

*May 9, 2022*

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Special Budget Session at the Bell Building Second Floor Conference Room at 215 D Street. Mayor Johnson called the meeting to order at 3:00 p.m.

City Council meetings are recorded live. To view the full video, go to <https://livestream.com/lewiston/events/3725902/videos/229763909>

**I. CALL TO ORDER**

**COUNCIL MEMBERS PRESENT:** Mayor Johnson; Council President Liedkie; Councilor Blount; Councilor Forsmann; Councilor Schroeder; Councilor Tousley;

**COUNCIL MEMBERS PRESENT:** Councilor Kleeburg;

**II. PLEDGE OF ALLEGIANCE**

Councilor Forsmann led the Pledge of Allegiance.

**III. CITIZEN COMMENTS**

No citizen comments

**IV. BUDGET ITEMS:**

**A. BUDGET INTRODUCTION AND TIME LINES:**

City Treasurer Gordon informed Councilors that this is the first of six budget sessions in preparation for the upcoming new fiscal year. Ms. Gordon provided a timeline of the upcoming budget sessions, and explained the preparation process that City staff goes through.

The public hearing and first reading of the budget and amendments would be scheduled for August 8, 2022, followed by the second reading scheduled for August 15<sup>th</sup>, and the 3<sup>rd</sup> and final reading scheduled for August 22, 2022.

**B. INTERNAL SERVICE FUNDS**

**1.WORKER'S COMPENSATION FUND**

Risk Manager Harrington reviewed the Worker's Compensation fund and explained the City is self-funded and sets its own premium. The total Worker's Compensation fund is about \$2.5 million and about \$500,000 is added annually. Revenues include

reimbursements, interest and dividend earnings, while expenses include operating supplies, insurance and self-insurance. Continuing, he explained that the total cost savings of the city being self-funded versus being state funded amounted to \$578,251. This shows an approximate savings of \$100,000 per year, as the city has been self-funded since 2016. Mr. Harrington concluded his presentation by providing an overview on the number of claims and the first quarter comparison, with both showing decreasing numbers.

## **2.FLEET/SERVICE CENTER FUND**

Fleet Service Manager Braun reviewed the fleet budget and explained pandemic repercussions are still impacting Fleet operations due to increasing costs in areas such as materials, freight, outside labor and repair parts. Aside from salaries and benefits, these areas are some of their top operating expenses. Mr. Braun said that they have been able to offset some of the increased operating costs by altering planned capital improvement projects, and lowering the overall age of the City fleet. He concluded his presentation by explaining how rates are set for each department.

Finance Director Gordon explained that although the Fleet Department amendments look significantly large, the funds were budgeted in previous fiscal years and are being rolled over due to delays from Covid-19.

## **3.INFORMATION TECHNOLOGY FUND**

Information Technology Director Spooner reviewed the IT budget. He explained that the department moved to cloud hosted services which increased staff efficiency, mobility and collaboration, security standards and provided disaster recovery options. The changes are valuable but they come with increased expenses due to the cost of the software. Mr. Spooner concluded his presentation with a list of the top software expenses budgeted for the upcoming fiscal year and noted the software packages make up 83% of the total software budget.

### **C. FIDUCIARY FUNDS:**

#### **1.POLICE RETIREMENT FUND**

Ms. Gordon explained the Police Retirement Fund is a single-employer defined pension plan that covers police officers hired prior to July 2, 1979 and is closed to new participants. The fund has 32 members and an actuarial valuation is performed every two years. On the last actuarial report in September of 2020, it was determined that, in order to be fully funded, the City would need to achieve \$13.8 million dollars in investments. The City's fiscal year 2021 investments exceeded the \$13.8 million, so no additional funding was budgeted in the current fiscal year and a contribution will not be budgeted for fiscal year 2023.

## **2. CEMETERY PERPETUAL CARE**

Ms. Gordon explained the Cemetery Perpetual Care fund is established to ensure the cemetery is maintained. Funding comes from fees for burial plots and are transferred to the Perpetual Care fund to the Cemetery fund for maintenance costs.

### **D. CEMETERY FUND:**

Parks and Recreation Director Barker explained the approved budgets and year to date expenditures. Revenues were budgeted at \$276,750 and they have received \$189,548. Expenses were budgeted at \$276,750 with actual costs at \$67,084. He provided a comparison of the fiscal years and noted no additional changes are proposed, as most areas needing additional funding were shifted within the current and draft budget. Mr. Barker explained the need for expanded cremation options and a market analysis study in the upcoming fiscal year. He then concluded his report with an update on the 2022 Cemetery projects.

## **V. UNFINISHED AND NEW BUSINESS**

### **A. CITY COUNCILOR COMMENTS**

None.

### **B. MAYOR COMMENTS**

None.

## **VI. ADJOURNMENT**

There being no further business to come before the Lewiston City Council, Councilors Schroeder and Forsmann moved and seconded, respectively, adjournment of the May 9, 2022 Special Budget Session at approximately 4:06 p.m. The motion carried 5-0.