

CITY OF POCATELLO, IDAHO
CITY COUNCIL SPECIAL MEETING
BUDGET PROCESS PREPARATION
FEBRUARY 4, 2021

AGENDA ITEM NO. 1: Mayor Brian Blad called the Special City Council meeting to ROLL CALL order at 2:04 p.m. Council members present via GoTo Meeting, an online meeting platform, were Heidi Adamson, Roger Bray, Rick Cheatum, Linda Leeuwrik, Claudia Ortega and Chris Stevens.

Mayor Blad stated that this meeting was the Council's opportunity to address the Fiscal Year 2022 budget process with other Council members and Chief Financial Officer, Jim Krueger. He added that Mr. Krueger would bring his recommendations to the Council at the City Council Liaison/Work Session Clarification meeting on February 18, 2021.

AGENDA ITEM NO. 2: Jim Krueger, Chief Financial Officer, was present to discuss the upcoming budget process with City Council members and procedures to be used during the Fiscal Year 2022 budget meetings.

Mr. Bray shared an overview of the Missoula, Montana budget process. He stated he feels it would be beneficial to adopt a strategic budget process which includes goals and priorities and includes a 5-year plan.

Ms. Stevens asked to have the following items considered during the budget process: 1) creation of a clear running record of adjustments between each Council Budget meeting and any additional changes; 2) a written criteria-based protocol for determining ad hoc funding requests outside of the budgeting process; 3) development of a criteria-based application process for non-profit entities requesting City funding; 4) development of a uniform protocol for cost/benefit departmental expenditure requests; 5) addition of associated and/or tangential costs related to budget requests; and 6) submittal of digital department presentations prior to each budget session to allow Council time to study and research information.

Mr. Krueger stated that a running account of adjustments will be made available to the Council as the budget process is underway. The spreadsheet will include projected sales tax revenue and a running record of the Council's budget decisions

Ms. Adamson stated she would be in support of a city-wide survey to help determine the priority areas citizens would like the Council to focus on during the budget process.

Mrs. Ortega addressed the information compiled and provided to the Council by citizen group Pocatello for Accountable Government Entities (PAGE). She feels the Council could use the information provided to help during the budget process.

A motion was made by Mrs. Ortega to accept the data provided in the PAGE documents and accept the document as information to be considered during the budget process.

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Council members discussed the pros and cons regarding official acceptance of the documents to be used during the budget process.

An amended motion was made by Mrs. Ortega, seconded by Ms. Stevens, that the Council accept the data provided by PAGE as a beginning framework for budget development and that more data from other worthy sources will be accepted to give context to the budget during the budget process.

Council members expressed their appreciation to PAGE members for compiling data and information for the Council's consideration during the budget process.

Council members discussed whether there was a need for a motion regarding acceptance of the information.

A substitute motion was made by Ms. Stevens, seconded by Mrs. Ortega, to ask Mr. Krueger to review the data from PAGE and involve other City staff or PAGE representatives as appropriate.

Mrs. Ortega withdrew her previous motion.

Ms. Stevens' motion was voted upon at this time. Upon roll call, those voting in favor were Stevens, Ortega and Bray. Adamson, Cheatum and Leeuwrik voted in opposition to the motion.

Due to a tie in voting, Mayor Blad was required to cast the deciding vote. He stated he intends to review the document but feels that a motion is not necessary. Mayor Blad voted in opposition to the motion. The motion failed.

Mrs. Ortega shared her concerns regarding the current financial reporting system and feels upgrades to the system are essential and that information should be considered during the budget process.

Mayor Blad announced the Idaho Legislature is considering adoption of a statewide financial system at this time. Cities and counties would be required to use the same statewide system.

Council members discussed their desire to receive information from departments prior to budget presentations in order to have adequate time to study the information.

Mayor Blad announced Mr. Krueger would give a budget process presentation to the Council at the February 18, 2021 City Council Liaison/Work Session Clarification meeting.

Council members expressed appreciation for the ideas presented and anticipation for a positive budgeting process experience.

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AGENDA ITEM NO. 3: There being no further business, Mayor Blad adjourned the meeting
ADJOURN at 3:20 p.m.

APPROVED:



BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:



KONNI R. KENDELL, CITY CLERK