

CITY OF POCA TELLO, IDAHO
CITY COUNCIL MEETING -
BUDGET DEVELOPMENT
MAY 10, 2018

1. ROLL CALL Mayor Brian Blad called the City Council meeting for Budget Development/Service Level Reports to order at 1:24 p.m. Council members present were Heidi Adamson, Roger Bray, Rick Cheatum, Jim Johnston, Linda Leeuwrik and Beena Mannan. Council member Bray was excused at 2:16 p.m.
2. FISCAL YEAR 2019 BUDGET DEVELOPMENT OVERVIEW Ashley Welsh, Senior Accountant, 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. STREET DEPARTMENT Jeff Mansfield, Public Works Director; Tom Kirkman, Deputy Public Works Director; and Ashley Welsh, Senior Accountant, gave a presentation of the Street Department's Service Level Report.

Mr. Kirkman reviewed the Street Department's mission statement: Our mission is to provide services related to the safe and efficient movement of traffic on the 249 miles of City maintained streets, within the incorporated city limits.

Measures of Effectiveness – Crews treated 40.04 miles of roadway, equaling 16% of the road network; Completed upgrades for storm water; Storm Water jetting – completed 611 storm water assets in Fiscal Year 2017; Completed Rights-of-Way Projects – ADA Ramps 10 completed, clean up Pocatello Campaign; weed abatement on approximately 370 acres of City maintained rights-of-way; Pavement Marking crews – reinstalled 258 crosswalks, implemented in-house pavement marking striping program; and Traffic Operations Center managed 66 signalized intersections.

Issues and Concerns – Allocating the proper financing to sustain a quality pavement management program; Aging fleet; Continue optimization of an asset management system which will allow staff to spend their budget more efficiently; Develop a dedicated storm water budget; Provide adequate funding for Federal Aid Projects (Fund 70); and Future planning for fuel site reconstruction (alternative fuel opportunities).

Ms. Welsh gave an overview of the Street Department's 2019 Fiscal Year budget.

Budget Authority Increase requests – operating increases related to the new facility: Janitorial service and supplies \$9,900.00; Natural Gas \$32,500.00; City Utilities \$5,100.00; and Electrical \$45,000.00.

4. FEDERAL AID FOR STREET PROJECTS Jeff Mansfield, Public Works Director; Tom Kirkman, Deputy Public Works Director; and Ashley Welsh, Senior Accountant, gave a presentation of the Federal Aid for Street Projects Service Level Report.

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Mr. Kirkman gave an overview of Fiscal Year 2019 projected expenses. Administrative fees \$12,764.00; Future projects \$79,917.00; and South Valley Road (loan repayment) \$250,000.00.

Mr. Mansfield noted that federal monies for new projects are not available at this time. However, staff would like to place funds into a reserve account so match monies are available when the opportunity arises.

Ms. Welsh gave an overview of the Federal Aid for Street Department Projects 2019 Fiscal Year budget.

5. FLEET MANAGEMENT Jeff Mansfield, Public Works Director; Tom Kirkman, Deputy Public Works Director; and Ashley Welsh, Senior Accountant, gave a presentation of the Fleet Management Service Level Report.

Budget Authority Increase Request – Operating increases related to the new facility are: Janitorial service and supplies \$9,900.00; Natural gas \$32,500.00; City utilities \$5,100.00; and electrical \$45,000.00.

Mayor Blad mentioned he recently attended a regional meeting where mayors from other cities shared the cost savings their cities have experienced by using the fleet program.

Ms. Welsh gave an overview of the proposed Fleet Management Fiscal Year 2019 budget.

6. FIRE DEPARTMENT /AMBULANCE SERVICES David Gates, Fire Chief; and Ashley Welsh, Senior Accountant, gave a presentation of the Fire Department and Bannock County Ambulance District Service Level Report.

Mr. Gates reviewed the Fire Department's Mission Statement. Our mission is to help people. We are dedicated to preserving life and property through prevention and professional, compassionate response.

Key Services Provided – Emergency Response; Emergency Preparedness; Emergency Mitigation (Fire Prevention, Community Outreach); and Administration. Mr. Gates gave a brief overview of Key Services provided in Fiscal Year 2017.

Measures of Effectiveness – a) Cardiac survival rate is above the national average; b) Property saved: \$13 Million involved, \$12 Million saved (92%); c) turnout time: 90 seconds 62.7% of the time; d) Travel time (arrive at the scene) 5:12 minutes, 62.7% of the time. No firefighter fatalities. No civilian fatalities.

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Issues and Concerns –

- a) Increasing call volume/overlap. Cross district response increases response time. Call overlap causes reduced response capability. Reduced training time and reduced preparation/planning time. (Equals increased staffing for demand and safety.)
- b) Increasing complexity of calls. Super-sizing of structures, modern building materials and techniques, combustibility and toxicity of contents, Wildland Urban Interface challenges (City Build-out), emergency medical services, hazardous materials, technical rescue. (Equals increased training for proficiency and safety.)
- c) Training Facility needed – Training room is under capacity, live Fire Training capability (NFPA 1001 Live Fire Training requirement), and Technical Training facility.

Capital Replacement Requirements were reviewed.

Expansion and Fire Station Placement Plan – a) reduced city coverage; b) increased travel times (NE and NW); c) need for a Standards of Cover; d) need for a Comprehensive Fire Station Deployment Plan; e) need for training facility; f) need for expanded training classroom space; and g) need for expanded parking and storage space.

Ms. Welsh reviewed the Fire Department's Fiscal Year 2019 budget.

In response to questions from Council, Mr. Gates gave an overview of what would be needed to open an additional fire station. Recruitment efforts for new firefighters were also reviewed.

Mr. Gates reviewed a list of proposed budget authority increases for Fiscal Year 2019. The list included: 2 fire employees and 1 EMS employee; turnouts; thermal imager; and Knox Box System upgrade.

Andy Holmes, Assistant Chief, gave an overview of how the current Knox Box system works to gain access to door keys for participating businesses. He explained the proposed upgraded security code system for the Knox Box service. Mr. Holmes mentioned the City is not charging a fee for this service. However, it allows immediate access into a building without busting down the door.

Mr. Bray was excused at this time. (2:16 p.m.)

Mr. Holmes gave an overview of proposed Fire Department Fee increases. The fees are: Fireworks display permit \$125.00 (for an event such as a large commercial display for public viewing); Fire Alarm System (plan review and installation) \$100.00 base fee added to the \$4.00 per device fee; and Commercial fuel tank installation and removal fee \$150.00.

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Council discussion regarding Fire Department's requests followed. Alternatives to fund the requests were reviewed.

General discussion continued regarding the Fire Department's needs and priorities of the requests. Additional comments were made regarding the Northgate Development and future growth.

Mr. Gates suggested waiting until the Fire Department Master Plan is completed before continuing discussion regarding the department's needs. This will help determine where the needs are for the Northgate Development and future growth.

Ambulance/Emergency Medical Services (EMS) -

Ms. Linton reviewed the Ambulance/EMS Fiscal Year 2019 budget.

Requests for an increase to the budget are: a) additional employee; b) Medical supply costs; c) Ambulance; d) City Administration Fee; and e) advance life support mannequin.

A 3% increase for fees for EMS Services was proposed. It was noted that Council guidance is not required for the Ambulance/EMS Fund budget.

Mayor and Council expressed their appreciation to the Fire department staff.

Ms. Welsh gave an overview of City departments scheduled to give Service Level presentations at the May 17, 2018 Budget Development meeting.

7: There being no further business, Mayor Blad adjourned the meeting at 3:03 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

PREPARED BY AND ATTEST:

RUTH E. WHITWORTH, CMC, CITY CLERK