



**Lewiston Public Works Advisory Commission**  
**REGULAR MEETING AGENDA**  
**August 21, 2024 - 12:00 PM**  
**Bell Building – Second Floor Conference Room – 215 D Street**  
**Lewiston, Idaho 83501**

Seating will be available on a first-come, first-served basis.

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**I. CALL TO ORDER**

**II. INTRODUCTION OF NEW COMMISSIONER**

City Council appointed Lytonia Gardee for a three (3) year term on August 12, 2024.

**III. CITIZEN COMMENTS**

This is an opportunity for citizens to address the Commission on agenda items or other items they wish to bring to the attention of the Commission or Staff. In consideration of others wishing to speak, please limit your remarks to three minutes.

**IV. CONSENT AGENDA**

All items on the Consent Agenda are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion on these issues unless a Commissioner so requests, in which case the item will be removed from the Consent Agenda and considered under "Items Moved from the Consent Agenda".

**A. APPROVAL OF MAY 8, 2024 SPECIAL MEETING MINUTES: - Action Item**

**V. DIRECTOR'S REPORT**

Concise updates on items from previous meetings and notices of upcoming projects, efforts, etc. Questions are permitted but not intended for discussion by, or action from, the Commission.

**VI. ACTIVE AGENDA**

**A. US-12 BLUE BRIDGE STORMWATER DRAINAGE - WSDOT RESPONSE LETTER:**

Consideration of the May 31, 2024 response letter from the Washington State Department of Transportation (WSDOT) to the Public Works Advisory Commission's March 20, 2024 letter regarding stormwater drainage concerns along the US-12 Interstate Highway Bridge ("Blue Bridge"). - Action Item

**B. FINAL FISCAL YEAR 2025 BUDGET UPDATE:**

A final update on the proposed Fiscal Year 2025 budget ahead of Ordinance No. 4923's third reading at the August 26, 2024 City Council meeting. The FY25 Budget Guide is available on the City of Lewiston website at <https://online.flippingbook.com/view/770519238/> - Presentation (Dustin Johnson)

**VII. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item**

**VIII. UNFINISHED & NEW BUSINESS**

- A. **COMMISSIONER COMMENTS:** *Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion. Council Liaisons should use this time to share comments, if any.* - Action Item
- B. **STAFF LIAISON COMMENTS:** *Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion.* - Action Item
- C. **FUTURE AGENDA ITEMS:** - Action Item

**IX. 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 Nikki Province, ADA Coordinator, at least forty-eight (48) hours in advance of the meeting at 208-746-3671 x 6211.

The PUBLIC WORKS ADVISORY COMMISSION (PWAC) met in the Bell Building 2nd Floor Meeting Room at 215 “D” Street. Council Liaison and Chair Kathy Schroeder called the meeting to order at approximately 12:00 p.m.

Public Works Advisory Commission meetings are recorded. To view the recording, go to <https://www.youtube.com/watch?v=PdDHiHFzMcY>

**I. CALL TO ORDER**

*COMMISSIONERS PRESENT:* Laura Wright, Brent Bourassa, Ryan Rehder, and Vice-Chair Kevin Kelly

*COMMISSIONER ABSENT:* Kayleigh Philippi

*CITY COUNCIL LIAISONS PRESENT:* Chair and Councilor Kathy Schroeder; Councilor Kasee Forsmann

*STAFF MEMBERS PRESENT:* Dustin Johnson, Public Works Director; Haley Kelley, Public Works Specialist; Neal Drury, IT

**II. CITIZEN COMMENTS**

None.

**III. CONSENT AGENDA**

Chair Schroeder explained that all items on the Consent Agenda are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion on these issue unless a Commissioner so requests, in which case the item will be removed from the Consent Agenda and considered under “Items Moved From the Consent Agenda.”

Commissioner Wright and Vice-Chair Kelly moved and seconded, respectively, approval of the Consent Agenda. The motion carried 6-0.

**A. APPROVAL OF MARCH 20, 2024 MEETING MINUTES:** - *Action Item*

**B. APPROVAL OF APRIL 17, 2024 MEETING MINUTES:** - *Action Item*

**IV. DIRECTOR'S REPORT**

Director Johnson provided updates and answered questions on the Sewer Bypass Line project on Main Street, the department’s current approach to public outreach and policy for arterial lane closures, the Main Street Reconstruction project kick-off and task force creation, and 2024 Street Preservation.

Commissioner Wright asked if the pavement condition index (PCI) report be made available to the Commission. Mr. Johnson said that he would need to check the report's status with the Lewis Clark Valley Metropolitan Planning Organization (LCVMPO).

**V. ACTIVE AGENDA**

**A. TRAFFIC CALMING POLICY & TRAFFIC CALMING APPLICATION PACKET:** - *Action Item*

Vice-Chair Kelly requested clarification on the intended audience. Director Johnson answered that this will be the framework for citizens to request traffic calming devices for

their neighborhood.

Commissioner Wright asked if the redline matrix had been incorporated into the policy and application packet on today's agenda. Public Works Specialist Kelley said that they had not been in the event other Commissioners had additional feedback but that it was an option for a motion to be made to approve the policy and application packet as amended.

Ms. Wright requested that staff verify in their review that roads applied for through this framework are compatible with the proposed traffic calming devices. Mr. Johnson replied that he had been approached by the Fire Chief about this already and it will be part of staff reviews of application packets.

Commissioners Wright and Bourassa moved and seconded, respectively, to approve the Traffic Calming Policy and Traffic Calming Application Packet as amended. Motion carried 6-0.

**B. VACANT SEAT - JUSTIN MERWIN APPLICATION:** - *Action Item*

Commissioners Rehder and Bourassa moved and seconded, respectively, to reject Justin Merwin's application. Motion carried 6-0.

**C. VACANT SEAT - LYTONIA GARDEE APPLICATION:** - *Action Item*

Vice-Chair Kelly and Councilor Forsmann moved and seconded, respectively, for staff to schedule an interview with Lytonia Gardee. Motion carried 6-0; Public Works Specialist Kelley to coordinate with the City Clerk in scheduling the interview.

**D. PUBLIC WORKS - APPROACH TO BUDGET (CONT'D):** - *Action Item*

Director Johnson provided an update on the Fiscal Year 2025 (FY25) budget process, explaining the May 13<sup>th</sup> session where FCS Group would present the proposed adjustments to water and wastewater rates, followed by Mr. Johnson's proposed adjustments for sanitation and stormwater rates. He specified that the FCS Group presentation would assist staff in obtaining direction from City Council on raising water rates or deferring Capital Improvement projects to better inform the May 20<sup>th</sup> session on Capital Projects.

Commissioner Wright asked if there were any personnel changes or new requests in the FY25 budget. Mr. Johnson summarized a Public Works Administration position that had been recently filled as well as the future evolution of a Water Division position up for retirement in 2025. He reviewed the redline matrix but anticipated that the proposed Utility Construction Coordinator position would be shelved.

Vice-Chair Kelly departed at approximately 12:55 p.m. Mr. Johnson departed at approximately 12:58 p.m.

**VI. ITEMS MOVED FROM CONSENT AGENDA** - *Action Item*

**VII. UNFINISHED & NEW BUSINESS**

**A. COMMISSIONER COMMENTS: - Action Item**

Councilor Forsman shared her experience at the "Citizen's Police Academy" and how the safety information specific to Lewiston raised concerns. Chair Schroeder asked Ms. Forsmann if she would like to attend the Lewis Clark Valley Metropolitan Planning Organization meeting to share during public comment; Ms. Forsmann would try to attend.

Commissioner Wright requested an update on the revisions to the traffic policies and procedures brought to the Commission previously. Public Works Specialist Kelley said that these were on the Future Agenda Items list.

**B. STAFF LIAISON COMMENTS: - Action Item**

Public Works Specialist Kelley explained that Aaron Butler was the primary City of Lewiston IT staff member to assist in setting up Commission meetings but would be leaving the City to assume a position at Nez Perce. She said that part of the transition included the cessation of livestreaming Public Works Advisory Commission meetings after today but clarified that recordings would continue to be made publicly available on YouTube as well as the option of virtual attendance for Commissioners.

**C. FUTURE AGENDA ITEMS: - Action Item**

Public Works Specialist Kelley said that updates after the Fiscal Year 2025 (FY25) budget work sessions may be brought in July pending Director Johnson's direction. Ms. Kelley said that the policy for arterial lane closures that Mr. Johnson referenced in his report had been added to the list.

**VIII. ADJOURNMENT - Action Item**

There being no further business, Councilor Forsmann and Commissioner Rehder moved and seconded, respectively, to adjourn the meeting. The motion carried 5-0 and the Public Works Advisory Commission adjourned at approximately 1:07 p.m.

RESPECTFULLY SUBMITTED,

Haley Kelley,  
Recording Secretary

Chairperson or Acting Chairperson  
Public Works Advisory Commission

Approved this \_\_\_\_ day of \_\_\_\_\_, 2024



## PUBLIC WORKS ADVISORY COMMISSION MEETING AGENDA ITEM SUMMARY

<p><b>ITEM TITLE</b> US-12 BLUE BRIDGE STORMWATER DRAINAGE - WSDOT RESPONSE LETTER</p>	<p><b>AGENDA NO.</b> VI.A.  <b>AGENDA DATE:</b> August 21, 2024</p>
<p><b>ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.)</b></p> <p>On March 20, 2024, the Public Works Advisory Commission emailed a letter to Paul Gonseth, Washington State Department of Transportation (WSDOT) Planning Engineer, regarding stormwater drainage concerns along the US-12 Interstate Highway Bridge ("Blue Bridge").</p> <p>On May 31, 2024, Mr. Gonseth emailed a response letter to staff liaisons and Idaho Transportation Department District 2 staff.</p> <p>On June 7, 2024, staff liaisons forwarded Mr. Gonseth's email and response letter to the Public Works Advisory Commission and informed them that this would be placed on the next agenda for consideration.</p>	
<p><b>BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources)</b></p> <p>In the June 7, 2024 response letter, Mr. Gonseth offers to provide a presentation to the Commission at a future date. Direction is needed in order for staff to know how the Commission would like to proceed.</p>	
<p><b>ACTION PROPOSED</b></p> <p>Staff is requesting direction from the Public Works Advisory Commission to determine how staff should proceed, if at all.</p>	



Lewiston

Haley Kelley &lt;hkelley@cityoflewiston.org&gt;

## US-12 Interstate Highway Bridge Stormwater Drainage

**Gonseth, Paul** <paul.gonseth@wsdot.wa.gov>

Fri, May 31, 2024 at 10:53 AM

To: Haley Kelley <hkelley@cityoflewiston.org>

Cc: Dustin Johnson <djohnson@cityoflewiston.org>, Jeff Wiemer <jwiemer@cityoflewiston.org>, Joe Kaufman <joekaufman@cityoflewiston.org>, "Doral.Hoff@itd.idaho.gov" <Doral.Hoff@itd.idaho.gov>, Dennis Lenz <Dennis.Lenz@itd.idaho.gov>, Bob Schumacher <Bob.Schumacher@itd.idaho.gov>, "White, Brian" <brian.white@wsdot.wa.gov>, "Giles, Randy" <randy.giles@wsdot.wa.gov>

Good Friday Haley,

Attached is our response to Chairwoman Schroeder inquiries into US 12 Interstate Bridge Stormwater Drainage. I have Cc'ed IDT District 2 on this response, as ITD has 50% ownership in the bridge. WSDOT has an agreement with IDT to maintain and operate the bridge.

As stated in the response letter WSDOT would be available to present information to the Commission at future date, given enough notice to coordinate staff schedules and travel.

*Paul Gonseth, P.E.*

**Asst Region Administrator – Construction**

**WSDOT – South Central Region**

W: (509)577-1700

C: (509)697-6373

**From:** Haley Kelley <hkelley@cityoflewiston.org>

**Sent:** Wednesday, March 20, 2024 1:43 PM

**To:** Gonseth, Paul <GonsetP@wsdot.wa.gov>

**Cc:** Dustin Johnson <djohnson@cityoflewiston.org>; Jeff Wiemer <jwiemer@cityoflewiston.org>; Joe Kaufman <joekaufman@cityoflewiston.org>

**Subject:** [EXTERNAL] US-12 Interstate Highway Bridge Stormwater Drainage

**WARNING:** This email originated from outside of WSDOT. Please use caution with links and attachments.

Good Afternoon,

[Quoted text hidden]

[Quoted text hidden]

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**2 attachments**



**Clarkston Blue Br. Drainage.pdf**  
197K



**WSDOT US-12 Stormwater Drainage Letter\_EXECUTED.pdf**  
472K



May 31, 2024

Public Works Advisory Commission  
City of Lewiston  
1134 F Street  
Lewiston, ID 83501

Attn: Ms. Kathy Schroeder, Chairwoman and City Councilor

Re: US-12 Interstate Highway Bridge Stormwater Drainage

Dear Ms. Schroeder,

Washington State Department of Transportation (WSDOT) is aware of potential flooding of the bridge due to surrounding area stormwater influences and existing bridge drainage system.

During high rain events (larger thunderstorms) such as happened last year, the bridge has flooded from water coming from the foothills of the Clarkston Heights down diagonal street onto the bridge. These large rain events overwhelm the stormwater system resulting in widespread flooding of city streets and US 12. WSDOT maintenance staff recall on one occurrence the flow that came down 12th Street crossed Bridge Street and went over a three-foot brick wall just to give you an idea of the volume of water.

Per Washington State law (RCW 47.24.020) The City of Clarkston is responsible for underground utilities, including stormwater. The surface drainage of the bridge is WSDOT responsibility, but not the contributing surface water from the city streets that feed onto the bridge from city streets. We know the City of Clarkston is not meeting stormwater requirements. For example, their roundabout project (Diagonal & Bridge Streets) had a deviation from stormwater standards, because it was determined that the existing conditions did not meet current design standards. Because the project was not adding additional impervious surfaces and was not funded to make significant stormwater/utility modifications, the request was accepted with the limited conveyance system.

Because of the age of the bridge, it does not meet the current standards for the 5-year storm event (drainage standards have changed since the bridge was built). This means that a 5-year storm will have some standing water along the bridge's curbs. Over time, the city has expanded the road network with increased impervious surfaces, likely contributing run-off above what we've calculated for the bridge itself.

The Interstate Highway Bridge is on our list now for major drainage-related problems, but the list is long and funding is severely limited. WSDOT cannot just increase the drain size and/or frequency through the deck. Environmental standards have changed and any modification of the drainage system would trigger the Endangered Species Act. We would likely be required collect all the water and transport to an upland site for treatment and disposal.

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5/31/2024

US-12 Interstate Highway Bridge Stormwater Drainage

The bridge will eventually need to be replaced, but a new bridge is a very expensive project. WSDOT does not currently have any plans to replace the bridge. Any work done to bridge, or replacement will need to coordinate with Idaho Transportation Department as ITD shares a 50% funding liability for the bridge.

Moving forward, the best option to address stormwater is to determine if there is any opportunity to intercept water coming from Clarkston before it reaches this bridge. This will be difficult due to the lack of treatment area and the presence of greenbelt along the river. WSDOT will be evaluating options to determine feasibility and costs for possible solutions.

WSDOT would be available to present information to the Commission at future date, given enough notice to coordinate staff schedules and travel.

Sincerely,

A handwritten signature in cursive script that reads "Paul Gonseth".

Paul Gonseth, P.E.

Assistant Region Administrator for Construction

PJG

cc: ITD District 2  
Lewiston Public Works  
File



## PUBLIC WORKS ADVISORY COMMISSION MEETING AGENDA ITEM SUMMARY

<b>ITEM TITLE</b> FINAL FISCAL YEAR 2025 BUDGET UPDATE	<b>AGENDA NO.</b> VI.B.  <b>AGENDA DATE:</b> August 21, 2024
<b>ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.)</b>  On August 1, 2024, the Public Information Office published the Fiscal Year 2025 City of Lewiston Budget Guide. The FY25 Budget Guide is available at City Hall and on the City of Lewiston website at <a href="https://online.flippingbook.com/view/770519238/">https://online.flippingbook.com/view/770519238/</a>	
<b>BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources)</b>  Fiscal Year 2025 commences October 1, 2024 and ends September 30, 2025.	
<b>ACTION PROPOSED</b>  Staff is not requesting any action from the Commission.	

FISCAL YEAR  
**2025**



# BUDGET GUIDE

*October 1, 2024 - September 30, 2025*



**PREPARED BY:**  
THE CITY OF LEWISTON PUBLIC INFORMATION OFFICE,  
IN COLLABORATION WITH THE CITY OF LEWISTON  
FINANCE DEPARTMENT AND STAFF

**Publication Date: August 1, 2024**



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THE CITY OF LEWISTON HAS RECEIVED THE GOVERNMENT FINANCE OFFICERS ASSOCIATION CERTIFICATE OF ACHIEVEMENT IN FINANCIAL REPORTING FOR THIRTY-TWO CONSECUTIVE YEARS. THIS CERTIFICATE OF ACHIEVEMENT IS A PRESTIGIOUS NATIONAL AWARD RECOGNIZING CONFORMANCE WITH THE HIGHEST STANDARDS FOR THE PREPARATION OF LOCAL GOVERNMENT FINANCIAL REPORTS.

# Our Finance COMMITMENT

*The City of Lewiston prioritizes a thoughtful and transparent budgeting process that involves collaboration between the community, elected officials, and dedicated professional staff. This collective effort ensures comprehensive coverage of crucial public service areas.*

# CITY OF LEWISTON, IDAHO PROPOSED BUDGET

*for the Fiscal Year*

*October 1, 2024 - September 30, 2025*

*Mayor Daniel Johnson*

As your Mayor, I am pleased to share this budget guide with you, reflecting my commitment to fiscal responsibility and service excellence. This is my third budget, and I remain dedicated to ensuring your tax dollars are appropriated efficiently and transparently and providing all the services you ask for while planning for a sustainable future.

In the fiscal year 2023, I worked diligently to reorganize the City's operations and increase efficiency, making significant budget cuts and keeping your property tax budget flat, before new construction and annexation. For the fiscal year 2024, the current budget year, I reduced your property tax budget, before new construction and annexation, helping to deliver relief during a time of rising costs outside the City's control.

For fiscal year 2025, I continued to make budget cuts to line items. However, with higher prices and lower revenues, such as a significant increase in nondiscretionary employee retirement contributions, a reduction in road and bridge revenues, and other changes to budget line items, I must ask you and the Lewiston City Council to carefully consider a 3% increase in the property tax budget to continue to meet the growing demands on City services. For a detailed explanation of this proposal and the considerations behind it, please refer to page 10 of this proposed budget guide.

While an increase to the property tax budget is not the kind of news I would like to present, I assure you that I will work closely with our departments to continually improve operations, services, and efficiencies across the board. My goal is to invest now to save more down the road.

I encourage you to review this budget guide to understand the proposed budget and actively participate in the budget process.

Where we are  
**GOING**

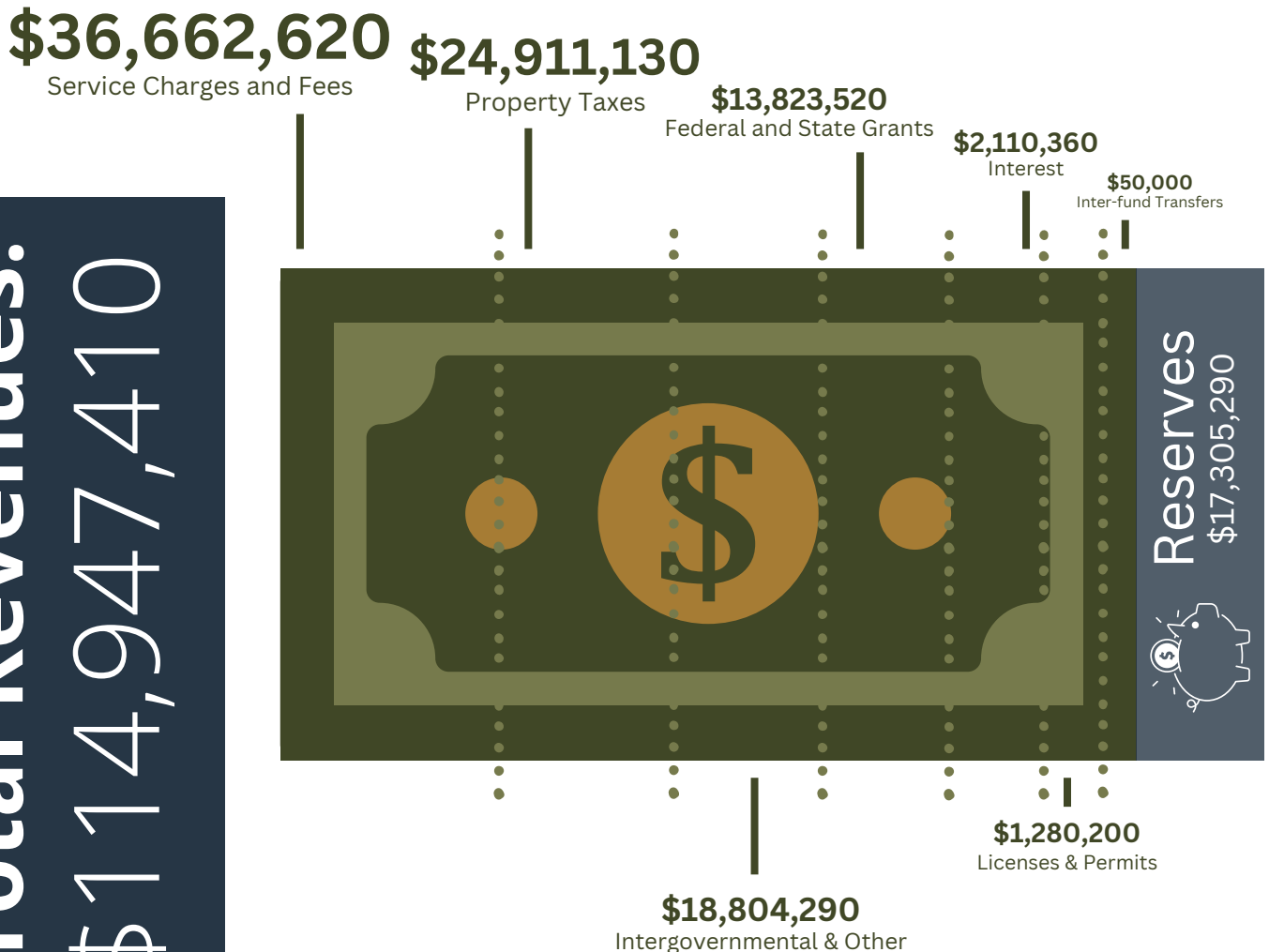
**Where does the money come from?**

Revenues that fund City services come from a variety of sources, including:

- **Service Charges and Fees:** These are fees imposed for services such as utilities, internal service fees, emergency medical services, recreation and senior nutrition programs, etc.
- **Property Taxes:** This revenue is used by the City to pay for local law enforcement, fire protection, administration, library, streets, and more.
- **Intergovernmental and Other:** Money received from other governmental entities, like the State of Idaho. Other revenues are depreciation funding, investment gains on fiduciary funds, reimbursements, etc.
- **Federal and State Grants:** These are financial allocations provided by the federal and state governments to support specific projects, programs, or initiatives.
- **Interest:** This is revenue earned on the investment of City reserves and pays for governmental services that would otherwise be paid by property taxes.
- **Licenses and Permits:** This category includes revenue generated from activities such as business licenses, building permits, and alcohol permits.
- **Inter-fund Transfers:** This is an annual transfer from the Cemetery Perpetual Care Fund to the Cemetery Operations Fund. The Perpetual Care Fund is a long-term investment fund to generate income to maintain the Normal Hill Cemetery in perpetuity.

The infographic below demonstrates a big-picture view of the general components of City revenues.

**Total Revenues:**  
\$114,947,410



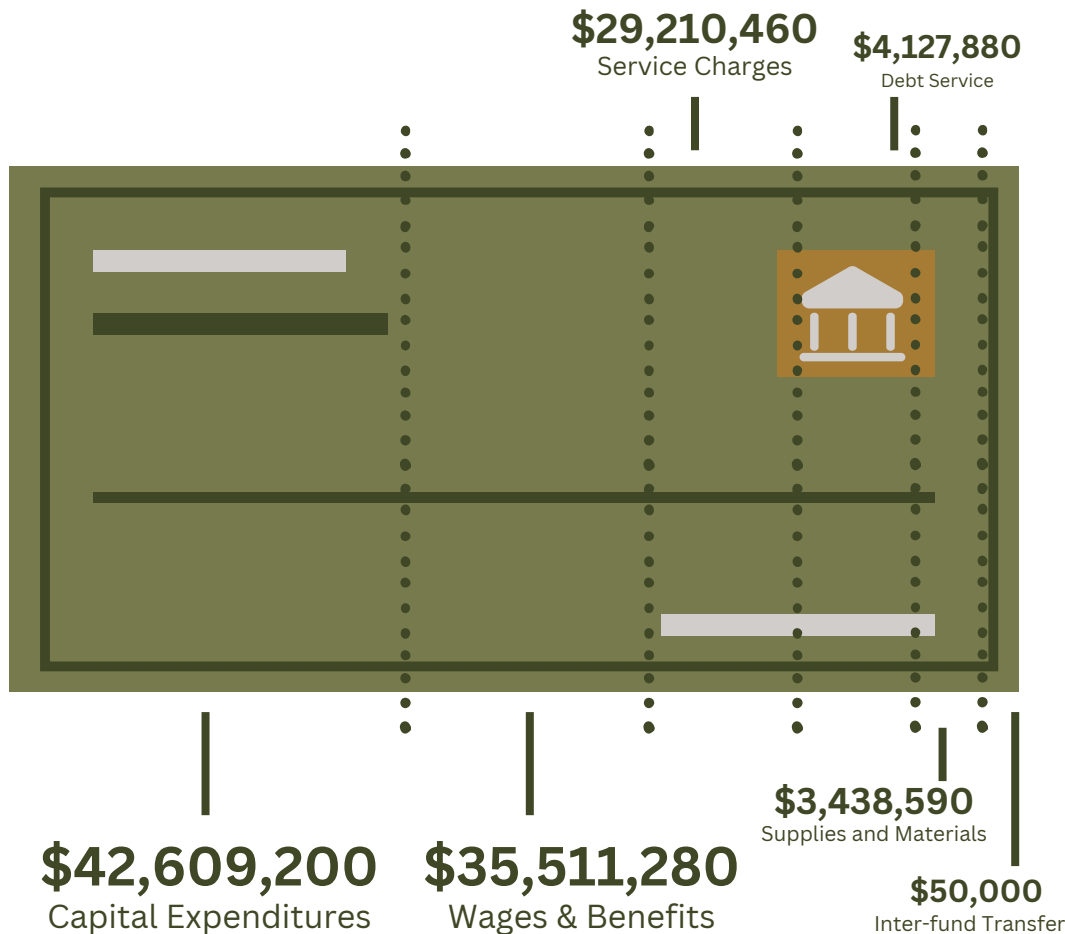
Learn more about reserves on page 9.

**Where does the money go?**

City expenses include a range of outlays that contribute to the cost of public services, including:

- **Capital Expenditures:** This category includes expenses related to acquiring, constructing, improving, or maintaining long-term assets that benefit the community over an extended period. These assets typically comprise items such as infrastructure, facilities, and equipment.
- **Wages and Benefits:** The City employs both full-time and part-time staff, with over 300 full-time employees and approximately 100 seasonal or part-time staff. These individuals receive compensation for their work in performing specific duties and providing public services.
- **Service Charges:** Municipalities incur costs to provide specific services to residents and businesses. These charges encompass the resources, professional services, equipment, and infrastructure necessary for effective service delivery.
- **Debt Service:** Municipalities may borrow funds through bonds, loans, or other debt instruments. Debt service refers to the repayment of the borrowed amount, including principal and interest, over a specified period.
- **Supplies and Materials:** Various departments within the municipality require tangible items to support their operations and activities. Supplies and materials are essential for day-to-day functions, infrastructure maintenance, service provision, and overall municipal operations.
- **Inter-fund Transfer:** This is an annual transfer from the Cemetery Perpetual Care Fund to the Cemetery Operations Fund. The Perpetual Care Fund is a long-term investment fund to generate income to maintain the Normal Hill Cemetery in perpetuity.

The infographic below demonstrates a big-picture view of the general components of City expenses.

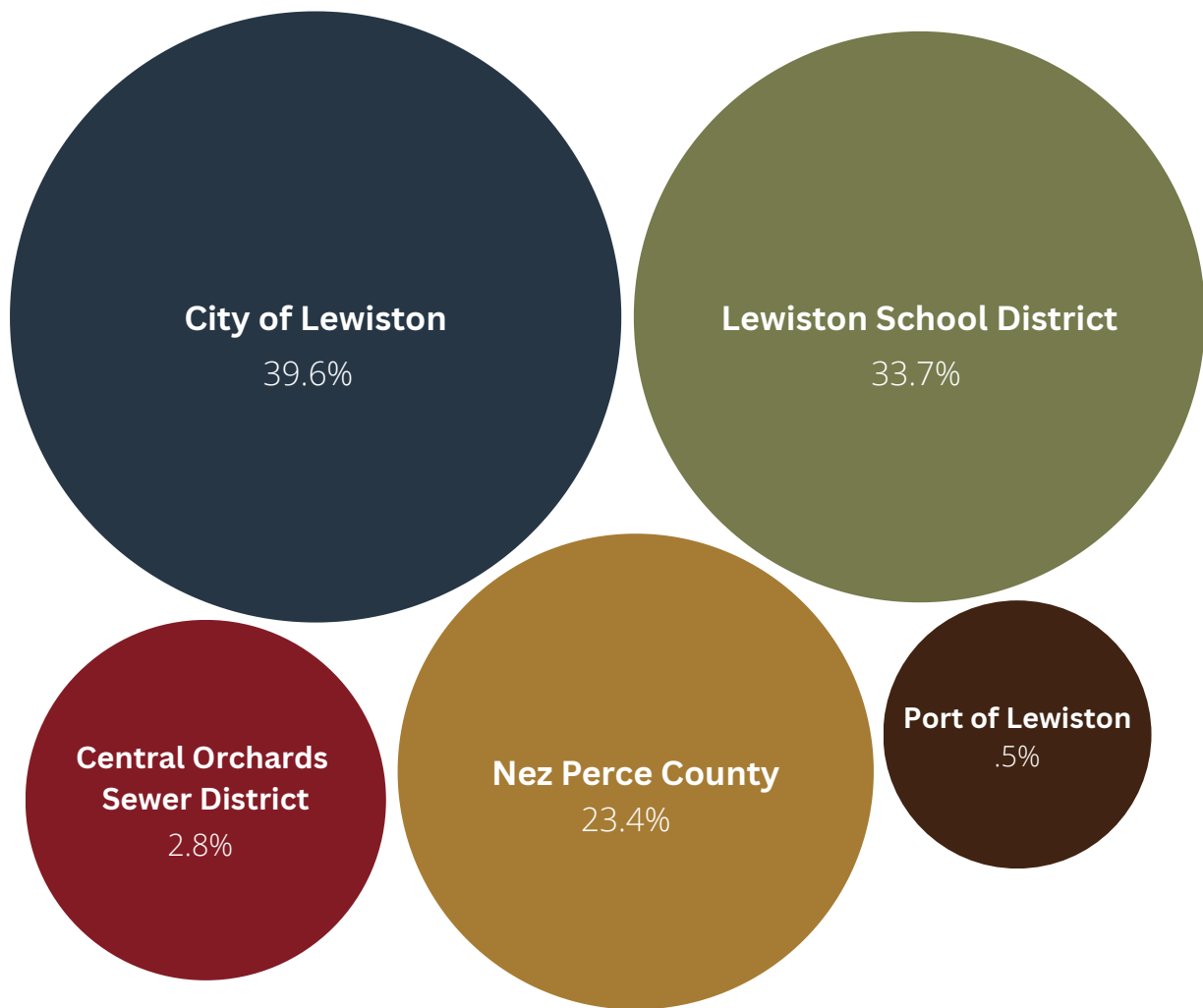


**Total Expenses:**  
\$114,947,410

### Property Tax Breakdown

Property taxes are levied by five independent local taxing districts. Less than half of your total property tax bill is collected by the City of Lewiston. The remainder of your property tax bill is divided among the other independent taxing districts identified in the graphic below.

Levies for Tax Year 2023 shown below.

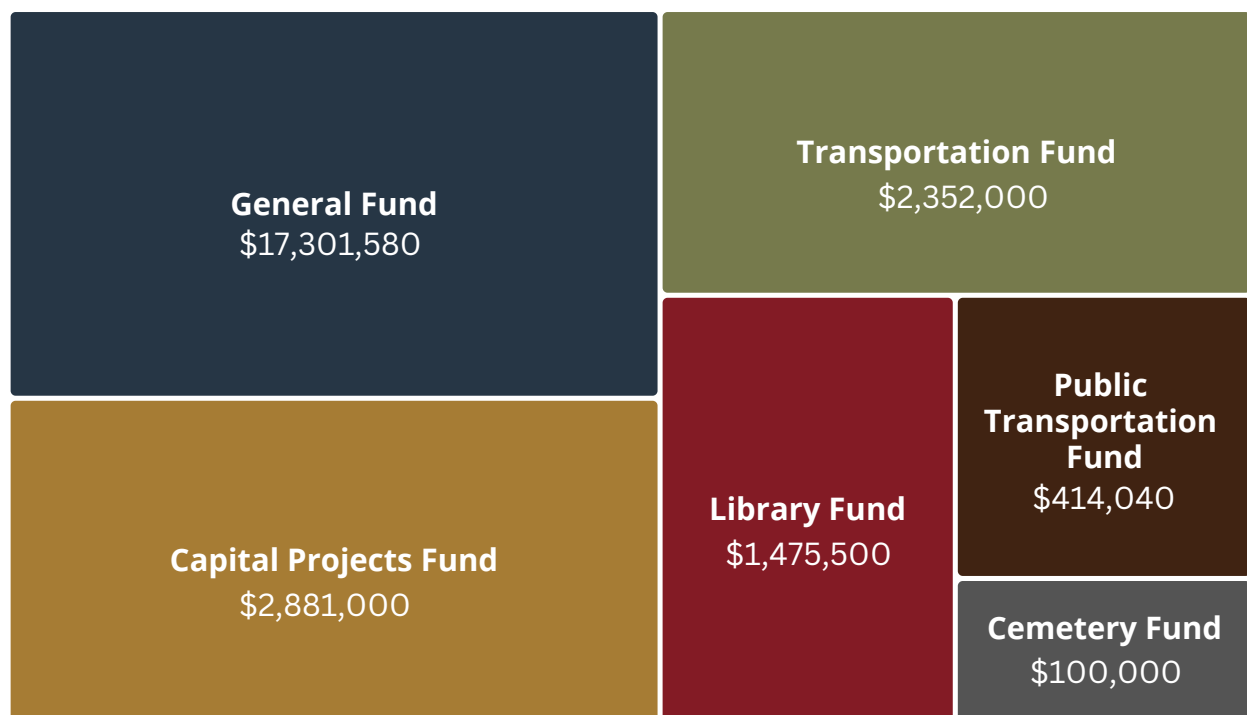


### How does the City of Lewiston allocate the property tax revenue it collects?

Once the City receives property tax revenue, it distributes the revenue across several dedicated funds as described below:

- **General Fund:** The General Fund serves as the primary and flexible operating fund for day-to-day financial transactions and activities. It supports general municipal operations and the provision of essential services to the community.
- **Capital Projects Fund:** The Capital Projects Fund is dedicated to capital improvement projects that provide a public benefit. These projects typically involve long-term assets, such as streets and parks, or other governmental assets.
- **Transportation Fund:** This fund is specifically designated for expenses related to transportation needs, such as street maintenance, engineering, construction management, and the City's Geographical Information System (GIS).
- **Library Fund:** The Library Fund supports the ongoing operations of the Lewiston City Library, ensuring that the Library can continue to provide its services to the community.
- **Public Transportation Fund:** The Public Transportation Fund is distinct from the Transportation Fund and is utilized specifically for public transportation services. It supports initiatives such as the purchase and maintenance of City buses, bus shelters, and other public transportation-related expenses.
- **Cemetery Fund:** The Cemetery Fund supports operations of the City's Normal Hill Cemetery.

The infographic below demonstrates a big-picture view of the allocation of property taxes received by the City.

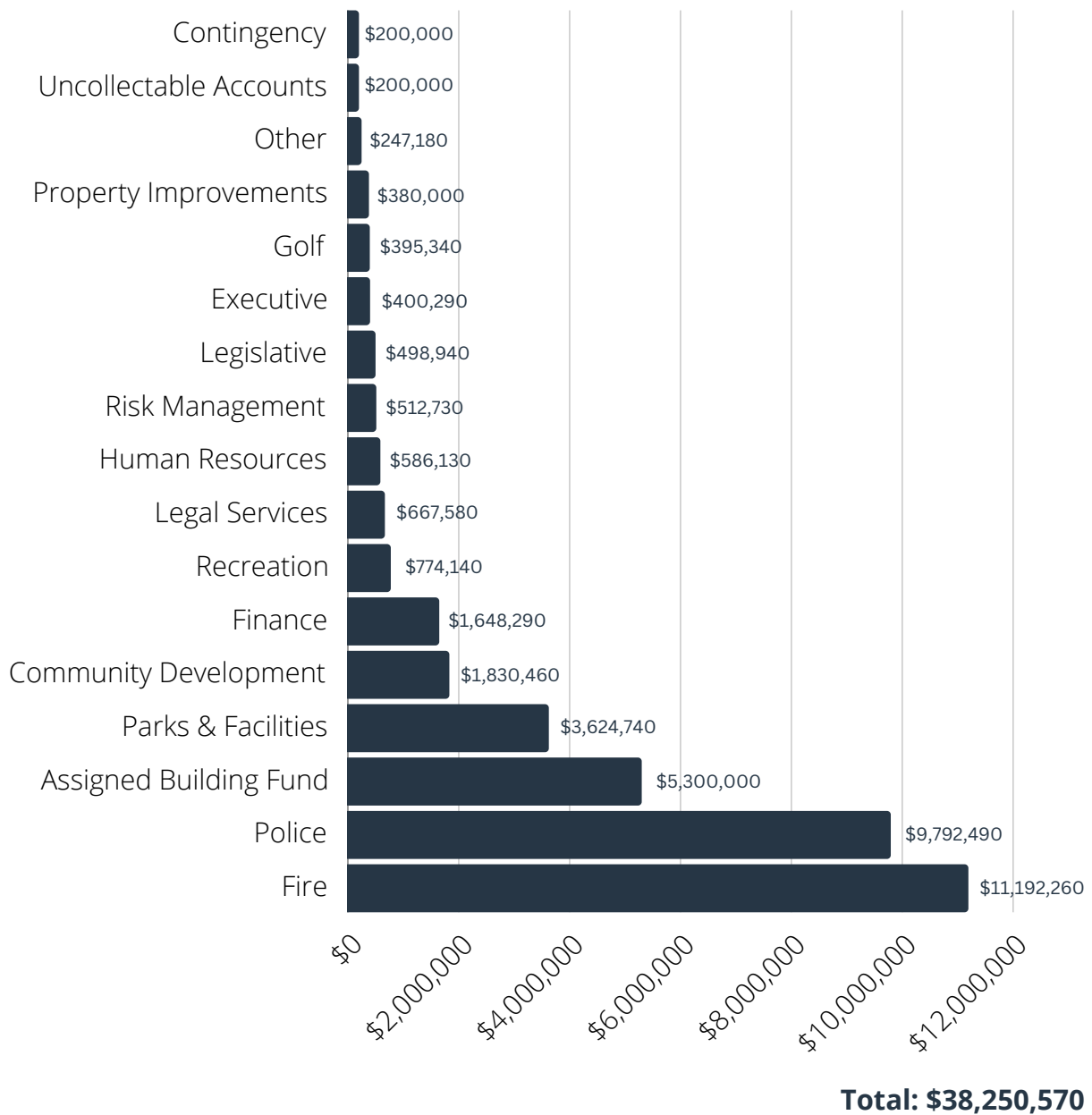


**Total: \$24,524,120**

**What is the General Fund?**

The General Fund is the main operating fund for the City. It accounts for sources and uses of resources that (primarily) are discretionary to the City Council in the provision of activities, programs, and services deemed necessary and desirable by the community. It accounts for all general revenues of the City not specifically levied or collected for other City funds. The major revenue sources for this fund are state sales and liquor taxes, property taxes, business license fees, emergency medical service charges, and interest income.

**The graph below shows the different services including the General Fund and the amount proposed for each.**



Some of the public services supported by the General Fund include public safety (i.e. Police and Fire expenses), general government expenditures (i.e. City Council and City Clerk expenses), park maintenance and recreation expenses, community development services (i.e. planning, building, and housing), and other essential public services.

### **What is the significance of financial reserves for the budgeting process in the City of Lewiston, Idaho?**

Financial reserves, similar to a savings account, play a crucial role in municipal planning and asset management. Instead of relying on borrowing for sudden financial needs, reserves encourage proactive thinking and allow municipalities to allocate funds for anticipated expenses like infrastructure replacements, expansions, or new projects. Reserves are an accumulation of unspent revenues from various sources over previous years. The importance of reserves in municipal budgeting includes:

- **Compliance with financial management requirements:** Municipalities are not allowed to run deficit budgets, and reserves enable them to save money for major infrastructure projects while adhering to legislative obligations.
- **Cost-effectiveness:** While incurring debt can be used to successfully finance capital projects, it doesn't work for all projects.
- **Long-term planning:** Municipalities are required to develop operating and capital plans, necessitating the ability to set aside funds for future major projects.
- **Access to grants and assistance:** Having healthy reserve levels can make a municipality eligible for grants and additional federal assistance, as it demonstrates financial stability and responsible management.
- **Responsible governance:** The City Council oversees the establishment and management of financial reserves, ensuring compliance with policies and reporting requirements.

In summary, financial reserves support the well-being of the community by facilitating infrastructure monitoring, long-term planning, and the efficient management of assets. They enable the City of Lewiston to invest in essential infrastructure, adapt to economic changes, and continue providing vital services to residents and industries.



## **What are they? How are they collected? Where does the money go once it's been collected? Why would a tax increase be necessary?**

All great questions that we'll answer here.

### **What are Property Taxes and How Are They Collected?**

Property taxes are a funding source for essential services in Idaho communities. In Lewiston, there are five independent taxing districts supporting these services: the City of Lewiston, Lewiston School District, Central Orchards Sewer District, Nez Perce County, and the Port of Lewiston. Each of these Districts collects a percentage of your total tax assessment (see page 6 for a breakdown, by district, of percentages for fiscal year 2024).

Each year, the Nez Perce County Assessor determines the market value for every non-exempt property in the county. At the same time, each taxing district sets its budget and determines the amount of property taxes needed to support that budget. Once both are determined, the levy rates are computed and applied by the County Assessor to calculate property tax bills. Learn more about the Nez Perce County Assessor's Office by visiting <https://www.co.nezperce.id.us/>.

### **Where Does the Money Go?**

For the remainder of this article, we will focus on the City of Lewiston's services. For information on the other taxing districts, please contact them directly.

In 2024, the City of Lewiston received 38.7% of the total taxes levied in the city, amounting to \$23,476,970. This revenue was distributed across several funds for various essential services (see page 7 for a full breakdown of these funds for the proposed fiscal year 2025 budget). These services include:

- **Emergency Services** (i.e. Fire and Police)
- **Public Transportation** (i.e. Lewiston Transit Operations and Maintenance)
- **Library, Transportation, and Parks Services** (i.e. Lewiston City Library and Recreation Programs and Maintenance and Operations)
- **Capital Projects:** (i.e. Streets and Parks)

### **Addressing Community Concerns**

We often hear valid concerns from the community about funds not being allocated as voted on by the City Council the previous year. We understand these concerns, however, we want to assure you that this is not the case, and here's why:

Once the City Council has established and adopted the budget in accordance with all provisions of Idaho law, neither the City Council nor City staff can change how those revenues are allocated. For example, General Fund revenues must stay within the General Fund and be used for purposes supported by this fund. However, unplanned incidents can sometimes divert funds from their originally intended purposes, though they remain within the designated fund.

For example, this year the City faced unexpected property damage caused by residents. One incident involved a hit-and-run driver damaging a signal cabinet, resulting in over \$130,000 worth of repairs. Although the driver was insured, the City must cover the cost of repairs upfront and may only receive partial or no reimbursement from the insurance company. In such cases, taxpayers bear this financial burden partially or entirely.

Additionally, insurance companies often pay the depreciated value of an item rather than its replacement cost. Consequently, funds originally allocated for planned asphalt infill throughout the city had to be redirected to cover these unexpected repairs. Both uses are supported by the General Fund, but one was unplanned.

Despite our efforts to recover these funds from uninsured or underinsured residents, it can take decades to collect a debt of this magnitude. These incidents, which have increased in recent years, divert funds from planned infrastructure improvements to urgent repairs.

### **Inflation and Rising Costs**

Another challenge is inflation. Like the private sector, municipalities face rising costs for materials and goods. These costs never decrease, so we must plan for them in our budget. Additional factors include increased costs for health insurance, commercial liability, workers' compensation claims, and rising public employee retirement rates.

### **The Need for a Tax Increase**

In fiscal year 2022, after the budget was adopted, all departments were asked to reduce their property tax budget spending by 2%. In fiscal year 2023, the City's property tax budget was kept flat before new construction and annexation were added to the budget. In fiscal year 2024, the property tax budget was decreased before new construction and annexation were added to the budget. Additionally, departments have been reviewing their structures and streamlining services, saving substantial funds and increasing efficiency across the City.

Despite these successful efforts to cut the property tax budget and stabilize the budget over the last three years, an increase to the property tax budget is necessary.

"We have maximized all possible non-property tax revenues and made cuts wherever we could while still striving to meet the community's needs," Mayor Johnson said. "We will continue to work with staff on decreasing the budget, streamlining services, and increasing efficiency everywhere we can."

If the proposed 3% increase to the property tax budget is approved by the City Council, the revenues will primarily be allocated to traffic infrastructure improvements. This includes upgrading traffic lights, signals, and cabinets, as well as addressing pavement conditions and markings. Additionally, revenues will be used to modernize infrastructure to improve efficiency and save money in the long run.



Exciting opportunities are on the horizon for Main Street in Lewiston! The City, together with consultants and downtown property owners, has started reaching out to the community to gather feedback and encourage involvement for necessary improvements to the downtown corridor.

**The Main Street Revitalization project involves a list of comprehensive needs, including:**

- Replacement and upgrade of water, sewer, and stormwater infrastructure.
- Reconstruction of Main Street with improved ADA access and parking.
- Various other improvements to ensure a more functional and healthy downtown area.

**Funding the Future of Main Street**

Lewiston’s City Council has been setting aside resources for major construction projects of our principal arterial streets, like Main Street, in the Capital Transportation Fund, over the past three years. The fund’s current annual allocation of \$2.35 million includes contributions from various sources, such as a reallocation of \$700,000 from the fully funded Police Retirement Fund in fiscal year 2022, and an additional \$1,650,000 from the Building Reserve Fund in fiscal year 2024. The proposed fiscal year 2025 budget maintains this allocation of \$2.35 million.

**Planning and Prioritization**

Identified as a priority project through the Transportation Capital Improvement Plan (CIP), the Main Street reconstruction project is ranked based on community feedback and objective criteria. This plan, updated annually and available for public review on the City’s website year-round (<https://www.cityoflewiston.org/380/Master-Plans>), guides the city in meeting future transportation needs. It has been listed as a top priority for many years.

**Bond vs. Pay-As-You-Go: Making an Informed Choice**

In the Spring of 2025, Lewiston voters will decide whether to fund the Main Street Reconstruction Project through a municipal bond. The annual \$2.35 million allocation mentioned earlier would cover the bond payment, which means no additional tax increase would be required for this project if voters approve the bond. Here’s a breakdown of the two funding options available for this project:

Funding Option	Pros	Cons
<b>Bonding</b>	Immediate funding is available at current construction costs; a low interest rate; no additional tax increase would be needed to fund this project; and faster project completion.	Incurs debt.
<b>Pay-As-You-Go</b>	Does not incur debt.	Higher costs over time; risks of failure with current aged infrastructure; and a substantially longer project timeline.

Understanding these choices is crucial for voters to make an informed decision on the bond issue come Spring 2025.

"Saving money for projects like this over decades is not the most economical option, as costs continue to rise, increasing the amount we need to save," said Public Works Director Dustin Johnson. "Bonding the project means incurring debt, but it allows us to pay for the entire project at today's prices, rather than spending more over time if we tackle it with a piecemeal approach."

### Why Main Street Is a Top Priority

Main Street stands out as a priority due to several key reasons:

- **Aging Infrastructure:** The pipes beneath Main Street are among the oldest in the system and serve the largest portion of our population, making them more prone to failure and more expensive to maintain in the long run.
- **High Traffic Volume:** Main Street sees heavy traffic as a major arterial road, necessitating timely maintenance over other roads that are not as heavily used.
- **Community Feedback:** Consistently ranked as a top priority by residents and the City Council.
- **Comprehensive Planning:** The project requires responsible planning to meet the needs of businesses, residents, and visitors alike.

"We are committed to implementing solutions that benefit everyone," says Mayor Dan Johnson. "Your participation is crucial as we move forward as a community."

### Get Involved and Stay in the Know

To learn more, stay updated, and share your thoughts, please visit <https://reimaginedtlewiston.org/>. Your participation will help shape the future of Lewiston's downtown and enhance the quality of life for all who use the area.



For over two decades, the Lewiston Police Department (LPD) has seen minimal personnel growth, with the only recent additions being two grant-funded Community Oriented Policing Services (COPS) officers, with only one of the two positions currently filled. The department has transitioned two non-sworn positions to other departments in the past two years. As of now, Lewiston has just 1.31 officers per one thousand residents, compared to the national average of 1.71 (for agencies comparable in size to Lewiston) and the overall national average of 2.1.

A recent independent audit has highlighted the need for LPD to align its staffing with the national average, which would require an additional 11 officers. Increasing the department's staffing would not only address this shortfall but also bring numerous benefits to the community. Here's why it's critical to enhance police resources and how it would impact the department and the City.

### **Immediate Benefits of Additional Officers**

- **Expanded Detective Services:** One new detective would focus on property and fraud investigations, addressing crimes that significantly impact our community.
- **Return of Community Policing:** Reinstating a second full-time COPS officer dedicated to quality-of-life issues around Lewiston would enhance engagement with residents and tackle local concerns more effectively.
- **Improved Patrol Structure:** A reorganization of patrol shifts would ensure all officers work consistent days and report to the same sergeant weekly, leading to more cohesive and efficient operations.

### **Long-Term Vision: Geographic Policing and Enhanced Patrol**

In the long run, increasing the number of officers would enable the LPD to implement a geographic policing model, dividing the city into five smaller patrol zones rather than the current two. This model would allow officers to build stronger relationships with residents and businesses in their assigned zones, fostering a greater focus on community-oriented policing. Additionally, with more personnel, LPD would be able to:

- **Create Specialized Patrol Shifts:** Establish six distinct patrol shifts with four 10-hour shifts each, including overlap days for special projects and training.
- **Introduce Motorcycle Traffic Officers:** Employ two full-time traffic officers on motorcycles to enhance traffic enforcement and respond more rapidly to incidents.

### **Enhanced Supervision and Management**

Three new lieutenants would be introduced to ease the burden on captains and provide crucial oversight. Each lieutenant would manage specific sections, such as patrol or investigations, and handle tasks like policy development, operational planning, and personnel management. This restructuring would:

- **Alleviate Captains' Workload:** Allow captains to focus more on strategic goals and less on day-to-day supervision.
- **Strengthen Succession Planning:** Provide sergeants with opportunities to advance into middle management, enhancing their skills and preparing them for future promotions.

### Addressing Increased Administrative Demands

The anticipated increase in officers will also lead to a rise in administrative tasks. The removal of a records specialist position in 2022 needs to be revisited, as the additional 11 officers would necessitate dedicated support for managing increased documentation and reports.

### It's About More Than Just People

Expanding the Lewiston Police Department goes beyond increasing the number of officers. To enhance overall effectiveness, LPD also seeks to upgrade critical equipment and resources. This includes:

- **Replacing the Armored Vehicle:** Essential for high-risk raids and drug-related operations, a new armored vehicle would ensure that LPD can continue to safely and effectively handle complex, high-stakes situations.
- **Adding Drones:** Drones would play a crucial role in tactical operations, emergency response, and disaster management. They would allow officers to assess situations from a safe distance, improving decision-making and safety during searches and critical interventions. The department plans to request approximately \$30,000 in fiscal year 2026 for the addition of drones to enhance effectiveness.
- **Request Mobile Command Trailer:** Mobile command units would improve incident management, communication, and community engagement. These vehicles are vital for coordinating large-scale operations and enhancing the department's tactical capabilities.

By investing in critical equipment and resources, LPD would significantly enhance its operational capacity and responsiveness, ensuring a higher level of safety and effectiveness in serving the community.

### A Strategic Investment in Public Safety

Investing in additional police resources is more than just increasing the number of officers; it's about elevating the quality of policing and strengthening community relations. As Lewiston grows, a proactive approach to addressing these needs will ensure continued safety and support a well-functioning police department.

However, balancing these priorities is challenging with the City's competing demands, particularly for infrastructure improvements. Therefore, requests for increased police resources are not included in the fiscal year 2025 proposed budget. Instead, these requests are expected to be phased in starting in fiscal year 2026. This strategic approach will allow the city to address immediate infrastructure and other needs while planning for the essential enhancement of public safety resources in the coming years.



AUGUST 12, 2024

# GET INVOLVED

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On Monday, August 12, 2024, at 6:00 p.m., at the Lewiston City Library, 411 D Street, Lewiston, Idaho 83501, you can give your input on the proposed budget during the public hearing portion of the City Council's agenda.

The Lewiston City Council will have three opportunities to review and discuss the proposed 2025 budget before official approval. The first reading will be held on August 12, 2024, after the public hearing. The second reading will take place on August 19, 2024, and the third on August 26, 2024. The proposed budget is scheduled for potential adoption at the same meeting as the third reading. You can view meeting agendas, minutes, and packets by going to [www.cityoflewiston.org/AgendaCenter](http://www.cityoflewiston.org/AgendaCenter).



# FUTURE AGENDA ITEMS

## UPDATED 8/14/2024

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**Important:** If there is specific information that you would like staff to assemble and present, please communicate that request during regular meetings and/or via email at least two weeks before the next meeting.

**September 18, 2024 – 12:00 p.m. – Regular – Bell Building \*\*CivicClerk deadline 9/10\*\***

- Main Street Project
- Lead and Copper rules

**October 16, 2024 – 12:00 p.m. – Regular – Bell Building \*\*CivicClerk deadline 10/8\*\***

- Arterial Lane Closure Policy

**November 20, 2024 – 12:00 p.m. – Regular – Bell Building \*\*CivicClerk deadline 11/12\*\***

- Municipal Separate Storm Sewer System (MS4) Permit – Overview

**December 18, 2024 – 12:00 p.m. – Regular – Bell Building \*\*CivicClerk deadline 12/10\*\***

- TBD

**Future Meetings**

- Revised Policy 2012-3
- East Orchards Sewer Project
- Design Standards (right-of-way, engineering, stormwater, and development code)
- LOID overview (relationship with City water system)
- Streets/Roads