

FY2018 Proposed June Budget Amendments



This document provides detailed information on the proposed FY2018 June budget amendments for the City of Pocatello.

A public hearing on the proposed budget amendments will be held at 6:00 pm on Thursday, June 7, 2018 in the Council Chambers at City Hall, 911 North 7th Avenue, Pocatello, Idaho 83201.

The City Council is scheduled to subsequently consider an amendment to the FY2018 Budget Ordinance at the conclusion of the regular meeting of June 7, 2018.

This document is the responsibility of the Finance Department
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MEMORANDUM FOR: Mayor Blad, Council Members & Citizen Stakeholders

FROM: Ashley Linton-Welsh, Senior Accountant

SUBJECT: **Proposed FY18 June Budget Amendments**

DATE: May 10th, 2018

1. **FOR INFORMATION.**

2. **Purpose.** To provide information regarding proposed FY18 June 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 ordinance amendment that could revise some budgets upwards.

b. **Summary:**

FY 2018 Proposed June Budget Amendments						
Ref #	Line #	Description	Fund	Amount	Source of \$	Notes
1	001-0100-411-97-02	Records requests	General	\$ 614.00	Records Request fees	The Mayor's office received requests for records which incurred expenses by the department
2	001-0100-411-32-99	Youth Council Blanket Service Project	General	\$ 55.00	Donations	Donations received for the Youth Council to make blankets for the PMC Cancer Ctr
3	001-0100-411-40-99	Youth Council Shirts reimbursed by members	General	\$ 80.00	Youth Council reimbursement	The Mayor's office purchase the shirts and the members of the on the Youth Council reimburse the Mayor's office
4	001-0100-411-63-01	Cole Chevrolet sponsored the October Meeting and Hirning GMC sponsored the January Coffee with	General	\$ 408.00	Donations	The October and January sponsored food items for Coffee with the Mayor
5	001-0100-411-63-01	Airfare and hotel for to AGRIP Conference	General	\$ 1,167.00	ICRMP Reimbursement	The Mayor's office received reimbursement for the airfare and hotel to the AGRIP Conference
6	001-1000-421-13-02	Unplanned Retirement	General	\$ 20,294.00	Retirement Reserves	The Police Department had an unplanned retirement which is covered by retirement saving reserves
7	001-1000-421-13-02	Unplanned Retirement	General	\$ 30,760.00	Retirement Reserves	The Police Department had an unplanned retirement which is covered by retirement saving reserves

Ref #	Line #	Description	Fund	Amount	Source of \$	Notes
8	001-1000-421-63-01	Travel expenses for car seat training and School Violence Prevention - Police	General	\$ 1,324.00	State of Idaho Reimbursement	The Police Department received monies for travel for car seat training and School Violence Prevention Conference
9	001-1000-421-32-22	Reimbursements for upgrades to newly issued weapons	General	\$ 1,227.00	Officer reimbursements	Pocatello Police officers reimbursed the City for upgrades to newly issued weapons
10	001-1000-421-52-07	Annual maintenance on COPLINK s/w program	General	\$ 4,787.00	Reimbursements from Bannock County & City of Chubbuck	The City received monies from Bannock County and City of Chubbuck for the shared cost of the COPLINK program
11	001-1000-421-32-08	Purchase of body armor and binnoculars	General	\$ 25,215.00	US Marshall Service grant reimbursement	The Police Department received reimbursements from the US Marshall's Service for the purchase of body armor and binnoculars
12	001-1000-421-40-12	Class Tuition for Instructor Development Course	General	\$ 774.00	State of Idaho Reimbursement	The Police Department received a reimbursement for class tuition on an Instructor Development Course
13	001-1000-500-82-05	Donation of a DARE Jeep	General	\$ 44,627.00	Bannock County DARE	The Police Department received a donation of a Dare Jeep
14	001-1100-423-31-06	Purchase fire simulation software	General	\$ 1,650.00	Idaho Fire Chiefs Grant	The Fire Department received a grant for fire simulation software.
15	001-1100-500-82-04	Trailer fully equipped to mitigate spills occurring in or near waterways	General	\$ 85,000.00	Donation	Donation received for the purchase of a trailer to mitigate spills occurring in or near waterways
16	001-1200-424-32-04	Medical Supplies for the surgery suite	General	\$ 50,000.00	Pet Smart Charities Donation	Animal Shelter received a donation for medical supplies for the surgery suite
17	003-2001-520-95-03	Additional Expense for Benton and 2nd Street Project	Street	\$ 12,457.00	Street Reserves	Final expenses for the Benton and 2nd intersection project
18	003-2001-520-95-03	Transfer to Federal Aid to make repairs on Center Street Underpass	Street	\$ 250,000.00	Street Reserves	Transfer monies to Street Federal Aid Fund for work on the Center Street Underpass
19	003-2001-500-82-04	Salt Brine Plant Equipment	Street	\$ 75,000.00	Street Reserves	Street will use reserves to purchase equipment to produce Salt Brine for winter maintenance
20	005-9901-416-33-07	Purchase a riding lawn mower	Cemetery	\$ 17,500.00	Cemetery Reserves	Use of reserves to purchase a riding mower
21	006-9902-500-82-02	Buidling repairs in trade for rent	Airport	\$ 199,144.00	Airport Fund	Building Repairs granted as part of lease with Driscoll Tophay in exchange for rent receipts
22	007-9903-461-32-24	Shelving units for the Library	Library	\$ 29,500.00	Donation from Friends of the Library	The Library received a donation of shelving units from the Friends of the Library
23	007-9903-461-53-13	Increase in expense for electrical utilities	Library	\$ 11,620.00	Library Reserves	The projected savings on utilities from the lighting project was delayed so the savings will not be realized this year
24	009-2501-500-82-05	Replace 3 buses for urban demand response	Transit	\$ 391,250.00	Grants and Capital Acquisition savings	Transit will replace 3 low floor ramp buses for urban demand response using capital acquisition savings for the City match

Ref #	Line #	Description	Fund	Amount	Source of \$	Notes
25	030-3001-500-82-02	Upgrade wash bay at new facility	Sanitation	\$ 100,000.00	Sanitation Reserves	The Sanitation Department will upgrade the wash bay at the new facility at Garrett Way
26	035-3501-426-13-01	Additional authority for a retirement payoff	Ambulance	\$ 5,169.00	Retirement Reserves	A planned retirement needed additional authority for the retirement and savings are available in the Retirement Savings account
27	051-5101-405-10-01	Wages for Fleet Manager	Fleet Management Fund	\$ 34,559.00	Capital Contingency Funds	Create a budget for Fleet Fund
28	051-5101-405-21-01	Medical Insurance for Fleet Manager	Fleet Management Fund	\$ 9,256.00	Capital Contingency Funds	Create a budget for Fleet Fund
29	051-5101-405-21-02	Life Insurance for Fleet Manager	Fleet Management Fund	\$ 11.00	Capital Contingency Funds	Create a budget for Fleet Fund
30	051-5101-405-21-03	Dental Insurance for Fleet Manager	Fleet Management Fund	\$ 414.00	Capital Contingency Funds	Create a budget for Fleet Fund
31	051-5101-405-22-00	Workers compensation insurance for Fleet Manager	Fleet Management Fund	\$ 358.00	Capital Contingency Funds	Create a budget for Fleet Fund
32	051-5101-405-24-03	PERSI benefit for Fleet Manager	Fleet Management Fund	\$ 3,985.00	Capital Contingency Funds	Create a budget for Fleet Fund
33	051-5101-405-24-04	Medical savings for Fleet Manager	Fleet Management Fund	\$ 1,009.00	Capital Contingency Funds	Create a budget for Fleet Fund
34	051-5101-405-25-00	Social Security and Medicare for Fleet Manager	Fleet Management Fund	\$ 2,644.00	Capital Contingency Funds	Create a budget for Fleet Fund
35	051-5101-405-31-06	Fleet Management Software	Fleet Management Fund	\$ 110,000.00	Capital Contingency Funds	Create a budget for Fleet Fund
36	051-5101-405-31-99	Fleet Management Supplies	Fleet Management Fund	\$ 400.00	Capital Contingency Funds	Create a budget for Fleet Fund

Ref #	Line #	Description	Fund	Amount	Source of \$	Notes
37	051-5101-405-32-99	Fleet Management Other Equipment	Fleet Management Fund	\$ 20,000.00	Capital Contingency Funds	Create a budget for Fleet Fund
38	051-5101-405-40-99	Fleet Management Professional Services	Fleet Management Fund	\$ 4,364.00	Capital Contingency Funds	Create a budget for Fleet Fund
39	051-5101-405-62-04	Fleet Management Communications	Fleet Management Fund	\$ 1,000.00	Capital Contingency Funds	Create a budget for Fleet Fund
40	051-5101-405-63-01	Fleet Management Travel and Training	Fleet Management Fund	\$ 5,000.00	Capital Contingency Funds	Create a budget for Fleet Fund
41	052-5200-440-31-05	Standing desks and equipment for staff	Utility Billing Fund	\$ 3,050.00	Utility Billing Fund Reserves	The Utility Billing Fund will use reserves to purchase standing desks and equipment for staff
42	052-5200-440-31-06	Watersmart Software	Utility Billing Fund	\$ 46,700.00	Utility Billing Fund Reserves	The Utility Billing Fund will use reserves to purchase the Watersmart Software
43	053-5300-416-32-99	Additional funds for Wellness programs	Wellness	\$ 100,000.00	Donation from Aetna	The Wellness Fund received a donation to support incentives in the City's Wellness Program
44	053-5300-416-40-99	Blue Cross/Aetna data conversion expenses	Wellness	\$ 20,180.00	Wellness Fund Reserves	The Wellness Fund will use reserves to facilitate the data conversion of the City's change to Blue Cross from AETNA
45	057-5701-405-40-14	Education Benefits	Education Benefit Fund	\$ 56,417.00	Existing Budget Authority	Create an Education Benefits Fund and move existing authority to newly created fund
46	070-0000-500-80-01	Expenses related to repairing the Center Street Underpass	Street Federal Aid Project Fund	\$ 250,000.00	Street Reserves	Authority to expend monies to repair the Center Street Underpass
47	078-6000-520-95-03	City match for the purchase of transit buses	Capitla Acquisition Fund	\$ 80,000.00	Capital reserves	Transfer monies to Transit Urban for the purchase of 3 buses for urban demand response

Ref #	Line #	Description	Fund	Amount	Source of \$	Notes
48	952-9703-520-95-03	Additional authority for a retirement payoff and funds are available for the expense	Retirement Payout Fund	\$ 5,169.00	Retirement Reserves	Use of Retirement reserves for a planned retirement which needed additional funds and authority
49	952-9703-520-95-03	Additional authority for a retirement payoff and funds are available for the expense	Retirement Payout Fund	\$ 20,294.00	Retirement Reserves	Use of Retirement reserves for an unplanned retirement which needed additional funds and authority
50	952-9703-520-95-03	Additional authority for a retirement payoff and funds are available for the expense	Retirement Payout Fund	\$ 30,760.00	Retirement Reserves	Use of Retirement reserves for an unplanned retirement which needed additional funds and authority
Total Amendments				\$ 2,165,192.00		

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

May 10, 2018	Council Study Session review
May 11, 2018	Notice sent to Idaho State Journal (ISJ)
May 23, 2018	Public notice #1 published
May 30, 2018	Public notice #2 published
June 7, 2018	Public Hearing and consider amended ordinance

d. **Further amendments.** There will be one more opportunity to amend the budget near the end of the fiscal year in September, 2018.

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 FY18 budget was built during spring, 2017 and adopted in August, 2017. 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 FY18 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 & Council, \$614, refunds and reimbursements.** The Mayor & Council department will refund the excess monies received as payment for the cost of records requests made.

- 2) **General Fund 001, Mayor & Council, \$55, supplies.** The Mayor & Council department will use donations received to make blankets for the Portneuf Medical Cancer Center.
- 3) **General Fund 001, Mayor & Council, \$80, professional services.** The Mayor & Council department will purchase shirts for the Youth Council, and the Youth Council will reimburse the Mayor's office for the shirts.
- 4) **General Fund 001, Mayor & Council, \$408, food expenses.** The Mayor & Council department has incurred expenses for the Coffee with the Mayor monthly event which is covered with sponsorship revenues.
- 5) **General Fund 001, Mayor & Council, \$1,167, travel and training.** The Mayor & Council department received reimbursement from ICRMP for the Mayor to attend the AGRIP Conference.
- 6) **General Fund 001, Police, \$20,294, retirement.** The Police department had an unplanned retirement which is covered by retirement saving reserves.
- 7) **General Fund 001, Police, \$30,760, retirement.** The Police department had an unplanned retirement which is covered by retirement saving reserves.
- 8) **General Fund 001, Police, \$1,324, travel and training.** The Police department received reimbursement from the State of Idaho for travel for car seat training and School Violence Prevention Conference.
- 9) **General Fund 001, Police, \$1,227, equipment upgrades.** The Police department received reimbursements from Pocatello Police officers for weapons upgrades.
- 10) **General Fund 001, Police, \$4,787, maintenance agreement.** The Police department received reimbursements from Bannock County and the City of Chubbuck for the shared cost of the COPLINK program.
- 11) **General Fund 001, Police, \$25,215, equipment.** The Police department received reimbursement from the US Marshalls for the purchase of body armor and binoculars.
- 12) **General Fund 001, Police, \$774, training.** The Police department received reimbursement from the State of Idaho for class tuition for an Instructor Development Course.
- 13) **General Fund 001, Police, \$44,627, capital donation.** The Police department received a donation of a DARE Jeep from Bannock County DARE.
- 14) **General Fund 001, Fire, \$1,650, software.** The Fire department received a grant for fire simulation software from the Idaho Fire Chiefs.
- 15) **General Fund 001, Fire, \$85,000, capital equipment.** The Fire department received a donation for the purchase of a trailer to mitigate spills occurring in or near waterways.
- 16) **General Fund 001, Animal Services, \$50,000, capital equipment.** The Animal Services department received a donation from PetSmart Charities to purchase supplies for the surgery suite at the Animal Shelter.

- 17) **Street Fund 003, Street, \$12,457, transfer.** The Street department will transfer monies to Fund 070, Street Federal Aid Fund, for the final expenses on the Benton and 2nd Street intersection project.
- 18) **Street Fund 003, Street, \$250,000, transfer.** The Street department will transfer monies to Fund 070, Street Federal Aid Fund, for work on the Center Street Underpass.
- 19) **Street Fund 003, Street, \$75000, capital equipment.** The Street department will use reserves to purchase equipment to produce salt brine for winter maintenance.
- 20) **Cemetery Fund 005, Cemetery, \$17,500, equipment.** The Cemetery department will use reserves to purchase a riding mower.
- 21) **Airport Fund 006, Airport, \$199,144, building repairs.** The Airport department exchanged building repairs for rent from Driscoll Top Hay.
- 22) **Library Fund 007, Library, \$29,500, supplies.** The Library department received a donation of shelving units from the Friends of the Library.
- 23) **Library Fund 007, Library, \$11,620, utilities.** The Library department will use reserves to pay for increased utility costs due to the delay of the lighting project.
- 24) **Transit Urban Fund 009, Transit Urban, \$391,250, capital equipment.** The Transit Urban Fund will replace three low floor ramp buses for urban demand response using grants and capital acquisition savings.
- 25) **Sanitation Fund 030, Sanitation, \$100,000, capital equipment.** The Sanitation Fund will use reserves to upgrade the wash bay at the new facility on Garrett Way.
- 26) **Ambulance Fund 035, Ambulance, \$5,169, retirement.** The Ambulance Fund had a planned retirement that needed additional authority for the retirement and savings were available in the Retirement Savings Fund.
- 27) **Fleet Management Fund 051, Fleet Management, \$34,559, wages.** The Fleet Management Fund will use capital contingency funds to create a budget for Fleet Management.
- 28) **Fleet Management Fund 051, Fleet Management, \$9,256, medical insurance.** The Fleet Management Fund will use capital contingency funds to create a budget for Fleet Management.
- 29) **Fleet Management Fund 051, Fleet Management, \$11.00, life insurance.** The Fleet Management Fund will use capital contingency funds to create a budget for Fleet Management.
- 30) **Fleet Management Fund 051, Fleet Management, \$414, dental insurance.** The Fleet Management Fund will use capital contingency funds to create a budget for Fleet Management.
- 31) **Fleet Management Fund 051, Fleet Management, \$358, worker's compensation insurance.** The Fleet Management Fund will use capital contingency funds to create a budget for Fleet Management.

- 32) **Fleet Management Fund 051, Fleet Management, \$3,985, PERSI benefit.** The Fleet Management Fund will use capital contingency funds to create a budget for Fleet Management.
- 33) **Fleet Management Fund 051, Fleet Management, \$1,009, medical savings.** The Fleet Management Fund will use capital contingency funds to create a budget for Fleet Management.
- 34) **Fleet Management Fund 051, Fleet Management, \$2,644, social security and medicare.** The Fleet Management Fund will use capital contingency funds to create a budget for Fleet Management.
- 35) **Fleet Management Fund 051, Fleet Management, \$110,000, software.** The Fleet Management Fund will use capital contingency funds to create a budget for Fleet Management.
- 36) **Fleet Management Fund 051, Fleet Management, \$400, supplies.** The Fleet Management Fund will use capital contingency funds to create a budget for Fleet Management.
- 37) **Fleet Management Fund 051, Fleet Management, \$20,000, equipment.** The Fleet Management Fund will use capital contingency funds to create a budget for Fleet Management.
- 38) **Fleet Management Fund 051, Fleet Management, \$4,364, professional services.** The Fleet Management Fund will use capital contingency funds to create a budget for Fleet Management.
- 39) **Fleet Management Fund 051, Fleet Management, \$1,000, communications.** The Fleet Management Fund will use capital contingency funds to create a budget for Fleet Management.
- 40) **Fleet Management Fund 051, Fleet Management, \$5,000, travel and training.** The Fleet Management Fund will use capital contingency funds to create a budget for Fleet Management.
- 41) **Utility Billing Fund 052, Utility Billing, \$3,050, equipment.** The Utility Billing Fund will use reserves for the purchase of standing desks and equipment for staff.
- 42) **Utility Billing Fund 052, Utility Billing, \$46,700, software.** The Utility Billing Fund will use reserves to purchase the Watersmart software.
- 43) **Employee Wellness Fund 053, Employee Wellness, \$100,000, incentives.** The Employee Wellness Fund received a donation from AETNA to support incentives in the City's Wellness Program.
- 44) **Employee Wellness Fund 053, Employee Wellness, \$20,180, professional services.** The Employee Wellness Fund will use reserves to facilitate the data conversion of the City's change to Blue Cross from AETNA.
- 45) **Education Benefit Fund 057, Education Benefit, 56,417, education benefits.** The Education Benefit Fund will move existing budget authority to create a budget for Education Benefits.
- 46) **Street Federal Aid Project Fund 070, Street Federal Aid Projects, \$250,000, capital.** The Street Federal Aid Project Fund will use monies transferred from Street to repair the Center Street Underpass.

- 47) **Capital Acquisition Fund 078, Capital Acquisition, \$80,000, transfer.** The Capital Acquisition fund will transfer funds to the Transit Urban Fund for the match required on the requested capital purchases.
- 48) **Retirement Savings Fund 952, Retirement Savings, \$5,169, transfer.** The Retirement Savings Fund will use reserves for a planned retirement, which needed additional funds and authority.
- 49) **Retirement Savings Fund 952, Retirement Savings, \$20,294, transfer.** The Retirement Savings Fund will use reserves for an unplanned retirement, which needed funds and authority.
- 50) **Retirement Savings Fund 952, Retirement Savings, \$30,760, transfer.** The Retirement Savings Fund will use reserves for an unplanned retirement, which needed funds and authority.
- g. **Summary.** The total amount of all amendments is \$2,165,192.00 breakout by fund is:

Budget Amendments	
Fund	Amount
General Fund	\$ 267,982.00
Street Fund	\$ 337,457.00
Cemetery Fund	\$ 17,500.00
Airport Fund	\$ 199,144.00
Library Fund	\$ 41,120.00
Transit Urban Fund	\$ 391,250.00
Sanitation Fund	\$ 100,000.00
Ambulance Fund	\$ 5,169.00
Fleet Management Fund	\$ 193,000.00
Utility Billing Fund	\$ 49,750.00
Wellness Fund	\$ 120,180.00
Education Benefit Fund	\$ 56,417.00
Street Federal Aid Fund	\$ 250,000.00
Capital Acquisition Fund	\$ 80,000.00
Retirement Payout Fund	\$ 56,223.00
Total	\$ 2,165,192.00

h. **Contacts.**

Overall: Ashley Linton-Welsh, Senior Accountant
 (208) 234-6219 or email: alinton@pocatello.us

or contact the appropriate department (Mayor & Council, Police, Fire, Animal Services, Street, Cemetery, Airport, Library, Transit, Sanitation, Ambulance, Utility Billing, Employee Wellness)