



# Meeting Minutes

## 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 one of the unfunded critical needs was technology solutions for \$1,000,000.

Chief Information Officer Shawn Ward 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 was 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 report was received.**

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

Administrative Services Director Debbie Sullivan 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. Following discussion, the unscheduled topics were scheduled.

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

**The work plan was recommended for approval.**

**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.

[18-0219](#)      Community Conversations Update

To design, facilitate, analyze and train staff to host future Community Conversations, staff requested \$15,000 in Council Goals money to hire a consulting group. The City is 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 Council Goals money to fund a contract with a consulting company to design, facilitate and train staff to host community conversations. The motion carried by the following vote:**

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

**7. ADJOURNMENT**

The meeting adjourned at 6:36 p.m.