



**Lewiston City Council
SPECIAL MEETING
BUDGET SESSION #1 AGENDA
May 8, 2023 - 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 Facebook page or the City's website at cityoflewiston.org.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CITIZEN COMMENTS

IV. BUDGET ITEMS

A. BUDGET INTRODUCTION AND TIMELINES: (Aimee Gordon)

B. INTERNAL SERVICE FUNDS

1. WORKER'S COMPENSATION FUND: (Gene Harrington)

2. FLEET/SERVICE CENTER FUND: (Roben Braun)

3. INFORMATION TECHNOLOGY FUND: (Dustin Spooner)

C. FIDUCIARY FUNDS

1. POLICE RETIREMENT FUND: (Aimee Gordon)

2. CEMETERY PERPETUAL CARE: (Tim Barker)

D. CEMETERY FUND: (Tim Barker)

V. 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

VI. 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 City Clerk Kari Ravencroft at least forty-eight (48) hours in advance of the meeting at 208-746-3671, ext. 6203.



BUDGET WORK SESSION #1



BUDGET TIMELINE - WORK SESSIONS

Date	Event/Activity	
Monday, May 8, 2023 3:00 PM Bell Building	Session #1: Internal Service Funds (Workers Comp, Fleet, and IT); Police Retirement, Perpetual Care, and Cemetery Fund	
Monday, May 22, 2023 3:00 PM Bell Building	Session #2: Rate Proposals, Human Resources & Library <i>Aimee out of town</i>	
Monday, June 12, 2023 3:00 PM Bell Building	Session #3: NPC Shared Meeting <i>Confirmed</i>	
Monday, June 26, 2023 3:00 PM Bell Building	Session #4:	Police, Fire, CommDev, Legal, Legislative & Executive, Transit
Tuesday, June 27, 2023 5:15 PM Bell Building	Session #5:	Public Works
Thursday, June 29, 2023 5:15 PM Bell Building	Session #6:	Parks, Recreation, Facilities, Library and Budget Wrap Up



BUDGET TIMELINE - PUBLIC HEARING & READINGS

Thursday, July 20, 2023

Public Hearing Notices Submitted to LMT for publication on
July 30th and August 6th

Tuesday, July 25, 2023

Completion of Budget Guides

Monday, August, 14, 2023

6:00 PM

Lewiston City Library

Public Hearing & 1st reading of the budget & amendments

Monday, August, 21, 2023

6:00 PM

Lewiston City Library

2nd reading of the budget & amendments

Monday, August, 28, 2023

6:00 PM

Lewiston City Library

3rd and final reading of the budget & amendments

Workers Compensation

Revenues= Interest and Dividend Earnings, Peace Officer
Reimbursement Fund, Self Insurance Premium which is \$500,000

Expenses= Operating Expenses, Stop Loss Insurance, Excess Premium

Claims Overview

Number of Claims

2018 - 31

2019 - 26

2020 - 27

2021 - 23

2022 - 18

2019-2023 First Quarter Comparison

2019 - Eleven Injuries

2020 - Six Injuries

2021 - Seven Injuries

2022 - Five Injuries

2023 - Three Injuries



Equipment Services

FY24 Budget

City of Lewiston

Equipment Services - Operating Expenses

Total Operating Budget:

FY24 - \$1,072,990 FY23 - \$1,075,400

Numbers exclude depreciation expense

Pandemic repercussions are still impacting Fleet operations, increasing costs in areas such as materials, freight, outside labor, and repair parts. Aside from salaries and benefits, these areas are our top operating expenses.

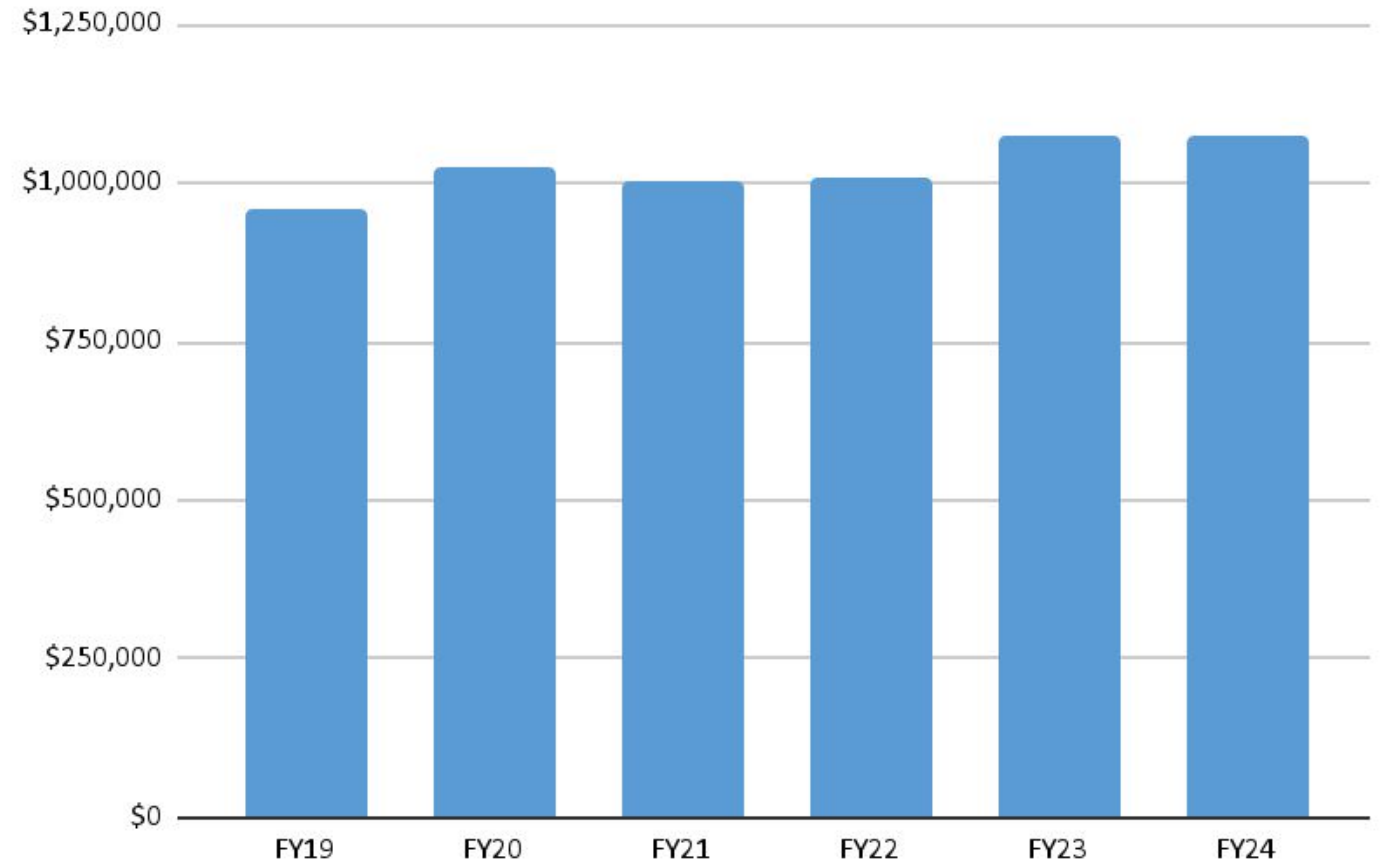
Fleet has been able to offset some of the increased operating costs by utilizing operating reserves for infrastructure needs, and lowering the overall age of the City's fleet.

FY24 Top Operating Expenses:

1. *Salaries & Benefits - \$582k*
2. *Repair Parts - \$225k*
3. *Outside Labor - \$114k*

These 3 expense categories make up 86% of Fleet's Operating Budget

Operating Expenses



Equipment Services - Capital Expenses

Total Capital Budget:

FY24 - \$1,925,000 FY23 - \$910,000

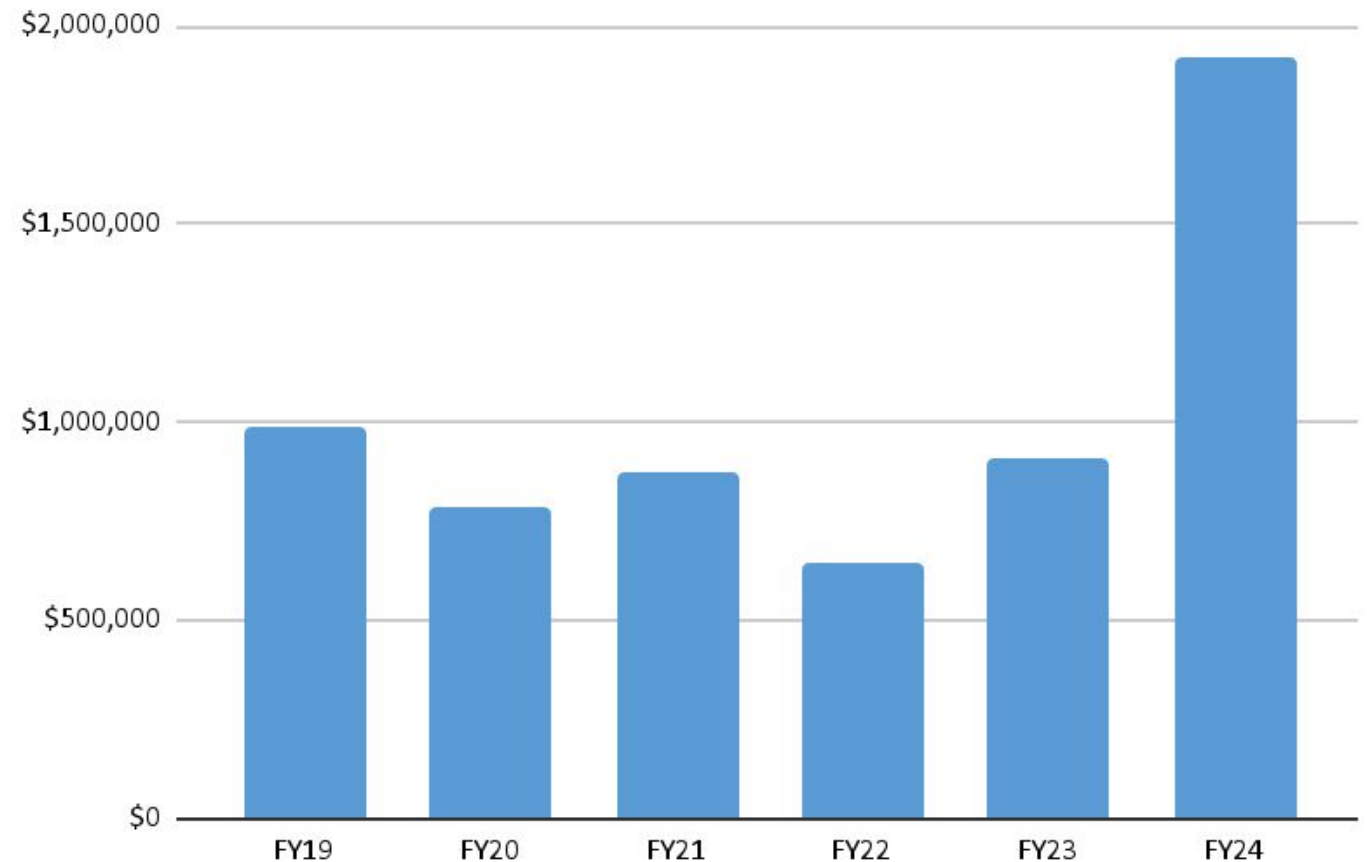
Equipment Services plans annual fleet replacements in consultation with its customers, and with consideration of replacement criteria such as: age of the unit, if it has met minimum utilization requirements, a technical evaluation of the unit, estimated market value, and budget constraints.

Fiscal year '24 includes a major vehicle purchase Fleet has been preparing for over several years, which will utilize much of our capital reserves. The two Transit buses, though capitalized by Fleet, will be fully funded through Cares Act funding.

FY24 Top Capital Expenses:

1. *Aerial Fire Engine (1) - \$1,485,000*
2. *Ambulance 2WD (1) - \$219,495*
3. *Cares Act Funded Bus (2) - \$110k each*

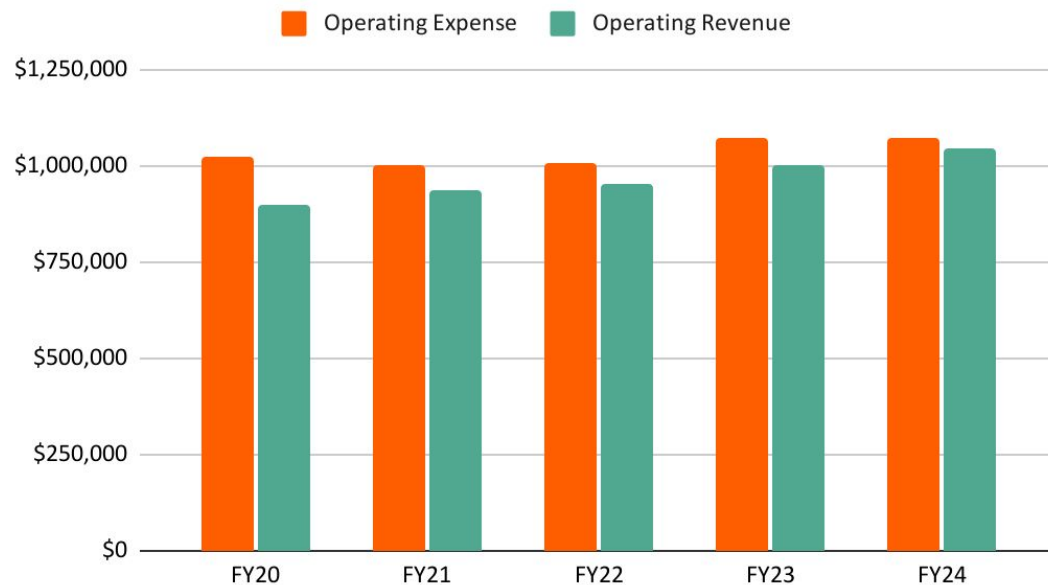
Capital Expenses



Equipment Services - Expenses vs. Revenue

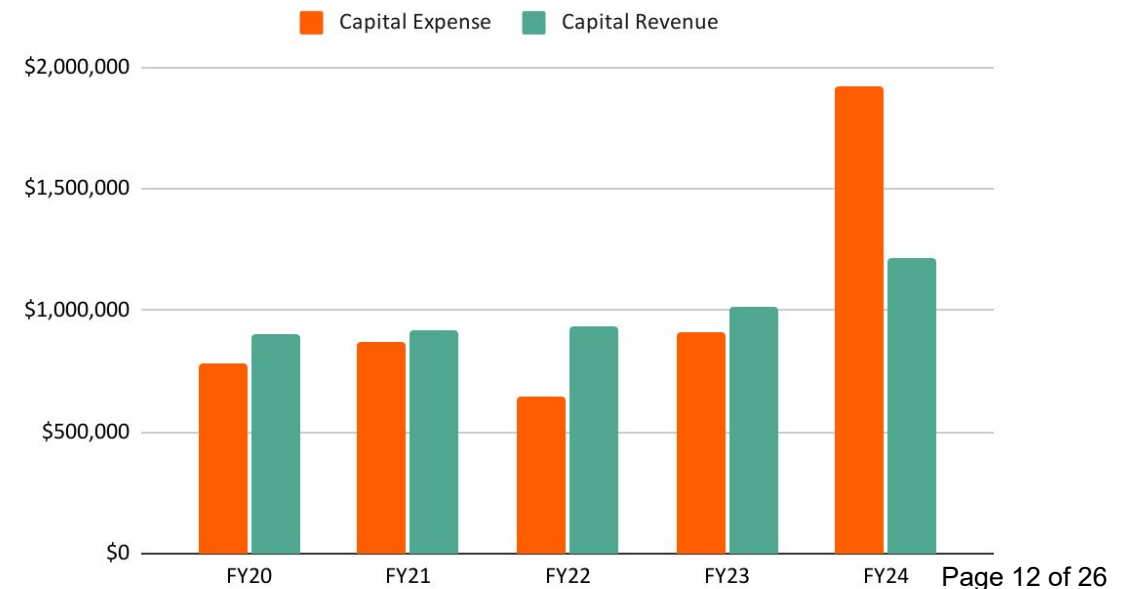
Budgeted Operating Expenses vs. Revenue

	Operating Expenses	Operating Revenue
FY20	1,025,720	900,500
FY21	1,002,720	935,950
FY22	1,008,470	954,670
FY23	1,075,400	1,002,400
FY24	1,072,990	1,047,350



Budgeted Capital Expenses vs. Revenue

	Capital Expenses	Capital Revenues
FY20	785,000	900,000
FY21	871,000	916,000
FY22	649,000	934,320
FY23	910,000	1,018,410
FY24	1,925,000	1,216,640





Information Systems

FY24 Budget

City of Lewiston

Information Systems - Operating Expenses

Total Operating Budget:

FY24 - \$1,177,560 FY23 - \$1,132,560

Numbers exclude depreciation expense

We have moved away from locally hosted services to cloud hosted services to increase staff efficiency, mobility and collaboration, to meet security standards, and to provide disaster recovery options. These changes have proven to be very valuable over the past few years, but they come with increased expense.

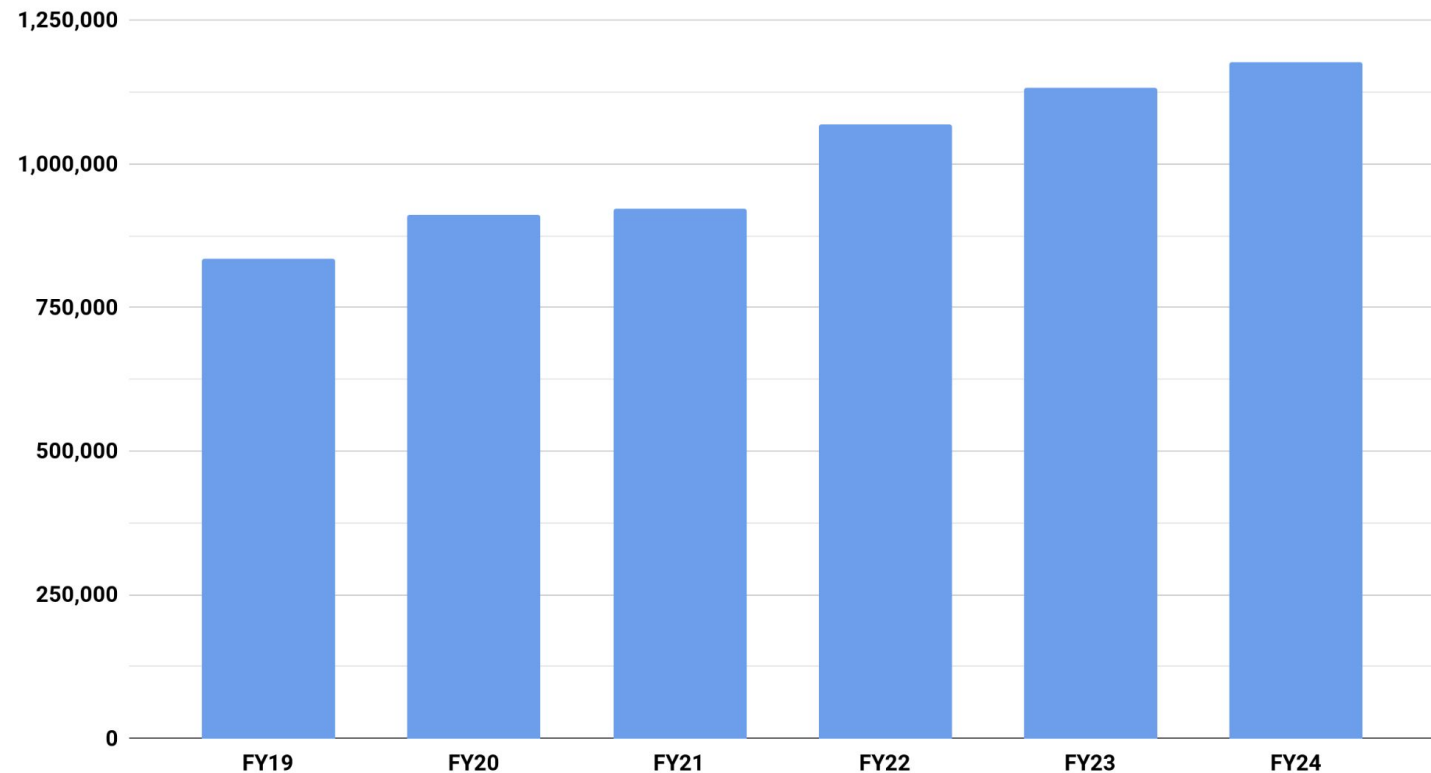
Beyond normal increases to cover salary and benefit changes, there are no expense increases in FY24.

Top Operating Expenses FY24:

1. Salaries and Benefits - \$642k
2. Software - \$458k
3. Utilities - \$35k

These 3 expense categories make up 96% of the Information Systems Operating Budget

Operating Expenses



Information Systems - Capital Expenses

Total Capital Budget:

FY24 - \$120,000 FY23 - \$105,000

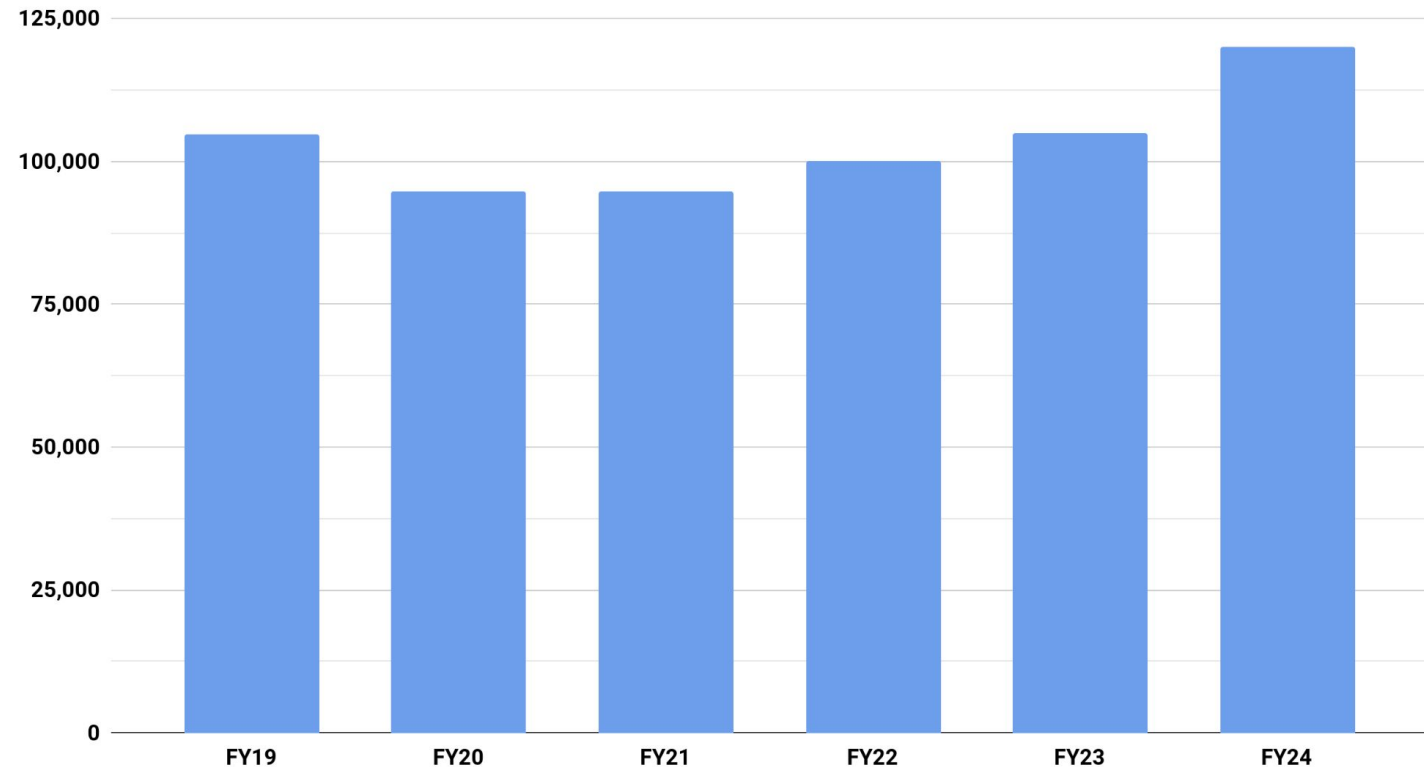
In addition to the amounts above, \$36,000 per year is collected from the Police & Fire Departments for MDC/Radio reserves and is spent when they require hardware replacements and upgrades.

Due to utilizing cloud/SaaS services, we have been able to keep our capital expenses fairly low compared to operating expenses but there are some projects that need addressed in the coming year. Total increase of \$15,000 in FY24 for network improvements and upgrades to City building security and access controls.

Top Capital Expenses:

1. PC/Laptop Expenses - \$50k
2. Server/Storage/Hardware - \$25k
3. Network Upgrades/Maintenance - \$25k
4. Security/Access Control - \$10k
5. Disaster Recovery - \$10k

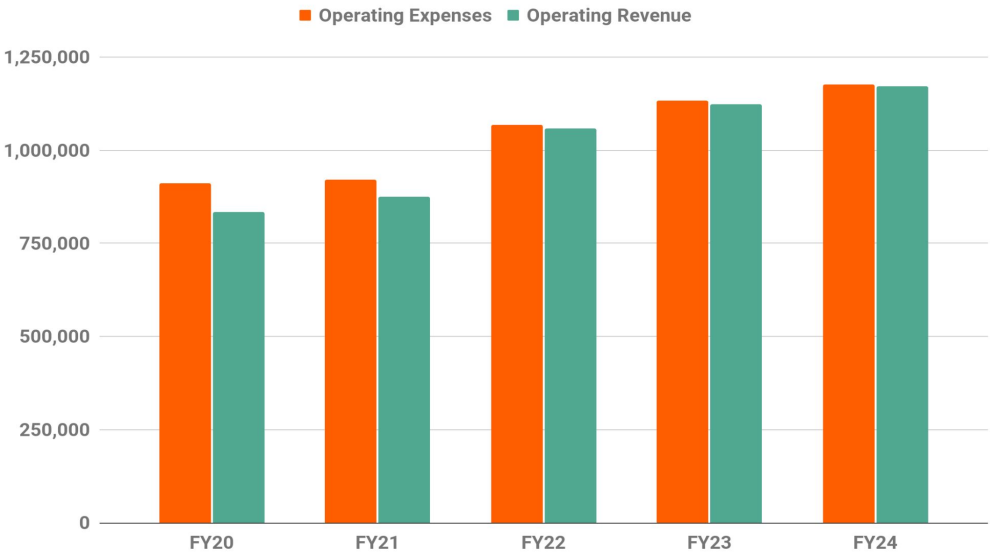
Capital Expenses



Information Systems - Expenses vs. Revenue

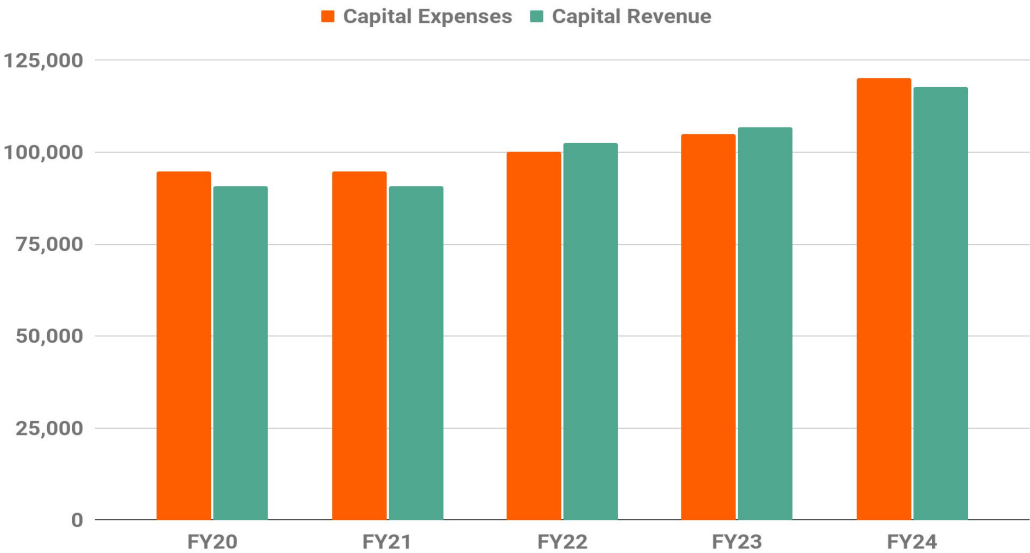
Budgeted Operating Expenses vs. Revenue

	Operating Expenses	Operating Revenue
FY20	911,070	833,340
FY21	921,190	875,640
FY22	1,069,290	1,059,280
FY23	1,132,560	1,120,840
FY24	1,177,560	1,171,030



Budgeted Capital Expenses vs. Revenue*

	Capital Expenses	Capital Revenue
FY20	94,750	90,850
FY21	94,750	90,850
FY22	100,000	102,580
FY23	105,000	106,830
FY24	120,000	117,600



*Totals do not include LPD/LFD MDC and Radio reserve collections and purchases

Information Systems - Software

Top Software Expenses Budgeted in FY24:

1. *Munis Cloud ERP - \$106,000*
2. *NeoGov HR - \$74,000*
3. *Google Workspace - \$50,000 (strategic plan)*
4. *Zoom Phones and Meetings - \$46,000 (strategic plan)*
5. *ESRI ArcGIS - \$39,000*
6. *CivicPlus - Website, Agenda Management, P&R Portal - \$23,000*
7. *Malwarebytes Security/Antivirus - \$15,000 (strategic plan)*
8. *Intradyne Archiver - \$15,000*
9. *NextRequest Records Requests - \$9,000*

These software packages make up 82% of the total IS software budget

FIDUCIARY FUNDS

A FUND THAT HOLDS ASSETS IN TRUST FOR THE BENEFIT OF OTHERS



POLICE RETIREMENT FUND

Single-employer defined pension plan that covers police officers hired prior to July 2, 1979 and is closed to new participants.

Funding Sources:

1. Deduction from members' salaries
2. Investment earnings on the Fund
3. Property taxes



CEMETERY PERPETUAL CARE FUND

	<u>FYE2020</u>	<u>FYE2021</u>	<u>FYE2022</u>	<u>3/31/2023</u>
FIDUCIARY NET POSITION	988,998.00	1,117,258.00	883,950.00	972,043.00
ANNUAL TRANSFER	120,000.00	50,000.00	-	100,000.00



SCHEDULED TRANSFER

ACTUARIAL EVALUATION

	<u>September 30, 2020</u>	<u>September 30, 2022</u>
Actuarial Present Value of Benefits - Active and Inactive Members	\$ 13,807,000	\$ 11,966,000
Present Value of Future Normal Costs	0	0
Actuarial Accrued Liability (1) - (2)	13,807,000	11,966,000
Assets of the Fund	13,201,000	12,112,000

Revised mortality assumptions as of September 30, 2022 to reflect the most recent experience study of PERSI, which includes tables specific to the Public Sector, including separate tables for public safety employees.



FY24

Cemetery Fund Budget Presentation

FY23 CEMETERY BUDGET UPDATE

APPROVED BUDGET	YEAR TO DATE (58% completed)
REVENUES	
\$333,120 * Property Taxes, Sale of Plots, Recording Fees, Interment Fees, Interfund Transfer (<i>perpetual care fund for operations</i>)	\$178,635 (54%) * Fund Balance Cash Forward and Perpetual Care Funds have not been transferred into the budget as revenues
EXPENSES	
\$333,120 * Salaries, Contracted Services, Operating Supplies, Utilities, fleet and IT fees, etc.	\$70,460 (21%) * Minimal labor expenses to date. Work crew began in April and majority of costs are incurred April-September

**Revenues are anticipated to be slightly above expectations and expense are estimated to be at or below budget projection*



GENERAL CEMETERY BUDGET

FY23 APPROVED		FY24 PROPOSED	
CONTRACTED SERVICES & CHEMICALS			
* No new request		* Move \$1,000 from Contracted Services to Chemicals to help pay for a new fertigation system which will act as a fertilizer and a wetting agent. It will reduce other chemical costs and would reduce required irrigation.	
STAFFING			
* No new request		* Utilize a portion of the Seasonal Labor funding to create a part-time position for the office	\$20,000
STRUCTURES & IMPROVEMENTS			
* Continue currently supported Structures and Improvement amount towards developing cremation options.	\$25,000	* Market Analysis Study -Not completed in FY '20 when originally budgeted. Funding would be transferred from cemetery reserves.	\$30,000

****No additional funds requested, areas needing additional funding were shifted within the current and draft budget***





Cemetery Projects Update

**Strategic Plan:
Objective 4-2 General Site Improvements**

FY23 and FY 24 Projects

- **Modifying to Low Maintenance**
Landscaping continues utilizing Park Maintenance staff
- **Columbarium and Cremation Garden**
 - Development costs remain high but will be installing one columbarium this year and want to install a second in FY '24
 - Need to provide cremation options ASAP as we have minimal inventory



Normal Hill Cemetery and Arboretum

