Meeting Minutes - Draft

Finance Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, January 17, 2018	**5:00 PM**	**Room 207**

1.   CALL TO ORDER

Chair Cooper called the meeting to order at 5:07 p.m.

2.   ROLL CALL

Present: 3 -   Chair Jim Cooper, Committee member Jessica Bateman and
Committee member Lisa Parshley

3.   APPROVAL OF AGENDA

The agenda was approved.

4.   APPROVAL OF MINUTES

4.A   18-0079   Approval of December 13, 2017 Finance Committee Meeting Minutes

The minutes were approved.

5.   COMMITTEE BUSINESS

5.A   18-0060   Technology Needs and Funding Assessment Update

At the November 8, 2017, Finance Committee meeting it was noted that one of the
unfunded critical needs was technology solutions for $1,000,000.

Shawn Ward, Chief Information Officer, presented a plan similar to the City's Action Plan
with four digital transformation focus areas: Citizen Experience, Digital Workplace,
Information Assets and Reliable Solutions.

To meet the focus area goals, funding sources include the general fund, special account -
desktop services and special account - technology planning & development. Mr. Ward
explained the two types of technology project funding models. The enterprise systems are
often Citywide systems. Funding includes acquisition, implementation, first year support
and subscription costs with future years funding supported by the Information Services
Operating Budget. The business applications are for a single program or department.
Funding includes acquisition, implementation, first year support and subscription costs
with future years funding supported by the Departments Operating Budget.

The top five technology projects for 2018 are a Parking Management Solution that is

expected to go live late February, Case Management Solution, Financial/HR Systems Replacement (multi-year), Office 365 Migration and Intranet Replacement.

Included in the presentation is the financial impact to Operating Budgets.

Mr. Ward informed the Committee that the switch from Enterprise systems to Subscription based systems will require the current Information Services FTE's to move toward consulting and security. They are working on a disaster and recovery plan. They will review staffing needs in a few years after conversion needs have been met.

The information was received.

5.B [18-0078](18-0078)   Approval of the 2018 Finance Committee Work Plan

Debbie Sullivan, Administrative Services Director, presented a draft of the 2018 Finance Committee Work Plan.

Each Finance Committee meeting has items for discussion and review. The end of the work plan has a list of unscheduled topics. After discussion with Committee members as well meeting attendees, all the unscheduled topics have been scheduled.

The Finance Committee recommended this work plan to be forwarded to the City Council.

The recommendation was approved.

6.   REPORTS AND UPDATES

OpenGov Update:
Ms. Sullivan reported that OpenGov will roll out the end of January to the departments within the City. This resource will be available to the public very soon and will be part of the Community Conversations the Committee is planning.

Community Conversations Update:
To design, facilitate, anaylize and train staff to host future Community Conversations, we are requesting $15,000 in Council Goal Money to hire a consulting group. We are looking to build a consistent and predictable pattern of engaging a broad scope of citizens, establish priorities, gauge City performance and provide investment guidance.

Committee member Bateman moved, seconded by Committee member Parshley, to forward to the City Council consent calendar a request to use $15,000 of City Council Goal money to fund a contract with a consulting company to design, facilitate and train staff to host Community Conversations.

Aye: 3 - Chair Cooper, Committee member Bateman and Committee member Parshley

7.   ADJOURNMENT

The meeting adjourned at 6:36 p.m.