

# FY2020 Proposed September Budget Amendments



This document provides detailed information on the proposed FY2020 September budget amendments for the City of Pocatello.

A public hearing on the proposed budget amendments will be held at 6:00 pm on Thursday, September 17, 2020 in the Council Chambers at City Hall, 911 North 7<sup>th</sup> Avenue, Pocatello, Idaho 83201.

The City Council is scheduled to subsequently consider an amendment to the FY2020 Budget Ordinance at the conclusion of the regular meeting of September 17, 2020.

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MEMORANDUM FOR: Mayor Blad, Council Members & Citizen Stakeholders

FROM: Ashley Linton-Welsh, Chief Financial Officer/Treasurer

SUBJECT: **Proposed FY20 September Budget Amendments**

DATE: September 2, 2020

1. **FOR INFORMATION.**

2. **Purpose.** To provide information regarding proposed FY20 September Budget Amendments.

3. **Discussion.**

a. **General.** Every year the City finds it necessary to amend the budget to account for unanticipated grants or other situations. Although the City may have been awarded a grant, the government must still authorize the new expenditures in the budget. The budget amendment process is similar to that of the original budget: publish a public notice twice with the details, hold a public hearing and then adopt an amended budget ordinance. This is the second and final ordinance amendment that could revise some budgets upwards.

b. **Summary:**

FY 2020 Proposed September Budget Amendments						
Ref #	Line #	Department Description	Fund	Amount	Source of \$	Notes/Description
1	001-0100-411.63-01	Mayor's Office	General	\$ 1,079.00	ICRMP Reimbursement	Reimbursement for AGRIP Conference
2	001-0100-411.63-01	Mayor's Office	General	\$ 257.00	Sponsorship	Coffee with the Mayor
3	001-0100-411.64-01	Mayor's Office	General	\$ 1,000.00	Blue Cross Foundation	Mayor's Walking Challenge
4	001-0500-422.97-99	Building	General	\$ 21,369.00	Bond Claim pmt- Westwind	Reimbursement for bond claim to Briggs
5	001-0600-415.40-05	Planning & Development	General	\$ 6,500.00	SHPO Grant	Data collection Bonneville Neighborhood; Phase 1 and 2
6	001-0600-415.40-12	Planning & Development	General	\$ 500.00	SHPO Grant	NAPC training
7	001-0700-416.30-01	Human Resources	General	\$ 230.00	Cares Act Funding	Desk Shield for Front Desk
8	001-0700-416.31-01	Human Resources	General	\$ 19.00	Cares Act Funding	Masks for patrons
9	001-0700-416.31-01	Human Resources	General	\$ 935.00	Cares Act Funding	Displays for standing shields
10	001-0700-416.31-06	Human Resources	General	\$ 1,583.00	Cares Act Funding	Surface Pro for Telework/Zoom Meetings
11	001-0700-416.40-12	Human Resources	General	\$ 1,599.00	Cares Act Funding	Business Management daily all access training pass
12	001-0800-416.64-99	Non-Departmental	General	\$ 250,000.00	Cares Act Funding	Potential Small Business Assistance
13	001-1000-421.32-22	Police	General	\$ 9,815.00	Trade-in	Tasers
14	001-1100-423.31-99	Fire	General	\$ 12.00	Cares Act Funding	Plexiglas dividers
15	001-1100-423.32-04	Fire	General	\$ 107.00	Cares Act Funding	Thermometer
16	001-1100-423.32-99	Fire	General	\$ 150.00	Citizen Donation	Miscellaneous operating supplies
17	001-1100-423.33-04	Fire	General	\$ 8,514.00	ICRMP Reimbursement	Ladder truck repair
18	001-1100-423.40-12	Fire	General	\$ 3,900.00	Registration Fees	Peer Support Course
19	001-1100-423.40-99	Fire	General	\$ 168.00	Cares Act Funding	Station decontamination
20	001-1100-423.63-01	Fire	General	\$ 1,943.00	Reimbursement	Travel Healthcare Coalition Conference

FY 2020 Proposed September Budget Amendments						
Ref #	Line #	Department Description	Fund	Amount	Source of \$	Notes/Description
21	001-1200-424.32-99	Animal Services	General	\$ 50,000.00	TNR Grant	Purchase food, equipment and medical procedures
22	001-1301-451.52-99	Parks	General	\$ 20,000.00	IFFT Grants	Interfund transfer-Water
23	003-2001-500.82-01	Street	Street	\$ 10,000.00	Reserves	Purchase railroad parcel
24	003-2001-500.82-99	Street	Street	\$ 40,155.00	Reserves	Public Works Annex roof repair
25	003-2001-520.95-03	Street	Street	\$ 250,000.00	Reserves	Transfer to Fund 070 for FY20 projects
26	004-1304-453.32-24	Outdoor Recreation	Recreation	\$ 6,000.00	United Way Grant	Excavator
27	004-1304-500.82-04	Outdoor Recreation	Recreation	\$ 69,742.00	Portneuf Health Trust	Trail Equipment
28	004-1304-530.96-17	Outdoor Recreation	Recreation	\$ 9,000.00	United Way Grant	Excavator
29	004-1313-453.31-99	Summer Production	Recreation	\$ 2,200.00	ICF Grant	GCI Woodwind for Municipal Band
30	006-9902-472.40-99	Airport	Airport	\$ 12,800.00	IFFT Grant, Bistline Grant	Phase 1 of origami art display
31	007-9903-461.52-03	Library	Library	\$ 12,898.00	Cares Act Funding	Permanent glass barriers
32	017-1700-402.40-99	Science & Environment	Science & Environment	\$ 7,705.00	Grant	Cusick Creek
33	017-1700-402.40-99	Science & Environment	Science & Environment	\$ 53,332.00	Grant/Reserves	Pocatello Creek
34	017-1700-402.40-99	Science & Environment	Science & Environment	\$ 10,000.00	Grant	Source Water Protection
35	017-1700-402.40-99	Science & Environment	Science & Environment	\$ 15,000.00	Reserves	Stormwater monitoring equipment
36	030-3003-500.82-02	Sanitation	Sanitation	\$ 40,155.00	Reserves	Public Works Annex roof repair
37	035-3501-426.40-07	Ambulance	Ambulance	\$ 52,281.00	EMS	County EMS Budget Difference
38	053-5300-416.32-99	Wellness	Wellness	\$ 476.00	Cares Act Funding	Hand sanitizers for health events
39	053-5300-416.32-99	Wellness	Wellness	\$ 835.00	Cares Act Funding	Masks for employees for health events
40	053-5300-416.32-99	Wellness	Wellness	\$ 10.00	Cares Act Funding	Disinfecting wipes for health events
41	070-6001-500.80-01	Federal Aid Projects	Street	\$ 250,000.00	Street Transfer	FY20 Projects
42	072-6010-500.82-02	Airport	Airport Construction	\$ 500,000.00	FAA Grants	Airfield Improvement
43	081-8000-341.01-00	CDBG	CDBG Entitlement	\$ 264,672.00	Cares Act Funding	Assist people affected by COVID-19
44	957-9706-455.40-99	Zoo	Zoo Improvement	\$ 20,000.00	Western States CAT	ADA path
	<b>Total Amendments</b>			<b>\$ 2,006,941.00</b>		

c. **Timeline.** The proposed timeline for this “September” set of budget amendments is:

August 28, 2020 Notice sent to Idaho State Journal (ISJ)  
September 2, 2020 Public notice #1 published  
September 9, 2020 Public notice #2 published  
September 10, 2020 Council Work Session review  
September 17, 2020 Public Hearing and consider amended ordinance

d. **Further amendments.** This is the last opportunity to amend the budget for fiscal year 2020.

e. **About amendments in general.** Amendments can be confusing; it appears that “the City cannot stick to a budget.” But the reality is that Council involvement with amendments indicates tight management, not the reverse. The FY20 budget was built during spring, 2019 and adopted in August, 2019. It is never possible to fully anticipate every grant, every real-world situation 12-18 months out, and we have some new grants that were not anticipated even two months out. We could accommodate that within the budget by adopting a large contingency budget, but we choose not to do that. We build a tight FY20 budget that only includes grants and business activity that we know about or have a good history with. We elect to amend in detail if we win an unplanned grant, etc. This makes it necessary to involve the Council and the Community in a variety of fairly mundane issues because that is what tight management requires. Finally, not everyone understands the difference between budget authority

and actual expenditure. We need permission (budget authority) to make an actual expenditure out of a fund, but also permission (budget authority) to move money within the city between funds. So if Fund A needs to make a \$100 expenditure, but needs to get the \$100 cash from Fund B, we need to have \$200 in amendments. We need to move the \$100 from Fund B to Fund A with a \$100 amendment, and then have another amendment to authorize Fund A to actually spend the \$100 on a good or service.

f. **Itemized details.** Each amendment has its own story. Here are the details, organized by reference number from the summary:

- 1) **General Fund 001, Mayor's Office, \$1,079, travel and meals.** The Mayor's Office was reimbursed for airfare to the AGRIP Conference.
- 2) **General Fund 001, Mayor's Office, \$257, travel and meals.** The Mayor's Office will use a sponsorship from Phil Meador for the December 2019 Coffee with the Mayor program.
- 3) **General Fund 001, Mayor's Office, \$1,000, miscellaneous costs.** The Mayor's Office received \$1,000 from the Blue Cross Foundation for Health for participating in the Mayor's Walking Challenge in October 2019.
- 4) **General Fund 001, Building, \$21,369, miscellaneous costs.** The Building department received funds for a Bond Claim and these funds were disbursed to the claimant.
- 5) **General Fund 001, Planning & Development, \$6,500, professional services.** The Planning department received a grant that will be used for the completion of data collection and entry for Phase 1 and 2 of the Bonneville Neighborhood Reconnaissance Survey.
- 6) **General Fund 001, Planning & Development, \$500, professional services.** The Planning department will use grant funds received for HPC members and staff liaison to attend the National Alliance of Preservation Commissions Virtual Forum.
- 7) **General Fund 001, Human Resources, \$230, supplies.** The HR department will use COVID funds for a desk shield for the front desk.
- 8) **General Fund 001, Human Resources, \$19, supplies.** The HR department will use COVID funds to purchase masks for patrons.
- 9) **General Fund 001, Human Resources, \$935, supplies.** The HR department will use COVID funds for displays for standing shields.
- 10) **General Fund 001, Human Resources, \$1,583, supplies.** The HR department will use COVID funds to purchase a surface pro for telework and Zoom meetings.
- 11) **General Fund 001, Human Resources, \$1,599, professional services.** The HR department will use COVID funds to purchase a Business Management daily all access training pass.
- 12) **General Fund 001, Non-Departmental, \$250,000, miscellaneous costs.** The Non-Departmental department will use COVID funds for potential Small Business Assistance per Council.

- 13) **General Fund 001, Police, \$9,815, supplies.** The Police department received funds for trading in Tasers that will be used to purchase new Tasers.
- 14) **General Fund 001, Fire, \$12, supplies.** The Fire department will use COVID funds to purchase hardware for Plexiglas dividers.
- 15) **General Fund 001, Fire, \$107, supplies.** The Fire department will use COVID funds to purchase a thermometer for monitoring.
- 16) **General Fund 001, Fire, \$150, supplies.** The Fire department received a citizen donation that will be used for miscellaneous operating supplies.
- 17) **General Fund 001, Fire, 8,514, supplies.** The Fire department received a reimbursement from ICRMP for ladder truck repair.
- 18) **General Fund 001, Fire, 3,900, professional services.** The Fire department will use peer support registration fees for training.
- 19) **General Fund 001, Fire, \$168, professional services.** The Fire department will use COVID funds for station decontamination.
- 20) **General Fund 001, \$1,943, travel and meals.** The Fire department will use reimbursement funds for the travel fees to the Healthcare Coalition Conference.
- 21) **General Fund 001, Animal Services, \$50,000, supplies.** The Animal Services department will use TNR grant funds to purchase equipment, food, and medical procedures.
- 22) **General Fund 001, Parks, \$20,000, repairs and maintenance.** The Parks department received 2 IFFT grants and these funds will be used to reimburse the Water Department for work done.
- 23) **Street Fund 003, Street, \$10,000, capital improvements.** The Street department will use reserves to purchase a railroad spur parcel at 1080 S. 1<sup>st</sup> Ave.
- 24) **Street Fund 003, Street, \$40,155, capital improvements.** The Street department will use reserves to repair the Public Works Annex roof.
- 25) **Street Fund 003, Street, \$250,000, transfer.** The Street department will use reserves to transfer funds to Fund 070 for FY20 projects.
- 26) **Recreation Fund 004, Outdoor Recreation, \$6,000, capital improvements.** The Outdoor Recreation department will use funds received from the United Way to purchase an excavator.
- 27) **Recreation Fund 004, Outdoor Recreation, \$69,742, capital improvements.** The Outdoor Recreation department received a donation from Portneuf Health Trust to purchase trail equipment.
- 28) **Recreation Fund 004, Outdoor Recreation, \$9,000, capital improvements.** The Outdoor Recreation department will use funds received from the United Way to purchase an excavator.

- 29) **Recreation Fund 004, Summer Productions, \$2,200, supplies.** The Summer Productions department received a grant from the Idaho Community Foundation to purchase instruments.
- 30) **Airport Fund 006, Airport, \$12,800, professional services.** The Airport received grants to complete Phase 1 of the origami art display in the terminal.
- 31) **Library Fund 007, Library, \$12,898, repairs and maintenance.** The Library will use COVID funds to install permanent glass barriers at both public service desks.
- 32) **Science and Environment Fund 017, Science & Environment, \$7,705, professional services.** The Science and Environment department will use grant funds for the Cusick Creek project.
- 33) **Science and Environment Fund 017, Science & Environment, \$53,332, professional services.** The Science and Environment department will use grant funds and reserves for the Pocatello Creek project.
- 34) **Science and Environment Fund 017, Science & Environment, \$10,000, professional services.** The Science and Environment department will use grant funds for the Source Water Protection project.
- 35) **Science and Environment Fund 017, Science & Environment, \$15,000, professional services.** The Science and Environment department will use reserves to purchase stormwater monitoring equipment for Rainey Park.
- 36) **Sanitation Fund 030, Sanitation, \$40,155, capital improvements.** The Sanitation department will use reserves to repair the Public Works Annex roof.
- 37) **Ambulance Fund 035, Ambulance, \$52,281, professional services.** The Ambulance department will use additional approved budget authority from the County for operations.
- 38) **Wellness Fund 053, Wellness, \$476, supplies.** The Wellness fund will use COVID funds to purchase hand sanitizers for the health event.
- 39) **Wellness Fund 053, Wellness, \$835, supplies.** The Wellness fund will use COVID funds to purchase masks for the health event.
- 40) **Wellness Fund 053, Wellness, \$10, supplies.** The Wellness fund will use COVID funds to purchase sanitizing wipes for the health event.
- 41) **Federal Aid Projects Fund 070, Federal Aid Projects, \$250,000, capital improvements.** The Street Federal Aid Projects Fund will use funds transferred from the Street department to cover outstanding invoices for FY20.
- 42) **Airport Improvement Fund 072, Airport Improvement, \$500,000, capital improvements.** The Airport Improvement fund will use grants to complete projects for this year's airfield improvement program.
- 43) **CDBG Fund 081, CDBG, \$264,672, grants.** The CDBG fund received additional funding from HUD to assist individuals affected by COVID-19.

44) **Zoo Improvement Fund 957, Zoo Improvement, \$20,000, capital improvements.** The Zoo Improvement fund received a donation from Western States for equipment and labor related to the construction of an ADA path on the south side of the Zoo.

g. **Summary.** The total amount of all amendments is \$2,006,941 breakout by fund is:

<b>Budget Amendments</b>	
<b>Fund</b>	<b>Amount</b>
General Fund	\$ 379,680.00
Street Fund	\$ 300,155.00
Recreation Fund	\$ 86,942.00
Airport Fund	\$ 12,800.00
Library Fund	\$ 12,898.00
Science & Environment Fund	\$ 86,037.00
Sanitation Fund	\$ 40,155.00
Ambulance Fund	\$ 52,281.00
Employee Wellness Fund	\$ 1,321.00
Street Federal Aid Fund	\$ 250,000.00
Airport Improvement Fund	\$ 500,000.00
CDBG Fund	\$ 264,672.00
Zoo Improvement Fund	\$ 20,000.00
<b>Total</b>	<b>\$ 2,006,941.00</b>

h. **Contacts.**

Overall: Ashley Linton-Welsh, Chief Financial Officer/Treasurer  
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or contact the appropriate department (Mayor's Office, Building, Planning, Human Resources, Non-Departmental, Police, Fire, Animal Services, Parks, Street, Recreation, Airport, Library, Science & Environment, Sanitation, Ambulance, Wellness, and CDBG)