

STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
11/16/2020

Attendance

Council Member Candace Mumm, Council Member Lori Kinnear, Council President Breean Beggs (joined at 1:40 p.m.), Council Member Becky Wilkerson, Council Member Michael Cathcart, Council Member Kate Burke, Hannahlee Allers, Kandace Watkins, Amie Blain, Amber Richards, Brandon Meiers, Brenda Schreiber, Brian McClatchey, David Paine, David Steele, Dustin Fredrickson, Eric Finch, Garrett Jones, Mary Muramatsu, Melissa Morrison, Michael Lowdon, Michael Piccolo, Michelle Hughes, Paul Ingiosi, Stephen Williams, Terri Pfister, Theresa Pellham, and Tonya Wallace.

I. Call to Order

Meeting was conducted through Webex and started at 1:17 p.m.

II. Approval of Minutes

Meeting Minutes for October were unanimously approved.

III. Consent Items approved without discussion:

- A. CompuNet Core Upgrade**
- B. CompuNet Remote Access**
- C. ESRI Small Municipal and County Government EA Program**
- D. KEPRO**
- E. Off-Site Records Storage**
- F. Installation of Radio and Electrical Equipment Contract Renewal**
- G. Tire Services Contract Renewal**

IV. Discussion Items

a) Park Rules and Regulations Title 12 Amendments

Garret Jones briefed the Committee regarding this item. He advised the goal is to improve communication and that there are no new fees. He also advised of the updated rules with the proposed ordinance. Mary Muramatsu provided legal responses regarding the ordinance for the Council. Please see the agenda packet for submitted documents to the committee.

b) Sales and Use Tax for Housing

Melissa Morrison briefed the Committee regarding this item. CM Cathcart and Melissa discussed that this item involves 1590 in addition to issues and barriers to housing, and that 1590 is not the sole focus. Brian McClatchey further explained that this is a 360-degree outlook on housing. Tonya Wallace advised that Melissa has begun a conversation with Cupid (CHHS Director) to determine the steps to take for this project. There is also a proposed Housing Committee for which a plan will need to be built. CM Kinnear asked Tonya if the process is being rushed, and Tonya advised there are at least 6 months' worth of tasks to handle.

Tonya advised some things could be lined up prior to funding. CM Cathcart asked Tonya for an estimated cost. Tonya advised it depends upon possible bonding and how involved we are with the community. She also advised a level of administrative coordination will be required, most likely equivalent to one or two FTEs. Those could be spread out among different people. CM Mumm, Brian McClatchey, and Tonya Wallace discussed the timeframe regarding revenues and costs in 2021 for this ordinance. CM Wilkerson is the sponsor for this ordinance, and she explained that there are costs, and we continue to receive requests to help with homeless. She also stated that the sooner we start this process, the sooner we will get the outcome we want to see. CM Kinnear and CM Wilkerson discussed the tax. CM Mumm and CM Wilkerson spoke about continuing discussions on this topic. CP Beggs suggested discussing this item at the next Study Session. CM Burke explained that although we do not have all tools available, it is fiscally responsible since this issue incurs a lot of cost for the City. She also advised that it would help people that have needed it for a long time. CM Mumm recommended scheduling this item to allow time to review. CM Kinnear explained that organized groups are aware of this item, although constituents are not aware. CM Mumm agreed, and she advised that two neighborhoods she spoke with were not aware. Please see the agenda packet for submitted documents to the committee.

c) Assistant Fleet Services Director SBO

David Paine briefed the Committee regarding this item. He advised that it would be preferable to recruit for the Assistant and Director at the same time. Please see the agenda packet for submitted documents to the committee.

d) Purchase of Service Truck Body (3 min) Mike Lowdon

David Paine briefed the Committee regarding this item. Please see the agenda packet for submitted documents to the committee.

e) Purchase of Service Truck Chassis (3 min) Mike Lowdon

David Paine briefed the Committee regarding this item. Please see the agenda packet for submitted documents to the committee.

f) Purchase of Tank Truck (3 min) Mike Lowdon

David Paine briefed the Committee regarding this item. Please see the agenda packet for submitted documents to the committee.

g) Intermodal Facility SBO (10 min) Dave Steele

Dave Steele briefed the Committee regarding this item. He advised that there is additional foot traffic, and security has been increased. Dave also advised that there is a long-term plan being developed to help reduce costs for this facility. CM Wilkerson advised that anything that can be done to save money is a good idea. Dave explained that Frontier Behavioral Health is leasing a space, and there is remaining space. CM Mumm asked about the possibility of leasing additional space, and Dave confirmed it is listed with Goodale & Barbieri. Please see the agenda packet for submitted documents to the committee.

V. Strategic Progress Updates

1. eSuite & Utility Information System Project Update

Dusty Fredrickson and Brandon Meiers briefed the Committee regarding these items. Please see the agenda packet for submitted documents to the committee.

2. Public Safety Equipment Replacement Program Update

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

3. Critical Datacenter Servers Project Update

Eric Finch briefed the Committee regarding this item. Please see the agenda packet for submitted documents to the committee.

VI. Committee Briefs

1. Audit/CAFR/PAFR

Michelle Hughes briefed the Committee regarding this item. Please see the agenda packet for submitted documents to the committee.

VII. Standing Topic Discussions

1. 21st Century Workforce

Amber Richards briefed the Committee regarding this item.

- The DEI (Diversity, Equity, and Inclusion) Crosswalk project is progressing. Amber has been meeting weekly to walk through the DEI Crosswalk and assigning tasks to develop a comprehensive plan and move forward.
- The Internal Champions Network, Career Exploration, and NeoGov Onboarding Update make up about half of the work going into the DEI Crosswalk.
- The goal of the Internal Champions Network is to develop best practices and give new hires a place to feel connected.
- The Coffee and Careers program is part of the Career Exploration project, and will have quarterly sessions with select groups interested in learning about City government and working in the public sector. People can sign up and will be connected with employees from the Internal Champions Network. VLGF (Veteran's Local Gentleman's Fellow) is for Veterans transitioning out of the military interested in working for local government.
- The First Year Foundations program is part of a new onboarding process. This will offer a new employee orientation on a monthly basis. The goal is to have Council, the Mayor, and HR involved to help welcome new employees to the City. This involves a three-part series including the following:
 - Introduction to City/Community History & an Introduction to City Divisions
 - Diversity and Implicit Bias Training
 - Introduction to EM/City Safety Programs

2. General Fund Monthly Budget and Reserve Reports

Paul Ingiosi briefed the Committee regarding this item. Please see the agenda packet for submitted documents to the committee.

3. Budget Transfer Reports (Information Only)

Please see the agenda packet for submitted documents to the committee.

VIII. Adjournment

The meeting adjourned at 3:03 p.m. The next meeting is scheduled for Monday, January 11, 2021 at 10:30 a.m.

Prepared by:

Amie Blain

Approved by:

Candace Mumm

Candace Mumm (Jan 25, 2021 10:53 PST)

Chair

Council Member Candace Mumm

For further information contact: Kandace Watkins, 625-6718






Finance Committee Meeting Minutes_11-16-2020_FINAL

Final Audit Report

2021-01-25

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