

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Finance & Administration Committee**  
**08/017/2020**

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**Attendance**

Council Member Candace Mumm, Council Member Lori Kinnear, Council President Breean Beggs, Council Member Becky Wilkerson, Council Member Michael Cathcart, Council Member Karen Stratton, Council Member Kate Burke, Tonya Wallace, Paul Ingiosi, Matthew Davis, Tyler Benner, Jay Atwood, Meghann Steinolfson, Brian Schaeffer, Hannahlee Allers, Jake Hensley, Mike Ormsby, Eric Finch, Brian McClatchey, Wes Crago, Erik Poulsen, David Paine, Tim Dunivant, David Steele, Julie O’Berg, Matthew Lowmaster, Kandace Watkins.

Meeting started at 1:15 p.m.

This meeting was conducted through Web Ex

**Approval of Minutes:**

Meeting Minutes for July were approved.

**Agenda Items:**

III. Consent Items were approved without discussion:

- a) **Five Mile Prairie Neighborhood Council Public Art Project Permit and License for Right of Way**

IV. Discussion Items:

- a) **Restoration of Traffic Calming Funds from SPD – Council President**

Council President, briefed the Committee regarding this item. Tonya Wallace (CFO) provided some language changes to the items submitted in the agenda packet. The changes were accepted by Council. CM Cathcart commented that he spoke with Asst. Chief Lundgren prior to the meeting and stated that the feedback was that the return of the funds to the program had a possibility to impact the NRO program. CP responded that the program originally did provide some financial support for the NRO program but that had been eliminated a few years back and the Traffic Calming Program only covered school zone enforcement by SPD as the ordinance indicated on a reimbursement basis only documented by proper paperwork. Please see the agenda packet for submitted documents to the committee.

- b) **Strategic Reserve and Intrafund Transfers Ordinance Changes – Tim Dunivant**

Tim Dunivant, Budget Analyst – Council Office, briefed the Committee regarding this item. Tim stated he had collaborated with Tonya Wallace (CFO) and Paul Ingosi, Director of Mgmt and Budget, identifying some language that required some modification in the drafted ordinances. The intention is for a holistic review to serve as a look back on salary and benefit savings over the year which could be “swept” into the appropriate reserve account once the review had been concluded. Codifying that salary savings may not be used for a different budget line item. This can only occur by SBO (Special Budget Ordinance) but the ordinance outlines the process as well. This would be effective January 1, 2021 in order to start with a fresh, new year. There was

continued discussion about prioritization for reserves including how to fund reserves with any “year-end” surplus. Tonya requested that a standard definition be used and which reserve fund would be funded first. This needs more continued discussion per Tonya. This allows time for talk and tweaks before bringing the final draft before full council. This would include an update to the code by 12/31/2020 and to start 2021 with the intent of managing any surpluses under the enacted ordinances strategic plan as Tonya explained to Council. Please see the agenda packet for submitted documents to the committee.

**c) State Legislative Lobbying Service Agreements Presentation – Erik Poulsen**

Erik Poulsen, Intergovernmental Affairs – Council Office, briefed the Committee regarding this item. The State Legislative Team is asking for an extension to the current contracts with Luke Esser and Nick Federici as contracted Lobbyists in light of the state of the current pandemic. This would be the last extension allowed under the current contract and any new contract would have to be under a new RFP. The extension did have a financial impact with an increase in the contractual amount. The increase in contract amount for the extension was done after research was performed and reflected that the marketplace was paying higher than previous contractual amounts with Esser and Federici. The extension will run through June 30, 2021. Please see the agenda packet for submitted documents to the committee.

**d) Settlement Request of Overbilled Waste Water Charges – Corin Morse**

Marlene Feist emailed requesting on the day of Committee the item be pulled from the agenda. The item was **NOT** briefed. Please see the agenda packet for submitted documents to the committee.

**e) Renewal of Insurance Coverage Presentation – Mike Ormsby**

Mike Ormsby, City Attorney, briefed the Committee regarding this item. His presentation outlined the coverage premiums and recommendations from brokers. There was some discussion around Cyber Insurance and if there was adequate amounts of coverage in place. Mike explained the rates have increased at least 20-30% since last time. The coverage will be in effect starting 9/1/2020. Please see the agenda packet for submitted documents to the committee.

**f) ILA Contract Update and Review – Chief Schaefer/WesCrago**

Wes Crago, City Administrator, briefed the Committee regarding this item. Reported along with Chief Schaefer that the new contract is still in negotiation. They plan to have it come forward soon to City Council and County Commissioners to review for approval. Please see attached presentation.

**g) Department CV Presentations – Tonya Wallace**

Eric Finch, Chief Innovation and Technology Officer, briefed the Committee regarding his department and impacts from COVID. Amber Richards, Director of Human Resources, briefed the Committee on her department impacts from COVID. Meghann Steinolfson, Labor Relations Manager, briefed the Committee on impacts on labor relations due to COVID. Matt Lowmaster, Safety Manager, briefed the Committee on the impacts of COVID on employee safety and submitted claims for injury. Dave Steele, Acting Director of Asset Mgt, briefed the Committee on city owned assets and City Hall cleaning and sanitization – especially around a COVID positive employee. David Paine, Director of Fleet Services, briefed the Committee on the impacts of COVID in his department. Please see the agenda packet for submitted documents to the committee.

**h) Public Safety SPI Refinance Options – Tonya Wallace**

Tonya Wallace, CFO, briefed the Committee regarding this item. Tonya reviewed with Council three options. Tonya recommends Option 3 to be able to end the loan terms earlier. Council felt there was more discussion needed on terms before they could give a directive on which option. Please see the agenda packet for submitted documents to the committee.

**i) CV city Costs Update – Tonya Wallace**

Tyler Benner, Internal Auditor, briefed the Committee regarding this item. Please see the agenda packet for submitted documents to the committee.

**j) 2020 Cost Containment Update – Tonya Wallace**

Tonya Wallace, CFO, briefed the Committee regarding this item. Please see the agenda packet for submitted documents to the committee.

**k) General Fund Reserves – Tonya Wallace**

Tonya Wallace, CFO, briefed the Committee regarding this item. Please see the agenda packet for submitted documents to the committee.

V. Standing Topic Items:

**1. Intra-fund Transfer Report and General Fund Update– Paul Ingiosi**

Paul Ingiosi, Director of Management & Budget, briefed the Committee regarding this item. Please see the agenda packet for submitted documents to the committee and the end of this document for the Intra-Fund Budget Transfer Reports not included in the agenda packet.

**2. Monthly General Fund Report – Paul Ingiosi**

Paul Ingiosi, Director of Management & Budget, briefed the Committee regarding this item. Revenues to date are down 5.4 % some speculation that it could be because of the extension property taxes and state sales tax due to COVID. Please see the agenda packet for submitted documents to the committee.

**3. Financial Update – Paul Ingiosi**

Paul Ingiosi, Director of Management & Budget, briefed the Committee regarding this item. Please see the agenda packet for submitted documents to the committee.

**4. Budget Update – Paul Ingiosi**

Paul Ingiosi, Director of Management & Budget, briefed the Committee regarding this item. Paul stated work continues on the 2021 Budget for presenting to the Council later this year. Please see the agenda packet for submitted documents to the committee.

Adjournment

The meeting was adjourned at 3:14 p.m., next meeting calendared for September 21, 2020 at 1:15 p.m.

Prepared by:

Kandace Watkins

Approved by:

*Candace Mumm*  
Candace Mumm (Sep 29, 2020 12:44 PDT)

Chair

Council Member Candace Mumm


For further information contact: Kandace Watkins, 625-6718

# MEMO



Finance Division  
808 W. Spokane Falls Blvd.  
Spokane, Washington 99201-3313  
(509) 625-6845

**Tonya Wallace**  
Chief Financial Officer

To: Mayor Woodward, Council President Beggs, & City Council Members  
From:  Tonya Wallace, Chief Financial Officer  
Date: August 4, 2020  
Subject: Intrafund Budget Transfer Report for July 2020.

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In accordance with SMC 7.09 – Intrafund Budget Transfers, Section 7.09.020 - Report required, attached please find the report for July 2020.

If you have any questions, please call me at extension 6845.

PI/lw

pc: City Administrator Wes Crago

Attachment

Intrafund Budget Transfers  
 Per SMC 7.09.020  
 Report for July 2020

FUND/DEPT	FROM	TO	AMOUNT	PURPOSE
0370 - Engineering Services	Public Works Lead Inspector	Public Works Journey Level Inspector	\$24,394.00	Downgrade of a vacant position for hiring.
0620 - Human Resources	HR Analyst II	Professional Services	\$1,000.00	Transfer funds for Professional Services
0680 - Police	Various Accounts	Out of Grade	\$12,000.00	Transfer from Training/Travel budget to Out of Grade budget
0680 - Police	Police Records Specialist/ Reserve for Service Advancement	Public Records Specialist	\$105,900.00	Civil Service Position Reclass for 4 positions
0680 - Police	Senior Police Officer	Police Officer	\$41,276.00	Downgrade of a vacant position for hiring.
0700 - Public Defender	Public Defender I/ Reserve for Budget Adjustment	Public Defender II	\$26,442.00	Progressive Promotion
1100 - Street Department	Laborer I/ Temp/Seasonal	Laborer II	\$39,428.00	Progressive Promotion for 2 positions
1400 - Parks & Recreation	Reserve for Budget Adjustment	Contractual Services	\$40,000.00	Transfer of money to fund the Big Bell contract services
3200 - Arterial Streets	Construction of Fixed Assets	Contractual Services	\$3,335,000.00	Moving funds from Street Levy maintenance budget for Capital projects to a non-Capital maintenance line due to the nature of the recovery projects
4320 - RPWRF	WWTP Operator I/ Reserve for Budget Adjustment	WWTP Operator II	\$37,991.00	Progressive Promotion
4330 - Stormwater	Laborer II	Laborer I	\$17,600.00	Downgrade of a vacant position for hiring.

# MEMO



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**Tonya Wallace**  
Chief Financial Officer

To: Mayor Woodward, Council President Beggs, & City Council Members  
From: *TW* Tonya Wallace, Chief Financial Officer  
Date: August 4, 2020  
Subject: General Fund Update

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Attached for your information is an update of changes in the General Fund through July 2020.

If you have any questions, please call me at x6845.

2020 Budget as of 07/31/20	\$210,576,106
2020 Adopted Budget	<u>\$206,918,438</u>
Net Addition to Budget	\$ 3,657,668

PI: lw  
pc: City Administrator Wes Crago

Attachment

**ALL CHANGES INCREASING OR DECREASING THE GENERAL FUND AS OF July 31, 2020**

Date	Department	Reason	Additional Expenditure	From Unapp. Reserves	From Add'l Revenue	Encumbrance Carryover	Operating Transfer In	Reference Document
1/31/2020	General Fund	Encumbrance Carryover running to expand emergency shelter facilities with needed services to ensure that people experiencing homelessness in Spokane are safe and assisted in obtaining the services they need to exit homelessness	\$31,300.00	\$31,300.00		\$ 2,989,424.00		C35887
2/3/2020	0300 - Human Services	Encumbrance Carryover running to expand emergency shelter facilities with needed services to ensure that people experiencing homelessness in Spokane are safe and assisted in obtaining the services they need to exit homelessness	\$18,466.00	\$18,466.00				C35891
2/10/2020	0300 - Human Services	to fund two permanent housing projects to help alleviate emergency need in the community	\$280,000.00	\$280,000.00				C35892
2/26/2020	0300 - Human Services	to budget extra funds for SCRAPS regarding a one-time deficiency payment and to cover a budget deficit for the 2020 contract amount	\$110,000.00	\$110,000.00				C35886
3/23/2020	0520 - Mayor's Office	To create a Director of Emergency Management Position	\$151,800.00	\$151,800.00				C35857
7/1/2020	0680 - Police	To recognize unbudgeted revenue and expenditure pertaining to acceptance of a Spokane Transit Authority contract for law enforcement presence on buses.	\$76,678.00		\$76,678.00			C35918
		<b>Total</b>	\$668,244.00	\$591,566.00	\$76,678.00	\$2,989,424.00		








# Finance Committee Meeting Minutes with Fund Reports\_8-17-2020

Final Audit Report

2020-09-29

Created:	2020-09-29
By:	Amie Blain (ablain@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtddKYo2FP9r5Mz7G4_jseSAMZzDTLAY-

## "Finance Committee Meeting Minutes with Fund Reports\_8-17-2020" History

-  Document created by Amie Blain (ablain@spokanecity.org)  
2020-09-29 - 7:35:13 PM GMT- IP address: 198.1.39.252
-  Document emailed to Candace Mumm (cmumm@spokanecity.org) for signature  
2020-09-29 - 7:35:40 PM GMT
-  Email viewed by Candace Mumm (cmumm@spokanecity.org)  
2020-09-29 - 7:41:35 PM GMT- IP address: 174.31.101.236
-  Document e-signed by Candace Mumm (cmumm@spokanecity.org)  
Signature Date: 2020-09-29 - 7:44:18 PM GMT - Time Source: server- IP address: 174.31.101.236
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