



# Meeting Agenda

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Wednesday, February 17, 2021**

**5:30 PM**

**Online and Via Phone**

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**Register to attend:**

[https://us02web.zoom.us/webinar/register/WN\\_C7W2ocmVTg6mA3raDlz5iw](https://us02web.zoom.us/webinar/register/WN_C7W2ocmVTg6mA3raDlz5iw)

**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 [21-0188](#) Approval of January 20, 2021 Finance Committee Meeting Minutes**

**Attachments:** [Minutes](#)

**6. COMMITTEE BUSINESS**

**6.A [21-0129](#) Budget Snapshot - Real Estate Excise Tax Revenue**

**6.B [21-0180](#) Discuss Process for City Council and Community Input on the 2022 Preliminary Budget Process**

**6.C [21-0182](#) 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 January 20, 2021 Finance Committee Meeting Minutes

**Agenda Date:** 2/17/2021  
**Agenda Item Number:** 5.A  
**File Number:**21-0188

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

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**Title**

Approval of January 20, 2021 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, January 20, 2021

5:30 PM

Online and Via Phone

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Attend: [https://us02web.zoom.us/webinar/register/WN\\_ag9z0HF3TnCwmdLhbmTf-A](https://us02web.zoom.us/webinar/register/WN_ag9z0HF3TnCwmdLhbmTf-A)

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**

No one spoke.

5. **APPROVAL OF MINUTES**

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

The minutes were approved.

6. **COMMITTEE BUSINESS**

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

Finance Director Nanci Lien described how the Centralized Fleet is managed by Public Works Operations and Finance Business Administration. She explained that by having a centralized fleet program, the City has the benefit of standardization with purchasing processes, along with the stability and predictability for operations and budgeting.

Ms. Lien also noted the City's Anti-Idling Campaign, established in 2019, produced great results with the Parks Department winning a fierce competition among other City departments by achieving a 75% reduction in idling time.

The report was completed.

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

### System Project

Performance Management Specialist Danelle MacEwen updated the Committee on the progress of the City's partnering with the Government Finance Officers Association (GFOA) to choose a new Financial and Human Resources Management Information System.

The project is called Finally Rid of Green Screen (FROGS). The work on the project began in September 2020 and will culminate in contract negotiations with a new vendor in September 2021.

**The report was completed.**

## 7. REPORTS AND UPDATES

City Manager Jay Burney reported that the Executive Team is putting together a strategy to be ready if local governments are included in a Federal stimulus package.

## 8. ADJOURNMENT

The meeting adjourned at 6:55 p.m.



## Finance Committee

### Budget Snapshot - Real Estate Excise Tax Revenue

**Agenda Date:** 2/17/2021  
**Agenda Item Number:** 6.A  
**File Number:**21-0129

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

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#### **Title**

Budget Snapshot - Real Estate Excise Tax Revenue

#### **Recommended Action**

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

Not referred to a committee.

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

Receive a briefing on the Real Estate Excise Tax revenue, how it is paid and the allowed uses. No action required.

#### **Report**

##### **Issue:**

Receive a briefing on the Real Estate Excise Tax revenue, how it is paid and the allowed uses.

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

Nanci Lien, Finance Director, 360.756.8465

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

Nanci Lien, Finance Director, Finance Department

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

The City receives Real Estate Excise Tax revenue, a tax levied on the sale of real property located within City limits. The revenue can be used for various purposes identified in State statutes.

Staff will present information on how Real Estate Excise Tax is paid, who pays it, its allowed uses, and how the City has historically used it.

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

N/A

##### **Options:**

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

3. Receive the briefing at another time.

**Financial Impact:**

N/A

**Attachments:**

None



## Finance Committee

### Discuss Process for City Council and Community Input on the 2022 Preliminary Budget Process

**Agenda Date:** 2/17/2021  
**Agenda Item Number:** 6.B  
**File Number:**21-0180

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

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#### **Title**

Discuss Process for City Council and Community Input on the 2022 Preliminary Budget Process

#### **Recommended Action**

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

Not referred to a committee

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

Discuss the process for City Council and Community Input on the 2022 Preliminary Budget Process

#### **Report**

##### **Issue:**

Whether to discuss the process for Council & Community Input on the 2022 Preliminary Budget Process.

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

Nanci Lien, Finance Director, 360.753.8465

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

Nanci Lien, Finance Director

Jay Burney, City Manager

Debbie Sullivan, Assistant City Manager, Strategic Initiatives

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

Each year the City produces an Operating Budget that communicates how the Council appropriates funding for the City's priorities and initiatives. The City Manager provides direction to departments on how to prepare Preliminary Budget submittals based on input from the City Council and the community.

The community's input on priorities is gathered using either an in-person community conversation format or by conducting a community survey. For the 2022 Operating Budget, a survey will be used to gather this information.

Staff will present an overview of the 2022 Operating Budget process, the draft calendar, and discuss the process for receiving input from the Council and community.

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

The City's Operating Budget represents the commitment to achieving the community's vision of a Vibrant, Healthy and Beautiful Capital City. This vision was adopted by the City Council in 2014 and the annual budgeting process is one of the most visible and significant ways the City achieves and articulates this vision.

**Options:**

1. Discuss the process for Council & Community Input on the 2022 Preliminary Budget Process.
2. Do not discuss the process for Council & Community Input on the 2022 Preliminary Budget Process.
3. Discuss the process for Council & Community Input on the 2022 Preliminary Budget Process at another time.

**Financial Impact:**

N/A

**Attachments:**

None





## Finance Committee

### Update on COVID-19 Economic Response and Recovery Efforts

**Agenda Date:** 2/17/2021  
**Agenda Item Number:** 6.C  
**File Number:**21-0182

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

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#### **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, Executive Department, 360.753.8591

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

Mike Reid, Economic Development Director

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

The focus of the presentation will be to provide an update on the efforts of the regional Economic Recovery Task Force (Thurston Strong) and new recovery programs that are being monitored and developed.

##### **Neighborhood/Community Interests:**

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.
3. Receive a briefing on COVID-19 Economic Response and Recovery efforts at another time.

**Financial Impact:**

N/A

**Attachments:**

None