

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Finance & Administration Resources Committee**  
**01/27/20 - FINAL**

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**Attendance**

Council Member Candace Mumm, Council Member Lori Kinnear, Council President Breean Beggs, Council Member Karen Stratton, Council Member Kate Burke, Council Member Becky Wilkerson, Council Member, Michael Cathcart, Paul Ingiosi, Michelle Hughes, Paul Warfield, Kim Bustos, Mike Ormsby, Jay Atwood, Brian McClatchey, Jake Hensley, Marlene Feist, Hannahlee Allers, Danielle Cossey, Kris Becker, Melissa Morrison, Meghann Steinolfson, Pam Bergin, Jennifer Hammond, Gavin Cooley, Shae Blackwell, Kyle Overbust, Tom Bartridge, Barbara Patrick, Erik Finch, Giacobbe Byrd

Meeting started at 10:18 a.m.

**Approval of Minutes:**

Meeting Minutes for October and November were approved.

**Agenda Items:**

**1. Dept SMC Code Update – Tom Bartridge**

Tom Bartridge, Interim Director of Human Resources, briefed the Committee regarding this item. There were several questions regarding the changes and HR will follow up with this items. Discussion ensued.

**2. Encumbrance Carryover – Paul Ingiosi**

Paul Ingiosi, Director of Management and Budget, briefed the committee regarding this item. This is an annual SBO that is brought forward.

**3. City's Reserve Funds – Paul Ingiosi**

Paul Ingiosi, Director of Management and Budget, briefed the Committee regarding this item. Please see attached presentation.

**4. Ordinance Requesting Write-Off of uncollected Utility A/R Balances – Marlene Feist**

Marlene Feist, Public Works & Utilities, briefed the Committee regarding this item. Please see attached presentation.

**5. SBO for Federal Lobbying Funding – Erik Poulson**

Erik Poulson, City Council Office, briefed the Committee regarding this item. The funding for Federal Lobbying will be moving from the Mayor's Office to the Council Office. This can be accomplished with a Budget Transfer. No SBO is required.

**6. Skillsoft Update – Pam Bergin**

Pam Bergin, Human Resources, briefed the Committee regarding changes to the City's Skillsoft training. This will go live next week. Discussion ensued.

**7. Quarterly Overtime Updates for Uniform – Police and Fire**

Jennifer Hammond, Police Dept and Jay Atwood, Fire Dept, briefed the Committee regarding this item. Please see attached graphs.

**8. Quarterly Investment Report – Jake Hensley**

Jake Hensley, Treasury Manager, briefed the Committee regarding this item. Please see attached presentation.

**9. Financial Update – Paul Ingiosi**

Paul Ingiosi, Director of Management and Budget, briefed the Committee regarding this item. Please see attached presentation.

**10. Budget Update – Paul Ingiosi**

Paul Ingiosi, Director of Management and Budget, briefed the Committee regarding this item.

**Consent Items:**

Consent Items were moved forward without any questions.

**Adjournment**

The meeting was adjourned at 12:10 p.m.

**Prepared by:**

Laura Williams

**Approved by:**



**Chair**

For further information contact: Laura Williams, 625-6585