

CITY OF POCA TELLO, IDAHO  
CITY COUNCIL MEETING -  
BUDGET DEVELOPMENT  
MAY 21, 2020

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Mayor Brian Blad called the City Council meeting for budget development to order at 9:00 a.m. Council members were in attendance via Go To Meeting an on-line meeting platform: Heidi Adamson, Roger Bray, Rick Cheatum, Linda Leeuwrik, Claudia Ortega and Chris Stevens. City staff were also in attendance through Go To Meeting.

-FISCAL YEAR 2021  
BUDGET DEVELOPMENT  
OVERVIEW

Mayor Blad announced the Council would review various topics regarding development of the proposed Fiscal Year 2021 Budget.

Ashley Welsh, Chief Financial Officer/Treasurer, 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 2021 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.

Costs for Police and Fire Union negotiations were reviewed. Comparison of Fiscal Year 2020 and Fiscal Year 2021 were given.

-SANITATION  
DEPARTMENT  
BUDGET REPORT

Tom Kirkman, Deputy Public Works Director, and Ashley Welsh, Chief Financial Officer/Treasurer, gave an overview of the Sanitation Department budget for Fiscal Year 2021.

Mr. Kirkman reviewed the department's Mission Statement: To improve the quality of life for the citizens of Pocatello providing efficient and cost effective refuse removal and recycling services.

Fiscal Year 2019 Service Summary, Output Summary and Measures of Effectiveness were reviewed.

Issues and concerns are: Lack of comprehensive data. Implement ROUTEWARE asset management and route optimization software; Addressing and funding proactive measures for safety – Enhanced operator training program, Front-load trucks; Container Replacements – 3 yd to 32 yd. Vendor purchase vs. in-house fabrication, currently evaluating costs and benefits; Capital Replacement Program; Keeping adequate manpower due to increased demand for services; Uncertain recycling costs for the future – subject to market price.

Recycling program – China has stopped receiving recycled products. This has led to a very high cost to process recycling materials. The average cost to recycle has risen from \$156 ton to a projected \$159 ton. Projected costs will be \$405,912.00. Unfortunately, many cities have gone away from recycling.

Discussion regarding recycling options to help decrease costs and steps taken to keep the product from contamination followed. It was noted that there is not a global market for recycling materials anymore. Administrative costs to recycle are high.

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2020 to Fiscal Year 2021.

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Budget Authority summarized per Utility Rate Study – Revenue with 3% increase - \$9,170,785.00; Operation and Maintenance Expenses - \$8,475,295.00; Capital Vehicles (various) also one new employee (Senior Operator).

Proposed Fee Increases were reviewed. A 6–yard Container is a new service. It was noted the front pick-up loaders can lift a larger container so staff is proposing the bigger container.

Discussion regarding additional service to the new Northgate Expansion was held. It was mentioned the City’s five-year plan anticipated the added service and staff is watching the growth very closely. Staff can track the vehicle weight at the landfill and this gives a good indication of growth in different areas of the City. It helps staff to plan for areas that appear to have more waste. The rate study helps the City stay ahead of the curve. Growth rate is determined as a whole and not area specific.

In response to questions from Council, Mr. Kirkman explained the impact recycled waste would have at the Bannock County landfill would be minimal. He noted the County uses the product from the Yard Waste program to cover garbage at night so the product is being utilized. If Council chooses not to support recycling program in the future, Mr. Kirkman suggested using the funds to purchase an electric sanitation truck or other alternative energy sanitation truck. Focusing on vehicles would still show the City is environmentally conscious and progressive.

-WATER POLLUTION  
 CONTROL DEPARTMENT  
 BUDGET REPORT

Levi Adams, Water Pollution Control Superintendent; Jeff Mansfield, Public Works Director; and Ashley Welsh, Chief Financial Officer/Treasurer, gave an overview of the Water Pollution Control (WPC) Department budget for Fiscal Year 2021.

Mr. Adams reviewed the department’s Mission Statement: Providing wastewater collection and treatment services at the lowest practical cost while meeting all regulatory requirements and providing excellent customer service.

Fiscal Year 2019 Service Summary, Output Summary and Measures of Effectiveness were reviewed.

Issues and concerns are: Sewer Infrastructure – Maintain existing infrastructure; Chubbuck Impact – 2010 Population of 14,869 (Expansion and Development) requests for increased capacity, pretreatment concerns; IPDES Permit Reapplied March 2017, Expired September 2017, Under DEQ review with no information on when to expect new permit, Working under an administrative extension; Staffing – Maintaining enough qualified staff to complete ever increasing work load, improving staff qualification levels to aid in succession planning, and finding qualified individuals to fill open positions.

Rate Study – WPC is committed to safeguarding our community and the environment through wastewater management, treatment and resource recovery. To ensure the department is financially sound to achieve this objective and to prepare for future growth, WPC follows the guidance of the Utility Rate Study Report.

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Council discussion regarding the City's agreement with City of Chubbuck and their capacity was held. It was noted that a study is being conducted regarding capacity concerns. The agreement with Chubbuck was signed in 2017 and discussions regarding the agreement are pending.

In response to questions from Council, Mr. Adams explained Chubbuck could construct a pretreatment facility that would remove many contaminants prior to reaching the plant. Department of Environmental Quality would need to be involved in this process. Pocatello would be the regulatory agency for the pretreatment contents. Adding areas to the system such as Johnny Creek would also need to be evaluated. Mr. Adams clarified planning of the City's system included increased growth for Pocatello. However, a complete evaluation would need to take place before moving forward.

Council discussion regarding the Utility Rate Study and options to plan for future concerns like the Johnny Creek area followed. It was suggested that City staff provide Council with an overview of available funding for sewer upgrades within city limits. Staff will give an update regarding funding sources for infrastructure needs at the August Work Session.

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2020 to Fiscal Year 2021.

In response to questions from Council, Jared Johnson, City Attorney, clarified the fees and limitations for the City of Chubbuck are based upon the current contract. He noted the contract is not necessarily voided because they have exceeded the contract limits. The contract can be amended to reconsider the services provided.

Fiscal Year 2021 Budget Capital Expenditures per the Utility Rate Study include: Treatment Plant Improvements; Vehicles and Equipment replacement; and Collection System Improvements. Staffing request – Collection System Operator (\$70,962.00) was also proposed.

General discussion regarding the cost of staff time and fees being charged for services was held. It was mentioned the actual costs are mostly recovered with the proposed fees and staff feels comfortable with the fees as proposed.

Mayor Blad called for a recess at 10:42 a.m.

Mayor Blad reconvened the meeting at 10:52 a.m.

-WATER DEPARTMENT BUDGET REPORT	Justin Armstrong, Water Superintendent; Jeff Mansfield, Public Work Director; and Ashley Welsh, Chief Financial Officer/Treasurer, gave an overview of the Water Department Budget for Fiscal Year 2021.
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Mr. Armstrong reviewed the department's Mission Statement: Provide a safe, reliable, and adequate supply of drinking water for our customers at the Lowest Practical cost.

Fiscal Year 2019 Service Summary, Output Summary and Measures of Effectiveness were reviewed.

Issues and concerns are: Highland Bench – Supply redundancy: Provide additional supply and system redundancy to the Highland Bench; New Booster Station and 24" Transmission Line -

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\$10,045,000.00 Engineer Estimate, Project is currently in design phase, Challenges with property acquisition and pipeline routing to minimize community impact.

In response to questions from Council, Mr. Armstrong explained rates/needs were not based on the Northgate Development in case it did not happen. He noted the area's needs were looked at separately. Testing was done in the east bench areas and it was found there wasn't the water quality nor quantity for the Northgate Development. As a result, staff decided to pull from existing sources and upgrade the sources to a higher capacity that will cover the need. Staff looks at potential growth based upon a 10 to 20-year window. Mr. Armstrong noted that a developer must provide a water supply source as part of the development.

Mayor Blad clarified the Highland Bench water project is something that has been needed for many years and is not directly a result of additional development. He noted costs for additional infrastructure, as a result of new development, is covered through the developer's costs.

In response to questions from Council, Mr. Armstrong explained water pressure in some neighborhoods were reduced to comply with DEQ requirements. He can send a technician to investigate an area to see if the water pressure is below the minimum PSI.

In closing, Mr. Armstrong mentioned the City's 5-Million Gallon Steel Water Tank Interior Coating (Fore Road area) was constructed in 1975 and its interior condition is old and in fair to poor condition.

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2020 to Fiscal Year 2021.

Budget Authority Increase per Rate Study – Revenue; Administration; Transmission and Distribution; Pump, purification and storage.

Proposed Fee Increases – monthly service charge fees to cover City's costs based upon the rate Study were reviewed. A breakdown of Inside and Outside City rates was given.

-PARKS AND RECREATION BUDGET REVIEW John Banks, Parks and Recreation Director; Parks staff; Recreation staff; and Ashley Welsh, Chief Financial Officer/Treasurer; gave an overview of the Parks and Recreation Department budget for Fiscal Year 2021.

#### 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 2019 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. Challenges in maintaining

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current services provided at existing staffing levels. Staffing remains static or decreased because of previous budgeting decisions.

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2020 to Fiscal Year 2021.

Fiscal Year 2021 proposed 5% budget decrease to the Parks and Recreation Administrative Division Budget – reduction from training budget for Mr. Banks (\$810.00).

In response to questions from Council, Mr. Banks explained Parks and Recreation duties are based upon Council's direction. Parks and Recreation will eventually maintain areas of the new Northgate Development and Gold Star Monument. Mr. Banks met with individuals specifically to discuss the Gold Star Monument. He noted maintenance and design of the Monument were discussed prior to acceptance of the project.

#### PARKS DIVISION -

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

Fiscal Year 2019 Service Summary, Output Summary and Measures of Effectiveness were reviewed.

Issues and concerns are: Development of a sustainable repair and/or replacement program and funding mechanism for aging parks infrastructure (i.e. Playgrounds, restrooms, shelters and pavilions, asphalt/concrete, athletic facility amenities, etc.) as well as maintenance vehicles and equipment (work trucks, mowers, chippers, etc.) which are anticipated to be addressed by the Fleet Department moving forward.

In response to questions from Council, Mr. Hewatt gave an overview of the vehicles and use of trailers to transport equipment.

Infrastructure: surfacing for Skate Park (concrete); permanent restroom: Ross Park/Pleasureland; Resurface of asphalt parking lot at NOP Park; replacement of Play Structure at Alameda Park

In response to questions from Council, Mr. Banks explained staff is trying to patch areas of the Skate Park. The Park is not dangerous but it is very dilapidated and the skating service is not ideal. Staff proposes the use of a concrete surface if the City is going to correct the problem.

Challenges of Maintaining Provision of Current services at existing staffing levels were discussed. Mr. Banks gave a brief overview of the staffing challenges he is concerned with.

General discussion regarding vehicles and moving forward with Fleet Services to help determine adequate vehicles for Parks followed.

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2020 to Fiscal Year 2021.

Budget Authority Increase Requests – Additional Parks Maintenance Technician Employee (entry level employee) – cost estimate \$57,500.00. When Fleet Division was created, Parks lost two

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positions and is requesting one position to perform maintenance duties within the parks system be reestablished.

FEE CHANGES/ADDITIONS – Picnic Shelter/Pavilion Use and Picnic Table Rental fees – Picnic Table Rental (includes delivery to/from park; Beer/Wine Permits)

Shelters-Pavilions with Electrical Power (larger shelters) Increase in charges for events that are over 200 people.

Special Event Permits – (primary event sponsor – For Profit) slight increase in fees.

Fiscal Year 2021 proposed 5% budget decrease to the Parks and Recreation “Parks” Division Budget. Reduction will come from the Capital fund. Reduction will delay replacement of a Gang Mower until such time as budget resources allow in future fiscal years. Decrease in Horticulture supplies for various park system facilities, resulting in decreased numbers of flower plantings.

In response to questions from Council, Mr. Banks explained pocket parks in the City have been here for many years. Staff does try to hardscape areas as possible in the City’s parks. Past Councils have tasked Parks and Recreation to do beautification efforts through landscaping with hardscape options. However, when instructed to come in “flat” every year the suggested landscaping upgrades has not been possible.

Discussion of ways to establish partnerships with businesses within the city followed. It was noted that a sponsorship opportunity brochure was being developed and has been on hold because of the COVID-19 Pandemic. Projects that are the result of similar partnerships and grants were also reviewed.

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.

General discussion regarding costs and other fitness facilities in the city was held. It was noted the Community Recreation Center provides a service to individuals who do not have an opportunity to attend for-profit gyms/facilities.

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Ms. Stevens would like accurate data regarding the actual number of individuals being served at the Community Recreation Center and other Parks and Recreation programs. She would like to determine if there are standout areas that exceed the 71% cost recovery or fall short.

In response to questions from Council, Mr. Banks explained the Community Recreation Center is an older facility but it is well maintained. The sheer popularity of the facility is steadily above the 71%. Some of the other divisions may fall below. As an example, Team sports would have a lower cost recovery than a canoe class which is a specific class.

Other divisions reviewed by Mr. Banks were:

Golf Courses – Highland and Riverside courses.

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 2019 Service Summary, Output Summary and Measures of Effectiveness for each Recreation division were reviewed.

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2020 to Fiscal Year 2021.

#### ZOO IDAHO DIVISION -

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

Fiscal Year 2019 Service Summary, Output Summary and Measures of Effectiveness for Zoo Idaho division were reviewed.

Mayor Blad called for a recess at 1:51 p.m.

Mayor Blad reconvened the meeting at 2:25 p.m.

Issues and concerns for all Recreation Divisions are:

Ross Park Aquatic Complex – Replacement of Water Slide and Staircase Tower. Estimated replacement cost \$600,000.00 (stairs \$135,000.00) Ross Park Aquatic Complex will be entering its 21st season this summer. The water slide was brought in from Westwood Mall and is over 30 years old. Staircase inside the tower has been declared no longer safely usable by a structural engineer due to excessive deterioration. Because of COVID-19 the water slide will not be opened this season. Staff may seek a corporate sponsor to help with this project. Phase No. 2 re-surfacing of pool areas. Estimated cost \$145,000.00 to \$150,000.00. Replacement of roof (main building) \$40,000.00 to \$50,000.00.

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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 negatively impacts play.)

Community Recreation Center: Plumbing system renovations – showing progressively more signs of slow drainage despite periodic snaking of drains. These concerns have caused the need to abandon various toilets/sinks/showers within the facility.

NOP Park: Parking lot re-surfacing due to excessively poor and continually deteriorating condition.

Zoo Idaho – renovation of black bear exhibit to meet updated husbandry and AZA Accreditation standards (using potential grant and capital campaign funding available) estimate cost \$250,000.00; Significant path repairs throughout Zoo Idaho Facility estimated cost \$150,000.00; Quarantine facilities for new animal acquisitions, large carnivores and hoof stock cost estimate \$50,000.00.

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2020 to Fiscal Year 2021 for all Parks and Recreation divisions.

Proposed Fee Adjustments for Fiscal Year 2021 – Bannock Baseball, Standup paddle board hourly fee established; River tube new rental with various rates; Trail Building/maintenance equipment rental new equipment and fees with various rates; Ross Park Aquatic Center very minimal rate increase.

Mr. Bray would like staff to look at charging a higher rate for individuals that are not residents of Pocatello.

Fiscal Year 2021 proposed 5% budget decrease to the Parks and Recreation Department Budget – Capital line items \$54,026.00. The reductions would: 1) cause delays in building resources needed for the repair/replacement of existing damaged and the development of needed new asphalt pathways at Zoo Idaho; and 2) cause delays in building resources needed for replacement of the Riverside Clubhouse, as well as eventual major irrigation system replacements at the Golf Courses.

Ms. Stevens encouraged Council to look at the identified needs for Parks and Recreation and not kick the needs down the road. She feels very strongly that a budgetary plan needs to be in place to look into the future and re-design of Ross Park.

-TRANSIT DEPARTMENT BUDGET REPORT Skyler Beebe, Transit Director; and Ashley Welsh, Chief Financial Officer/Treasurer; gave an overview of the Transit Department (Urban and Rural) budget for Fiscal Year 2021.

Mr. Beebe reviewed the 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.

Fiscal Year 2019 Service Summary, Output Summary, Measures of Effectiveness and Key Accomplishments were reviewed.

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Service Issues and concerns are: Loss of ridership due to pandemic; Operations Manager position was removed for Fiscal Year 2020; Part-time drivers work year-round and perform the same tasks as full-time drivers; Budget reductions in relation to FTA Grants (local match, CARES Act Grant); Bus Stop Improvements (Bannock Planning and Transportation Organization (working on improving bus stop signage, and ensure they are ADA accessible.)

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2020 to Fiscal Year 2021.

No fee increases are being requested. CARES Act will allow \$451,000.00 to replace one 29-foot fixed route coach. No local match.

The average number of passenger seats on a bus was reviewed. It was noted that a larger bus is being requested for a route that has a larger number of passengers.

Fiscal Year 2021 proposed 5% budget decrease to the Transit Department Budget – Fixed Routes Adjustments – Reduced by \$21,085.00. Make routes shorter per day; Demand Response (Premium Service) reduce by \$15,967.00. Monday to Friday conclude by 9pm and on Saturday by 6pm; Advertising – reduce by \$750.00.

-NON-DEPARTMENTAL BUDGET REPORT Ashley Welsh, Chief Financial Officer/Treasurer, gave an overview of the Non-departmental budget for Fiscal Year 2021.

Ms. Welsh 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 2019 Service Summary, Output Summary, Measures of Effectiveness and Key Accomplishments were reviewed.

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2020 to Fiscal Year 2021.

-EDUCATION FUND BUDGET REPORT Ashley Welsh, Chief Financial Officer/Treasurer; and Heather Buchanan, Human Resources Director; gave an overview of the Education Fund budget for Fiscal Year 2021.

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

Fiscal Year 2019 Service Summary, Output Summary, Measures of Effectiveness and Key Accomplishments were reviewed.

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2020 to Fiscal Year 2021.

-POLICE DEPARTMENT BUDGET REPORT Roger Schei, Police Chief, James McCoy, Deputy Chief; and Ashley Welsh, Chief Financial Officer/Treasurer; gave an overview of the Police Department budget for Fiscal Year 2021.

Mr. Schei reviewed the department’s Mission Statement: “Community Commitment”.

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Fiscal Year 2019 Service Summary, Output Summary, Measures of Effectiveness and Key accomplishments were reviewed.

Recruitment of new officers and challenges that are happening were reviewed. It was noted that it isn't uncommon for individuals who have made it through the process and once on patrol, decide to drop out.

In response to questions from Council, Mr. McCoy explained one of the reasons fewer individuals are applying for police positions are they fail to follow-through with the process. He noted it is a very long process to adequately prepare new officers before they go out on the street. The benefits of going through the lengthy process were shared.

Future needs - Additional officers to keep up with increased workloads, geographic and population increases. Since 2015, Pocatello has annexed property 8 times and has added 512.15 acres. Since 2015, Pocatello has added 519 single/multiple residential housing units. Since 2015, Pocatello Police Department has gained one officer.

Increase community involvement in areas of crime prevention and education including social media. Proactive Crime prevention; New technology and platforms to engage community. Continue youth involvement initiatives – DARE Program, SRO Program, Target 50/Summer Program, and Cadet Program.

In response to questions from Council, Jared Johnson, City Attorney, explained a contract with Bannock County does not specifically say they will pay 1/3 of dispatch expenses. The interpretation of the contract could include dispatch. He is not aware of Bannock County paying anything toward dispatch costs.

Ms. Ortega feels going forward Bannock County should help pay for dispatch costs. She encouraged staff to work with Bannock County officials to update the contract so Bannock County can start paying their fair share. Ms. Ortega shared her concerns regarding Police Department expenses and not being reimbursed appropriately.

Mayor Blad mentioned that Dave Gates, Pocatello Fire Chief, has met with Bannock County Commissioners regarding the dispatch center.

In response to questions from Council regarding Ambulance with EMS calls, Mr. Gates clarified the expenses. He noted that Pocatello is unique. There are 4 dispatch centers instead of one system. Statewide most places have a joint power agreement and entities share the cost. He believes Bannock County would be willing to enter into a joint powers agreement to provide this service.

General discussion regarding dispatch centers and best practices followed.

Mr. Bray feels the City is doing a disservice to taxpayers by not combining the dispatch centers.

Ms. Welsh gave an overview of the budget comparison of Fiscal Year 2020 to Fiscal Year 2021.

Budget Authority Increase Requests - Officer Wellness App - \$20,000.00. Wellness App that provides 24/7 access to confidential mental health services, self assessments and a wellness tool kit

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to assist officers and their families maintain their mental physical and spiritual needs. CAPITAL CONTINGENCY: \$65,000.00 FARO 3-D Laser crime scene scanner, \$80,000.00 Body Camera System. Total \$145,000.00.

POLICE PERSONNEL REQUESTS

5 Patrol Officers

1 Dispatcher

1 Information Technology

Expectation of having new officers ready when the next budget fiscal year begins. Mr. Schei would like to have new officers already going through the process by that time.

Fiscal Year 2021 proposed 5% budget decrease to the Police Department Budget - \$77,837.00 – Ramifications are: Vehicle rotation plan degraded; Leadership development plan scaled back; SWAT equipment and munitions reduced; Public education and relations funding reduced; facilities maintenance and upgrade reduced.

Mayor Blad announced due to time constraints, Fire Department Budget review will be placed on the May 28, 2020 Budget Development meeting.

There being no further business, Mayor Blad adjourned the meeting at 5:06 p.m.

APPROVED:

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BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

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RUTH NEWSOM, CITY CLERK, C.C.