

STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
February 22, 2021

Attendance

Council Member Becky Wilkerson, Council Member Candace Mumm, Council President Breean Beggs, Council Member Karen Stratton, Council Member Kate Burke, Council Member Lori Kinnear, Council Member Michael Cathcart, Mayor Woodward, Paul Warfield, Tonya Wallace, Paul Ingiosi, Hannahlee Allers, Mark Carlos, Amie Blain, Brian McClatchey, Meghann Steinolfson, Dusty Fredrickson, Eric Finch, Mike Piccolo, Mike Sloon, Sally Stopher, and Michelle Hughes

I. Call to Order

This meeting started at 10:00 a.m. and was conducted through Webex.

II. Approval of Minutes

Meeting Minutes for January 25, 2021 were approved unanimously.

III. Consent Items Approved without Discussion:

- A. Oracle's PeopleSoft and Database Annual Software Maintenance and Support
- B. Cityworks by Azteca Systems, LLC Annual Software Maintenance and Support
- C. Hyland Software, Inc. Annual Software Maintenance and Support
- D. DFast (NBS Gov) Annual Licensing Fee and Maintenance Extension
- E. KSPS PEG Reimbursement Contract
- F. CME Cable Channel Agreement with Community Minded Enterprises
- G. Resolution for SIP Loan to fund East Sprague Project according to ILA with UDPDA
- H. SBO for SIP Loan Proceeds of East Sprague Project in the U District
- I. Renewal of Contract for Insurance Brokerage Services
- J. Approve SBO for Spenddown of Normandie Proceeds

IV. Discussion Requests

- A. Police Guild Contract – Mayor/Staff

The Mayor explained that she and CP Beggs became personally involved in the negotiations, and all parties involved had the opportunity to listen to each other. Although the conversations were difficult at times, it was necessary for the negotiations. She explained the Ombudsman was also involved. Meghann Steinolfson shared a PowerPoint presentation explaining the details of the contract. Please see the agenda packet and the presentation attached to this document.

- B. SBO for Emergency Rental Assistance Funding – Michelle Hughes

Michelle Hughes advised this is grant money received for rental assistance. Sally Stopher advised she is working with Cupid Alexander to get those funds to the community. Please see the agenda packet for documents submitted to the committee.

C. Resolution for SIP Loan to fund Parking Meter Replacement – Tonya Wallace/Michelle Hughes

Tonya Wallace reviewed the attached report. CM Kinnear asked if this has been presented to the Parking Advisory Board. She advised they have a meeting tomorrow, and she suggested getting on the schedule. CM Mumm discussed this item with CP Beggs and the River Park Square Bonds. Tonya confirmed this would pay off the bonds. Michelle Hughes provided more insight into the bonds. Tonya advised the need for this SIP loan is a result of lost revenue due to COVID. The City Council further discussed the details of this item. CP Beggs requested more information regarding the kiosks, and CM Mumm requested input from the Parking Advisory Board. Please see the agenda packet for documents submitted to the committee.

D. SBO for SIP Loan Proceeds Parking Meter Replacement – Tonya Wallace/Michelle Hughes

Please refer to the discussion above regarding the Parking Meter Replacement and the agenda packet for documents submitted to the committee.

E. SBO for New Senior Business Systems Analyst Position – Mike Sloon/Dusty Fredrickson

Eric Finch explained the need for the position to provide adequate software support for the JustWare software for Municipal Court. Dusty Fredrickson provided additional information explaining the need for the position in order to meet the demands of the requirements of the new software system. CM Cathcart asked if activities could be contracted to a third party versus hiring an additional position. Dusty advised this is a specialized software system, and we currently have a project employee in place that has learned the system. He also explained that as we lose employees with institutional knowledge, it is difficult to replace that experience. Eric Finch explained that sometimes project employees are utilized, and the role is then analyzed to determine whether that position is needed full time, or if the work should be shifted back to other existing employees. CM Mumm advised she is concerned whether we have enough funds to offer this position since it so competitive in the market currently. Eric Finch advised they are reviewing those details. Please see the agenda packet for documents submitted to the committee.

V. Committee Briefs

A. Redistricting Process – Mike Piccolo

Mike Piccolo advised this process occurs every ten years. It was completed in 1999, and then again in 2011, corresponding with the U.S. Census. The Census has been delayed due to COVID, with the expectation of the Census materials being available around September. Once the City receives the information, it has eight months to review and adjust the boundaries for the following elections. Mike provided the rules regarding the redistricting process, and he reviewed the relevant rules in the City Charter. He advised the Legal and Planning departments would be involved with this process. He also suggested that a Board be established as soon as possible, and he reviewed the rules regarding members comprising the Board. The Board will make a recommendation regarding the new boundaries, and once approved, they will become effective at the time of the following election.

B. 2020 COVID-19 Expenditure Summary – Sally Stopher

Sally Stopher explained expenditures related to COVID-19 paid by the City in 2020. Please see the agenda packet for documents submitted to the committee.

C. Minor Contract Threshold Update – Sally Stopher

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

D. Budget Survey Results – Tonya Wallace

Tonya Wallace discussed the results of the Budget Department's survey. Tonya and CM Cathcart discussed the plan for the public-facing portion of the budget process this year. Please see the agenda packet for documents submitted to the committee.

E. Windstorm Cost Report – Michelle Hughes/Sarah Nuss

CM Mumm asked whether the landslide area is privately owned. Tonya Wallace advised more information is forthcoming. CM Mumm mentioned she was advised that there is possibly some illegal grading in that area. She also stated that the Parks Department has been affected by this windstorm, and Tonya Wallace confirmed. Tonya also confirmed that some of these costs might be reimbursable by FEMA pending City Council financial approval. CM Cathcart advised that cost information will be presented by Parks at the Urban Experience Committee. Please see the agenda packet for documents submitted to the committee.

VI. Standing Topic Discussions

A. COVID Monthly Update – Amber Richards

Amber Richards advised we are seeing a positive trend, and that we are able to focus more on future planning at this point. CM Kinnear asked if we have plans regarding external outreach to the population. She advised we are receiving conflicting reports and she is not seeing leadership from the Health District. She believes the Mayor and City Council can take steps to advise the community directly regarding next steps for reopening the community. Amber suggested a two-step approach including internal and community-facing. CM Mumm advised the neighborhood meetings have been experiencing good attendance, and they would be good platforms on which to share the information. CM Cathcart noted that he believes the Health District has been providing information. CM Mumm, CM Cathcart, and Amber discussed vaccination rollouts.

B. General Fund Monthly Budget Report – Paul Ingiosi

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

C. Intrafund Budget Transfer Report – Paul Ingiosi

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

VII. Adjournment

The meeting was adjourned at 11:27 a.m. The next meeting is scheduled for March 15, 2021 at 1:15 p.m.

Prepared by:

Amie Blain

Approved by:


Chair
Council Member Betsy Wilkerson

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

**2017-2021
POLICE GUILD
TENTATIVE AGREEMENT**

Wages	Deferred Comp	Health Reimbursement Account	Specialty Pay	Washington State Paid Family Medical Leave (PFML)	Average Annual Total Cost
<p>Effective January 1 of respective years:</p> <p>2017 - 2.25%</p> <p>2018 - 3%</p> <p>2019 - 3%</p> <p>2020 - 3%</p> <p>2021 - 2.5%</p>	<p>Effective upon contract ratification, eliminate \$50 contribution in lieu of VEBA</p>	<p>Effective upon contract ratification, establish and maintain Health Reimbursement Account for each Guild member.</p> <p>Monthly City Contribution: \$75</p>	<p>Major Crimes Detective: 2%</p> <p>Dignitary Protection: 2%</p> <p>Special Events Supervisor & Coordinator: 3%</p> <p>Add'l \$30/month for Officer assigned a 2nd specialty.</p> <p>Add'l 3% for second FTO Specialty.</p> <p>Eliminate Meth Team (4%)</p> <p>*Specialty pay has been in effect since 2013 and 2016 under MOUs.</p>	<p>The City will pay the full cost of the employee's contribution (.4%)</p>	<p>3.5%</p>

TOTAL CONTRACT COST

The total cost of the contract, estimated to be \$9.5 million, will be paid for out of both the 2021 operating budget approved by the City Council in December and General Fund unappropriated reserves. Compensation for 2021 is within the 2021 budgeted amount the City Council approved in December and will be paid out of the current operating budget. Retroactive pay for years 2017 through 2020 will come from reserve funds that have been set aside from previous year's budgets in anticipation of a contract agreement.

INDEPENDENT OVERSIGHT

- Extends the authority of the ombudsperson to the deputy ombudsperson, including the ability to participate in internal affairs interviews, request further investigation, recommend mediation, make the determination that an investigation is thorough and objective, review and provide input on internal affairs case summaries, and attend review board meetings for uses of force, collisions, and deadly force
- Expands ombudsperson access to body camera footage
- Provides that the ombudsperson may appeal the classification of a complaint and type of investigation selected by the police chief
- Clarifies that all complaints may be independently investigated by the ombudsperson
- Establishes that the ombudsperson may request further investigation of major complaints and request that the police ombudsperson commission direct further investigation by the ombudsperson or a third-party independent investigator
- Adds the authority for the ombudsperson to issue a closing report after the completion of a full department investigation, chief's determination, and/or a third-party investigation that may opine on what happened

PARK RANGERS

The City may issue a limited commission to and assign non-bargaining unit employees employed by the City as Park Rangers the authority to investigate and issue civil infractions and criminal citations to individuals believed to be in violation of only the crimes and infractions listed in the Spokane Municipal Code, within a City Park.

TENTATIVE AGREEMENTS BY YEAR

2017

1. 2.25% COLA
2. Article 1 – Recognition: include exclusion of “Directors” from the bargaining unit.
3. Article 5 – Grievance Procedure/Permanent Umpire: Housekeeping
4. Article 11 – Wages: Incorporate 2013 Supplemental Agreement for Special Events Supervisor and Coordinator Specialty Pay (3%); Incorporate 2016 Supplemental Agreement for Major Crimes Unit and Dignitary Protection Team Specialty Pay (2%); Incorporate 2016 Supplemental Agreement for Field Training Officer Specialty Pay (3%); Eliminate Meth Team Specialty Pay (4%)

2018

1. 3% COLA

2019

1. 3% COLA
2. Article 16 – Leaves of Absence: New Section J for “Paid Family Medical Leave (PFML)” is added. Section J states: Eligible employees are covered by Washington’s Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits, which begins January 1, 2020 is established by Washington law and is therefore independent of this Agreement. Premiums for benefits are established by law. The City will pay the entire premium. Premium collection began January 1, 2019.

2020

1. 3% COLA

2021

1. 2.5% COLA
2. Article 10 – Contract Personnel: Section B Park Rangers is added. Section B outlines the agreement for the City to use limited commission Park Rangers to enforce identified laws and infractions within all City Parks.
3. Article 23 – Deferred Compensation: the City will establish a Health Reimbursement/Retirement Account for each member, with a \$75 monthly contribution. The current \$50/month VEBA contribution will cease at this time.
4. Article 27 – Civilian Review: Multiple changes.

REQUEST: APPROVE TA

FTE Position Cost/Benefit

Projected

Y1 Cost Y2 Cost Y3 Cost Y4 Cost Y5 Cost

Vendor Senior Business Analyst Costs

Annual Work Hours	2000	\$144,000	\$144,000	\$144,000	\$144,000	\$144,000
Hourly Rate	\$72					

Employee Senior Business Analyst

Salary - Step 2	\$77,527	\$102,336				
Salary - Step 3	\$82,830		\$109,336			
Salary - Step 4	\$88,865			\$117,302		
Salary - Step 5	\$94,273				\$124,440	
Salary - Step 6	\$100,182					\$132,240
Benefits	32%					

Cost Savings \$41,664 \$34,664 \$26,698 \$19,560 \$11,760

NOTES:

- * Vendor hourly rate used above does not predict annual rate increases
- * Due to competitiveness, FTE may have to be hired at a step higher than step 2
- * FTE salaries used above are based on 2021 payment plan

MINOR CONTRACT THRESHOLD

Informational update 2021

SMC SECTION 07.06.060 “MINOR CONTRACT” DEFINED

- “Minor contract” means a:
- contract that involves a net revenue or expense (excluding sales tax and state filing fees) of thirty-five thousand dollars or less within a twelve-month period, and is of a routine nature, provided that the total expense (excluding sales tax and state filing fees) does not exceed a total of one hundred thousand dollars over the term of the contract (not including renewals); or
- housekeeping change or clarification to a contract that does not affect a material term or condition.
- **Effective the first of January of 2002 and the first of January of each year thereafter, the thirty-five thousand dollar limit shall be adjusted by an amount equal to one hundred percent of the average of the previous July - July U.S.All City Average (CPI-U and CPI-W).The newly determined amount shall be rounded to the nearest multiple of one thousand dollars.**

Effective the first of January of 2006 and the first of January of each year thereafter, the one hundred thousand dollar limit shall be adjusted by an amount equal to one hundred percent of the average of the previous July - July U.S.All City Average (CPI-U and CPI-W).The newly determined amount shall be rounded to the nearest multiple of one thousand dollars.

	<u>2021</u>			
CPI-U		0.01		
CPI-W		0.01		
AVERAGE		0.01		
Minor Contract Threshold:				\$50,000
2019 Increase				\$51,525
2020 Increase				\$52,684
2021 Increase				\$53,211
Minor Contract Multi-Year				\$130,000
2019 Increase				\$133,965
2020 Increase				\$136,979
2021 Increase				\$138,349
<p>No increase to Minor Contract thresholds will be made for 2021. The increased amount will be carried forward to 2022.</p>				