

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Finance & Administration Committee**  
**March 15, 2021**

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**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, Tonya Wallace, Hannahlee Allers, Amie Blain, Amber Richards, Brian McClatchey, Carly Cortright, Erica Jacobo, George Dahl, John Delay, Kyle Twohig, Mark Carlos, Michael Lowdon, Michael Sloon, Michelle Hughes, Paul Ingiosi, Sarah Nuss, Shauna Harshman, and Timothy Dunivant

**I. Call to Order**

This meeting started at 1:17 PM and was conducted through Webex.

**II. Approval of Minutes**

Meeting Minutes for February 22, 2021 were unanimously approved.

**III. Consent Items Approved without Discussion:**

- A. Cold Mix Annual Value Blanket
- B. Miscellaneous Stock Steel Annual Value Blanket
- C. On-Call Arborist Contract Amendment
- D. Copiers Northwest, Inc. Master Contract
- E. Sewer Bend Value Blanket Renewal

**IV. Discussion Requests**

- A. Federal Lobbyist Contract – CP Beggs  
CP Beggs explained the background, and CM Mumm supported the need for the position. Please see the agenda packet for documents submitted to the committee.
- B. Budget Software – Tonya Wallace  
Tonya Wallace explained the need for the software for the City’s budget process, and shared the attached presentation. CM Cathcart and Tonya discussed the timeline of public accessibility. CM Cathcart suggested implementing the system in a BETA mode initially for public visibility, with disclaimers. CM Kinnear discussed department head accountability. CM Mumm acknowledged the cost savings over the years due to not purchasing software, as well as the need for a better option going forward. CP Beggs advised he supports this initiative, and discussed with Tonya that he would like the City Council to have the opportunity to be involved with the project. Tonya confirmed they will have the opportunity. Please see the agenda packet for documents submitted to the committee.
- C. Closing Identified Funds – Michelle Hughes  
Michelle Hughes explained the three funds the Finance department is recommending closing due to obsolescence, and moving money within those funds to the Asset Management Fund for capital outlay since its budget was cut within the 2021 budgetary process. Please see the agenda packet for documents submitted to the committee.

D. SBO to move position from Public Works Utility Fund to the General Fund – Kyle Twohig and Paul Ingiosi  
Kyle Twohig explained this is a request to move this position held by Barbara Patrick, from Public Works to Engineering. Paul Ingiosi explained the budgetary affects. CM Stratton asked about the employee's thoughts, and Kyle advised she is excited for this change. CP Beggs asked for assurances that enough administrative support would be available for the new director, to which Kyle confirmed sufficient support will be available. Please see the agenda packet for documents submitted to the committee.

E. SBO for Police Guild Contract – Paul Ingiosi

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

F. SBO-System Support-Fleet Mgmt Apps and SW Servicing Apps – Paul Ingiosi and Erica Jacobo  
Erica explained her role regarding her support for the software and that there is currently no support available for the M5 and Rubicon software systems being utilized by the Fleet Management and Solid Waste departments. Please see the agenda packet for documents submitted to the committee.

G. Access Frames and Covers Annual Value Blanket – Mike Lowdon

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

H. SBO for School District 81 PEG Reimbursement – John Delay  
John explained this will be for an additional camera at the main office for School District 81, and it will support the entire district. This is for Channel 17, which airs general public and school programs. Please see the agenda packet for documents submitted to the committee.

I. North Monroe Sign – Carly Cortright and George Dahl  
George Dahl explained there has been a miscommunication regarding the project. He advised this went to bid in September 2020, and one contractor responded. Due to the scope, it did not move forward. The landscape architect redesigned the project and this will go out for bid again. There are multiple budget constraints, including Public Works requirements due to this project using CDBG funds. CM Stratton recommended taking new designs to the two neighborhoods to get their input before moving forward. CM Mumm asked about the design cost, and George confirmed that it is not uncommon for projects using CDBG funds to have higher design costs, and that it is often difficult to get bids on such projects.

## V. Committee Briefs

A. Downtown Parking Analysis – Kris Becker

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

## VI. Standing Topic Discussions

A. COVID Monthly Update – Sarah Nuss  
Sarah Nuss provided an update for the City Council.

B. Monthly Financial Reports – Paul Ingiosi

Please see the agenda packet and the attached presentation for documents submitted to the committee.

VII. **Adjournment**

The meeting was adjourned at 2:35 PM. The next meeting is scheduled for April 19, 2021 at 1:15 p.m.

Prepared by:

Amie Blain

Approved by:

A handwritten signature in cursive script that reads "Betsy Wilkerson". The signature is written in black ink and is positioned above a horizontal line.

Chair  
Council Member Betsy Wilkerson

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


# Finance Committee

## Monthly Reports – February 2021

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FINANCE AND ADMINISTRATION

MARCH 15, 2021



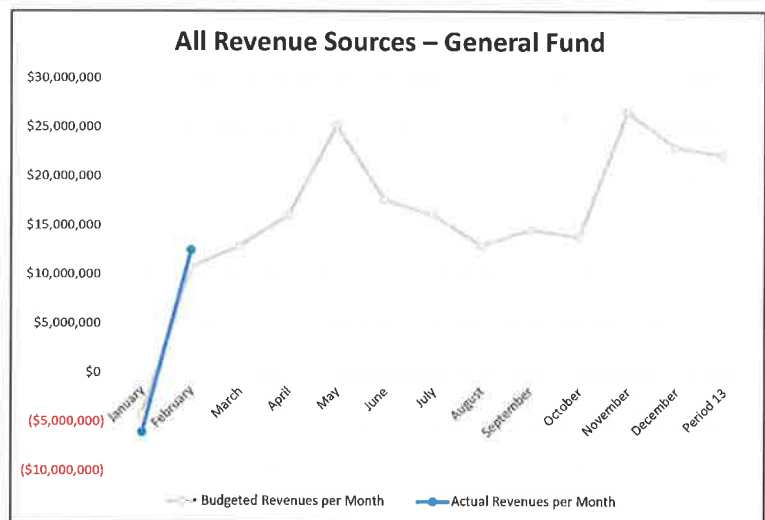
# Monthly General Fund Report

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- GF Revenues are approximately 6% below budget through February
    - At this point in the year, we anticipate \$0 in sales tax and property tax due to accounting accruals
    - \$6.4 million collected against \$6.8 million budget
    - \$207.9 million current revenue budget
  - GF Expenditures are approximately 4% below budget through February
    - \$30.9 million in expenses against \$32 million budget
    - Salaries and Benefits - \$2 million under budget
  - Uniform OT – Through February, Police and Fire had spent 13% and 33% of their respective annual OT budgets
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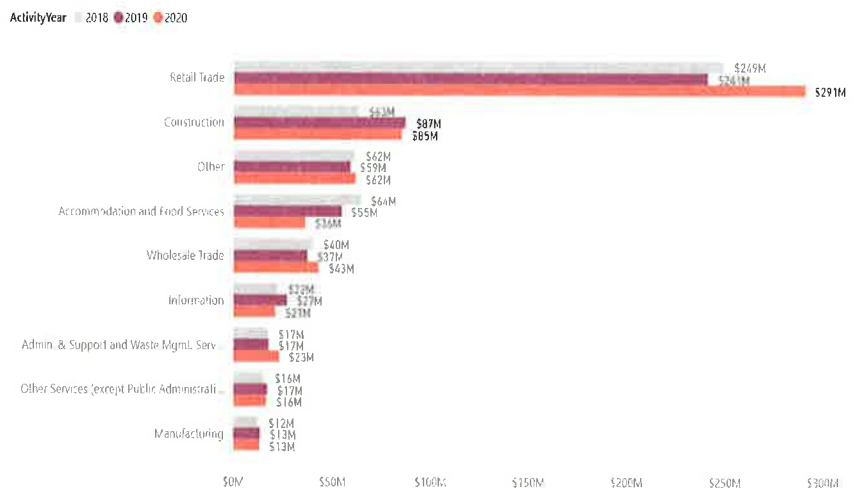
# Monthly General Fund Report - Revenue

- Through February 2021, total General Fund revenue is approximately \$400,000 below budget (-5.7%)
- Total General Fund revenue is up 1.6% as compared to FY20



# Monthly General Fund Report – Taxable Sales

- In FY20, Taxable Sales across all categories were down 2.9% compared to FY19
- Through December:
  - Retail Trade +7%
  - Construction -3.8%
  - Accommodation and Food Services -32.4%
- Total Taxable Sales for FY20 were approximately \$5.9 billion



# Monthly General Fund Report – Sales Tax

SALES TAX REPORT	Approx. Annual (\$ in millions)	2020												2021		12-Month Change
		FEB (Dec)	MAR (Jan)	APR (Feb)	MAY (Mar)	JUN (Apr)	JUL (May)	AUG (Jun)	SEP (Jul)	OCT (Aug)	NOV (Sep)	DEC (Oct)	JAN (Nov)	FEB (Dec)		
BENTON COUNTY	\$ 12.3	13%	-23%	-18%	21%	5%	-1%	32%	-13%	-11%	45%	-20%	-13%	31%	8%	
KENNEWICK	\$ 20.2	17%	-27%	-4%	-2%	-6%	31%	2%	12%	-13%	13%	-5%	-2%	20%	8%	
CLARK COUNTY	\$ 40.1	24%	-22%	-9%	8%	-1%	17%	12%	5%	-6%	5%	-5%	-4%	25%	18%	
VANCOUVER	\$ 43.4	30%	-23%	-10%	1%	-3%	21%	9%	-1%	-4%	11%	-4%	-5%	25%	8%	
KING COUNTY	\$ 132.0	24%	-20%	-18%	2%	0%	22%	6%	-1%	-1%	5%	-2%	-7%	26%	1%	
SEATTLE	\$ 237.7	23%	-22%	-19%	-2%	3%	15%	4%	-5%	3%	3%	3%	-8%	23%	-11%	
PIERCE COUNTY	\$ 69.0	17%	-17%	-12%	9%	3%	24%	6%	2%	-7%	6%	-5%	5%	11%	19%	
TACOMA	\$ 49.5	-1%	-6%	-9%	-3%	-2%	28%	6%	-3%	-1%	7%	-4%	-4%	26%	30%	
SPOKANE COUNTY	\$ 35.9	18%	-23%	-10%	9%	0%	28%	8%	-2%	-5%	5%	-7%	-3%	16%	6%	
SPOKANE CITY	\$ 49.5	17%	-22%	-16%	2%	1%	22%	14%	-10%	2%	6%	-3%	-5%	18%	-1%	
SPOKANE VALLEY	\$ 25.1	12%	-21%	-5%	-4%	1%	39%	3%	1%	-6%	8%	-5%	-6%	20%	16%	
YAKIMA COUNTY	\$ 13.7	8%	-16%	-3%	8%	6%	12%	3%	-2%	-1%	7%	-8%	-8%	16%	9%	
YAKIMA CITY	\$ 18.7	11%	-19%	-3%	4%	2%	18%	7%	-7%	-1%	11%	-6%	-7%	16%	9%	



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# Monthly General Fund Report - Expense

- Through February 2021, total General Fund expenses are approximately \$1.1M below budget (3.5%)
- By category:
  - Salary & Benefits -15%
  - Supplies -41%
  - Services +16%

