

CITY OF POCA TELLO, IDAHO
CITY COUNCIL MEETING -
BUDGET DEVELOPMENT
MAY 16, 2019

Mayor Brian Blad called the City Council meeting for budget development to order at 9:05 a.m. Council members present were Heidi Adamson, Roger Bray, Rick Cheatum, Linda Leeuwrik and Beena Mannan. Council President Jim Johnston was excused.

-FISCAL YEAR 2020
BUDGET DEVELOPMENT
OVERVIEW

Mayor Blad announced the Council would review various topics regarding development of the proposed Fiscal Year 2020 Budget.

Ashley Welsh, Senior Accountant, stated that information regarding budgets for City departments would be presented. Ms. Welsh gave an overview of the material that would be discussed to determine the Fiscal Year 2020 budget and announced that department briefings would be held at this time. Ms. Welsh noted that some departments will ask for guidance, but final decisions will be made at a later date.

Melanie Gygli, Planning and Development Services Director, noted annual Right of Way access fees for Wireless Telecommunication Facilities has been removed from the fee schedule.

Subdivision fees – Preliminary and short plat fees for plan reviews. Comparison of fees charged by other cities has been completed. Based upon the fees other cities are charging, Ms. Gygli recommended keeping the fees at 50% of the comparison cities to be in mid-range.

Council guidance – modify plan review fees at 75% of cost, which is \$565.00 and is comparable to other cities build into the Fiscal Year 2020 budget/fee schedule.

Fleet Department – Mechanics have been moved to the Fleet Department budget for Fiscal Year 2020. Total of 11 mechanics (including 2 leads)

Fleet Department - Motor vehicle repair and tire expenditure budgets has been moved from departments to the Fleet Department budget for Fiscal Year 2020.

Ms. Welsh explained staff has reviewed the Fleet Interfund charges and how it affects individual departments. How the charges will be split between tax funds and fees was reviewed. It was noted that Fleet is a new department and the estimates may be higher than necessary. However, staff is trying to ensure the department is properly funded.

-PARKS AND RECREATION
REPORT

John Banks, Parks and Recreation Director; Brett Hewatt, Parks Superintendent; Parks staff; Recreation staff; and Ashley Welsh, Senior Accountant; gave an overview of the Parks and Recreation Department budget for Fiscal Year 2020.

PARKS DIVISION -

Mr. Hewatt reviewed the Parks Division Mission Statement: To enhance quality of life by providing and maintaining parks, beautification areas and recreational facilities.

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Fiscal Year 2018 Service Summary, Output Summary and Measures of Effectiveness were reviewed.

Issues and concerns are:

Equipment needs – a) Replacement of aging work vehicles (trucks); b) Track Steer (\$35,000.00 to \$40,000.00 cost estimate); c) Trencher and Puller Attachment (\$5,000.00 each to \$10,000.00 total); and d) Large area/gang mower (replacement) for Fiscal Year 2021/2022.

Infrastructure needs – a) Permanent stormwater solution for Parks Shop; b) Permanent restroom at Ross Park/Pleasureland; c) Re-surface of asphalt parking lot at NOP Park; and d) Replacement play structure at Alameda Park.

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2019 to Fiscal Year 2020.

Budget Authority Increase Requests –

Permanent Stormwater Solution for Parks Shop – cost estimate \$65,000.00 to \$70,000.00. Can be paid out of Capital Contingency or General Fund reserves.

Mr. Banks explained after talking to Water Pollution Control (WPC) staff, the stormwater issue is something that should be corrected because it enters the treatment system.

Ms. Welsh noted the stormwater discharge should be corrected and Council may use emergency repair funds for this purpose.

Council guidance –

Parks shop stormwater repairs – put on the Fiscal Year 2020 Budget list and look at alternative funding sources to determine what fund this will be paid out of.

PROPOSED FEE INCREASES -

Picnic Shelter/Pavilion Use Fees for non-residents based upon Non-profit and For-profit status.

Council discussion regarding recouping the costs to upkeep and maintain the shelters followed.

OK Ward shelter fees – adjust to be similar to Lower Ross Park shelter fees.

General discussion regarding fees and use of the shelters continued.

Council guidance - Add an additional \$10.00 increase for shelter rental to non-residents in the 2020 Fiscal Year budget.

Use of non-sports/non-shelter Park Area \$50.00 per day; Mobile Concession/Vendor and Mobile Concession Vehicle/Vendor (for profit) \$35.00 per day/\$120.00 per month. Non-mobile Concession/Vendor (for profit) \$35.00 per day/\$120.00 per month.

Council guidance - Add to Fiscal Year 2020 Budget.

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ADMINISTRATIVE DIVISION -

Mr. Banks reviewed the Administrative Division Mission Statement: To provide administration and oversight for the Parks, Recreation, Zoo and Cemetery divisions of the Parks and Recreation Department. Serve as a central information contact for all divisions, their operations and activities. Provide long-range planning, direction and vision.

Fiscal Year 2018 Service Summary, Output Summary and Measures of Effectiveness were reviewed.

Top issues and concerns within the Parks and Recreation Department Administrative Division are: Aging Parks System Infrastructure – A comprehensive inventory of the parks system has been completed evaluating the conditions and status of all park amenities.

Information will continue to be used in development of the annual 5-year Capital Improvement Projects (CIP) during the Fiscal Year 2020 budget process, to help identify long-range CIP repair and/or replacement needs for Council consideration, and potential capital funding in future fiscal years.

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2019 to Fiscal Year 2020.

No additional budget authority for Fiscal Year 2020 is being requested at this time.

RECREATION DIVISION -

Mr. Banks reviewed the Recreation Division Mission Statement: To serve all residents of Pocatello and surrounding communities by providing quality recreation and education programs, as well as safe, well maintained parks and recreational facilities; striving to enhance the quality of people's lives, provide the benefits of leisure and open space, and serve as a source of community pride.

Each Division was reviewed by the following staff members:

Outdoor Recreation - Lance Clark, Outdoor Supervisor; Team Sports Division – Brian Lowman, Recreation/Team Sports, Supervisor; Community Recreation Center and Ross Park Aquatic Center – Stacie VanKirk, Manager.

Other divisions reviewed by Mr. Banks were:

Fort Hall Replica and Pocatello Junction (in conjunction with Bannock County Historical Society)

Municipal Band Concerts at Lower Ross Park Band shell (Sundays during Summer)

Fiscal Year 2018 Service Summary, Output Summary and Measures of Effectiveness for each Recreation division were reviewed.

ZOO IDAHO DIVISION -

Peter Pruet, Zoo Superintendent, reviewed the division's Mission Statement: Preserving Intermountain West wildlife and habitat through conservation and education.

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Fiscal Year 2018 Service Summary, Output Summary and Measures of Effectiveness for Zoo Idaho division were reviewed.

Issues and concerns for all Recreation Divisions are:

Ross Park Aquatic Complex – Phase No. 2 re-surfacing of pool area. Estimated cost is yet to be determined.

Ross Park Aquatic Complex – Replacement of Water Slide and Staircase Tower. Estimated replacement cost \$600,000.00. (Ross Park Aquatic Complex will be entering its 20th season this summer. The water slide was brought in from Westwood Mall and is over 30 years old. Slide and staircase tower are reaching the end of their useful life span and are in need of replacement.)

Riverside Golf Course – permanent Solution for No. 17 Pond Water Level Overflows. Estimated costs \$100,000.00 to \$115,000.00. (Over time, re-located surface water levels have consistently increased to the point where they regularly exceed the capacity of the existing pond, which results in flooding out of portions of the No. 17 fairway and negative play impacts.)

Council guidance – place Riverside Golf Course Solution for Pond Water Level Overflows on the Fiscal Year 2020 Budget list.

“Pending Issues” and concerns:

Ross Park Aquatic Complex – Replacement of Roof; and Community Recreation Center – plumbing System Renovations (slow drain issues).

Zoo Idaho Issues and Concerns:

Renovation of the black bear exhibit to meet updated husbandry standards – estimated cost \$200,000.00.

Significant path repair (to include ADA accessibility) estimated cost \$150,000.00.

Quarantine Facilities – (for new animal acquisitions) estimated cost \$50,000.00.

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2019 to Fiscal Year 2020 for all Parks and Recreation divisions.

Budget Authority Increase Request –

Increase part-time labor (CRC Division) - \$26,036.00.

Fee adjustments for Recreation Department and Zoo Idaho were reviewed. Many fees are based upon resident and non-resident status of users.

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Council guidance –

Increase part-time labor (CRC Division) - \$26,036.00. Add to Fiscal Year 2020 budget.

Phase 2 of Pool Resurfacing – increase \$30,000.00 from last year and add to the Fiscal Year 2020 Budget list.

Recreation Fees - Add to Fiscal Year 2020 Budget as proposed.

Zoo Fees - Add to Fiscal Year 2020 Budget as proposed

In response to questions from Council, Community Recreation Center has a non-resident charge for general classes at the Center. Annual passes are not based upon residency. Mr. Banks is hesitant to implement an additional charge for non-residents because of the upswing in cost recovery. He will research the differences in residents and non-residents using the Center and bring the information back to Council.

Mayor Blad called for a recess at 11:00 a.m.

Mayor Blad reconvened the meeting at 11:16 a.m.

CEMETERY DIVISION -

Mr. Banks reviewed the Cemetery Division 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.

Fiscal Year 2018 Service Summary, Output Summary and Measures of Effectiveness were reviewed.

Issues and concerns are:

Infrastructure needs: a) Irrigation system mainline replacement at Mountain View; b) Clearing and removal of dead trees, and of dead wood in large trees; c) Interior cemetery roadway repairs/re-paving; d) Replacement of damaged Mountain View Historical fencing along 5th Avenue; and e) Construction of Restlawn Sidewalks on 5th Avenue.

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2019 to Fiscal Year 2020.

Budget Authority Increase Request –

Capital – Mountain View irrigation system mainline replacement \$55,000.00. (Capital acquisition installment No. 3). Ms. Welsh suggested Council approve two \$55,000.00 allotments in Fiscal Year 2019 to make-up for an installation for Fiscal Year 2018 that was missed. Ms. Welsh clarified that Cemetery funds cannot be used for any other department/division. It was noted that the replacement is scheduled for Fiscal Year 2021.

Council guidance - Put one allotment in Fiscal Year 2020 budget or two allotments of \$55,000.00 in a Fiscal Year 2019 Budget through a budget amendment out of the Cemetery Reserves for two

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periods Fiscal Year 2018 and Fiscal Year 2019. Prepare a Fiscal Year 2019 budget amendment for the allotment.

Proposed fee increases for Cemetery fees for the following: Services, Spaces, Endowment Care Fund, Deed Transfer, Restlawn Memorial Gardens fees, and Saturday and/or additional fees were reviewed.

Council Guidance –

Council discussion regarding the amount to charge non-residents for cemetery services followed. It was noted that the cemetery must continue to be maintained after no other spaces are available.

Mr. Banks will research the costs to maintain the cemeteries in more depth and bring a proposal back to the Council. The information will better define the costs and recovery of those costs for the City. It was suggested cemetery costs be rounded up to nearest dollar.

Mayor Blad and the City Council acknowledged Martin Peace, Cemetery Sexton, for his 42 years of employment with the City and thanked him for his dedication and service.

-POLICE DEPARTMENT REPORT Scott Marchand, Police Chief, Roger Schei, Deputy Chief; and Ashley Welsh, Senior Accountant; gave an overview of the Police Department budget for Fiscal Year 2020.

Mr. Marchand reviewed the department's Mission Statement: "Community Commitment"

Fiscal Year 2018 Service Summary, Output Summary, Measures of Effectiveness and Key accomplishments were reviewed.

Future needs -

New patrol vehicles, fully equipped, with a goal to reach car per officer.

Additional officers to keep up with increased workloads and population increases.

Increase community involvement in areas of crime prevention and education including social media.

Improve current school threat assessment and safety plan, and train and educate all school district staff.

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2019 to Fiscal Year 2020.

Budget Authority Increase Requests -

Patrol Vehicles: Money from capital contingency to finish upgrading the fleet. This would be for lease/purchase of 21 fully equipped vehicles. Council guidance – Lease/purchase of 21 Patrol vehicles will not be considered in Fiscal Year 2019. (Please note: This discussion was held at this time and did not continue into the Council guidance section.)

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Attorney services for union negotiations never budgeted for the City - \$20,000.00.

ILETS increase from the State of Idaho - \$6,000.00.

Radar Recertification - \$1,600.00.

Spillman Software maintenance agreements - \$2,500.00.

Winscribe Dictation System - \$3,000.00 (It was noted this is a cost effective system. Reports are almost caught up and there is less over-time labor hours by the Patrol Officers to work on reports.)

Council guidance –

Ms. Welsh explained the Police Department is already paying for the listed expenses and suggested adding all of the requests as presented (total of \$33,100.00) to the Fiscal Year 2020 budget.

Attorney services never budgeted for the City for union negotiations - \$20,000.00. Add to Fiscal Year 2020 Budget.

ILETS increase from the state of Idaho - \$6,000.00. Add to Fiscal Year 2020 Budget.

Radar Recertification - \$1,600.00. Add to Fiscal Year 2020 Budget.

Spillman Software Maintenance Agreements - \$2,500.00. Add to Fiscal Year 2020 Budget.

Winscribe Dictation System - \$3,000.00. Add to Fiscal Year 2020 Budget.

The patrol vehicle per officer request will continue to be discussed. More research options for the expenditure is needed before making a decision.

POLICE PERSONNEL REQUESTS

2 patrol officers cost to add two officers is \$157,191.46.

2 Telecommunication Operators \$145,304.00.

1 Information Technology \$78,861.00 (This position would be dedicated to radios, computers, cameras, and accessories at the Police department. Need someone available constantly.)

Council Guidance - Add Police Personnel requests to the Fiscal Year 2020 Budget list.

-FIRE DEPARTMENT REPORT

David Gates, Fire Chief; Travis Smith, Assistant Chief; Andy Holmes, Assistant Chief and Ashley Welsh, Senior Accountant; gave an overview of the Fire Department budget for Fiscal Year 2020.

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

Fiscal Year 2018 Service Summary, Output Summary, Measures of Effectiveness and Key Accomplishments were reviewed.

Service Issues and concerns are:

Ms. Welsh gave an overview of the budget comparisons of Fiscal Year 2019 to Fiscal Year 2020.

Budget Authority Increase Requests -

Regional Fire Investigator Course - \$6,500.00 (Cost neutral. External department registration will offset expenses. Asking for authority to have the course again.)

Stertil-Koni 1085 Fire Truck Hoist - \$48,500.00.

It was noted the City's Capital contingency fund and general fund reserves are also an option to fund the hoist expense.

In response to questions from Council, Mr. Kirkham, Deputy Public Works Director, explained the Fleet Building has two post lifts that can only pick up the front or back of a vehicle so the posts are not very usable for a vehicle the size of a fire truck. It was mentioned if a Fire engine is serviced at the Fleet Building the proposed Hoists are transportable.

Council guidance – add the Stertil-Koni Hoist request of \$48,500.00 to the Fiscal Year 2020 Budget list.

Station Facility repairs for Station 2 – Roof membrane replacement \$9,500.00.

Station 2 Apparatus driveway and sidewalk repairs - \$22,700.00.

Station 5 roof repairs - \$20,000.00.

Council guidance - \$52,200.00. Use of either Capital and/or Reserves for the repairs. Place each repair on the Fiscal Year 2020 budget list separately.

Replace existing Type 4 Wildland Fire Truck with a new Type 6 Wildland Fire truck - \$220,000.00 or a quality used truck for approximately \$145,000.00. Council guidance - place on Fiscal Year 2020 budget list.

Radio Replacement - \$565,000.00 plus \$15,000.00 accessories (Fire staff will apply for a grant to help fund the costs for radios.) It was mentioned the radios will need to be replaced at some point because repair parts are no longer being made) Add to the Fiscal Year 2020 Budget list.

Standard SCBA Bottle replacements - \$12,800.00

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Hazmat SCBA bottles - \$22,000.00

Total \$34,800.00 (There is a life expectancy for the bottles and these bottles are toward the end of their life span.) Add to the Fiscal Year 2020 Budget list.

HAZMAT ID - \$55,000.00 existing chemical ID is no longer supported – (parts or technical servicing) Add to the Fiscal Year 2020 Budget list.

PPE and Gear Replacement - \$16,000.00 includes Wildland PPE (\$5,000.00); Hoods (\$5,000.00) and Rescue Harnesses (\$6,000.00). Add to the Fiscal Year 2020 Budget.

ESO NIFRS - \$5,000.00. It was noted staff must currently complete 2 reports for every EMS call. Systems are vastly different and staff must train in both systems, wasting crew time, ESO is more streamlined and mobile, and accessible anywhere anytime. Will not need to go into different data bases and make separate reports. (This is for the Fire end reporting only.)

Council guidance – Fire staff to present ESO NIFRS program to Bannock County to propose sharing the costs for this system. Add to Fiscal Year 2020 Budget list.

Reimbursable Deployment Funds - \$500,000.00 (not spent unless deployed). Add expense and revenue to the Fiscal Year 2020 budget.

Ms. Welsh clarified reimbursable deployment funds will be included in the Fiscal Year 2020 budget for authority purposes only. If staff is deployed, payment for the deployment cost will off-set the expense so there is not a cost to the tax payer.

EMS BUDGET REPORT (Informational Only)

List of items totaling \$167,000.00 in Revenue for the City that will be presented to Bannock County was reviewed. It was noted that Bannock County must authorize the proposed increase(s).

-NON-DEPARTMENTAL REPORT Ashley Welsh, Senior Accountant, gave an overview of the Non-departmental budget for Fiscal Year 2020.

Ms. Welch reviewed the department's Mission Statement: To provide support to City functions and supporting organizations that cannot be identified within our existing fund and department structure.

Fiscal Year 2018 Service Summary, Output Summary, Measures of Effectiveness and Key Accomplishments were reviewed.

Service Issues and concerns are:

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2019 to Fiscal Year 2020.

Budget Authority Increase Request -

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Family Services Alliance - \$17,500.00 This is a \$3,000.00 increase for the following: Program Director, Outreach Coordinator, and 2 Crisis Lines phones to serve Pocatello.

Council guidance -

Family Services Alliance request for an increase of \$3,000.00. Add to the Fiscal Year 2020 budget list.

-EDUCATION Ashley Welsh, Senior Accountant, gave an overview of the
 BUDGET REPORT Education budget for Fiscal Year 2020.

Ms. Welsh reviewed the department's Mission Statement: To create a savings account for future education reimbursement.

Fiscal Year 2018 Service Summary, Output Summary, Measures of Effectiveness and Key Accomplishments were reviewed.

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2019 to Fiscal Year 2020.

Budget Authority Increase Request –

Mayor/Council \$1,500.00; Planning \$3,000.00; Engineering \$6,000.00; Police \$9,000.00; and Fire \$17,000.00.

Council guidance – Utilize funds identified in the Savings Education Fund.

Ms. Welsh announced the next Budget Development meeting to discuss revenue projections is scheduled for June 6, 2019.

There being no further business, Mayor Blad adjourned the meeting at 1:34 p.m.

APPROVED:

 BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

 RUTH NEWSOM, CITY CLERK