

From: [Mayor](#)
To: [Mayor](#)
Subject: COVID-19 Update: Budget Update & A Survey
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Yvonne Hoodward

The City of Spokane **COVID-19 News Update for April 22**

Information about Coronavirus Disease 19 (COVID-19) is evolving rapidly. We want to make sure our City employees have up-to-date information. We will provide this update, as needed, to communicate what you need to know, while we work to reduce the spread of this disease in our community and continue to provide critical public services.

Departments to Propose Plans to Adjust to Lower Revenue

While we are still waiting for additional revenue information, we know that revenues will be lower as a result of the response to COVID-19. As we've previously presented in this employee email, General Fund revenues are expected to come in between 6 and 12 percent lower than budgeted—totaling between \$13 million and \$24 million.

Economic recovery won't be quick—taking many months to possibly a few years. So, now is the time to begin contingency planning for expected lower revenues.

Today, the City Administrator asked General Fund departments to develop plans to adjust to both a 6 percent reduction in revenue and a 12 percent reduction. Enterprise funds, including the utilities, also are looking at revenue forecasts and making plans.

Departments are being asked to create plans that preserve the City's most essential core services and programs while minimizing the impact on our workforce through attrition and retirement opportunities.

The deadline for these plans is May 1. And during May, the Mayor and City Council will begin holding joint study sessions to look at fiscal updates, citywide cost containment strategies, and departmental proposals. None of this is easy. But our organization will be healthier and more resilient if we begin this work now and prepare for what's coming.

Tell Us What You Think -- Answer our [Survey!](#)

Over the past couple of days, the City has been asking citizens about their opinions and concerns related to COVID-19 and the impacts of the response to slow the spread of the virus. We would also like to understand how our own employees are feeling.

If you took the community survey, you will find several of the same questions. We also have included some City-specific questions for our employees. Please take a moment to tell us what you think. We'll keep the survey open through Friday and then provide you with information on the results next week.

More Help to Cope during this Stressful Time

Here are a couple of articles with good tips from our Employee Assistance Program:

- [Managing Anxiety While in Quarantine](#)
Even if you do not normally feel anxious, you may be experiencing anxiety due to the current situation, and that is OK. It is completely normal to be worried right now. The above linked article provides some tips to help you manage your anxiety about COVID-19.
- [Working Parents: How to juggle your changing demands and home school your child](#)
Many parents are facing changing roles and responsibilities and are trying to navigate the new requirements faced, particularly in accommodating childcare, homeschooling, and still fulfilling work responsibilities. This session will provide advice on how to successfully juggle the demands faced and meet the changing needs within the home.

To access more topics related to COVID-19 visit: www.EAPHelpLink.com, using company code: **CITSP0**

Mindfulness Practice from our EAP Program

More sessions of Mindfulness Practice are available this week. Employees can join in a series of live, web-based sessions facilitated by an Aware specialist to engage in 10-minute mindfulness exercises that will help you focus, release tension, and reset for improved wellbeing. [Mindfulness practice can help us increase our ability to regulate our emotions and decrease stress, anxiety, and depression.](#) This is a FREE benefit being offered through the City's EAP program to help you and your family stay well and well balanced.

To register, log on to EAPHelpLink.com using your company code: CITSP0 – check out the Online Seminars section to find the available Aware mindfulness sessions this week.

Employee Information Portal (<https://covid19.spokanecity.org/>)

Remember, this Employee Information Portal is a great resource for employees to stay current on what's happening with the COVID-19 response. The [Employee Information Portal](#) can be accessed from work or home, using a computer or mobile device. All of the emailed information we have sent to employees is archived here.