



## Meeting Minutes - Draft

### Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Wednesday, November 8, 2017**

**5:00 PM**

**Room 207**

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**1. CALL TO ORDER**

Committee member Bateman called the meeting to order at 5:00 p.m.

**2. ROLL CALL**

**Chair Cooper joined via video conference.**

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

**3. APPROVAL OF AGENDA**

**The agenda was approved.**

**4. APPROVAL OF MINUTES**

**4.A** [17-1149](#) Approval of October 11, 2017 Finance Committee Meeting Minutes

**The minutes were approved.**

**5. COMMITTEE BUSINESS**

**5.A** [17-1122](#) Recommendation of an Ordinance Related to *Chapter 3.04 Funds* of the Olympia Municipal Code

Stacie Tellers, Acting Accounting Supervisor with the Administrative Services Department, presented changes to the Olympia Municipal Code (OMC) Chapter 3.04. Ms. Tellers worked closely with Dean Walz, Acting Administrative Services Director and the City's legal department to develop these changes.

OMC Chapter 3.04 was initially adopted in 1982. The City has since passed multiple additions and new sections to the Code, several Funds have been closed that are codified and new Funds have been created that haven't been codified. The existing format is organized by OMC and vaguely titled.

Ms. Tellers is recommending removing the existing Code related to Funds and replacing it with new Code. The new Code will be organized by Fund and section titles will be Fund titles. This will greatly increase the usability and transparency of the code.

**The committee recommends forwarding the changes to Chapter 3.04 Funds of**

**the Olympia Municipal Code to the Council consent calendar.**

- 5.B**     [17-1130](#)     Application to the Washington Recreation and Conservation Office (RCO) for a Waiver of Retroactivity for Grant Reimbursement of Construction Costs for the Woodruff Sprayground Project

The Parks, Arts and Recreation department completed an online survey asking the community to select the preferred play features of a sprayground at Woodruff Park. Partial funding for the project is an anticipated \$446,380 from a Washington Recreation and Conservation Office (RCO) grant. However, the lack of a State Capital Budget has made funding from RCO uncertain.

Paul Simmons, Director of Parks, Arts and Recreation, stated that RCO is allowing jurisdictions to apply for a "Waiver of Retroactivity". This would allow for RCO funded projects to continue moving forward using alternative funding sources with the possibility of reimbursement from the RCO if the State Capital Budget is passed with adequate funding.

Mr. Simmons would like to utilize \$175,000 of Impact Fees earmarked for Sprayground #2 project and \$271,380 Impact Fees earmarked for Grass Lake Nature Park Trail in order to proceed with the Woodruff Park Sprayground Project. If the City receives reimbursement from the RCO, the money will be repaid to the earmarked projects.

The Impact Fees earmarked for the Grass Lake Nature Park Trail and Sprayground #2 projects isn't enough to proceed with the project process and are already stalled.

**The Finance Committee would like to proceed with the application to the Washington Recreation and Conservation Office (RCO) for a Waiver of Retroactivity of grant reimbursements for construction costs for the Woodruff Sprayground Project.**

- 5.C**     [17-1117](#)     Review Preliminary 2018 Operating Budget & 2018-2023 Capital Facilities Plan

Dean Walz, Acting Administrative Services Director, presented information regarding the City's allocation of current debt and available debt capacity of \$37 million. Discussion was held about funding a home lending program and it was determined that a bond couldn't be used since the City would have to retain ownership of the asset. The proposed 2018 Operating Budget for \$146,627,794 includes \$66,328,605 in the General Operations Fund. The General Operations Funds included dedicated revenue (which is legally restricted) of \$22,423,990 as well as \$43,904,615 in unrestricted revenue. Steve Hall, City Manager, mentioned that unrestricted revenue includes commitments that the City has made to the public.

Mr. Hall noted the City is looking at grant opportunities for fire apparatus needs. There is also shortfall of approximately \$60,000 for the SCBA replacement gear.

During discussion of the unfunded critical needs, Mr Hall mentioned that he is inquiring

about interest levels with the City of Lacey and City of Tumwater on the Climate Action Plan. If a cost sharing plan can be brokered, the Council would have additional options.

Debbie Sullivan, Deputy Director of Administrative Services, discussed the annual cycle of the City's Action Plan.

**The report was completed.**

**5.D**     [17-1124](#)     Oral Report - Community Meetings

None

**The report was postponed.**

**6.     REPORTS AND UPDATES**

Ronnie Roberts, Olympia Police Chief, presented information regarding police overtime and causes. The three main causes are filling shifts for personnel out on sick leave or on light duty, operational needs such as paperwork, protests and training.

Chief Roberts mentioned at any given point in time, 17% of the police force isn't available for service. The driver for 2015 overtime increases was for the officer involved shooting and subsequent protests. The increase in 2016 and 2017 was for training purposes.

While the passage of the public safety ballot measure will help immensely, the benefit will not be realized immediately. It will take time to get the necessary personnel trained to implement all of the community engagement goals for the public safety measure.

**7.     ADJOURNMENT**

Committee member Bateman adjourned the meeting at 6:14 p.m.