



# Meeting Minutes - Draft

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Monday, October 28, 2019**

**5:30 PM**

**Council Chambers**

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### Special Meeting

**1. CALL TO ORDER**

Chair Cooper called the meeting to order at 5:31 p.m.

**2. ROLL CALL**

**Present:** 2 - Chair Jim Cooper and Committee member Jessica Bateman

**Excused:** 1 - Committee member Lisa Parshley

**3. APPROVAL OF AGENDA**

The agenda was approved.

**4. PUBLIC COMMENT**

No one spoke.

**5. APPROVAL OF MINUTES**

**5.A** [19-0983](#) Approval of September 19, 2019 Finance Committee Meeting Minutes

The minutes were approved.

**6. COMMITTEE BUSINESS**

**6.A** [19-0970](#) Budget Snapshot - Impact Fees

Fiscal Services Director Nanci Lien presented information on the City's impact fees, including what they are and how they can be used. Ms. Lien also explained how city impact fees are calculated, how they are collected, and deadlines for spending the fees received.

The Committee asked for a Budget Snapshot presentation of General Facility Charges (GFCs) at a future Committee meeting.

The information was provided.

**6.B** [19-0388](#) Discussion with Utility Advisory Committee

Mike Buffo, Utility Advisory Committee Chair and Eric Christensen, Water Resources Director reported that the Utility Advisory Committee (UAC) has been hearing a lot from the community about sea level rise and recycling changes. The UAC plans to work on the Climate Action Plan as part of their 2020 workplan. The Finance Committee expressed appreciation to the UAC for working with the them.

**The discussion was completed.**

**6.C**      [19-0220](#)      Preliminary Review of 2020 Utility Rates and General Facility Charges

Mike Buffo, Utility Advisory Committee Chair; Waste ReSources Director Gary Franks; and Eric Christensen, Water Resources Director gave a report regarding proposed 2020 utility rates and General Facility Charges. The UAC recommends a 2.48% utility rate increase and a \$138 increase to the General Facility Charges in 2020.

**Committee member Bateman moved, seconded by Chair Cooper to forward the proposed 2020 utility rates to Council for further consideration.**

**Aye:**            2 - Chair Cooper and Committee member Bateman

**Excused:**    1 - Committee member Parshley

**6.D**      [19-0964](#)      Review of 2020 Development Fee Adjustments

Planning and Engineering Supervisor Tim Smith presented a draft ordinance that proposes increases to Planning Permit fees, Engineering Plan Check and Inspection Fees, Building Permit Fees, and Document recording Fees. The increases move the City closer to reaching the 85% cost recovery goal for these services.

**Committee member Bateman moved, seconded by Chair Cooper to forward the recommended proposed changes to the 2020 development fees to Council for further consideration.**

**Aye:**            2 - Chair Cooper and Committee member Bateman

**Excused:**    1 - Committee member Parshley

**6.E**      [19-0907](#)      Briefing of the Preliminary 2020 Operating Budget

City Manager Steve Hall and Administrative Services Director Debbie Sullivan gave a briefing on the Preliminary Operating Budget. The Committee asked clarifying questions.

**The discussion was completed.**

**7.        REPORTS AND UPDATES**

Ms. Sullivan shared the November Finance Committee agenda.

**8.        ADJOURNMENT**

The meeting was adjourned at 7:24 p.m.

