

STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
01/25/2021

Attendance

Council Member Becky Wilkerson, Council Member Candace Mumm, Council President Breean Beggs, Council Member Lori Kinnear, Council Member Michael Cathcart, Council Member Karen Stratton, Council Member Kate Burke, Tonya Wallace, Hannahlee Allers, Amber Richards, Amie Blain, 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.

I. Call to Order

This meeting started at 10:04 a.m. and was conducted through Webex.

II. Approval of Minutes

Meeting Minutes for November 16, 2020 were approved.

III. Consent Items approved without discussion:

- A. Floyd and Kane Contract Extension
- B. PMWeb – Annual Software Maintenance and Support
- C. SBO for Historic Preservation Specialist Position
- D. Annual Encumbrance Carryover
- E. Loomis Term Extension Agreement

IV. Discussion Items

A. Under I-90 Draft 5 Year Capital Plan – Dave Steele

Dave Steele provided information regarding parking lots for which we are under a 50-year lease with WA State. CM Cathcart asked what would happen if we do not renew the lease. Dave advised that there is no incentive for the City to maintain it, and it is difficult to maintain. He said that he is not certain, but he believes WA DOT may maintain it, and the City could forward all calls regarding the lots to them. CM Mumm mentioned a previous conversation regarding lighting or projections. Dave advised he is not certain if this idea remained in the project, but he can check on it. CM Mumm also recommended a collage like she has seen in other communities. CM Kinnear recommended researching an artist of whose work she is familiar. Please see the agenda packet for submitted documents to the committee.

B. Parking Meter Replacement SIP Loan - Tonya W./Michelle H./Kris B.

Kris Becker advised meters are aging and are outdated. She provided details regarding the meters and replacement recommendations. Tonya Wallace provided details regarding the SIP loan. CP Beggs asked about a map showing the meters, and Kris Becker advised she can provide a map. Please see the agenda packet for submitted documents to the committee.

C. Strategic Reserve and Intrafund Transfers Ordinance Changes - Tim Dunivant

Tim Dunivant and Tonya Wallace explained the details regarding reserves and their purposes. Tonya advised reports will be revised to provide more clarifications regarding the budget. Please see the agenda packet for submitted documents to the committee.

D. Ordinance for Emergency Rental Assistance Fund - Michelle Hughes

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

E. US Treasury Contract for Emergency Rental Assistance Funding - Sally Stopher

Sally explained this is complicated funding with restrictions, and the goal is to get this money to the community. She advised there will be additional outreach to the Council going forward regarding spending these dollars. CP Beggs recommended utilizing a combination of Council and the Administration to make the decisions on this funding. Please see the agenda packet for submitted documents to the committee.

V. Standing Topic Items

A. COVID Monthly Update - Amber Richards

Please see the presentation attached to this document.

B. Quarterly Overtime Updates for Uniform - Fire/Police Admin

Please see the presentation attached to this document.

C. General Fund Monthly Budget Report - Paul Ingiosi

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

D. Intrafund Budget Transfer Report - Paul Ingiosi

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

E. Quarterly Investment Report - Jake Hensley

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

F. SIP Loan Update - Jake Hensley

CP Beggs requested to add more information for future reports to capture future potential ideas. Please see the agenda packet for submitted documents to the committee.

G. 2021 Audit Plan - Tyler Benner

CP Beggs requested the option to make requests of the auditors to incorporate other types of reviews into their roles. Tyler advised they are happy to collaborate on all fronts. Please see the agenda packet for submitted documents to the committee.

VI. Adjournment

The meeting was adjourned at 11:28 a.m. The next meeting is scheduled for February 22, 2021 at 10:00 a.m.

Prepared by:

Amie Blain

Approved by:



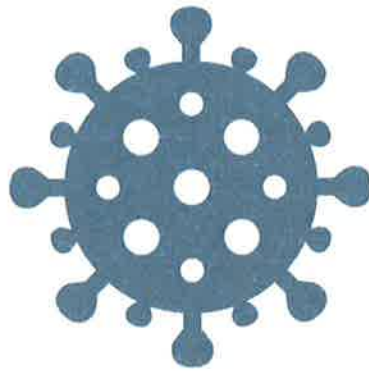
Chair

Council Member Betsy Wilkerson

For further information contact: Amie Blain, 509-625-6585

Human
Resources:
COVID-19
Update

January 25, 2021





Overview

Case Count Update
Emergency Paid Sick Leave
Staff Support/Resources





Case Count:

3 last week – encouraging trend

189 total

Approximately 8% of staff population

Emergency Paid Sick Leave

Total requests: 574

472 unique employees

21% of organization

- Original provision ended 12/31
- FMLA
- New provision proposed in President Bidens plan that would reinstate and allow for reimbursement for local governments



Staff Resources and Support

- City gym facilities are back open
- Protocol revised and updated on SharePoint
- Ongoing education efforts – mask/distancing guidance, EAP
- COVID-19 Stress and Trauma Training
- Vaccine voluntary for staff
- Employee newsletter continues
- Looking at long term changes related to internal policy – flexible work

Questions??





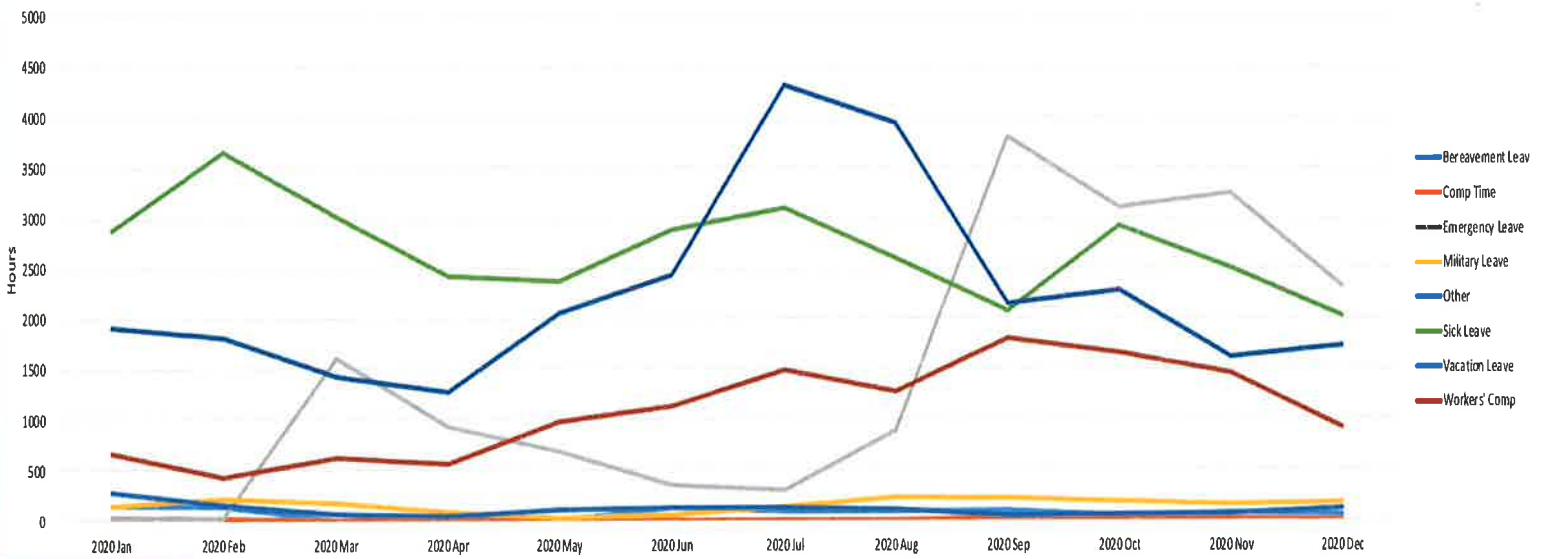
Spokane Fire Department

Brian Schaeffer, Fire Chief
Tom Williams, Assistant Chief
Julie O'Berg Deputy Chief-Ops
Rex Strickland Deputy Chief- Training/Health/Safety
Jay Atwood Deputy Chief – Support Service

Tim Archer, President L29
Mike Basso, VP Spokane Association of Fire Officers

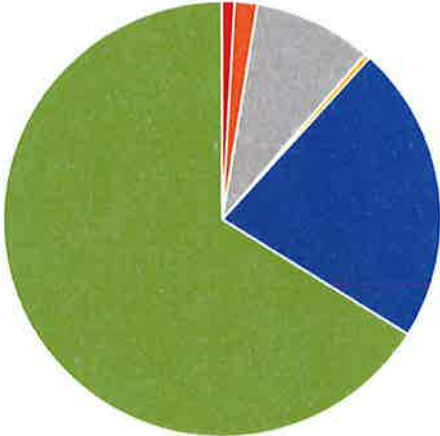
Paid Leave Focus Areas

SFD Paid Leave



Overtime Category

SFD OT by Category



- Training
- Misc
- Wildland
- Special Event
- COVID
- Call Shift/Replacement

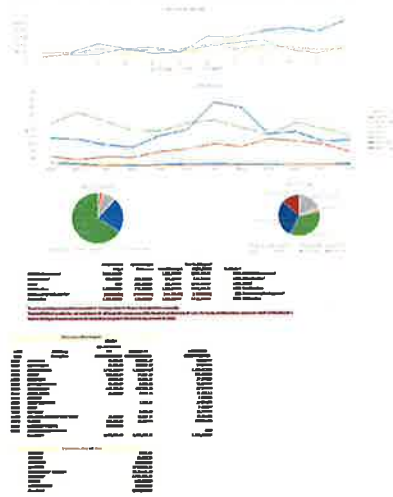


Overtime Category



| | Adopted 2020 Budget | Special Budget Ordinances | Net 2020 Budget | Year-to-Date (as of 12/26/2020) | % of Budget |
|--|------------------------|------------------------------|-----------------|------------------------------------|--|
| Call Shifts/Replacement | 2,242,552.00 | | 2,242,552.00 | 4,094,554.69 | Call 183%Shifts/Replacement |
| Other Overtime ² | 216,000.00 | 297,386.00 | 513,386.00 | 548,284.05 | 107%Other Overtime ³ |
| COVID ³ | 0.00 | 424,400.00 | 424,400.00 | 1,318,819.77 | 311%COVID ⁴ |
| Total Overtime | 2,458,552.00 | 721,786.00 | 3,180,338.00 | 5,961,658.51 | 187%Total Overtime |
| Reimbursable/ Fee Supported ² | (260,380.00) | (297,386.00) | (557,766.00) | (527,910.65) | Reimbursable/ Fee 95%Supported ³ |
| Net Overtime | 2,198,172.00 | 424,400.00 | 2,622,572.00 | 5,433,747.86 | 207%Net Overtime |

Budget File Attached





**Thank
You**

#YourSpokaneFireDepartment