

CITY OF POCATELLO, IDAHO  
CITY COUNCIL LIAISON  
/WORK SESSION CLARIFICATION  
FEBRUARY 18, 2021

---

AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Liaison/Work Session  
ROLL CALL Clarification meeting to order at 2:00 p.m. Council members present were Heidi Adamson, Roger Bray, Rick Cheatum, Claudia Ortega and Chris Stevens. Council member Linda Leeuwrik arrived at 2:04 p.m. Also in attendance were Konni Kendell, City Clerk; Jared Johnson, City Attorney; Jeff Mansfield, Public Works Director; Jim Krueger, Chief Financial Officer/Treasurer; and Heather Buchanan, Human Resources Director.

AGENDA ITEM NO. 2: Discussion to clarify agenda items presented at the February 11, 2021  
WORK SESSION Work Session was held at this time.  
CLARIFICATION  
/DISCUSSION

Work Session Agenda Item No. 2: Pocatello Regional Airport Update: Council members stated there were no additional questions or follow-up actions necessary.

Work Session Agenda Item No. 3: Fire Union Quarterly Update: Council members stated there were no additional questions or follow-up actions necessary.

Work Session Agenda Item No. 4: Groundwater Nitrate Update: Council members stated there were no additional questions or follow-up actions necessary.

Work Session Agenda Item No. 5: Alameda/Jefferson Beautification Project --

Jeff Mansfield, Public Work Director, reported that a Memorandum of Understanding with School District #25 for maintenance issues is being reviewed by the Legal Department and will be brought to the Council for consideration at a future meeting.

Ms. Stevens shared her concerns regarding consideration of items outside the regular budget process. She feels it is important to determine priorities for upcoming projects and outline a policy for Capital Contingency funding.

Mr. Bray stated he feels the contingency fund should only be used in cases of emergency, such as fuel tanks at the fuel center, or repairs to an HVAC system or heating system at a pool. He stated that if it is a priority and is being combined with Water Department projects, it could possibly be considered as part of the rate study.

Ms. Leeuwrik stated that she feels the definition of contingency funds is not solely for emergency purposes, but also for opportunities that may arise for the benefit of the city. She added that the Alameda/Jefferson project may not be an emergency, but it still fits within her definition of contingency.

In response to a question from Council, Mr. Mansfield stated that the property located at the intersection of Alameda and Jefferson was purchased with grant funding and that matching City funds were in the amount of \$44,000.

Council discussed the importance of finding common ground on the definition of “contingency” and use of Contingency Funds. They discussed the administration and operational processes necessary to effectively make decisions.

Jared Johnson, City Attorney, shared information from the Idaho State statute outlining the roles and responsibilities of the Mayor and Council members. He indicated that he would send the information to the Mayor and Council.

AGENDA ITEM NO. 3: Jim Krueger, Chief Financial Officer/Treasurer, was present to discuss  
BUDGET PROCESS recommended procedures for preparing the Fiscal Year 2022 Budget.  
PREPARATION  
PRESENTATION

Mr. Krueger distributed information to Council members addressing the approach, principles, applied techniques and timeline for preparation and implementation of Fiscal Year 2021-22 financial plan. The plan addressed the following topics: Revenue and expenditure growth assumptions and history analysis; property tax cap of 4%, as is being considered by the State Legislature; basic budget model, as practical and that the Consumer Price Index will be used for items such as fuel, utilities and ongoing utilization of materials and services; appropriate fees and services; public safety services; facilities and asset management funding strategy; investments; community organization contributions; basic financial plan goals will be to maintain service levels and present a budget matching expenditures and revenues; system improvement considerations; employee compensation for bargaining groups and non-unionized employees; performance and service satisfaction; maintenance of physical assets; appropriate reserves maintenance as required by a City Council Reserve Policy; and budget workshops to be held for budget adoption at the first regular City Council meeting in August 2021.

Council members discussed the importance of transparency and citizen communication during the budget process. They discussed the City policy regarding departmental budget reserves and the need for an updated financial reporting system. Establishment of a survey for City services was considered to help determine budget priorities.

Mr. Krueger gave an overview of the proposed presentations which will be offered to Council by departments and the goal of effective and efficient budget development. He stated that information will be delivered to Council members prior to budget meetings in order for Council to consider the material fully. He stated that the information provided would include goals and accomplishments; initiatives; performance measures; and possible changes occurring in level of services. Mr. Krueger added that departments will be directed to develop a flat budget for Council consideration.

Mayor Blad reminded the Council that some budget considerations are contingent upon decisions by the Legislature.

Council members expressed their appreciation to Mr. Krueger and expectations for a successful and organized budget process.

CITY COUNCIL LIAISON  
/WORK SESSION CLARIFICATION  
FEBRUARY 18, 2021

3

AGENDA ITEM NO. 4: There being no further business, Mayor Blad adjourned the meeting at  
ADJOURN 3:50 p.m.

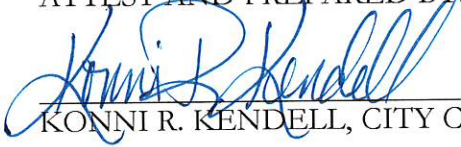
APPROVED:



---

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:



---

KONNI R. KENDELL, CITY CLERK