Financial Impact:**

Staff will review the 2020 Budget and the 2021 Proposed Budget.

**Attachments:**

2021 Proposed Home Fund, Housing and Homelessness Budget  
2020 Home Fund, Housing and Homelessness Budget  
2019 Home Fund, Housing and Homelessness Budget

# Housing and Home Fund 2021 Budget Discussion

Finance Committee: Special Meeting -- October 14, 2021

Keith Stahley, ACM

Cary Retlin, Home Fund and Housing Program Manager





# Housing and Home Fund Budget 2021

HOME FUND OPERATING - FUND 142			
EXPENDITURE ACCT #	EXPENDITURE ACCOUNT DESCRIPTION	2021	
		BUDGET	NOTES
142-4060-716.11-01	Salaries and Wages / Salaries and Wages	141,242	Home Fund Admin 1.5 FTE (Total = 184,540)
142-4060-716.21-01	Personnel Benefits / Personnel Benefits	43,298	
142-4060-716.41-01	Other Services & Charges / Professional Services	475,820	
142-4060-716.47-04	Public Utility Service / Dump Fees	65,000	
142-4060-716.49-00	Homeless Services / Miscellaneous	15,000	
142-4060-716.49-01	Miscellaneous / General Miscellaneous	100,288	Misc. Homeless response
142-4061-716.11-01	Salaries and Wages / Salaries and Wages	15,436	CDBG/1406 Admin - Portion of 1.25 FTE (Total = \$18,870)
142-4061-716.21-01	Personnel Benefits / Personnel Benefits	3,434	
142-4061-716.41-01	Other Services & Charges / Professional Services	300,000	
142-4061-716.49-00	Homeless Services / Miscellaneous	10,638	
142-4062-716.11-01	Salaries and Wages / Salaries and Wages	53,804	Homeless Response Coordinator 1 FTE (Total = \$72,625)
142-4062-716.21-01	Personnel Benefits / Personnel Benefits	18,821	
142-4062-716.31-02	Office and Operating Supp / Misc Operating Supplies	7,000	
142-4062-716.41-01	Other Services & Charges / Professional Services	125,000	
142-4062-716.42-00	Homeless Services / Communication	2,520	
142-4062-716.43-00	Homeless Services / Travel	3,000	
142-4062-716.49-00	Homeless Services / Miscellaneous	15,250	
142-4062-716.49-03	Miscellaneous / Registration, Certificate	3,000	
142-4062-716.49-09	Miscellaneous / Printing and Binding	1,000	
142-4062-716.99-03	Other Interfund Charges / PC Replacement	42,533	
142-4063-716.41-01	Other Services & Charges / Professional Services	809,854	Contracts with CCS-mitigation, UGM-secure storage & CYS-24/7 shelter
142-4063-716.49-00	Homeless Services / Miscellaneous	180,146	Misc. Homeless response
	<b>TOTAL EXPENDITURES</b>	<b>2,432,084</b>	

# Housing and Home Fund Budget Detail

2021 Preliminary Expense Budget - Housing Program										
Activity	Fund 142 - Operating Interfund				CDBG - CV	CDBG PY 2020	Fund 003 (#4601)	Fund 003 (#4608)	Other (PY2021 CDBG)	TOTAL
	Home Fund (#4060)	Utility Tax (#4062)	Loan/Other (#4063)	HB 1406 Sales Tax (#4061)						
Home Fund Admin (1.5 FTE) - Salaries & Benefits	\$ 184,540									\$ 184,540
Homeless Response Coordinator (1 FTE) - Salary & Benefits		\$ 72,625			\$ 35,080					\$ 107,705
CDBG Administration (1.25 FTE) - Salary & Benefits				\$ 18,870		\$ 59,996			\$ 29,998	\$ 108,864
Administration (tools, supplies, etc.)		\$ 16,520		\$ 10,638	\$ 4,759					\$ 31,917
Interfund Charges (PC's)		\$ 2,533								\$ 2,533
LIHI - Plum Street Village	\$ 475,820									\$ 475,820
CCS - Mitigation Site			\$ 547,030							\$ 547,030
UGM - Secure Storage			\$ 43,164							\$ 43,164
CYS Youth Shelter			\$ 219,660							\$ 219,660
Faith Based Site Support		\$ 125,000								\$ 125,000
Permanent Housing Project Support (RHC ILA)				\$ 300,000						\$ 300,000
Homeless/Housing Project Support							\$ 50,000	\$ 30,000		\$ 80,000
PSV, Mitigation Dump Fees	\$ 65,000									\$ 65,000
Mitigation portables or other misc.	\$ 15,000									\$ 15,000
Camp clean-ups, fencing, etc.			\$ 80,000							\$ 80,000
Transfer to Rapid Response Team		\$ 40,000								\$ 40,000
Misc Homeless Response	\$ 100,288	\$ 15,250	\$ 100,146							\$ 215,684
<b>TOTAL</b>	<b>\$ 840,648</b>	<b>\$ 271,928</b>	<b>\$ 990,000</b>	<b>\$ 329,508</b>	<b>\$ 39,839</b>	<b>\$ 59,996</b>	<b>\$ 50,000</b>	<b>\$ 30,000</b>	<b>\$ 29,998</b>	<b>\$2,641,917</b>
<b>Budgeted Revenue</b>										
Home Fund (#4060)	\$ 840,705									
Utility Tax (#4062)		\$ 271,939								
Interfund Loan/Other (#4063)			\$ 990,000							
HB 1406 (#4061)				\$ 329,491						
CDBG- CV 2021 Allotment										
CDBG - PY2020 Allotment						\$ 59,996				
Fund 003 (#4601)							\$ 50,000			
Fund 003 (#4608)								\$ 30,000		

# Housing and Home Fund Budget Detail

Activity	2021 Preliminary Operating Budget - Fund 142				TOTAL
	Home Fund (#4060)	Utility Tax (#4062)	Loan/ Other (#4063)	HB 1406 Sales Tax (#4061)	
Home Fund Admin (1.5 FTE) - Salaries and Benefits	\$ 184,540				\$ 184,540
Homeless Response Coordinator (1 FTE) - Salary & Benefits		\$ 72,625			\$ 72,625
CDBG Administration (1.25 FTE) - Salary & Benefits				\$ 18,870	\$ 18,870
Administration (tools, supplies, etc.)		\$ 16,520		\$ 10,638	\$ 27,158
Interfund Charges (PC's for Cary, Teal, Jessica)		\$ 2,533			\$ 2,533
LIHI - Plum Street Village	\$ 475,820				\$ 475,820
CCS - Mitigation Site			\$ 547,030		\$ 547,030
UGM - Secure Storage			\$ 43,164		\$ 43,164
CYS Youth Shelter			\$ 219,660		\$ 219,660
Faith Based Site Support		\$ 125,000			\$ 125,000
Permanent Housing Project Support (RHC ILA)				\$ 300,000	\$ 300,000
PSV, Mitigation Dump Fees	\$ 65,000				\$ 65,000
Mitigation portables or other misc.	\$ 15,000				\$ 15,000
Camp clean-ups, fencing, etc.			\$ 80,000		\$ 80,000
Transfer to Rapid Response Team		\$ 40,000			\$ 40,000
Misc Homeless Response	\$ 100,288	\$ 15,250	\$ 100,146		\$ 215,684
<b>TOTAL BUDGETED EXPENDITURES</b>	\$ 840,648	\$ 271,928	\$ 990,000	\$ 329,508	<b>\$2,432,084</b>
<b>Budgeted Revenue</b>					
Home Fund (#4060)	\$ 840,705				
Utility Tax (#4062)		\$ 271,939			
Interfund Loan/Other (#4063)			\$ 990,000		
HB 1406 (#4061)				\$ 329,491	
Total	\$ 840,705	\$ 271,939	\$ 990,000	\$ 329,491	<b>\$2,432,135</b>
<b>Revised Estimated Revenue</b>					
Home Fund (#4060)	\$ 691,006				
Utility Tax (#4062)		\$ 261,734			
Interfund Loan/Other (#4063)			\$ 985,000		
HB 1406 (#4061)				\$ 291,145	
Fund Balance from 2020					\$ 219,000
Total	\$ 691,006	\$ 261,734	\$ 985,000	\$ 291,145	\$ 219,000
					<b>\$2,447,885</b>
Budgeted Resources Less Revised Estimate	\$ 149,699	\$ 10,205	\$ 5,000	\$ 38,346	\$ 203,250

# CDBG Budget 2021

Olympia COVID CDBG and Economic Recovery Response					
		CDBG-CV3	CDBG	Economic Recovery Fund	CDBG Program Year
<b><u>Emergency Food Assistance</u></b>					
	South Sound Senior Center	\$ 50,000	\$ 100,000	\$ -	PY2019
	Food Bank of Thurston County	\$ 50,000	\$ 120,000	\$ -	PY2019
	Community Kitchen (CCS)	\$ -	\$ 40,000	\$ -	PY2019
	Union Gospel Mission Kitchen	\$ -	\$ 15,000	\$ -	PY2019
	Union Gospel Mission Kitchen	\$ -	\$ 25,000	\$ -	CDBG-CV
	<b>Food Assistance Subtotal</b>	<b>\$ 100,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	
<b><u>Economic Development</u></b>					
	Business Support Programs	\$ -	\$ 102,383	\$ 25,000	CDBG-CV
	Business Support Programs	\$ -	\$ 47,617		PY2019
	Northwest Coop Development Center	\$ -	\$ 50,000		PY2020
	Enterprise for Equity	\$ -	\$ 65,000		PY2020
	Thurston Asset	\$ -	\$ 50,000		PY2020
	Economic Development Council	\$ -	\$ 97,500	\$ 50,000	PY2020
	Evening Outreach	\$ 100,000		\$ -	
	United Way	\$ -	\$ -	\$ 50,000	
	Thurston Chamber	\$ -	\$ -	\$ 18,000	
	Olympia Downtown Association	\$ -	\$ -	\$ 38,650	
	Regional Recovery Task Force	\$ -	\$ -	\$ 70,000	
	J Robertson Co.	\$ -	\$ -	\$ 50,000	
	Childcare	\$ -	\$ -	\$ -	
	<b>Eco Devo Subtotal</b>	<b>\$ 100,000</b>	<b>\$ 412,500</b>	<b>\$ 301,650</b>	
<b><u>Shelter, Housing and Human Services</u></b>					
	Shelter and emergency housing			\$ -	
	Foundation for the challenged	\$ -	\$ 59,000	\$ -	PY2019
	Homeless Response Coordinator	\$ 32,625	\$ 150,000	\$ -	CDBG-CV
	Downtown Ambassadors	\$ -	\$ 113,529	\$ -	PY2020
	<b>Housing Subtotal</b>	<b>\$ 32,625</b>	<b>\$ 322,529</b>	<b>\$ -</b>	
	<b>SECTION 108 LOAN REPAYMENT</b>		<b>\$ 56,000</b>		PY2019
	<b>CDBG Program Subtotal</b>	<b>\$ 232,625</b>	<b>\$ 1,091,029</b>	<b>\$ -</b>	
<b><u>CDBG Administration</u></b>					
	<b>CDBG Program Management - PY2020</b>	<b>\$ 120,000</b>	<b>\$ 92,500</b>	<b>\$ -</b>	<b>PY2020</b>
		<b>CDBG-CV3 TOTAL</b>	<b>CDBG TOTAL</b>	<b>ECONOMIC RECOVERY TOTAL</b>	
		<b>\$ 352,625</b>	<b>\$ 1,183,529</b>	<b>\$ 603,300</b>	

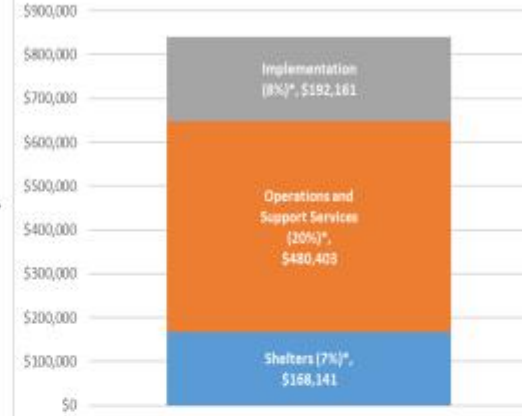


Questions

**2020 Home Fund Operation Resources**  
\$1,903,644



**Use of Home Fund Sales Tax Allocated to Operations - \$840,705**



Home Fund Operations Resources	2020
Sales Tax - Home Fund Oper.	\$840,705
Sales Tax - HB 1406*	330,000
Municipal Utility Tax	237,939
Interfund Loan*	495,000
<b>Total</b>	<b>\$1,903,644</b>

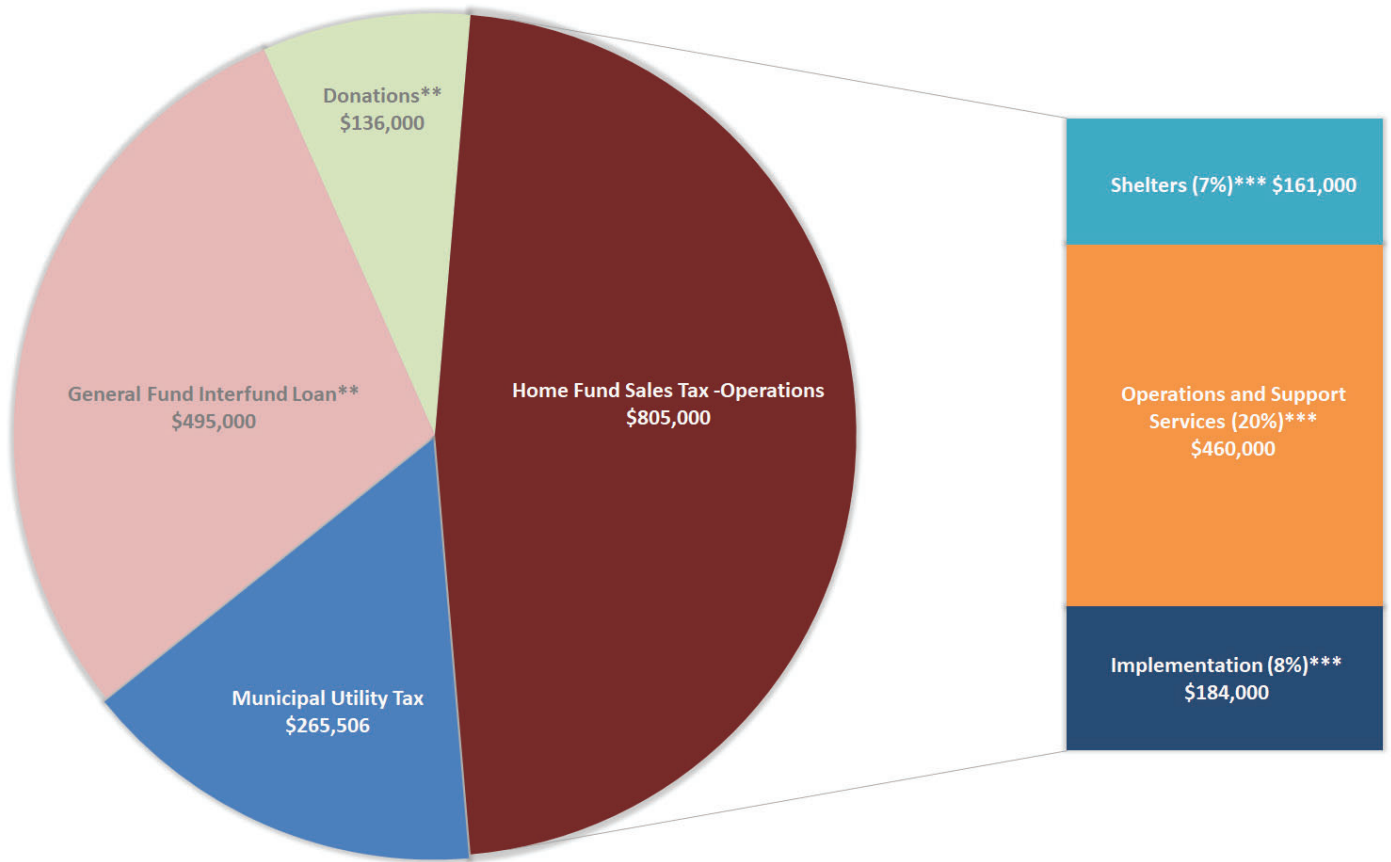
Use of Home Fund Sales Tax Allocated to Operations	2020
Shelters (7%)**	\$168,141
Operations and Support Services (20%)**	480,403
Implementation (8%)**	192,161
<b>Total</b>	<b>\$840,705</b>

\*Represents revenue sources not included in Preliminary Budget; will be adjusted for Final Budget

\*\*Percentages displayed in table per Olympia Home Fund Financial Plan and based on total Home Fund Sales Tax of \$2,402,015 million

Note: Home Fund Operating budget is included here for presentation purposes only. The budget is considered a "special fund" and therefore is not included in the combined totals for CP&D or the overall Operating Budget.

## Homeless Response Operating Resources



### 2019 Resources

Home Fund Sales Tax - Operations*	\$805,000
Municipal Utility Tax	\$265,506
General Fund Interfund Loan**	\$495,000
Donations **	\$136,000
<b>Total</b>	<b>\$1,701,506</b>

\*Represents 35% of \$2.3 million sales tax

\*\* Funding anticipated to be approved in 2019

### Use of Home Fund Sales Tax Allocated to Operations

Shelters (7%)***	\$161,000
Operations and Support Services (20%)***	\$460,000
Implementation (8%)***	\$184,000
<b>Total</b>	<b>\$805,000</b>

\*\*\*Percentages displayed in table per Olympia Home Fund Financial Plan and based on total Home Fund Sales Tax of \$2.3 million

## 2019 Operating Resources - Expected Donations for Emergency Homelessness Responses

Partner Organization	Amount	Applied to	Project
Port of Olympia	\$36,000	Operating Budget	Value of in kind donation, (3) containers for Secure Storage
Evergreen Christian Church	\$100,000	Operating Budget	Support for Homeless Response Coordinator position
<b>Total</b>	<b>\$136,000</b>		

## 2019 Capital Resources - Expected Donations for Emergency Homelessness Responses

Partner Organization	Amount	Applied to	Project
LOTT Clean Water Alliance	\$150,000	Capital budget	(2) Portable hygiene trailers, one for Plum St Village; second TBD
Thurston County Housing Authority	\$50,000	Capital budget	Tiny house materials for Plum St Village
<b>Total</b>	<b>\$200,000</b>		

## 2019 Estimated Project Costs

Project	One-Time Set Up	Annual Operating
Plum Street Village*	\$405,000	\$630,336
Faith Community Pilot Partnership		\$100,000
Oly/Franklin Mitigation Site	\$56,500	\$198,000
Secure Storage	\$1,000	\$40,500
Community Youth Services shelter		\$219,660
Homeless Response Coordinator		\$100,000
Home Fund staff, implementation		\$184,000
Misc (e.g., fencing at Smart lot)	\$1,000	
<b>Total One-Time Set up</b>	<b>\$463,500</b>	
<b>Total Annual Operating</b>		<b>\$1,472,496</b>

\*Set up costs funded by capital budget





## Finance Committee

### Briefing on Compensation for Council Appointed Committees and Commissions

**Agenda Date:** 10/14/2020  
**Agenda Item Number:** 6.B  
**File Number:** 20-0797

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

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#### **Title**

Briefing on Compensation for Council Appointed Committees and Commissions

#### **Recommended Action**

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

Not referred to a committee.

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

Receive a briefing on compensation for council appointed committees and commissions and provide staff guidance. Briefing only; No action requested.

#### **Report**

##### **Issue:**

Whether to receive a briefing and discuss the impacts of compensating Council Appointed Committees and Commissions.

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

Debbie Sullivan, Assistant City Manager - Strategic Initiatives, 360.753.8499

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

Debbie Sullivan, Assistant City Manager - Strategic Initiatives, 360.753.8499

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

The Olympia City Council uses advisory committees and commissions to share opinions and perspectives, study issues, and develop recommendations. Their primary purpose is to provide judicious advice, from a community perspective, to the City Council. The City currently has 12 advisory committees/commissions made up of Council-appointed community members. Depending on their workplan, they meet anywhere between 6 and 24 times per year. They serve as volunteers and are not compensated for their time or reimbursed for their expenses.

City Council is creating a new Social Justice and Equity Commission in 2021, and there is interest from members of the community and council to compensate them for their time. Members of the General Government Committee also expressed their desire to compensate people who will serve on

a work group which is being established to advise the Council on the scope and membership of the future Commission.

Staff will share information on how other municipalities compensate commissions and committees and options for Finance Committee's consideration.

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

There is interest from members of the community and City Council members to compensate citizens who participate in Council appointed commissions and committees.

**Options:**

Discussion only

**Attachments:**

None