



Meeting Agenda

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, October 21, 2020

5:30 PM

Online and via phone

Register to attend: [https://us02web.zoom.us/j/88970969330?](https://us02web.zoom.us/j/88970969330?pwd=d1N0UytMcEorVWlydUJDcmwxN2cwZz09)
[pwd=d1N0UytMcEorVWlydUJDcmwxN2cwZz09](https://us02web.zoom.us/j/88970969330?pwd=d1N0UytMcEorVWlydUJDcmwxN2cwZz09)

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 [20-0841](#) Approval of October 14, 2020 Finance Committee Meeting Minutes

Attachments: [Minutes](#)

6. COMMITTEE BUSINESS

6.A [20-0827](#) Budget Snapshot - Utility Tax Revenue

6.B [20-0826](#) Briefing on the 2021 Preliminary Operating Budget

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 October 14, 2020 Finance Committee Meeting Minutes

Agenda Date: 10/21/2020
Agenda Item Number: 5.A
File Number:20-0841

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

Title

Approval of October 14, 2020 Finance Committee Meeting Minutes



Meeting Minutes - Draft

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, October 14, 2020

5:30 PM

Online and via phone

**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

Chair Cooper called the meeting to order at 5:31 p.m.

2. ROLL CALL

Present: 2 - Chair Jim Cooper and Committee member Cheryl Selby

Excused: 1 - Committee member Lisa Parshley

3. APPROVAL OF AGENDA

The agenda was approved.

4. PUBLIC COMMENT

Jasmine Fox-Stern spoke.

5. APPROVAL OF MINUTES

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

The minutes were approved.

6. COMMITTEE BUSINESS

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

Assistant City Manager Keith Stahley began the briefing with updates on the 2019, 2020 and 2021 Housing and Homelessness budgets. He also gave updates on the 2828 Martin Way shelter facility and the CDBG Budget. Economic Development Director Mike Reid discussed a new Evening Ambassadors Program with a proposed 2021 budget of \$99,885 that would be funded through extra CDBG funds.

The discussion was completed.

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

Assistant City Manager Debbie Sullivan gave the briefing. Ms. Sullivan stated there are three Boards, five Committees, and five Commissions that are Council appointed. To compensate at \$25/meeting, the cost would be \$27,000 and at \$50/meeting the cost would be \$54,000 annually. Ms. Sullivan stated the staff recommendation is to compensate at \$25/meeting with the option to waive compensation.

The information was provided.

7. REPORTS AND UPDATES

Mr. Reid reported the first day new grants were posted on Thurston Strong's website, there were 4,000 page views and over 300 applications for funding.

City Manager Jay Burney and Finance Director Nanci Lien gave a 2020 Budget General Fund update and a brief overview of the anticipated 2021 Budget General Fund.

8. ADJOURNMENT

The meeting was adjourned at 6:50 p.m.



Finance Committee

Budget Snapshot - Utility Tax Revenue

Agenda Date: 10/21/2020
Agenda Item Number: 6.A
File Number:20-0827

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

Title

Budget Snapshot - Utility Tax Revenue

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive a briefing on the Utility Tax revenue, the rates, how it is received and used. No action required.

Report

Issue:

Whether to receive a briefing on Utility Tax revenue, the rates, how it is received and used.

Staff Contact:

Nanci Lien, Finance Director, 360.756.8465

Presenter(s):

Nanci Lien, Finance Director, 360.756.8465

Background and Analysis:

The City receives Utility Taxes from both private sector and city utilities. The revenue is used for various purposes including capital projects, homelessness response, and support of general city operations.

Staff will present information on how Utility Tax revenue is paid, how and when the City receives it and any impacts related to the current COVID19 emergency.

Neighborhood/Community Interests (if known):

N/A

Options:

Information only.

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

Financial Impact:

N/A

Attachments:

None



Finance Committee

Briefing on the 2021 Preliminary Operating Budget

Agenda Date: 10/21/2020
Agenda Item Number: 6.B
File Number: 20-0826

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

Title

Briefing on the 2021 Preliminary Operating Budget

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive a briefing on the 2021 Preliminary Operating Budget. Briefing only; No action requested.

Report

Issue:

Whether to receive a briefing on the Preliminary 2021 Preliminary Operating Budget including revenues, expenses and highlights.

Staff Contact:

Nanci Lien, Finance Director, 360.753.8465

Presenter(s):

Jay Burney, City Manager, 360.753.8740

Nanci Lien, Finance Director, 360.753.8465

Background and Analysis:

The 2021 Preliminary Operating Budget was presented to City Council at the October 20 meeting. The COVID-19 global pandemic has brought unprecedented challenges to our community, neighborhood, businesses and economy. Staff will review how the pandemic changed this year's budget process and the steps taken to present a balanced preliminary budget.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Receive a briefing on the 2021 Preliminary Operating Budget. Accept information without

further action.

2. Request additional information for staff to bring back to Finance Committee for further discussion.

Attachments:

None