Lewiston City Council
SPECIAL MEETING AGENDA
May 20, 2024 - 3:00 PM
Bell Building – Second Floor Conference Room – 215 D Street
Lewiston, Idaho 83501

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's website at cityoflewiston.org.

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **CITIZENS COMMENTS**
This is an opportunity for citizens to address the Council on agenda items or other items they wish to bring to the attention of the Council. Citizens are encouraged to discuss operational issues in advance with the Mayor. In consideration of others wishing to speak, please limit your remarks to three minutes.

IV. **BUDGET ITEMS**

- **A.** **FACILITIES**
- **B.** **ASSIGNED BUILDING FUND**
- **C.** **GOLF**
- **D.** **CAPITAL PARKS**
- **E.** **CEMETERY**
- **F.** **CAPITAL TRANSPORTATION**
- **G.** **WATER, WASTEWATER, SANITATION & STORMWATER**

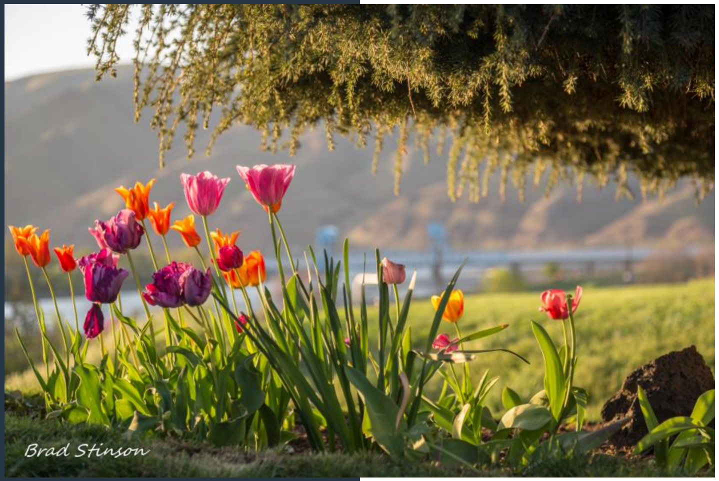
V. **BUDGET DISCUSSION AND DIRECTION**
This is an opportunity for Councilors to ask questions, have discussions and provide direction to staff related to the fiscal year 2025 budget - Action Item

VI. **UNFINISHED AND NEW BUSINESS**

- **A.** **CITY COUNCILOR COMMENTS:** Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion.
- **B.** **MAYOR COMMENTS**

VII. ADJOURNMENT - Action Item

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact the City Clerk's Office at least forty-eight (48) hours in advance of the meeting at 208-746-3671, ext. 6202.



FISCAL YEAR 2025 BUDGET

WORKSESSION #3

PARKS & REC DEPARTMENT

Each of the three major divisions within the department manage capital projects every year. These projects include work within all general funded facilities in the city, all developed and undeveloped properties as well as the Normal Hill Cemetery and Bryden Canyon Golf Course.

For fiscal year 2025, we are bringing to you requests for new funding, continued support of current level of funding and future project ideas to consider.

CITY OF LEWISTON
EXPLORE
IDAHO'S FIRST CAPITAL
1861

FACILITIES

Projects that will need attention and to be considered in the next few years

COMMUNITY PARK

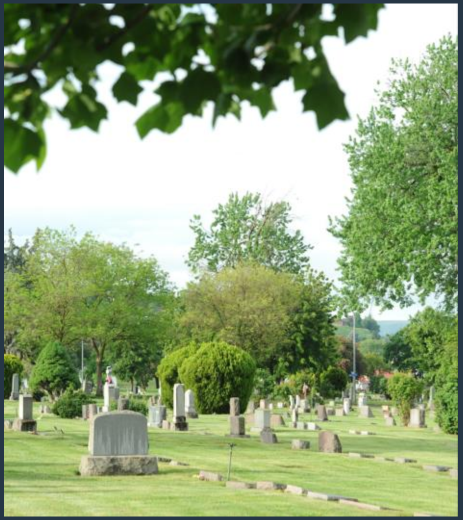
Completing projects that were originally funded in FY ‘22

GOLF

Recommendations from CourseCo to address needs and equipment

PARKS

Utilizing funding that is built into the base budget to address park needs



CEMETERY

Utilizing funding that has been set aside the past few years to develop a cremation area

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FACILITY MAINTENANCE

FUTURE Facility Maintenance Projects

<u>City Shop Building</u>

Construction of a new building at the city shop to replace the existing cold mix storage area. This building could serve the needs of numerous departments within the city and include storage for the following…

- PW Cold Mix and Deicer products
- Fleet tires that are stored outdoors currently
- Additional indoor storage for all to share to protect purchases

<u>Bert Lipps Pool</u>

- Study to determine cost to replace the pool or to convert it to a splash pad
- LWCF Facility

<u>Facility Master Plan</u>

- This project would follow after the current study related to consolidation, once completed, determine if necessary

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COMMUNITY PARK

Parking Lot Phase 1 **$1,256,712.31**

What has been completed:
1. Installation of parking lot and lighting
2. Installation of prefabricated restroom
3. Purchase of outdoor fitness equipment
4. Purchase of basketball court lighting

What is left to be completed:
1. Final design of Parking Lot Phase 1
2. Installation of outdoor fitness equipment, basketball court and shelter
3. Completion of concrete work, sidewalks, benches, garbage cans
4. Design and completion of landscaping
5. Design and installation of the bicycle playground area

Funds were budgeted in FY ‘22 through the Assigned Building Fund but the project did not get completed. The ask is to allow for those items to be completed in FY ’25 and to utilize the remaining funds that were previously dedicated.

CITY OF LEWISTON EXPLORE IDAHO'S FIRST CAPITAL 1861

BRYDEN CANYON GOLF COURSE

Capital Projects **$275,000**

Maintenance Building $235,000 *(as stand alone facility)*
New Construction either behind the new cart barn or demo existing and rebuild at current location since utilities are in place there

Tee Leveling $15,000 *(annual request for 5 years)*
Level and sod all tee boxes over the next 5 years

Bunker Refurbishment $25,000 *(annual request for 5 years)*
New sand and repair drainage where needed

Capital Equipment **$82,500**
Spray Rig $55,000 NEW
Replacement of current equipment

Tee Mower $27,500 USED
Replacement of current equipment

PARK IMPROVEMENTS

Parks Capital Projects **$100,000**

<u>Sunset Park Shelter</u> $40,000

Add an additional reservable shelter to the park. This is our most popular park for use and the shelter now is heavily used throughout the season.

<u>Cameras in the Park System</u> $30,000

We are currently working with ISS to upgrade what is in the parks now and this would be an upfront cost, but eliminate our monthly program fees through the current provider. We are seeing more and more vandalism in our parks and the cameras have been very useful to date.

<u>Kiwanis Park Path Repair</u> $30,000

The pathway is damaged, has tree roots that have pushed it up and needs to be widened. This request is a repeat from 4-5 years ago

NORMAL HILL CEMETERY

Cemetery Capital Project **$100,000**

Develop Cremation Area $100,000

Over the past few years the cemetery has received funding for this project but not enough to start its development. Options that the commission would like to see funding approved for include the following…

- Scattering Garden
- Columbarium or Ossuary
- Landscaping and grading to prepare the site for additional development in the future
- Low inventory and demand for additional options is driving this project

QUESTIONS?

PUBLIC WORKS CAPITAL FY25

Public Works maintains Capital Improvement budgets for: Transportation, Sanitation, Stormwater, Wastewater and Water. All but Transportation are rate funded.

The following slides outline proposed capital project in FY25 based on Master Plans and needs.

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TRANSPORTATION

FY25 CAPITAL REQUESTS

	TOTAL	Prop. Taxes
ADA IMPROVEMENTS & SIDEWALK	**$60,000**	$50,000
12TH ST/BRYDEN (TIA/FILO)	**$300,000**	$50,000
17TH ST SIDEWALK INFILL	**$50,000**	$3,670
SNAKE RIVER AVE/SOUTHWAY (LHTAC)	**$4,715,247**	$73,400
9TH ST GRADE (LHTAC)	**$20,000**	$1,470
BURRELL AVE SIDEWALK INFILL (DESIGN)	**$125,000**	$9,175
8TH ST BIKE ROUTE & PED	**$74,500**	$5,470
BRYDEN AVE RECONSTRUCTION 1	**$50,000**	$0
EAST ORCHARDS CONNECTIVITY	**$150,000**	$150,000

STORMWATER

FY25 CAPITAL REQUESTS

DESIGN/CONSTRUCTION CIP PROJECTS	**$125,000**
SHORT LIVED ASSETS	**$30,000**
LOCAL MATCH BRIC GRANT	**$725,000**
** IF BRIC GRANT SUCCESSFUL, NO OTHER CAPITAL*	

SANITATION

FY25 CAPITAL REQUESTS

BACKUP LOADER (FY 24)**	**$100,000**
TRANSFER STATION ROAD	**$240,000**
TRANSFER STATION FLOOR - DESIGN*	**$75,000**
** FLOOR CONSTRUCTION FY26 $400,000*	
***LOADER MIGHT ROLL INTO FY25*	

WASTEWATER

FY25 CAPITAL REQUESTS ADMINISTRATION & COLLECTIONS

MASTER PLAN UPDATE	$300,000
RATE STUDY UPDATE	$30,000
VACTOR TRUCK	$635,000
ANNUAL PIPELINE REPLACEMENT	$2,000,000
COLLECTIONS PRIOR #2 IMPROVEMENTS	$1,200,000
SKID STEER W/ ATTACHMENT	$50,000
WW COLLECTIONS RELOCATION	$800,000
PIG PORTS FOR LINE CLEANING	$300,000

WASTEWATER

FY25 CAPITAL REQUESTS
LIFT STATIONS & TREATMENT

SOUTHSHORE PUMP REPLACEMENT	$130,000
8 OR 10” TRASH PUMP	$60,000
SOUTH SHORE PUMP STATION FORKLIFT	$25,000
DUMP TRUCK LINER REPLACEMENT	$70,000
WWTP WATERLINE (CONSTRUCT)	$1,300,000
WWTP GAS LINE REPLACEMENT	$100,000
REDESIGN SSPS HATCH/DOOR	$100,000
HEADWORKS (BUILD AND CONSTRUCT)	$3,910,000
ADMIN (BUILD AND CONSTRUCT)	$1,400,000

WATER

FY25 CAPITAL REQUESTS ADMINISTRATION, TREATMENT & DISTRIBUTION

MASTER PLAN UPDATE	$200,000
RATE STUDY UPDATE	$25,000
SHORT LIVED ASSETS PER MASTER PLAN	$500,000
INTAKE REBUILD	$6,700,000
RESERVOIR RECOATING	$1,000,000
PURCHASE USED VACTOR FROM WW	$60,000
REPLACE VEHICLE #245 W/ CHASSIS	$73,000
PIPELINE REPLACEMENT PER MASTER PLAN	$500,000

WATER RATE OPTIONS

PROPOSED RATE	35%	10%	5.25%
MASTER PLAN UPDATE	$200,000	$200,000	$200,000
RATE STUDY UPDATE	$25,000	$25,000	$25,000
SHORT LIVED ASSETS PER MASTER PLAN	$500,000	$500,000	$500,000
INTAKE REBUILD	$6,700,000	-	-
RESERVOIR RECOATING	$1,000,000	$1,000,000	?
PURCHASE USED VACTOR FROM WW	$60,000	$60,000	?
REPLACE VEHICLE #245 W/ CHASSIS	$73,000	$73,000	-
PIPELINE REPLACEMENT PER MASTER PLAN	$500,000	$500,000	?

QUESTIONS?

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COUNCIL DISCUSSION & DIRECTION

Time dedicated towards discussion among Council regarding budget items presented today or in previous work sessions, inquire or make requests of staff of other items they would like to discuss as part of the FY25 Budget Process

INTERNAL SERVICE FUNDS

Capital Projects

As provided in the packet for Budget Work Session #2, both the Fleet Maintenance Fund and Information Systems & Security Fund have capital rates that support capital replacements of vehicles and equipment. These rates ensure funds are available when replacements come due. The amount of the capital budget will fluctuate based on the vehicles and equipment that are due for replacement each year.

FLEET MAINTENANCE FUND

The past couple of years the replacement costs for vehicles and heavy equipment have far exceeded the inflation factored in the replacement rates, causing the Fund to dip significantly into the capital reserves. In order to replenish these reserves and to adjust the inflation component of the capital rates, Fleet is recommending an increase in capital rates of $395,000.

Enterprise Funds, fund their own replacements of vehicles and heavy equipment so the increase in Fleet replacement rates would be funded by property tax dollars. To lessen the burden to the tax base, a one-time contribution from the General Fund to the Fleet Fund, using General Fund reserves, is being considered. This would allow Fleet to implement a smaller increase in capital rates.

The current year budget (FY24) capital rates in total are $1,037,000, which is lower than requested due to funding limitations. The full capital rates needed to sustain the City's the current fleet would be $1,432,000. It is not expected to achieve this in the next year but the goal would be to build the capital rates over several years to achieve the full capital rates.

FY25 VEHICLE REPLACEMENTS:

91090 Auto Equipment & Implements

FY 2025 Scheduled Acquisitions - General Government Fund					
Unit #	**Year/Make/Model**	**New Vehicle Description**	**User Department**	**Estimated Cost**	
152	2020 Ford Explorer Hybrid	Patrol SUV	Police	$55,000	
285	2015 Ford F450	Ambulance 2WD	Fire	$235,000	2 yr build time
400	2014 Toro 5910	Mower with Cab	Parks	$155,000	1 yr build time
704	2011 Ford E450	DAR Bus deferred from FY20	Transit	$157,000	20% match, 8 mth ETA
705	2011 Ford E450	DAR Bus deferred from FY20	Transit	$157,000	20% match, 8 mth ETA
				$759,000	

It's important to note that the buses are 80% grant funded and the portion paid from Fleet reserves is 20% of the amount listed above. Fleet is currently working on drafting a new replacement schedule that will extend out 7 years. It is anticipated that replacement in FY26 will be approximately $706,000. There are some fire engines coming due in the fore coming years and the Fleet reserves need to be prepared for those replaceements.

INFORMATION SYSTEMS & SECURITY FUND

Technology equipment has not seen the significant price increases as vehicle and heavy equipment so the increase in capital rates for the Information Systems (IS) & Security Fund is minimal of approximately $10,000. IS capital budget provides PC and Laptop replacements across the City in addition to updating network equipment, such as servers, storage and hardware, network maintenance and improvements, disaster recovery, and other critical equipment to ensure continuity in city operations.

The capital rates in the current year (FY24) are $154,000 and the FY25 budget will have $164,000 programmed for capital rates.

FY25 CAPITAL REPLACEMENTS:

DESCRIPTION	AMOUNT
NETWORK MAINTENANCE & IMPROVEMENTS	25,000
DISASTER RECOVERY	10,000
PC/LAPTOP REPLACEMENT & PURCHASES	55,000
SERVER/STORAGE/HARDWARE	25,000
SECURITY/ACCESS CONTROL	15,000
LIBRARY PATRON PCS	25,000
	$ 155,000