

CITY OF POCA TELLO, IDAHO
CITY COUNCIL BUDGET
DEVELOPMENT MEETING
JUNE 13, 2023

AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Budget Development Meeting to order at 9:00 a.m. Council members present were ROLL CALL Rick Cheatum, Linda Leeuwrik, Corey Mangum, Josh Mansfield, Scott Marchand and Brent Nichols.

AGENDA ITEM NO. 2: Anne Butler, Parks and Recreation Director, was present to give PARKS AND A presentation. Ms. Butler introduced Parks and Recreation RECREATION Division representatives in attendance: Kristen DaviBatya, Administrative Assistant; Brett Hewatt, Parks Superintendent; Peter Pruett, Zoo Idaho Manager; Richard Henderson, Team Sports Manager; Stacy Van Kirk, Community Recreation Center (CRC) Manager; Ruth Wilford, Cemetery Administrator; and Maren Hunter, Outdoor Recreation Manager. She highlighted the Divisions within the Parks and Recreation Department – Administration; Parks, Recreation, Cemetery and Zoo.

Administration: Ms. Butler highlighted projects completed in FY2023 including Partnership with Idaho Central Credit Union for OK Ward Splash Pad project; Partnership with Portneuf Health Trust for CRC expansion project; facilitation of partial donation for Ross Park slide; and completion of Riverside Golf Course water overflow solution.

Parks: Mr. Hewatt highlighted projects completed in FY2023 including Centennial Park restroom remodel; Riverside Golf Course solution for surface water; and new water feature/splashpad at OK Ward Park. He emphasized the need to upgrade and modernize the upper level Ross Park restroom facility in FY2024.

Recreation – Golf: Ms. Butler highlighted projects completed at the golf courses and clarified that the golf courses are operated by a concessionaire. Projected revenue amounts are based upon the contract with FORE Golf. Capital improvements are necessary at both golf courses and savings has been budgeted on an annual basis for those upgrades. The Riverside Golf Course clubhouse project will be presented by the Golf Advisory Council and considered by the City Council at a future date.

Recreation –Team Sports, Outdoor Recreation, CRC and RPAC: Ms. Van Kirk highlighted projects completed in FY2023 including demolition of the Ross Park Aquatic Center (RPAC) water slide; Main pool resurfacing at RPAC; replacement and repair of Team Sports fencing at NOP Park and corporate donation from Idaho Central Credit Union (ICCU) for purchase of a PistenBully 100 Series Snow Groomer for the Mink Creek Nordic Center.

Council discussed the following topics: Seasonal staffing needs and challenges; RPAC water slide project; CRC addition through a donation by Portneuf Health Trust; RPAC and CRC maintenance issues; Team Sport participation rates; Cemetery fees and maintenance issues; and current and proposed fees at RPAC and CRC.

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Cemetery: Ms. Wilford highlighted projects at City cemeteries including spring cleanup efforts; tree maintenance at Mountain View; necessary roadway improvements; fence improvements; water flow and coverage needs; and maintenance needs at the Restlawn building.

Zoo Idaho: Mr. Pruett highlighted projects completed in FY2023 including completion of the Zoo gift shop and side path, pollinator garden and inception of "Relationships and Resilience" program in cooperation with Idaho State University (ISU). He gave an overview of the projected objectives in FY2024 including release of six trumpeter swans in 2024 and development of shade structures on south path for zoo guests.

Council members discussed the following topics: veterinary costs at Zoo Idaho; budgeted food costs at the zoo; outreach programs and ongoing staffing challenges.

Mayor Blad called a recess at 10:15 a.m.

Mayor Blad reconvened the meeting at 10:29 a.m.

AGENDA ITEM NO. 3: Tom Kirkman, Deputy Public Works Director, was in attendance to give a presentation. He gave an overview of the organization of the Street Operation Department and current staffing levels. He introduced Mike Neville, Street Manager and Teresa Caudill, Fleet Manager. Mr. Kirkman highlighted completed projects in FY2023 including 25.1 miles of pavement management; addition of 54 ADA-compliant ramps for federal compliance; improvements to eight (8) signalized intersections for proactive signal monitoring to reduce traffic disruption and compliance with EPA's MS4 permit as it relates to storm water. He emphasized that funding requests for FY2024 include pavement improvement funding; addition of a street sweeper for water quality improvement and addition of three (3) Senior Operators for improved maintenance activities and addition of a Data Analyst to maintain and improve asset management systems and reporting.

Council members discussed the following topics: Available Street Department reserves; need to update aging equipment; staffing challenges; technology advancements for efficiency; lease agreements for equipment; projected state revenue; and proposed Federal Aid projects.

AGENDA ITEM NO. 4: Tom Kirkman, Deputy Public Works Director and Teresa Caudill, Fleet Manager, were in attendance to give a presentation. Mr. Kirkman gave an overview of the organization of the Fleet Department and current staffing levels. He highlighted projects completed in FY2023 including maintenance and repair of City assets; Fuel Site management, and installation/maintenance of GPS on City assets.

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Ms. Caudill emphasized the efforts to right-size City fleet assets and shared efficiency efforts to decrease overall fleet costs for all departments.

Council members discussed the following topics: Specialized fleet services; contract purchasing for improved purchasing power; departments which are included in the Fleet program; and in-house NAPA Auto Parts program.

Mayor Blad announced that Agenda Item No. 6 would be heard at this time.

AGENDA ITEM NO. 6: Tom Kirkman, Deputy Public Works Director, gave an overview of projected fuel and natural gas prices. He stated data from the Department of Energy Information administration (EIA) has accurately guided projections since 2017. He clarified that fuel prices are bid every two (2) weeks competitively and is the most efficient method for fuel pricing. Mr. Kirkman stated that construction of a new fuel site at the Public Works building is projected to be completed in late fall or early winter 2023.

Council members discussed the following topics: Fuel administration costs; fuel usage by department; and removal options of the old fuel site.

Mayor Blad announced that Agenda Item No. 5 would be heard at this time.

AGENDA ITEM NO. 5: Tom Kirkman, Deputy Public Works Director and Kerri Farnsworth, Sanitation Manager, were in attendance to give a presentation. Mr. Kirkman gave an overview of the organization of the Sanitation Department and current staffing levels. He reported an increase in roll-off services, temporary container services and residential/commercial cart services. Recycling efforts have resulted in an increased recycling rate for residents. Mr. Kirkman reported that due to efficiency efforts, Sanitation would not be requesting a fee increase in FY2024. Technological implementation efforts have led to lower overall service expenses and increased revenue resulting in reserve amounts exceeding projected revenues.

Council members discussed the following topics: Increased service demand; equipment and personnel needs; landfill fees; 5-year rate study; equipment and driving simulation programs; and maintenance programs.

AGENDA ITEM NO. 7: There being no further business, Mayor Blad adjourned the meeting at 12:12 p.m.

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APPROVED:



BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:



KONNI R. KENDELL, CITY CLERK