



Meeting Agenda

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, January 20, 2021

5:30 PM

Online and Via Phone

Attend: https://us02web.zoom.us/webinar/register/WN_ag9z0HF3TnCwmdLhbmTf-A

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 [21-0080](#) Approval of December 16, 2020 Finance Committee Meeting Minutes

Attachments: [Minutes](#)

6. COMMITTEE BUSINESS

6.A [21-0073](#) Budget Snapshot - City of Olympia Centralized Fleet Program

6.B [21-0074](#) Briefing on Financial and Human Resources Management Information System Project

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 December 16, 2020 Finance Committee Meeting Minutes

Agenda Date: 1/20/2021
Agenda Item Number: 5.A
File Number:21-0080

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

Title

Approval of December 16, 2020 Finance Committee Meeting Minutes



Meeting Minutes - Draft

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, December 16, 2020

5:00 PM

online and via phone

Register to attend:

https://us02web.zoom.us/webinar/register/WN_ZVGekrOgTZ6-o9JVIduQUA

1. CALL TO ORDER

Chair Cooper called the meeting to order at 5:30 pm.

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

No one spoke.

5. APPROVAL OF MINUTES

5.A [20-1033](#) Approval of November 18, 2020 Finance Committee Meeting Minutes

The minutes were approved.

6. COMMITTEE BUSINESS

6.A [20-1039](#) Discuss the Finance Committee 2021 Work Plan

The discussion was completed.

Committee Member Selby moved, seconded by Committee Member Parshley, to approve and forward to the full City Council the proposed 2021 Finance Committee Work Plan.

7. REPORTS AND UPDATES

Finance Director Nanci Lien gave updates on CARES Act reimbursement funds, sales tax revenue and the recent audit.

8. ADJOURNMENT

Chair Cooper adjourned the meeting at 6:31 pm.



Finance Committee

Budget Snapshot - City of Olympia Centralized Fleet Program

Agenda Date: 1/20/2021
Agenda Item Number: 6.A
File Number:21-0073

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

Title

Budget Snapshot - City of Olympia Centralized Fleet Program

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive a briefing on the City's centralized Fleet Program. No action required.

Report

Issue:

Whether to receive a briefing on the City's centralized Fleet Program.

Staff Contact:

Nanci Lien, Finance Director, 360.753.8465

Presenter(s):

Nanci Lien, Finance Director

Deb Heilman, Fleet Business Administrator

Background and Analysis

The City's centralized Fleet Program provides departments with services related to fleet and equipment, including procurement of new and replacement equipment; fuel; maintenance; and disposal.

Staff will present information on Program funding and how Program responsibilities are shared between Public Works (operations) and the Finance Department (rate development, billing, and administration).

Neighborhood/Community Interests (if known):

N/A

Options:

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

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

Financial Impact:

N/A

Attachments:

None



Finance Committee

Briefing on Financial and Human Resources Management Information System Project

Agenda Date: 1/20/2021
Agenda Item Number: 6.B
File Number: 21-0074

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

Title

Briefing on Financial and Human Resources Management Information System Project

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Receive briefing on the Financial and Human Resources Management Information System project.

Report

Issue:

Whether to receive a briefing on the Financial and Human Resources Management Information System project.

Staff Contact:

Nanci Lien, Finance Director, 360.756.8465

Presenter(s):

Danelle MacEwen, Performance Management Specialist
Jana Brown, Accounting Manager

Background and Analysis:

The City's existing financial management information system (FMIS) was purchased in the 1980's. Limited updates of the software have not kept pace with improvements offered by newer technologies. System limitations make it difficult to collect or pull financial data, thereby creating the need for side systems and duplication of efforts. In addition, the City has never had a data information system to manage Human Resources' related activities.

In 2020, the City contracted with Governmental Finance Officers Association (GFOA) to assist in developing a request for proposal to find a new solution for both financial and human resources' management software needs. GFOA has over 20 years' experience in leading government agencies through similar processes.

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

Staff will present information on the project status including the anticipated timelines.

Neighborhood/Community Interests (if known):

N/A

Options:

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

Financial Impact:

None

Attachments:

None