

CITY OF POCA TELLO, IDAHO  
CITY COUNCIL MEETING -  
BUDGET DEVELOPMENT  
MAY 17, 2018

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1. ROLL CALL Mayor Brian Blad called the City Council meeting for Budget Development/Service Level Reports to order at 9:01 a.m. Council members present were Heidi Adamson, Roger Bray, Rick Cheatum, Linda Leeuwrik and Beena Mannan. Council member Jim Johnston joined the meeting at 12:11 p.m.
2. FISCAL YEAR 2019 BUDGET DEVELOPMENT OVERVIEW Ashley Linton-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.

Ms. Welsh announced the City's Finance Department received a Distinguished Presentation Budget Award for Fiscal Year 2018. Congratulations from Mayor Blad and City Councilmembers was given.

3. PARKS AND RECREATION DEPARTMENT (ADMINISTRATION) John Banks, Parks and Recreation Director and Ashley Linton-Welsh, Senior Accountant, gave a presentation of the Parks and Recreation Department's (Administration) Service Level Report.

Mr. Banks reviewed the Parks and Recreation Department's 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.

Services provided – a) Plan, organize, implement and manage the Parks and Recreation Services of the City; b) Provide effective administration, supervision, direction and oversight for the operations of the Parks, Recreation, Zoo and Cemetery division; c) Develop, implement and oversee the Department's annual budget; d) Serve as part of the Mayor's City Management team to carry out City Council directed goals and objectives; e) Serve as Staff liaison to the City's Parks and Recreation Advisory Board and Golf Advisory Committee; f) Develop and administer agreements with various user groups, concessionaires and other entities for yearly use and management of City facilities; and g) Establish applicable fees, facilitate City Code updates (as needed), and develop/implement Department policy and procedures to facilitate use and enjoyment of City facilities and program services.

Key Accomplishments – a) Led efforts to complete Community Recreation Center lighting upgrade and gymnasium flooring and basketball hoop replacements; b) Negotiated and facilitated agreement for Bannock Historical Society assumption of Fort Hall Replica operations; c) negotiated and facilitated public/private partnership agreement for construction of Caldwell Park Reflection Garden project; d) Negotiated and developed an agreement for contracting out concession services at the Ross Park Aquatic Complex; e) Identified long-term Solution Path for on-going Riverside

CITY OF POCATELLO  
 BUDGET DEVELOPMENT MEETING  
 MAY 17, 2018

Golf Course water delivery system issues; and f) Serve as City representative and Board Member to Southeastern Idaho United Way, Valley Pride, the Pocatello-Chubbuck Auditorium District, and Portneuf Greenway Foundation's Trails Working Group.

Issues and Concerns – Aging Parks System Infrastructure. A comprehensive inventory of the City's park system was completed in Fiscal Year 2016. The conditions and status of all park amenities were evaluated. Analysis information will be used to develop a 5-year Capital Improvement Plan during the Fiscal Year 2019 budget process.

Ms. Welsh gave an overview of the Parks and Recreation Administrative Department budget for Fiscal Year 2018 and Fiscal Year 2019.

Mr. Banks announced that Parks and Recreation Administration is not seeking additional budget authority for Fiscal Year 2019.

In response to questions from Council, Mr. Banks explained the aging infrastructure includes a few of the Park System's facilities. The facilities are safe but need to be upgraded and/or replaced.

4. RECREATION AND PARKS DIVISION John Banks, Parks and Recreation Director; Lance Clark, Outdoor Recreation Programs Manager; Brian Lowman, Recreation Supervisor; and Stacie VanKirk, Community Recreation Center (CRC) and Ross Park Aquatic Complex (RPAC) Manger; Brett Hewatt, Parks Supervisor; and Ashley Linton-Welsh, Senior Accountant, gave a presentation of the Recreation Division Service Level Report.

PARKS DIVISION -

Mr. Hewatt reviewed the Parks Division's mission statement. To enhance quality of life by providing and maintaining parks, beautification areas and recreational facilities. The Parks Division strives to accomplish its mission by providing the following services: Park and Beautification area maintenance: 16 parks coving 251 acres; 40 beautification/landscaped/greenway expansion areas covering 51 acres; and 16 Park shelter/Pavilions and 12 Park Restroom Buildings. Playground, Sports Field and Specialty Recreation Facility Maintenance: 21 playgrounds, 16 ball fields, 11 soccer fields and 4 tennis/pickleball courts; Aquatic complex (5 pools), Community Recreation Center and pool; Nordic Center, Skate Park, Information Center Building, Senior Center Building, Fort Hall Replica/Pocatello Junction; Zoo Idaho, Animal Shelter, and Highland/Riverside Golf Course maintenance and capital project assistance. Other services provided include snow and ice removal for City facilities/sidewalks; seasonal Christmas lighting and ice pond; plan, design and complete in-house Capital Improvements of City facilities for Parks, and in support of other Department Divisions.

CITY OF POCATELLO  
BUDGET DEVELOPMENT MEETING  
MAY 17, 2018

Mr. Banks gave an overview of the National Recreation and Park Association (NRPA's) annual Agency Performance Review. It is created via analysis of a national database, and is the most comprehensive resource of data and measures for park and recreation agency performance effectiveness in the nation.

Key Accomplishments – Lower Ross Park: constructing new restroom with men, women and two handicap/family rooms; Halliwell Baseball Park: remodeled concession stand; Center Street Interchange: installed curbing on North and South west faces, revamped the drip system and installed crushed lava rock; Sister City Park: completed playground update (new cement retaining wall and engineering wood fiber surfacing); and Simplot Square: re-surfaced pools and spillway.

Issues and concerns – Equipment needs: Track Steer and Large Area/Gang Mower for Fiscal Year 2021-2022. Infrastructure: Permanent restroom in Ross Park/Pleasureland; asphalt road and parking lot at Ammon Park.

Ms. Welsh reviewed the Parks Division budget for Fiscal Year 2018 and Fiscal Year 2019.

Budget Authority Increase Requests – Greenway Trails Workers (2) \$11,492.00; Code Enforcement Assistant \$5,364.00 to help Parks Supervisor with this responsibility.

General discussion regarding what code enforcement issues require for parks staff followed. It was mentioned that areas such as hanging tree limbs, issues with plant overgrowth obstructing the site triangle, etc. are investigated by Park employees. Code Enforcement in general was discussed and the most cost effective processes to take care of issues for both the City and citizens were shared.

In response to questions from Council, Mr. Banks explained although a neighboring city may be selling parks not used by citizens, most of Pocatello's parks are used. He noted that the small pocket parks may not be used extensively. Mr. Banks does not recommend selling park property at this time. However, Park staff will start monitoring parks usage. He feels it would be difficult to choose which park to eliminate. In closing, Mr. Banks reported the number of parks per capita is low for Pocatello.

#### RECREATION DEPARTMENT -

Mr. Banks reviewed the Recreation Department's 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.

Mr. Clark gave an overview of the Outdoor Recreation Division – a) Manages City Creek Trails System and Mink Creek Nordic Center Trails; City Disc Golf Courses; Fun Run Series; THOR Trail

CITY OF POCATELLO  
BUDGET DEVELOPMENT MEETING  
MAY 17, 2018

Race; Just Cuz ½ Marathon; Middle School Summer Programs; Rock Climbing; and Equipment Rentals.

Mr. Lowman gave an overview of the Team Sports Division – Youth programs (2,538 total participants & 228 teams in Fiscal Year 2017): Flag Football; Baseball; Basketball and Volleyball. Adult programs (2,360 total participants & 166 teams in Fiscal Year 2017): Softball; basketball; volleyball; and soccer.

Mr. Lowman noted that School District No. 25 is a great partner because they allow Team Sport events in the schools. His Division could not offer many of these programs if School District No. 25 did not support the programs. Mr. Lowman mentioned the School District is no longer charging a fee to use the gymnasiums. In exchange, the City allows the District to use outdoor facilities at no cost. He feels it is a great partnership.

Ms. VanKirk gave an overview of the Community Recreation Center – (133,032 total participant occurrences in Fiscal Year 2017): Facility amenities; memberships; daily admissions and punch cards; swim lessons (youth and adult); dance/gymnastic classes; aquacise and fitness classes; and personal training services.

Ms. VanKirk gave an overview of the Ross Park Aquatics Complex – 2017 Season Attendance 55,217. Season Swim Passes – 372. : Facility amenities; Teen “Splash Dances”; Family Nights; Lazy River Water Resistance Walk Class (new for Fiscal Year 2017).

Mr. Banks gave an overview of the City’s Golf Courses (Highland and Riverside – 18 Hole Courses): Under terms of a Concession Agreement with FORE Golf, Inc. 51,386 rounds were played and there were 747 Season pass holders during the 2017 season.

Mr. Banks gave an overview of other programs provided by the Parks and Recreation Division – Fort Hall Replica and Pocatello Junction (in conjunction with Bannock County Historical Society); Municipal Band Concerts at Lower Ross Park Bandshell (Sundays during Summer).

General discussion regarding the great shape of the golf courses was held. It was mentioned there is a need for a new clubhouse and suggestions to secure funds for the facility were shared. The Riverside clubhouse is in great need of replacement/repair. Use of the City’s golf courses and steps to improve the experience to attract younger golfers is an ongoing challenge. It was mentioned the trend Nationwide is showing a decrease in this sport.

Revenues per capita were reviewed. Mr. Banks reported a 71.4% cost recovery for 2017 and announced this percentage is greater than the national average. He feels this success is the result of the Recreation Department providing popular programs and keeping costs to a minimum.

CITY OF POCATELLO  
BUDGET DEVELOPMENT MEETING  
MAY 17, 2018

Other Accomplishments were reviewed for Outdoor Recreation, Team Sports, Community Recreation Center, Ross Park Aquatic Complex and Golf Courses.

Mr. Pruett, Zoo Supervisor, reviewed Zoo Idaho's mission statement. Preserving Intermountain West wildlife and habitat through conservation and education. The Zoo strives to accomplish its Mission by providing the following services: Exhibiting indigenous animals – 109 animals and 43 species on 25 acres; education programs – 76 programs (serving 6,963 children and 912 adults in Fiscal Year 2017); Volunteer Programs/Hours – children 94 hours and adults 748.5 hours in Fiscal Year 2017. Season total attendance in 2017 was 30,262.

Accomplishments – a) Developed two new exhibits (elk and bison/pronghorn); b) Completed final draft of Zoo Master Plan; c) Completed final design specifications for wetlands-trumpeter swan exhibit; d) Awarded and completed the \$5,000.00 U.S. Bancorp grant for outreach programs; e) Passed USDA inspection with zero deficiencies; f) Partnered with Idaho Museum of Natural History and Visit Pocatello on an advertisement billboard along Interstate 15 in Utah; g) Facilitated Connections Credit Union Sponsored “Zoo Idaho Free Day” – brought 2,669 guests; and h) Facilitated re-forming of the Zoological Society, establishing a renewed emphasis on fundraising.

ISSUES AND CONCERNS FOR RECREATION DEPARTMENT –

Ross Park Aquatic Complex – Replacement of Water Slide – estimated cost \$600,000.00 and re-surfacing of Pool Areas – estimated cost \$110,000.00. These upgrades will be part of the Master Plan and 5-year improvement schedule.

Zoo Idaho – 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 reviewed the Recreation Division budget for Fiscal Year 2018 and Fiscal Year 2019.

Proposed Budget Increase – Zoo Idaho, Labor position change from part-time to full-time \$22,000.00; Groomer Operator/Trails Coordinator Outdoor Recreation - \$13,606.00; Assistant Manager – RPAC - \$2,934.00 (increase to current position).

Proposed Fiscal Year 2019 Fee Adjustments were reviewed. They included Commercial photography and/or video recording permit for Commercial Activities in parks and public places; Youth Flag Football, Basketball and Volleyball and Team fee; Adult Basketball, Softball, Football and Volleyball; and Future Hoopers Basketball. Other recreation programs such as: Mount Borah Climb; Teen Summer and Tween Summer programs; and the Silver and Fit Program. Facility rental fees were also reviewed.

Mayor Blad announced a recess at 11:10 a.m.

CITY OF POCATELLO  
 BUDGET DEVELOPMENT MEETING  
 MAY 17, 2018

Mayor Blad reconvened the meeting at 11:27 a.m.

5. PUBLIC TRANSIT DEPARTMENT Skyler Beebe, Interim Public Transit Director; and Ashley Linton-Welsh, Senior Accountant, gave a presentation of the Public Transit Urban and Rural Service Level Report.

Mr. Beebe shared the Public Transit Department's mission statement. To provide safe, reliable, efficient and coordinated public transit to our customers while being responsive to user needs and careful stewards of our limited resources and of the natural environment.

Mr. Beebe reviewed the number of staff in the department and Fixed Route (motor bus) services provided. He also provided cost (Peer Comparisons) with public transit systems in other cities. He reported that users of the Pocatello Transit for Fiscal Year 2017 are: Fixed Route 213,121; Demand Response 31,066; and Rural Program 46,417. Total riders - 290,604 (over 1,100 per day average.)

Key Accomplishments - Reduced dependence on City Match; Rural Fleet replacements; Innovative Web Page design; Travel Training program; Open Bus events; Improved safety programs; and 26 new ADA-Certified Riders (total 1,131).

Issues and Concerns – Grants, reliance on Federal Funding; Fuel, fluctuating prices; Capital, bus replacements, bus stop improvements and shop equipment.

Ms. Welsh reviewed the Public Transit Budget for Fiscal Year 2018 and Fiscal Year 2019.

Discussion regarding ridership on the buses followed. It was mentioned the number of riders fluctuate each year. Efforts to increase advertising of the Transit system to encourage individuals (students) to use the bus system are being researched. Fuel costs are always a concern since the costs tend to rise.

Transit is not requesting any additional budget authority.

In response to questions from Council, Mr. Beebe clarified that the City of Chubbuck is contributing more to the services provided in their area by Transit. The contribution continues to increase each year. Mr. Beebe explained staff asked Chubbuck to increase their share in increments to make it more feasible for ridership.

Proposed fee increases - multiple fee increases are being proposed they include: Premium Disabled and Seniors Services, Student pass by semester and trimester; ADA Qualified Disabled Special Services; Large bus wrap, Small bus wrap and Van wrap monthly fees (open up to different options to make it affordable to more businesses to utilize the advertising program).

CITY OF POCATELLO  
 BUDGET DEVELOPMENT MEETING  
 MAY 17, 2018

6. SCIENCE AND ENVIRONMENT DIVISION Hannah Sanger, Science and Environment Administrator; Jeff Mansfield, Public Works Director/City Engineer; and Ashley Linton-Welsh, Senior Accountant, gave a presentation of the Science and Environment Service Level Report.

Ms. Sanger reviewed the Science and Environment Division's mission statement. Manage the City's federal stormwater permit and achieve permit requirements and water quality improvements. Ms. Sanger provided a summary of key services such as: Manage the Pocatello Urbanized Area's federal NPDES stormwater permit; Serve as the Science and Environment advisory to the Mayor/Council as directed, implement programs and policies related to the City's environmental interests; Represent the City to regulatory agencies and stakeholders; and Facilitate public outreach and participation in City environmental programs and policy decisions.

Fiscal Year 2017 Output Summary – Portneuf River Vision Study: began implementation of the December 2016 Council adopted Portneuf River Vision Study and NPDES stormwater Permit (year 11).

Key accomplishments include: Asset Management – completed the stormwater map and model to enable the development of stormwater/watershed drainage masterplans, a stormwater management program and capital improvement plan; Community Awareness, Knowledge and Engagement – increased community understanding and engagement with stormwater and river management; New Development – Reduced erosion and sediment track-off onto City streets; Improved onsite retention and detention of stormwater; Stormwater Management Plan – increased clarity of stormwater responsibilities/accountabilities; Integrated Planning – River Vision being used by the community and City Staff for planning and implementation of projects; Contaminated Sites – increased understanding of where Union Pacific Railroad runoff leaves their site; Water Quality and Quantity – Decreased sediment entering the Portneuf River in Pocatello; Reduced volume of stormwater flowing into the Portneuf River from most storm events; Explanatory Factors – Steep slopes with fine loess soils that erode easily and clog facilities; Old infrastructure on the valley floor cannot handle existing stormwater from newer development on the benches; and shallow aquifer under the City, which is our drinking water, 303d-listed river with Army Corps constructed flood control project.

Issues and concerns – New Stormwater Permit in Fiscal Year 2019 (October 1?) several updates will need to be done to meet the new permit requirements; Existing post construction program and erosion and sediment control program to manage with current staff levels once construction ramps up, significant deferred maintenance – impacting flooding and water quality. Both City and private facilities face this issue; Funding for stormwater management not tied to the services provided; One Water – need integrated planning documents; River Vision costly to implement or perhaps costly not to implement. – Staff time for 1) facilitating the process; 2) individual project management; and 3) Construction costs.

CITY OF POCA TELLO  
 BUDGET DEVELOPMENT MEETING  
 MAY 17, 2018

Council member Johnston joined the meeting at 12:11 p.m.

Ms. Welsh gave an overview of the Science and Environment Division budget for Fiscal Year 2018 and Fiscal Year 2019.

Mr. Bray suggested no additional septic tanks be allowed within the City limits. He is also concerned that in-home medical providers are placing pharmaceutical products in the sewer system. General discussion regarding the current code dealing with septic tanks was reviewed.

No budget authority increases or fee changes are being requested for the Science and Environment Division at this time.

7. PROPERTY Tom Kirkman Deputy Public Works Director, and Ashley Linton-  
 ABATEMENT Welsh, Senior Accountant; gave a presentation of the Property  
 Abatement Service Level Report.

Mr. Kirkman reviewed the current property abatement process. 1) Citizen files a complaint with Code Enforcement about the appearance of a neighboring property; 2) Code Enforcement notifies the property owner and tenant (if applicable); 3) Fines are issued if property owner fails to comply and clean up the property; 4) If the property owner still fails to comply, a citation is issued and the City cleans up the property; 5) The Street Department is in charge of the clean-up of the property; 6) The Police Department is billed for the clean-up cost by the Street Department.

Pictures of property that has been abated showing the before and after results were displayed for the Council to review. Discussion continued regarding the lengthy process to clean up property under the current abatement process. It was noted that sometimes the property owner starts throwing garbage back into the area after it is cleared.

In response to questions from Council, Jared Johnson, City Attorney, explained the City can only create codes that do not exceed a misdemeanor violation. He clarified the City cannot make an offense, such as property code issues, a felony violation. Mr. Johnson noted that Council must keep property rights intact and not do anything that is unconstitutional. He feels the current abatement process is good.

General discussion continued regarding the property abatement process and options to make a positive difference in neighborhoods dealing with these issues. Ideas to change the current system continued.

Issues with current process – a) Police Department does not have enough budget authority to reimburse the Street Department for the work done; b) Property abatement is not a proper use of Street funds; and c) Collection of fines, citations and liens placed on property for property

CITY OF POCA TELLO  
BUDGET DEVELOPMENT MEETING  
MAY 17, 2018

abatement are not enough to cover the amount of property abatement that the City is currently doing.

Proposed solutions for Fiscal Year 2019 – Solution No. 1: Add \$50,000.00 (or amount determined by Council) to Police Department Budget for work completed by the Street Department. Street Department will bill the Police Department for the work. Solution No. 2: Discontinue the property abatement process.

Ms. Welsh clarified she is looking for guidance from Council regarding an amount to put into the Fiscal Year 2019 budget to cover the abatement costs.

Mayor and Council suggested \$50,000.00 be added to the Police Department budget for abatement costs. If this amount is not adequate, Council will re-open the budget and increase the amount at a later date.

8. NON-DEPARTMENTAL Ashley Linton-Welsh, Senior Accountant, gave a presentation of the Non-Departmental Service Level Report.

Ms. Welsh reviewed the Mission Statement for the Non-Departmental Division of the General Fund. To provide support to City functions and supporting organizations that cannot be identified within our existing fund and department structure.

Key services include: 1) dues and memberships; 2) other professional services; 3) contributions; and 4) transfers. Provided membership for employees or financial support to Association of Idaho Cities, Sister Cities – Japanese, Bannock Planning Organization, Free Clinic, Senior Center, Aid for Friends, Family Services Alliance, Meals on Wheels SEICAA, Match support for Transit Operations, and Subsidy Support for Video Services.

Issues and Concerns – Support to the Senior Center includes utilities and cable service; Utilities Support to Free Clinic, utilities can and will go up which forces the City to absorb the increase if it is not budgeted.

Economic Development Division - Have budget authority for an Economic Development Manager \$119,675.00 (includes some operating costs \$7,556.00); Contribution to Bannock Development Corporation \$75,000.00; and Contribution to REDI Group \$35,000.00.

Ms. Welsh gave an overview of the Non-Departmental budget for Fiscal Year 2018 and Fiscal Year 2019.

In response to questions from Council, Heather Buchanan, Human Resource Director, explained the Economic Development position wage is what is shown. Operating services portion of the position is the \$7,556.00 for additional expenses to perform their duties.

CITY OF POCATELLO  
BUDGET DEVELOPMENT MEETING  
MAY 17, 2018

Budget Authority Increase request – Increase utilities for the Free Clinic by \$1,500.00

It was mentioned that dues in general will probably increase for the Association of Idaho Cities; and Family Services Alliance may ask for an increase in the contribution amount for their programs.

In closing, Ms. Welsh gave an overview of City departments scheduled to give Service Level presentations at the May 31, 2018 Budget Development meeting at 9:00 a.m.

9: There being no further business, Mayor Blad adjourned the meeting at 12:55 p.m.

APPROVED:

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BRIAN C. BLAD, MAYOR

PREPARED BY AND ATTEST:

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RUTH E. WHITWORTH, CMC, CITY CLERK