

CITY OF POCA TELLO, IDAHO  
CITY COUNCIL MEETING -  
BUDGET DEVELOPMENT  
JUNE 14, 2018

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AGENDA ITEM NO. 1 Mayor Brian Blad called the City Council meeting for Revenue  
ROLL CALL Decision Budget Development to order at 1:19 p.m. Council  
members present were Roger Bray, Rick Cheatum, Jim Johnston  
Linda Leeuwrik and Beena Mannan. Council member Heidi Adamson arrived at 1:35 p.m.

Ashley Linton-Welsh, Senior Accountant reminded the Council of their decisions made at the previous meeting on June 7, 2018 for budget development and reviewed the informational handouts available. It was clarified the suggestions made during the Budget Development meeting are not binding and will be discussed at a Public Hearing on August 2, 2018 and an ordinance establishing the budget will be voted upon by Council on August 16, 2018.

Ms. Welsh stated that information regarding anticipated revenue and additional requested items/personnel by City departments would be presented. The items discussed were:

PALISADES WATER REVENUE (based on 5 year option contract) \$275,000.00

GENERAL REVENUE ESTIMATES - Revenue estimate \$11,378,000.00

PROPERTY TAX REVENUE ESTIMATES – Property Tax estimate is \$2,143,627.00

Ms. Welsh gave an overview of the additional items being asked for by departments.

In response to questions from Council, David Gates, Fire Chief, stated Kristi Klauser, Bannock County Auditor, provided confirmation that the County is planning to increase their budget for ambulance costs.

Discussion of requested personnel for various departments was held. Firefighter positions were reviewed by Mr. Gates. Mr. Gates feels the positions will off-set his overtime budget and help decrease his operating costs.

Ms. Adamson joined the meeting at this time. (1:35 p.m.)

Council discussion regarding various personnel positions and the greatest need per department continued. Each Council member shared their ideas and concerns regarding the positions.

Mr. Bray mentioned he is reluctant to take the 3% property tax increase allowed by the State of Idaho. He feels there is already a high property tax rate in Pocatello.

Ms. Welsh explained a decision is needed at this time for publication purposes for the August 2, 2018 Public Hearing. She mentioned if Council takes the 3% property tax increase at this time, the percentage will be noticed in the Idaho State Journal. Council can choose to decrease the property tax percentage during the meeting process. However, once the proposed property tax amount is published, the amount percentage cannot be increased. Ms. Welsh asked the Council to rank the importance of the items being considered. This will help Council to streamline the decision process at the August 9, 2018 Study Session where final modifications to the budget will be made prior to passing the Appropriation Ordinance for Fiscal Year 2019 on August 16, 2018. The ranking of the personnel positions and requested items are as follows: 1) Police 3<sup>rd</sup> Class Officer (2); 2) Police

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Dispatcher; 3) Probationary Firefighter (2); 4) Animal Services – Medical Supplies Increase; 5) Operating Budget 0801; 6) Police Stenographer; 7) Parks - Greenway Trails Worker (2); 8) Recreation - Groomer Operator/Trails Coordinator; 9) Parks - Code Enforcement Assistant; 10) Recreation - Assistant Manager for Aquatic Complex; 11) Police Support Specialist; and 12) Non-Departmental – Family Services Alliance.

It was mentioned that these decisions establish a plan to move forward at this time and a final decision approving a fee resolution and ordinance will be voted upon at the August 16, 2018 meeting. Council debate continued regarding the City's budget needs.

In closing, Council thanked Finance Staff for their hard work. A public hearing to discuss the Fiscal Year 2019 budget will be held on August 2, 2018.

**SEE ATTACHMENT "A" FY2019 REVENUE ESTIMATES AND SELECTED OTHER TOPICS.** The Decision Spreadsheet showing the result of Council's discussion is attached as a permanent part of the minutes (see Attachment "A").

There being no further business, Mayor Blad adjourned the meeting at 2:23 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

**Gap remaining \$0**

**FY19 Tax Fund Solution Ideas**

Edition of: June 14, 2018 (first decision session results with updated expense info)

Problem	As of 14 June
General Fund	-\$317,915
Risk	-\$25,938
Street	\$140,132
Recreation	-\$79,218
Cemetery	-\$6,637
Airport	-\$217,193
Library	-\$88,541
Animal Shelter Bond	-\$783
<b>Total</b>	<b>-\$596,093</b>

Idea	Amount	Selection
Palisades Water Revenue ( based on 5 yr option contract)	\$275,000	
<b>Category Selection Total</b>	<b>\$275,000</b>	<b>\$0</b>

Solution	
One Time \$	\$0
Revenue Estimates	\$0
Property Taxes	\$1,133,944
Items in budget - Tax Impact	-\$165,000
Requested Items - Tax Impact	\$587,851
Capital Plan - Tax Impact	\$115,000
<b>Total</b>	<b>\$596,093</b>

**Gap remaining \$0**

Revenue Estimates	
Sales Tax	\$4,641,000
Highway User	\$2,577,000
Electric Franchise	\$440,000
Natural Gas	\$365,000
Building Permit Fees	\$675,000
General Fund Interest	\$475,000
State Liquor Tax	\$600,000
County Road & Bridge	\$800,000
Cable Franchise Fee	\$200,000
Magistrate Court Fees	\$225,000
Cemetery Charges	\$380,000
Other:	
<b>Category Selection Total</b>	<b>\$11,378,000</b>

Property Taxes		
Levy 3% more (= additional amount allowed under 3% cap law)	\$861,097	\$861,097
Levy CPI 2.041% of current property tax revenues \$27,524,778	\$583,249	
Levy current "Gap" (about 1.17%)	\$323,246	
Levy the "Foregone" balance	\$1,840,882	
Levy the new construction tax authority (\$24M estimate)	\$272,847	\$272,847
Levy the annexation authority (\$Y x )	\$0	
Other:	\$0	
<b>Category Selection Total</b>	<b>\$3,881,321</b>	<b>\$1,133,944</b>

**Additional requested items in budget - Tax Impact**

Building - General Supplies Increase	\$250	
Building - Printing Increase	\$500	
Building - Notary Renewal	\$60	
Building - Merchant Fee Increase	\$2,000	
Planning - Education Cost Increase	\$2,000	
GIS - Training for new GIS Coordinator	\$4,000	
GIS - New Aerial Flight	\$6,000	
Human Resources - Professional Certifications	\$2,500	
Human Resources - Background Screening	\$10,000	
Police - Property Abatement Costs	\$50,000	
Police - Education Cost Increase	\$10,000	
Fire - Turnouts	\$11,500	
Animal Services - Animal Supplies Increase	\$3,000	
Liability Insurance - Premium Increase	\$31,640	
Street - Janitorial Supplies Increase	\$3,800	
Street - Natural Gas Increase	\$32,500	
Street - Water/Waste Water/Refuse Increase	\$5,100	
Street - Electrical Increase	\$45,000	
Street - Janitorial Service Increase	\$6,100	
Zoo - Increase to Part-time	\$22,000	
Airport - Operations Specialist**	\$12,157	
Airport - Outside Legal	\$100,000	-\$50,000
IT - City App Annual Maintenance	\$15,000	
Public Works - Executive Assistant	\$14,914	
Public Works - Supplies	\$500	
Public Works - 1 Conference	\$2,000	
Capital Contingency	\$1,751,106	-\$115,000
<b>Category Selection Total</b>	<b>\$2,143,627</b>	<b>-\$165,000</b>

**Additional requested items in budget - No Tax Impact**

Finance - Audit Cost Increase	\$975
Finance - Actuary Study Increase**	\$3,750
Finance - Education Costs	\$3,000
Airport - Operations Specialist**	\$48,660
Airport - Janitorial Cleaning and Supplies	\$1,000
Airport - Winter Protective Gear for Staff	\$300
Airport - Plumbing Increase	\$300
Airport - New Cores for Runway Broom	\$6,000
Airport - Equipment Increase	\$1,000
Airport - Passenger Demand Study	\$10,000
Airport - Dues and Membership Increase	\$375
Airport - Subscriptions Increase	\$70
Airport - Terminal Photo Display	\$3,000

Airport - Small Mower	\$2,500	
Airport - Tire Replacement	\$400	
Airport - Increased Cost for New Water Tank	\$8,000	
Airport - Other Utility Services Increase	\$430	
Airport - Terminal Carport Roof Replacement	\$22,000	
Airport - Large Mower	\$36,000	
IT - City App Set-up Fee	\$3,000	
IT - I-Series Upgrade	\$85,000	
Utility Billing - WaterSmart Software/Implementation	\$21,200	
Utility Billing - Replacement Vehicle	\$26,000	
Utility Billing - ITRON Training	\$1,900	
Utility Billing - Education Costs	\$5,000	
Utility Billing - Typing Tests	\$100	
Utility Billing - Office Equipment Repairs Increase	\$300	
Utility Billing - Maintenance Agreements Increase	\$3,702	
Utility Billing - WaterSmart Annual Maintenance	\$25,500	
Utility Billing - Cell Phone Service Increase	\$636	
Utility Billing - Merchant Service Fee Increase	\$25,000	
Worker's Compensation - Intermountain Claims Increase	\$4,000	
Worker's Compensation - Safety National Increase	\$4,306	

**Category Selection Total** \$353,404 \$0

**Additional requested items not in budget - Tax Impact**

Planning - Planning Technician	\$73,040		
Planning - Senior Planner	\$93,569		
Non-Departmental - Family Services Alliance	\$5,500	\$5,500	12
Non-Departmental - Free Clinic Utilities Increase	\$1,500		
Police - Support Specialist	\$64,554	\$64,554	11
Police - Stenographer	\$64,554	\$64,554	6
Police - 3rd Class Officer (2)	\$154,149	\$154,149	1
Police - Dispatcher	\$68,923	\$68,923	2
Fire - Probationary Firefighter (2)	\$143,460	\$143,460	3
Fire - Knox Box System	\$9,450		
Fire - Station Security System	\$12,500		
Station #1 Bathroom Upgrade	\$19,000		
Animal Services - Animal Care Specialist	\$50,603		
Animal Services - Medical Supplies Increase	\$8,000	\$8,000	4
Parks - Greenway Trails Worker (2)	\$11,492	\$11,492	7
Parks - Code Enforcement Assistant	\$5,364	\$5,364	9
Recreation - Groomer Operator/Trails Coordinator	\$13,606	\$13,606	8
Recreation - Assistant Manager - Aquatic	\$2,934	\$2,934	10
Operating Budget 0801		\$45,315	5

**Category Selection Total** \$802,198 \$587,851

**Additional requested items not in budget - No Tax Impact**

Ambulance - Probationary Firefighter	\$71,730	
Ambulance - Medical Supplies	\$30,000	
Ambulance - Advance Life Support Mannequin	\$16,000	
Ambulance - Ambulance Replacement	\$20,150	
Ambulance - City Administrative Support Fee	\$50,983	

**Category Selection Total** \$188,863 \$0

**Additional CIP items not in budget - Tax Impact**

OK Ward Park Restroom/Concession	\$115,000	
Ross Park Pool Re-surfacing	\$115,000	\$115,000
Station 1 Upgrade	\$150,000	

**Category Selection Total** \$380,000 \$115,000

**Additional CIP items not in budget - No Tax Impact**

Rainey-Centennial Park	\$100,000	\$100,000
Sanitation Lean To's	\$100,000	\$100,000

**Category Selection Total** \$200,000 \$200,000

Notes: