

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Finance & Administration Committee**  
**May 17, 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, Hannahlee Allers, City Administrator Johnnie Perkins, Tonya Wallace, Amie Blain, Todd Woodard, Steve Burns, Mark Carlos, Eric Finch, Shauna Harshman, Michelle Hughes, Paul Ingiosi, Karl Otterstrom, Larry Krauter, Dave Lewis, Brian McClatchey, Katherine Miller, Sarah Nuss, Erik Poulsen, Brian Schaeffer, Meghann Steinolfson, and Paul Warfield

**I. Call to Order**

This meeting started at 1:15 p.m. and was conducted through Webex.

**II. Approval of Minutes**

Meeting Minutes for April 19, 2021 were approved.

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

- A. Division BRT Locally Preferred Alternative Concurrence
- B. Federal Transit Authority Grant for TOD Land Use Planning
- C. 2021 Residential Chipseal
- D. SBO for Selection for Executive Recruitment Services

**IV. Discussion Requests**

- A. Airport's Joint Resolution for King Beverage – Larry Krauter  
Please see documents submitted to committee.
- B. Airport's Joint Resolution for Wear Tek GRUBB LLC – Larry Krauter  
Please see documents submitted to committee.
- C. Amusement Device Ordinance – Brian McClatchey  
Brian McClatchey advised that their perspective has moved from criminalization to regulation, and the focus is on revenue generation. The proposal is to repeal the section that imposes a license fee. CM Stratton explained the history of the fee and the justification for this proposal. This is supported by the Finance team. Please see documents submitted to committee.
- D. Cannon Sheltering Services – Dave Lewis  
Dave Lewis presented and explained this covers a 2-month funding gap. City Administrator Johnnie Perkins provided funding information. Due to concern about the status of the shelter during this time, Johnnie confirmed there will not be closure. Please see documents submitted to committee.
- E. Ordinance for Housing and ARP Fund Creation – Michelle Hughes  
Guidelines from US Treasury were recently released and are being reviewed for the utilization of these funds. Please see documents submitted to the committee.
- F. SBO for Fund 1630 for 3 Communication Specialist Positions – Michelle Hughes/Brian Schaeffer  
These funds will cover operations once the current MOU ends in February 2022. Please see documents submitted to the committee.

- G. SBO for Water Hydroelectric Services Employee Parking Lot Build – Steve Burns  
The estimate attached is an engineer’s estimate. The quotes received are lower than the estimate. This will provide a positive benefit to the neighborhoods in the area. Please see documents submitted to the committee.
- H. SBO to Establish Budget Authority for the Cannon Day Shelter – Tonya Wallace  
This SBO will cover the 2-month gap in funding as well as the 90-day extension. Tenant improvements are included for an amount of \$250K. If ARP dollars are available, those funds would be used, allowing reserves to only be used as a last resort. Plans are in development to arrange for the temporary shutdown of the Mission shelter. The Mayor has a plan outlined for housing, litter, and cleanup, with more information being provided in June by Johnnie Perkins. Please see documents submitted to the committee.
- I. SBO for New Debt Management Software – Tonya Wallace  
This SBO is for the funding of a debt management module for the City’s vehicle lease management system. Please see documents submitted to the committee.
- J. SBO for Spokane Police Academy Training Range – Paul Ingiosi  
Establishing budget authority to allow for refurbishment of the training range, due to the last refurbishment taking place over four years prior. Please see documents submitted to the committee.
- K. SBO for Park Playground Equipment – Paul Ingiosi  
This SBO allows for general fund dollars be transferred to the Parks department to replace playground equipment. ARP funds will be used if possible before seeking other funding sources. Please see documents submitted to the committee.
- L. SBO for Park Aquatics Support – Paul Ingiosi  
This SBO allows for funding of the summer aquatics program. ARP funds will be used if possible before seeking other funding sources. Please see documents submitted to the committee.
- M. SBO for City Recovery Plan – CM Mumm  
Authorizes Fire department to use City staff to assist with vaccination efforts. A pilot has taken place. Approximately \$500K will be used for this project. The goal is for 70% of WA State to be immunized by June 30, 2021. The Fire department will manage this project and track progress.
- N. Resolution for City Recovery Plan – CM Mumm  
Please see discussion above for SBO for City Recovery Plan.
- O. Firefighters Truck SIP Purchase – CM Mumm  
The order for the purchase of four fire trucks was cancelled. This is due to the funds not being available. Johnnie Perkins will research and provide an update to the City Council. CP Beggs asked for more information about the plan going forward. CM Kinnear noted there will most likely be an intense fire season this summer.
- P. Resolution to Lift Hiring Freeze – CM Wilkerson/Brian McClatchey  
This resolution requests to lift the hiring freeze and end the COVID-19 emergency order. Please see documents submitted to the committee.

**V. Committee Briefs**

- A. None

**VI. Standing Topic Discussions**

- A. Monthly Financial Reports – Paul Ingiosi  
Paul Ingiosi will provide a projection of 1590 fund usage and office supply usage for the City Council. Please see documents submitted to the committee.
- B. COVID Monthly Update – Meghann Steinolfson  
Please see attached presentation.

**VII. Adjournment**

The meeting was adjourned at 3:15 p.m. The next meeting is scheduled for June 21, 2021 at 1:15 p.m.

Prepared by:

Amie Blain

Approved by:

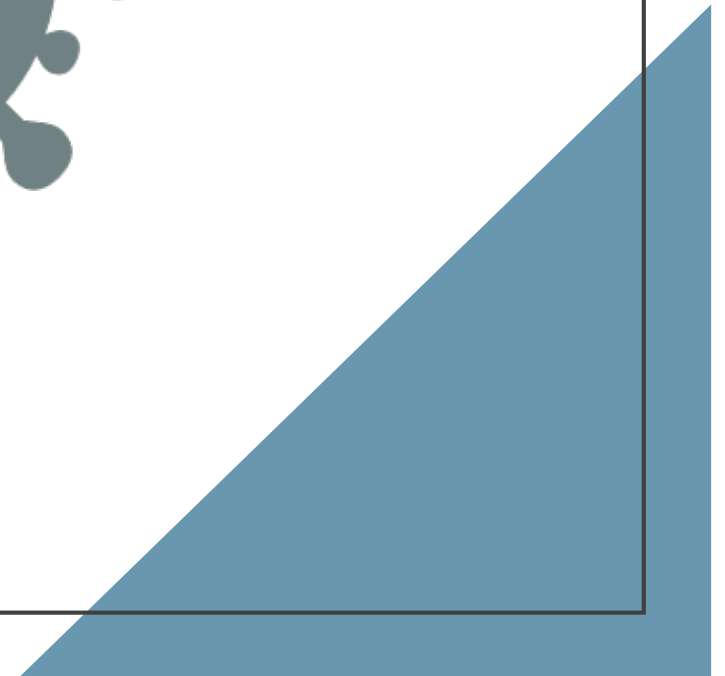
A handwritten signature in cursive script that reads "Betsy Wilkerson". The signature is written in black ink and is positioned above the printed name.

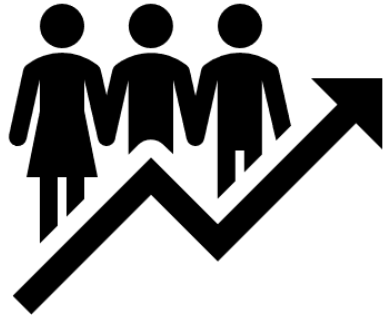
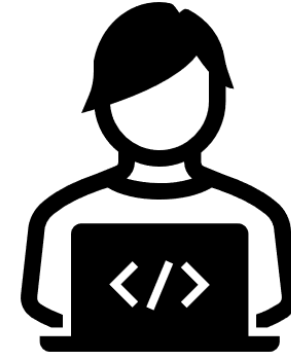
Chair  
Council Member Betsy Wilkerson

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

# Human Resources: COVID-19 Update

May 17 Update





- Internal case count trends
- Plans for reopening City Hall
- Evaluating new state guidelines on masking

Looking ahead:

Questions??

