

CITY OF POCA TELLO, IDAHO
CITY COUNCIL MEETING -
BUDGET DEVELOPMENT
MAY 3, 2018

1. ROLL CALL Mayor Brian Blad called the City Council meeting for Budget Development/Service Level Reports to order at 9:06 a.m. Council members present were Heidi Adamson, Roger Bray, Rick Cheatum, Jim Johnston, Linda Leeuwrik and Beena Mannan.
2. FISCAL YEAR 2019 BUDGET DEVELOPMENT OVERVIEW Joyce Stroschein, Chief Financial Officer/Treasurer, stated that information regarding budgets for City departments would be presented. She gave an overview of the material that would be discussed to determine the Fiscal Year 2019 budget and announced that department briefings would be held at this time.
3. POLICE DEPARTMENT Scott Marchand, Police Chief, and Jim Peterson, Deputy Chief; and Joyce Stroschein, Chief Financial Officer/Treasurer, gave a presentation of the Police Department's Service Level Report.

Mr. Peterson reviewed the Department's Mission Statement: The mission of the Pocatello Police Department is to enhance the quality of life in the City of Pocatello by working cooperatively with the community and within the framework of the U.S. Constitution to equally enforce the law, preserve the peace, reduce fear and provide for a safe community environment. Mr. Peterson reviewed the organizational chart for the Police Department.

Patrol Division – 60 sworn officers, including supervision – Services provided 24 hours, First Responder Police coverage 7 days a week for the City of Pocatello. Mr. Peterson gave an overview of calls for service, traffic enforcement, community policing, and critical incidents.

Investigations Division – Types of investigations include the following: Financial Crimes; Crimes Against Children; Internet Crimes Against Children; Robberies; Burglaries; Aggravated Assaults; Death Investigations; Cold Cases; and Narcotics. In 2016, Pocatello Police Detectives investigated 1,286 Cases. It was noted that these types of cases are very time consuming for officers and staff.

Narcotics Unit – Arrests: 306 Drug Related and Warrant Arrests. Drugs seized – Heroin: 247 grams; Marijuana: 2140 grams; Methamphetamine: 2162 Grams; and U47700w/Fentanyl: 2,444 grams.

Major drug investigations included: August 30, 2017 Drug conspiracy case (Heroin distribution ring) resulting in the arrest of 10 people. February 6, 2017 - Successful federal prosecution of subject who was importing and distributing synthetic opiates. Subject was convicted of Distribution of a Controlled Substance resulting in the deaths of 3 people. Other Investigations included: Second Degree murder investigation that led to the arrests of two subjects who were involved in a physical altercation that resulted in the death of a third subject. Arrests of four different individuals wanted for murder out of other jurisdictions.

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Special Assignments – Crimes Against Children; Internet Crimes Against Children; and Cell Phone Forensics.

Evidence and Crime Scene Technicians – As of April 14, 2018, it was reported that 14,754 separate pieces of evidence are stored by the Pocatello Evidence and Crime Scene Technicians. As of February 2016, all sex assault kits must be stored for 55 years. Pocatello Police Department has 173 kits stored dating back to 2004.

Victim/Witness Coordinator primarily works with victims of violent crimes to ensure they are apprised of their rights per Idaho Code 19-5306, as well as ensure that those rights are not violated throughout the court process. In 2017, the Victim/Witness Coordinator assisted and/or notified 299 victims and was involved in 359 incidents which resulted in court cases.

Stenographers – Transcribe reports from Detectives and Patrol Officers, making grammatical corrections without changing the content of the report. In 2016 PPD Stenographers transcribed over 1 million lines of dictated reports.

Support Services – Mr. Peterson shared the Mission Statement. The Support Services Division consists of various departments, staffed by both sworn and non-sworn, that provide logistical and personnel services and support for the other divisions of the Police Department. They also provide support and assistance to city departments, as well as provide police services to the community abroad. Sections are: Dispatch/Telecommunications, Records, Code Enforcement, School Resource Officers, Licensing, Training – Hiring, Community Service Specialist, and Public Information Officer. A breakdown of each section in Support Services was given.

Ms. Stroschein gave an overview of the Police Department budgeted amounts for Fiscal Year 2018 and Fiscal Year 2019.

Future Needs – a) Increase in Personnel in the Records Bureau, Communications Center, and Code Enforcement to help with increasing work load demands and calls for service; b) Increase in Stenographer staffing levels to keep up with report dictation demands; c) New patrol vehicles, fully equipped, with a goal to reach car per officer; d) Additional officers to keep up with increased workloads and populations increases; e) Increase community involvement in areas of crime prevention and education; and f) Improve current school threat assessment and safety plan, and training and educate all school staff.

Requested Additions for Fiscal Year 2019 Budget – a) new server for the Spillman records management system. The estimated cost for PPD share is \$46,000.00; b) Car video camera server. The cost is approximately \$10,000.00 and would be a one-time purchase; c) Education costs for employees taking college courses, increase by \$10,000.00; and d) various personnel requests.

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In response to questions from Council, Mr. Peterson explained staff has looked at voice identification software options and found it was not feasible at the time. However, he will review new software as it become available.

Mr. Marchand added that the reports officers do are very professional and complete.

Ms. Adamson feels the Spillman and video camera budget requests should come out of capital funds and the education increase should go through the regular budget process. She suggested staff place the positions in the tax solution spreadsheet so Council can consider all positions across the board at a later date.

Council thanked the Police officers and staff for their dedication to the community. It was noted that citizens support Pocatello's officers because of the officer's integrity and professionalism.

4. ENGINEERING Jeff Mansfield, Public Works Director, Merrill Quayle, Development
 DEPARTMENT Engineer; and Joyce Stroschein, Chief Financial Officer/Treasurer,
 gave a presentation of the Engineering Department's Service Level
 Report.

Mr. Mansfield reviewed the Engineering Department's Mission Statement. To provide excellent municipal engineering, surveying, environmental, and mapping services to help ensure quality and sustainable construction and lasting infrastructure.

Engineering Services provided: Engineering design and construction management services; surveying, legal descriptions, vacations, annexations, Federal aid project procurement, administration, design; review and approval of residential and commercial developments; Assist other departments/agencies in completing capital improvement projects; Traffic engineering, speed studies, crosswalk locations, school zone; and technical resource for other departments.

Output Summary – WPC Plant Improvements, Benton Street Bridge, Alameda Jefferson Intersection project, Center Street Railroad Underpass, Hawthorne and Quinn Intersection Project, Cured-in-Place Pipe in sewer main lines at various location throughout the city; Water FPS and Wastewater CSP Amendments; Water Pollution Control primary pipe emergency repair; and Development/Inspections. It was noted that numerous staff hours have been dedicated to the Northgate Interchange and Northgate Development Projects, which will provide access from Interstate 15 to the north end of Pocatello.

General discussion regarding the listed projects and the time-lines for each project was held. It was mentioned that staff must work with Union Pacific Railroad officials and other entities to coordinate efforts. Coordination efforts may cause a delay in the project, but cannot be avoided.

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Ms. Stroschein reviewed the Engineering Department budgeted amounts for Fiscal Year 2018 and Fiscal Year 2019.

In response to questions from Council, Mr. Mansfield explained he is still waiting for cost amounts before asking for additional personnel to help with the Northgate Expansion Project. Mr. Quayle agreed that a longer period is needed to identify costs before a recommendation can be made.

Proposed Fee Increases – Comparisons with other Communities: Fourteen Lot subdivision Example: (based on 4 acres and mild slopes 4-6%) Pocatello \$2,140.00; Idaho Falls \$7,850.00; Boise \$5,520.00; and Logan \$3,300.00. Mr. Quayle gave an overview of the following proposed fee increases: Primary inspections for subdivisions; Construction Trade Exhibit H (curb and gutter, sidewalk, grading plan review; and grading permit). Staff estimates the proposed fee increases will create approximately \$6,125.00 in revenue.

General discussion followed regarding the comparisons of fees charged in other communities and how other communities determine the fees. Mr. Quayle reviewed the proposed fee increases. He mentioned that travel to the construction area should be done sporadically to check and make sure City guidelines are being met. Staff would like to do this more often through the entire construction phase.

Mr. Mansfield added that the proposed fee increase would place the cost on the developer and not the tax payers. He explained the fees will increase over a period of time to make the actual costs feasible to the City's taxpayers. Recovering the actual costs for development was discussed. Maintenance costs for the City once subdivisions are completed were reviewed.

Council debate regarding the amount to increase development fees followed. Increasing fees one time instead of over a period of time were discussed. It was felt that comparisons of development fees charged by other cities should be done.

Mr. Johnson reminded the Council that comparisons are fine, but the amount charged must be the actual cost to provide the service.

5. GIS DEPARTMENT Dennis Hill, Geographic Information System (GIS) Coordinator, Jeff Mansfield, Public Works Director; and Joyce Stroschein, Chief Financial Officer/Treasurer, gave a presentation of the GIS Services Level Report.

Mr. Hill gave a brief overview of the GIS functions. Manages and Maintains the Citywide GIS Database; Manages GIS system to provide Public Works with real time spatial data in both desktop and mobile field access Maintains infrastructure for GIS Infrastructure Management System and data base servers; 2020 Census – planning and implementation; Provides access to the general public of appropriate spatial data in an online format; Provides geospatial analysis to City departments

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including analysis for Pocatello Fire Department response time maps, new zoning application, E911 zones, etc.; Updates mobile applications for cell phones and tablets; and Mapping services.

Ms. Stroschein reviewed the GIS Budget for Fiscal Year 2018 and Fiscal Year 2019.

Budget Authority Increase Request – New aerial flight (\$6,000.00) of the city is needed. Last one was done in 2015 and needs to be updated. There have been multiple annexations and the Northgate Development Project; and Onboard training for replacement of GIS coordinator (\$4,000.00).

Mayor Blad called for a recess at 11:24 a.m.

Mayor Blad reconvened the meeting at 11:39 a.m.

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| 6. PLANNING AND DEVELOPMENT SERVICES | Melanie Gygli, Planning and Development Director, and Joyce Stroschein, Chief Financial Officer/Treasurer, gave a presentation of the Planning and Development Services Service Level Report. |
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Ms. Gygli reviewed the department's Mission Statement. We provide superior service by working together for the common good and our common goals; always listening, helping, learning, educating with every opportunity, emphasizing the strengths of our community; carefully promoting opportunity; and continually seeking to improve our health, safety and the quality of life in Pocatello. Fiscal Year 2017 Service Summary was reviewed.

Measures of Effectiveness and Key Accomplishments included: a) working on Title 15, Chapter 20, "Sign Code;" b) Northgate Interchange and proposed development; c) Historic Preservation Commission activities; d) Various committees and projects, both within the City organization and with partners.; and e) Pocatello Development Authority.

Issues and Concerns – HUD Funding: Annual uncertainty regarding federal appropriation which funds the CDBG Program; Land Use Ordinances: Work on many land use and related ordinances continues; Urban Renewal: TIF funding is the City's main tool to provide infrastructure and other economic development incentives without bonding from property tax. The number of permits or planning applications is an uncontrolled metric that staff has little or no influence on.

Ms. Stroschein gave an overview of the Planning Department's budget for Fiscal Year 2018 and Fiscal Year 2019.

Budget Authority Increase Requests – One employee plans to take classes toward a graduate level degree. (Currently budgeted at \$3,000.00 – need an additional \$2,000.00); New Planning Technician

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Position \$73,040.00 – For current workload and to allow time for long range planning; New Senior Planner Position \$93,569.00 for current workload and to allow time for long range planning.

General discussion was held regarding the proposed positions and tasks they would do followed. The proposed positions would help staff to give timely application review and more thorough review. As additional developments are approved by City Council, more time is needed for Planning staff to assist with development needs.

Proposed Fee Increases – Wireless Telecommunication Facilities – current \$295.00; proposed \$325.00; Sign Permits – Off Premise Charge per Required Notice current \$ 0; proposed \$1.50 per required notice.

7. CDBG DIVISION Melanie Gygli, Planning and Development Services Director; and Joyce Stroschein, Chief Financial Officer/Treasurer; gave a presentation of the CDBG Programs Service Level Report.

Ms. Gygli announced that Adam Lane, CDBG Program Manager, was in Lead Hazard training and not available for the presentation. She reviewed the Division's Mission Statement. Enhance affordable housing for low- and moderate-income households through rehabilitation and infill development; provide a suitable living environment by improving public facilities; and provide social services and enhance economic development for low- and moderate-income areas.

Measures of Effectiveness, Key Accomplishments – Administration expense as percent of federal allocation: 19.86%; Spending timeliness: 1.01 x annual allocation (HUD standard); Lead Hazard Control Grant: Staff applied for and the City was awarded \$1.5 Million from HUD's Office of Lead Hazard Control and Healthy Homes for lead paint hazard control. Almost one-half million of private, federal, state, and other funding for CDBG-supported projects is leveraged annually; The CDBG-supported infill-housing program has added over \$9 Million in property valuation, an increase of over 600% from the original value of the properties; and Several hundred thousand dollars in contracts are issued on CDBG-supported projects, most of which go to local contractors.

Issues and Concerns: HUD Funding: Each year's funding arrives later and later in the program year, reducing department's ability to complete construction projects in the year they are planned. Older Housing Stock: Because a majority of Pocatello's housing stock is older, there is a great need for rehab assistance and creation of new affordable housing. Contractor Shortage: The number of contractors and firms certified to do work in homes containing lead-based paint is very small, hampering rehab efforts in pre-1978 homes.

Ms. Stroschein gave an overview of the CDBG budget for Fiscal Years 2018 and Fiscal Year 2019.

General discussion regarding the use of CDBG funds and how they are used followed. Only 20% can be spent on administration. That amount is not sufficient for Pocatello to run the program.

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Ms. Gygli noted that other cities supplement the administrative portion. She feels staff could not administer the programs the same way it has been done without monies from the general fund.

It was noted this program assists individuals in the community that are economically challenged to purchase a home and also provide money for maintenance and improvements to their homes. The Program helps individuals that are in a home to stay in their home. In closing, Mr. Gygli feels the program provides a very much needed service to the lower-income population in Pocatello.

Mayor Blad called for a recess at 12:22 p.m.

Mayor Blad reconvened the meeting at 1:05 p.m.

Mayor Blad announced that Animal Services will be heard at this time.

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| 9. | ANIMAL
SERVICES
DEPARTMENT | Daniel Garcia, Animal Services Director, Jim Parker Animal Shelter Manager; and Joyce Stroschein, Chief Financial Officer/Treasurer gave a presentation of the Animal Services Service Level Report. |
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Ms. Garcia reviewed Animal Services Mission Statement. Ensure public safety and provide for the welfare of animals.

Shelter Statistics – 2017 Intake 3614; Adoption 1321; Transfer 187; Return to owner 611; Euthanized or died in care 1083; and Live Release 64.66%. January 1, 2018 to March 31, 2018 – Intake 579; Adoption 333; Transfer 46, Return to owner 115; Euthanized or died in care 201; and Live Release (not available).

External Issues and Concerns – a) Stray Cat Population: The shelter euthanized almost 550 cats last year, many were more akin to wildlife than domestic pets; b) Unleashed Dogs: The presence of unleashed dogs, especially in parks and on trails has led to both animal on animal and animal on citizen issues; c) Lack of Spay/Neuter Resources: While there are private sector resources for low costs spay/neuter, these resources fall short of being able to impact shelter intake and animal population; and d) Low Effect/Yield Ordinances and Procedures (labor consuming): Currently some ordinances and procedures are consuming significant staff time with little effect or yield on the intended purpose.

Internal Issues and Concerns – a) Staffing, currently below the HSUS national standard. Should have 10 and currently have 6; b) Standard Operating Procedures (SOP), codified consistent procedures; c) Funds Associated with Life Saving Practices, enrichment and transport; d) On-site Veterinary Care and On-site Spay/Neuter, consistently having 100-200 animals in our care necessitates on-site veterinary care; and e) Ability to Collect and Analyze relevant data: current software is a significant improvement over the previous method, but still falls short in areas like officer reporting, data mining, customization and online resources.

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There is a volunteer willing to input license information and payments on-line. Thus, making the system work and being able to identify the payment source. This must be done in a clear and effective way to be properly coded. Staff will continue to research software systems as they become available.

Progress – Increased industry relationships, more efficient scheduling and use of labor, increasing potential volunteer pool, use of software, and actively seeking grants and partnerships.

Ms. Stroschein gave an overview of the Animal Services budget for Fiscal Year 2018 and Fiscal Year 2019.

Goals – Increase Revenue Sources through grants, events, pet food and litter sponsor.; Increase Operational Efficiencies – track relative metrics, in-house veterinary procedures, Standard Office Procedures, ordinance review, and a 1,3, and 5 year strategic plan.

Budget Authority Increase Requests – Hire an Animal Care Specialist (full-time position. Would consider upgrading a current Animal Care Specialist to a Supervisor Position), various supplies such as food and cat litter for animals, medical supplies and other items, and purchase a truck for Animal Control use.

8. BUILDING DEPARTMENT Lynn Transtrum, Building Official, and Joyce Stroschein, Chief Financial Officer/Treasurer gave a presentation of the Building Department's Service Level Report.

Mr. Transtrum shared the Building Department's Mission Statement. Promote building safety through code compliance. Assist citizens, contractors and design professionals in completing successful building projects. Enhance neighborhood quality of life. Assure Pocatello is compliant with state building code laws.

Measures of Effectiveness and Key Accomplishments – a) Building staff processed 3,070 permits in 2017, up from 3,040 in 2016; b) Building inspectors completed 5,140 inspections in 2017, up from 4960 in 2016; c) provided inspection services for 268 permits for the City of Chubbuck; d) staff issued permits for 99 new single family homes in 2017; e) total value of construction within Pocatello that required building permits was \$123,873,443.00 for 2017, down from \$150,656,467.00 in 2016.

Issues and Concerns – At a national and state level, local building departments have become a convenient place to locate enforcement authority for a number of requirements, including accessibility standards, energy conservation requirements, alternative energy options, environmental regulations, wild land interface standards, hillside construction regulations, etc. Each item adds to our area of responsibility, increases our workload and requires more time and expertise. It is a

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challenge to assure building projects meet the adopted standards and still allow property owners and contractors to obtain the product they desire at a cost they feel comfortable with. “Well Built Buildings” are an asset to the community and will remain safe and sound well into the future; adequate building codes and competent inspection practices will assure this outcome.

Ms. Stroschein gave an overview of the Building Department budget for Fiscal Year 2018 and Fiscal Year 2019.

Budget Authority Increase Request – Hardware/Software for electronic plan submittal review and storage; adjustment to general supplies line; adjustment to printing line; adjustment to merchant discount fee; and fee for renewal of notary stamp.

General discussion regarding a 3% cost the city absorbs for credit users for plans, etc. This cost will not be considered until the next Request For Proposals in 2020. It was noted that Utility Billing is absorbing the 3% cost to make it more convenient for users. The cost must be paid and more research will need to be done to continue providing this service at no charge to the user. Merchant fees for the Utility Billing Department are \$93,000.00. (\$153,000.00 for all departments combined).

10. CEMETERY Martin Peace, Cemetery Sexton; John Banks, Parks and Recreation
 DIVISION Director; and Joyce Stroschein, Financial Officer/Treasurer; gave
 presentation of the Cemetery Division’s Service Level Report.

Mr. Peace reviewed the Cemetery Division’s Mission Statement. To provide a sanctuary of peace and to ensure that the cemeteries function efficiently, are properly maintained, and the public’s needs are met through timely and courteous service.

Measurements and Outputs – Interment/Burial Services. Providing prompt, accurate, courteous and caring customer service, at all times; Lot sales; Record keeping; Work in conjunction with Cemetery Grounds Maintenance – Daily maintenance of 67 total acres of Cemetery grounds; Numbers served – 2017 there were 332 total interments.

Cost per acre for maintenance of the grounds was reviewed.

Issues and concerns -- Equipment needs – riding lawnmower. Infrastructure needs – irrigation system mainline replacement in Mountain View; clearing and removal of dead trees, and of dead wood in large trees; replacement of damaged Mountain View Historical Fencing along 5th Avenue; and Construction of Restlawn Sidewalks on 5th Avenue.

Ms. Stroschein reviewed the Cemetery budget for Fiscal Year 2018 and Fiscal Year 2019.

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Budget Authority Increase Requests – Land acquisition – property adjacent to Restlawn Cemetery; Operating equipment riding mower, Capital – Mountain View irrigation system mainline replacement (capital acquisition installment #2)

Ms. Stroschein mentioned that budget amendments will be reviewed on May 10, 2018 and the riding lawnmower could be placed on the list of items for review.

Proposed fee increases – Cemetery Services and Cemetery spaces will be considered for an increase in fees.

11. MARSHALL PUBLIC LIBRARY Eric Suess, Library Director, and Joyce Stroschein, Chief Financial Officer/Treasurer; gave a presentation of the Marshall Public Library's Service Level Report.

Mr. Suess gave an overview of the Library Mission and Vision Statements. Mission: In fulfilling its critical role in the community, the Marshall Public Library provides a vibrant lifelong learning center with information resources and programs to support the overall quality of life through an educated population, an informed electorate, and a dynamic economy. Vision: By merging the best of tradition and technology, the Marshall Public Library aspires to provide: a) public library services for all people, beginning in the formative years; b) a foundation for community and economic development; and c) a gathering and meeting place for cultural and intergenerational activity, and to meet the need of the community for informational, educational, recreational, and personal growth.

Measure of Effectiveness and Key Accomplishments – provided 1097 programs, attracting 24,579 attendees last year;

Issues and Concerns – still unable to adequately serve the public who do not have transportation or cannot come to the library. This includes most senior facilities, veteran's homes, and individual shut-ins. Staff is exploring how best to expand outreach services to the full community, but it will take extra staffing to accomplish this; Library vehicle is over twenty years old and will need to be replaced.

Building Adequacy – The most recent Library long range planning document indicated the need for an expansion to the Library. Certain expectations of a library in a community of our size cannot be met in our given foot print. These expectations include the following: quiet study rooms/tutoring rooms; meeting/performance/activity space for up to 200; computer training facility (library databases, MS Office Suite, etc.); dedicated space for STEM activities; and workflow restructuring for better service and efficiency. A March 2017 preliminary planning study by Myers Anderson would allow for a 13,400 square foot expansion into the south lot for \$4,795,220.00.

General discussion regarding possible funding sources for the library's needs followed.

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Ms. Stroschein reviewed the Library budget for Fiscal Year 2018 and Fiscal Year 2019.

Discussion regarding the decrease of outreach programs for the library followed. It was noted that this position was eliminated and has not been reconsidered.

Ms. Stroschein gave an overview of City departments scheduled to give Service Level presentations at the May 10, 2018 Budget Development meeting which will begin immediately after the 9:00 a.m. Study Session.

There being no further business, Mayor Blad adjourned the meeting at 2:32 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

PREPARED BY AND ATTEST:

RUTH E. WHITWORTH, CMC, CITY CLERK