



Meeting Minutes - Draft

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Thursday, June 22, 2017

5:00 PM

Room 112

Special Meeting

1. CALL TO ORDER

Chair Cooper called the meeting to order at 5:00 p.m.

2. ROLL CALL

Present: 3 - Chair Jim Cooper, Committee member Jessica Bateman and Committee member Jeannine Roe

3. APPROVAL OF AGENDA

Item 5.C was placed before item 5.B. The agenda was approved as amended.

4. APPROVAL OF MINUTES

4.A [17-0673](#) Approval of June 7, 2017 Finance Committee Meeting Minutes

The minutes were approved.

5. COMMITTEE BUSINESS

5.A [17-0532](#) Maintenance Center Feasibility Study Update

Public Works Director Rich Hoey provided a presentation on the status of the Maintenance Center Feasibility Study. Due to the large amount of land needed to co-locate all Parks and Public Works functions, staff has explored using three City-owned properties in combination. These properties include the existing Maintenance Center and the former Fire Training Pad near Eastside Street along with the Police Firing Range site located on Carpenter Road. Since the location on Carpenter Road is in close proximity to the Thurston County Waste and Recovery Center it would be the ideal site for Wast ReSources development. He provided cost estimates and financing options for development of the Carpenter Road site with a 50-year design. The Maintenance Center needs environmental work before any cost estimates can be put forward for that location. The Committee recommends collaborating with the Olympia Police Department regarding the existing Carpenter Road firing range and obtaining additional information to establish a more concrete timeline and cost estimate for the project as a whole, then bringing that information back in front of the Committee to consider. Staff said that once environmental work is

completed at the Maintenance Center site this information will be obtainable.

The report was completed.

5.B [17-0641](#) Discussion on Contract for Banking Services

Fiscal Services Director Dean Walz gave background information on the City of Olympia's banking activity. U.S. Bank is the City's current provider. This contract runs from 2012 to 2024, with a 2-year cycle. In a bidding process, staff recommends having bidders disclose information related to certain activities rather than having a strict selection criterion that may automatically disqualify a bidder; the Committee supports this process. No direction was given regarding the selection criteria.

The discussion was completed.

5.C [17-0669](#) Discussion of Business and Occupation (B&O) Tax Threshold

Accounting Supervisor Thomas Donnelly presented Business and Occupation (B&O) tax information and threshold options. The current threshold for the City of Olympia is \$20,000. Committee members would like to have further discussions with staff to obtain more information before providing direction.

The discussion was completed.

5.D [17-0670](#) Discussion on Socially Responsible Purchasing

Administrative Services Director Mary Verner presented information on socially responsible purchasing. She gave an overview of the types of factors, criteria, materiality, scope and scale that would need to be determined as the basis for a socially responsible purchasing policy. Staff recommends approving funding for an intern to conduct further research on socially responsible purchasing before moving forward with discussing criteria for a socially responsible purchasing program. The Committee lacked consensus on whether or not funding an intern to gather this information is a priority. Without an intern, staff will be able to: 1) identify the City's largest spending areas; and, 2) develop a simple environmental purchasing policy as an example, to bring back before the Committee. No direction was provided.

The discussion was completed.

6. REPORTS AND UPDATES

Chair Cooper will not be present at the August 9, 2017 meeting but will be available to appear telephonically.

7. ADJOURNMENT

Chair Cooper adjourned the meeting at 7:10 p.m.