

Welcome to tonight's City Council meeting!

The elected officials of the City of Bonners Ferry are appreciative of an involved constituency. Testimony from the public is encouraged concerning issues when addressed under the Public Hearing portion of the agenda. Any individual who wishes may address the council on any issue, whether on the agenda or not, during the Public Comments period. Normal business will preclude public participation during the business portion of the meeting with the discretion left to the Mayor and Council. Special accommodation to see, hear, or participate in the public meeting should be made at City Hall within two days of the public meeting.

Vision Statement

Bonners Ferry, "The Friendliest City", strives to achieve balanced growth, builds on community strengths, respects natural resources, promotes excellence in Government, and values quality of life. We are a city that welcomes all people.

AGENDA
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
September 19, 2023
6:00 pm

Join video Zoom meeting: <https://us02web.zoom.us/j/176727634>

Meeting ID: 176727634

Join by phone: 253-215-8782

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Each speaker will be allowed a maximum of three minutes, unless repeat testimony is requested by the Mayor/Council.

REPORTS

Police/Fire/City Administrator/City Engineer/Urban Renewal District/SPOT/Golf/EDC

GUEST

Lifesaving award presentation to Bonners Ferry Police Department- Presented by Bob Boone

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll

NEW BUSINESS

3. **CITY {action item}[attachment]**- Consider lifting hiring freeze for General Fund Employees
4. **CITY {action item}**- Consider hiring temporary 8th Officer for Police Department
5. **CITY {action item} [attachment]**- Consider pay wage adjustments for Police, Fire and Streets Department
6. **GOLF {action item} [attachment]**- Consider approval of expenses to build a new pump house for the golf course.
7. **CITY- {action Item} [attachment]**- Consider approval of funds to purchase an air compressor.

ADJOURNMENT

Posted at City Hall on _____



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator *LMA*
DATE: September 14, 2023
RE: Admin Update

FY2023 Budget Summary and Estimated Fiscal Year End

The attached summary report shows expenses and revenues through August 31, 2023. In addition to the monthly summaries, you'll note that staff have also projected expenses and revenues through the end of the fiscal year. The estimate is meant to give Council the best guess on where the general fund will be once all revenue and expenses are accounted for.

As of August 31, 2023, the city is just over \$20,000 from meeting its budgeted revenue for FY23 and \$±432,000 less in expenses than what was budgeted.

Total Revenue Budgeted	\$2,205,173.00
Total Received on 8/31/23	\$2,184,684.13
Difference	\$20,488.87

One of the reasons that our revenue is higher than anticipated is thanks in part to the golf course, which as of 8/31/23 is \$60,000 higher in revenue than budgeted and over \$102,000 when considering expenses.


Golf Revenue Budgeted	\$177,523.00
Total Received on 8/31/23	\$237,802.43
Difference	\$60,279.43
Golf Expenses as of 8/31/2023	\$135,597.63
Difference of R vs. E	\$102,204.80

It should be noted that spending is down significantly from what was budgeted. The projected FY end estimates that the city will be under budget by approximately \$225,000. This is in part due to the hiring freeze as well as not spending ARPA dollars during this fiscal year. ARPA dollars make up \$146,112.26 of those expenditures. However, when compared to the actual revenues to expenses, if projections are mostly accurate, the city should end with ±\$275,000.00 in surplus funds.

Estimated Revenue on 9/30/23	\$2,425,661.85
Estimated Expenses on 9/30/23	\$2,170,107.31
Difference	\$255,554.54
Removal of 1-time ARPA funds	\$146,112.26
Difference	\$109,442.28

After removing the 1-time ARPA funds from the difference, the city is expected to have ±\$109,500 to invest as they deem appropriate.

Staff recommends first that Council consider bringing their contingency budget up to the minimum requirement our reserve policy suggests. This would require an additional ±\$52,000 be placed in the fund, which would bring the fund to a minimum 90-day operating coverage. This was suggested to Council in the budget publication document, listed on page 52 of the report (see below).



City of Bonners Ferry- General Fund RESERVE/CONTINGENCY

Intergovernmental Contingency Account- (General Fund Reserve)

Every city should have its rainy-day fund. That money that is set aside for unforeseen circumstances, such as major storm events, catastrophic failure of a public facility, etc. In addition, the city needs to have operating monies (cash) to pay its monthly obligations when revenues are received quarterly or biannually.

The city's auditors in the past have recommended that the city obtain a minimum 90-day operating reserve since revenues can be intermittent. The city receives its annual property tax in January and July of each fiscal year. State sales tax and fuel tax revenues are received quarterly and state liquor tax is shared roughly 5 times a year (slightly off quarterly). Other revenues are typically tide to monthly, quarterly or yearly payments or are fee driven and come in when a service is needed (ex. Building Permits).

With fluctuating revenues, having a 90-day reserve policy is a very good idea. Additionally, outside of the 90-days, if the city has unforeseen or unbudgeted expenses that occur, the reserve account allows the city to seamlessly conduct business on behalf of our citizenship and to be ready for a storm event or failure, should it occur.

As the cost of doing business increases each year, so to shall its reserve account. The current reserve account represents roughly 70-days of operating expenses, far below the recommended 90-day rule. Consistent and diligent efforts toward growing the city's contingency is an annual commitment and this is something that the City Council plans for each budget season.

General Fund- Contingency	2024 Expenses	Expenses/Day	90-Day Expenses	Total	Budgeted	Variance
Operating - one-time expenses	\$ 2,793,009	\$ 7,652	\$ 581,558	\$ 581,558	\$ 530,000	\$(51,558)
Emergency				\$ -		
Capital Planning				\$ -		
Bond/Restricted				\$ -		
Total	\$ 2,793,009	\$ 7,652	\$ 581,558	\$ 581,558	\$ 530,000	\$(51,558)

52

Next, staff recommends looking at retention pay within our police department. Each officer who has been employed by the city since October 1, 2022, had to cover extra shifts and do extra work during the hiring freeze that lasted 11 months. This coverage came at both the expense of the officer's free time as well as their family's time with them. We know that because of their commitment to covering shifts and stepping up when asked, the community benefited from their dedication, and it is my belief they should be rewarded for this. Should the council wish to discuss this further, it can be placed on a future council agenda as an action item.

Lastly, any remaining funding can/should be used to save for any one of the long lists of deferred capital expenses that were identified within the FY24 budget.

This concludes my update to the Council. Please let me know if you have any questions.

2022/2023 budget year- GENERAL FUND SUMMARY							Estimated	Variance
Expenses	2023 Budget	5/31/2023	6/30/2023	7/31/2023	8/31/2023	9/30/2023		
General Govnt	\$ 276,470.00	\$ 214,265.89	\$ 238,736.58	\$ 269,281.95	\$ 296,389.15	\$ 326,266.30	\$	(49,796.30)
Police	\$ 781,987.00	\$ 471,237.77	\$ 543,668.17	\$ 596,456.87	\$ 648,978.29	\$ 723,978.29	\$	58,008.71
Fire	\$ 298,902.00	\$ 132,280.90	\$ 192,790.43	\$ 207,008.71	\$ 222,800.08	\$ 244,696.32	\$	54,205.68
Animal Control	\$ 12,021.00	\$ 6,857.60	\$ 7,825.25	\$ 8,792.90	\$ 9,760.55	\$ 12,021.00	\$	-
Streets	\$ 625,158.00	\$ 273,822.64	\$ 308,522.52	\$ 352,317.84	\$ 409,924.07	\$ 449,809.19	\$	175,348.82
Visitor Center	\$ 27,540.00	\$ 15,946.02	\$ 17,857.91	\$ 19,718.59	\$ 21,981.25	\$ 24,207.94	\$	3,332.06
Parks	\$ 54,245.00	\$ 42,943.46	\$ 42,943.46	\$ 48,250.06	\$ 53,952.78	\$ 59,550.97	\$	(5,305.97)
Pool	\$ 79,006.00	\$ 9,990.48	\$ 29,808.16	\$ 51,899.77	\$ 72,538.40	\$ 80,000.00	\$	(994.00)
Golf	\$ 152,376.00	\$ 81,255.06	\$ 101,615.05	\$ 116,662.10	\$ 135,597.63	\$ 153,744.43	\$	(1,368.43)
EDC	\$ 70,326.00	\$ 48,910.75	\$ 55,948.18	\$ 60,624.89	\$ 65,458.23	\$ 70,326.00	\$	-
Slough	\$ 20,199.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$	20,199.00
Vehicle Maint. & Shop maint.	\$ -	\$ 18,739.31	\$ 20,019.26	\$ 22,282.41	\$ 23,188.07	\$ 25,506.88	\$	(25,506.88)
Grand Total	\$ 2,398,230.00	\$ 1,316,249.88	\$ 1,559,734.97	\$ 1,753,296.09	\$ 1,960,568.50	\$ 2,170,107.31	\$	\$ 228,122.69
Contingency	\$ 527,796.00				\$ 437,661.50			
	\$ (193,057.00)	\$ (36,824.03)	\$ (124,581.49)	\$ (15,802.45)	\$ 224,115.63	\$ 255,554.54		
Income	2023 Budget	5/31/2023	6/30/2023	7/31/2023	8/31/2023	9/30/2023	Estimated	Variance
Property Tax	\$ 742,274.00	\$ 444,425.67	\$ 490,032.57	\$ 697,824.63	\$ 698,145.59	\$ 698,145.59	\$	44,128.41
Intergovernmental	\$ 891,100.00	\$ 405,574.51	\$ 435,581.51	\$ 478,854.57	\$ 593,378.51	\$ 781,378.51	\$	109,721.49
Charges for service	\$ 22,000.00	\$ 13,613.60	\$ 16,209.96	\$ 18,325.06	\$ 19,671.65	\$ 23,671.65	\$	(1,671.65)
Licenses	\$ 46,800.00	\$ 22,020.62	\$ 57,116.62	\$ 61,426.48	\$ 61,426.48	\$ 62,426.48	\$	(15,626.48)
Court Fines	\$ 40,000.00	\$ 18,140.22	\$ 21,124.18	\$ 21,124.18	\$ 25,176.43	\$ 33,045.13	\$	6,954.87
Agency Support	\$ 96,826.00	\$ 74,702.30	\$ 74,702.30	\$ 74,702.30	\$ 91,188.88	\$ 96,826.00	\$	-
Recreation charges							\$	-
Pool	\$ 18,500.00	\$ 15,044.34	\$ 17,966.03	\$ 20,873.58	\$ 21,435.84	\$ 21,435.84	\$	(2,935.84)
Golf	\$ 177,523.00	\$ 167,242.08	\$ 176,334.52	\$ 203,309.98	\$ 237,802.43	\$ 247,780.75	\$	(70,257.75)
Misc., Franchise etc.	\$ 73,315.00	\$ 88,422.93	\$ 111,494.19	\$ 121,215.92	\$ 141,971.28	\$ 164,219.86	\$	(90,904.86)
Other	\$ 10,600.00	\$ 17,246.99	\$ 18,334.05	\$ 19,459.69	\$ 269,600.20	\$ 267,845.20	\$	(257,245.20)
Interest	\$ 86,235.00	\$ 12,992.59	\$ 16,257.55	\$ 20,377.25	\$ 24,886.84	\$ 28,886.84	\$	57,348.16
Total Income	\$ 2,205,173.00	\$ 1,279,425.85	\$ 1,435,153.48	\$ 1,737,493.64	\$ 2,184,684.13	\$ 2,425,661.85	\$	(220,488.85)
Additional Accrued Revenue anticipated in 9/30/2023								
ARPA Dollars Remaining	\$ 146,112.26	Budgeted but not spent						
Estimated LOT	\$ 120,000.00	Not yet received						
Estimated Sales Tax	\$ 68,000.00	Not yet received						



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator *LMA*
DATE: September 14, 2023
RE: Lift of Hiring Freeze

Based on my financial report submitted to Council, staff recommends lifting the hiring freeze on general fund employees, effective immediately. If Council seeks to lift the freeze on a specific date, for example, October 1, 2023, then a motion to this effect should be provided.

Please let me know if you have any questions.



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council

FROM: Lisa Ailport, City Administrator *LMA*

DATE: September 15, 2023

RE: Authorize Mayor to sign wage adjustments for Streets and Police effective on the first full pay period of FY24.

With the adoption of the new FY budget, the council did approve wage adjustments for general fund employees, specifically the Streets and Police Department. Council budgeted \$3.00/hour raises to each employee of the police and street department, but in discussions during budget workshops the timing of the raises was brought to question due to the unknown regarding how much Local Option Tax (LOT) the city would receive. Based on these discussions, it was the staff's opinion that the Council wanted to consider a partial raise at the beginning of the year and a future raise at some point during the fiscal year after there were better numbers on what the LOT would produce.

Given those conversations, staff is requesting council consider the following or make a different recommendation to adjust the wages for the Street and Police Department. Also, it would be prudent to provide staff with an expectation on when Council would consider any future wage adjustments, should they be at a certain point in time or at a certain income/revenue met.

Police	Existing Wage	New Wage	Difference
Chief	\$ 66,650.23/Yr.	\$ 72,890.23/Yr.	\$6,240.00 / yr.
Assistant Chief	\$ 29.15/hr.	\$ 31.15/hr.	\$2.00 / Hr.
Sargent	\$ 26.35/hr.	\$ 28.35/hr.	\$2.00 / Hr.
Corporal	\$ 25.29/hr.	\$ 27.29/hr.	\$2.00 / Hr.
Officer	\$ 24.09/hr.	\$ 26.09/hr.	\$2.00 / Hr.
Officer	\$ 24.09/hr.	\$ 26.09/hr.	\$2.00 / Hr.
Officer	\$ 24.09/hr.	\$ 26.09/hr.	\$2.00 / Hr.
Clerk	\$ 14.44/hr.	\$ 16.44/hr.	\$2.00 / Hr.

Streets	Existing Wage	New Wage	Difference
Superintendent	\$ 28.52/hr.	\$30.52/hr.	\$2.00 / Hr.
Laborer	\$ 25.96/ hr.	\$27.96/hr.	\$2.00 / Hr.
Laborer	\$ 21.94 / hr.	23.94/hr.	\$2.00 / Hr.
Laborer	\$17.80 /hr.	19.80/hr.	\$2.00 / Hr.

FIRE DEPT.

Within the Fire Department, wages were budgeted at 10% across all sectors of payment, for example some fire fighters are paid salaried and some hourly for training time, suppression time and administration time. The FY24 budget anticipated 10% increases across all of these payment types.

Fiscal Impact Statement: The FY2024 budget anticipated increases of \$3.00/hour for each of the positions listed above. A copy of the budget publication can be sought from city hall at any time; it can be found on the city's website as well.

Recommendation: Staff recommends that council authorizes the mayor to sign the wage adjustments in accord with the above noted hourly or yearly rates or adjustments and make them effective on the first full pay period of the fiscal year.

If the council were to deviate from the above recommendations, then a motion should clearly state what that amount is per employee and when those rates would become effective.



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

TO: Mayor and City Council
FROM: Mike Klaus, City Engineer
DATE: September 14, 2023
RE: **Golf – New Pump Building**

The existing pump shed at the golf course is in very poor condition and needs to be replaced. I estimate that it will cost approximately \$8,000 to rebuild the 8' X 14' building. I am in discussions with Ken Robertson, who is interested in completing this work. At the next council meeting I will bring forward a proposal to hire Ken part time to build this structure, as well as to use him intermittently for similar projects.

With this memo I am requesting that the council approve expenditures up to \$8,000 to rebuild the golf pump shed. The City has \$5,400 allocated from ARPA funds to complete this work, with the remainder coming from money taken in at the golf course this year.

Thank you,

Mike



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

TO: Mayor and City Council
FROM: Mike Klaus, City Engineer
DATE: September 14, 2023
RE: Public Works Departments – New Air Compressor

Last year the City's air compressor motor was damaged and because of its age, City staff recommends purchasing another unit instead replacing the motor. In looking at other similar replacement units, staff is seeing that air compressors this size could cost as much as \$35,000.

Each of the public works departments uses compressors and we are now renting units when needed. The crews use air compressors for the for the following functions:

- Blowing out sprinkler systems.
- Jackhammering
- Sandblasting
- Blowing out sewer lines.
- Needed for our boring machine for road crossings.

Staff requests that the council authorize staff to spend up to \$35,000 for a new air compressor that would be paid for equally (\$8,750) from the water, sewer, electric, and street departments.

Thank you,

Mike

Pictures of the current compressor are attached.

