

## *JANUARY 23, 2021*

**T**HE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met with City of Lewiston Department Managers in a Special meeting on Saturday, January 23, 2021, in the West Conference Room at Lewiston City Hall, 1134 F Street. Mayor Collins called the meeting to order at 8:02 a.m.

**ROLL CALL:** *Councilors Present:* Collins; Schroeder; Blakey; Kelly; Miller; Pernsteiner. *Councilors Excused:* Bradbury.

### **I. CALL TO ORDER**

Mayor Collins called the meeting to order at 8:02 a.m.

### **II. INTRODUCTION - FY'22 AND FY'23 BUDGET PLANNING**

City Manager Nygaard explained the purpose of today's meeting is to exchange ideas between staff and the Council and to set priorities for the future.

Administrative Services Director Marsh provided an overview of the city's current Capital Improvement Plan which is now three years old.

### **III. DEPARTMENTAL PROBLEM STATEMENT AND POSSIBLE SOLUTION IDEAS**

Each Department Director provided an overview of their priorities for the FY'22-FY'23 budget as outlined below:

#### **Public Works - Water** - Davies

- Maintain progress on SRF funded projects (Water Treatment Plant, Well 7, Community Drive Reservoir, Raw Water Intake). This will require time from the new Public Works Director, City Engineer, Project Engineer Manager, Water Division Manager and Administrative staff.
- Advance the Pipeline Replacement Program. This will require a commitment from City Council, Engineering staff and Water Division staff.
- Define long-term operations and funding plan for city parks and golf course irrigation.

#### **Public Works - Wastewater** - Davies

- Continue and complete current construction of Wastewater Treatment Plant; emphasis on staying within permit limits through the process changes and phasing.
- Keep the currently and future identified pipe projects on tract for consideration.

- Continue to advance pipeline replacement projects with emphasis on 3 to 5-year plan and coordination with other utilities. This will require a commitment from the City Council.

**Public Works - Sanitation** – Davies

- Council needs to determine what basic services are and what services should be paid for by users of the service.
- Look at long-term landfill options.
- Recommendation to rebid or go out to bid for yard waste, recycling, and biosolids disposal.

**Public Works - Streets** – Davies

- Residential Cold Mix Program which provides for the rehabilitation of local streets and city street crews perform the work. Should the program continue? If so, purchase a replacement (used paver) as the current paver is beyond repair and parts are no longer available. Staffing (summer seasonal) is hard to find due to low wage that doesn't attract workers.
- Identify funding for major street reconstruction.
- Replace and increase funding for street preservation.

**Public Works - Stormwater** – Davies

- Adopt the Stormwater Master Plan.
- Adopt the Stormwater Ordinance.
- Adopt a stormwater fee.

**Public Works - Engineering** – Davies

- Asset Management: Continue to implement software and procedure for optimization of the program.
- Development and Survey: Will need to work with Legal and Community Development in rewriting Chapters 31 and 32 with final approval of City Council.
- Capital: While there is major Capital work over the next 3 years (WWTP and WTP), if City Council holds true to the master plans, there will be, on the average, \$2-\$4 million worth of work within water, wastewater and storm over the next decade.

**Public Works - Transportation** – Davies

- A funding source is needed to reduce fund balance use currently projected as a negative at the end of FY'21.

- Transportation Task Force recommendations for funding include: utility franchise fee; road and bridge tax increase; impact fee; property tax; and/or development impact fee.

**Parks and Recreation - Parks Division** - Barker

- Community Park development - Additional funding to make larger progress impact
- Cemetery project plan and staffing - Address upkeep and development needs causing inconsistent staffing and maintenance practices
- Park amenity and infrastructure replacement - Equipment that is nearing the end of its life
- General Fund support for Recreation Division - Currently being balanced with the General Fund and by reducing expenses in other areas

**Parks and Recreation - Facilities** - Barker

- Increased funding for needs within facilities - Annually behind on necessary maintenance needs
- ADA and safety related project funding - Currently no specific funding to address known ADA and safety needs
- Construction Project Manager - Staff do not have proper skills/abilities to represent the city's best interests with contractors

**Library** - Johnson

- Mobile outreach services vehicle
- Shelving, including portable shelving in the children's area
- Mobile glass partitions
- Update of the public internet access hardware and basic building maintenance

**Community Development** - Von Tersch

- Adoption of the Downtown Master Plan and BID have created an expectation for capital projects and city work far exceeding BID revenues and city staff capacity.
- City Comprehensive Plan was adopted in 1999 and is of limited value for current decision making.

**Police** - Hurd

- Recruitment/Retention
- Improve the overall health and safety of department members

- Keep up with technology related to daily operations, training, and performance with an emphasis on reducing liability issues.

Administrative Services: Marsh

- Debt reduction and elimination – Recommended eliminating internal fund loans (golf course and library)
- Property tax stabilization
- Tower facilities and related infrastructure

Legal – Gómez

- Rewrite numerous chapters of City Code. These rewrites are time intensive, making them difficult to complete in a timely manner.
- Many employment law questions arise that require the expertise of an employment law attorney. Given the Department's workload and the vast areas of law that staff has to be familiar with, it is often recommended that H.R. utilize outside counsel who specializes in this area. This can be costly to the city.
- The Department has limited ability to specialize in specific areas of the law because they need to have working knowledge of so many areas of law. Increasing specialization would increase the reliability and depth of advice.

Human Resources – Province

- Employee safety to include safety training curriculum, Risk Manager visibility, motor vehicle checks and safety manual.
- Implementation of 2020 Salary Study.
- Employee training and development to include supervisor/manager training and development and personnel manual policy training.

Fire – Myklebust

- With aging fire stations, relocate Fire Station 4 and follow the recommendations provided in the 2020 Fire Station Analysis Study.
- Look at phasing out the reserve firefighter program to create a fire service industry standard known as min-max number of responders every day.
- Partner with other city departments to develop citywide training grounds on joint property. Continue to work to partner with LCSC and LHS for joint fire training facility.

**Executive** – Nygaard

- Complete the community Strategic Plan document with community engagement in order to provide a path for community leaders to lead.
- Define the downtown project.
- Review existing department master plans to ensure they coincide with each other as well as the Comprehensive Plan.
- Funding for arterial streets and stormwater.

**IV. CITY COUNCIL PRIORITY IDEAS**

The Councilors provided the below as their priorities for the FY'22-FY'23 budgets:

**Councilor Miller:**

- Community Strategic Plan – Utilize various communities and the entire LCSC region/partners to determine what this community should look like.
- Fire Station
- Thain Road and 21<sup>st</sup> Street and downtown main water line

Ms. Miller also addressed a need for the horizontal alignment of all city master plans, a potential grant from CEDA for the bookmobile, training and development through Human Resources, and potentially revising expectations for the Legal Department if a third attorney cannot be provided.

**Councilor Blakey:**

- Auditorium Tax
- Impact Fees (COSD, LOSD, LOID, etc.)
- BID and BDL
- Stormwater

**Mayor Pro Tem Schroeder:**

- Supporting and defining the downtown project
- Community Strategic Plan
- 21<sup>st</sup> Street and Thain
- Joint Training Center
- Hiring an Assistant City Attorney

**Councilor Pernsteiner**

- Create a culture of innovation throughout the City, staff and council
- Rethink the way things are done as a city

- Rethink the way staff and council engages with the business community and provide end roads for those businesses about how they perform business
- Infrastructure – water line and fiber
- Bridge the digital divide

**Councilor Kelly**

- Sidewalks, starting from the schools and moving outward
- Consider making the Airport or JPA its own district
- Improve roads/infrastructure, again with potentially a different district

**Mayor Collins**

- Tower facility and related infrastructure
- Pay off the Golf Course loan and utilize available funds for future investments within the city
- Potentially combine Police, Fire, Dispatch and the Training Center
- Downtown infrastructure
- BID – positive outcome

**V. DISCUSS IDEAS**

The staff and Council discussed the information provided, noting that today's meeting was extremely helpful with regard to what both the Departments and the Council would like to see in the upcoming budgets.

**VI. ADJOURNMENT**

The meeting adjourned at 12:33 p.m.