

CITY OF POCA TELLO, IDAHO
CITY COUNCIL BUDGET
DEVELOPMENT MEETING
JUNE 15, 2023

AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Budget Development Meeting to order at 9:02 a.m. Council members present were RICK CALL
ROLL CALL Rick Cheatum, Linda Leeuwrik, Corey Mangum, Josh Mansfield, Scott Marchand and Brent Nichols.

AGENDA ITEM NO. 2: Heather Buchanan, Human Resources Director, was present to HUMAN RESOURCES give a presentation. She gave an overview of the organization of the Human Resources (HR) Department and current staffing levels. Ms. Buchanan explained that the HR department is currently not fully staffed. She explained that additional funding is requested to host an annual employee appreciation event and that the FY2024 requested amounts for training and travel within the HR department has been reduced. Ms. Buchanan clarified that funding for drug testing for FY2024 has been reallocated to the individual departments and is no longer fully funded through the HR budget. She added that a decrease for Consulting Services is a result of reallocating Employee Assistance Program (EAP) costs to Salary costs within each affected department.

Council members expressed thanks for employee appreciation events and stated that the events are positive activities for employee interaction and morale.

AGENDA ITEM NO. 3: Roger Schei, Chief of Police, and Major Eric Anderson were POLICE DEPARTMENT present to give a presentation. Chief Schei gave an overview of the organization of the Police Department and current staffing levels. He highlighted the following completed projects during Fiscal Year 2023: Pocatello Dispatch center was the first dispatch center in Idaho to receive the ACE advanced dispatch certification; ICOPA accreditation requirements were met to meet state and federal grant qualifications; mobile command center was donated by Operation Underground Railroad to deploy to crime scenes and investigations on site; and modernization of evidence storage to enhance chain of custody for evidence and increase available storage space.

Council members discussed the following topics: expansion of the PPD locker room; Police Department parking lot security upgrades; addition of an interview room at the Police Department lobby; funding request to Bannock County for the 9-1-1 radio realignment; salary savings; increased operating costs; and requested spending authority for additional revenue.

AGENDA ITEM NO. 4: Ryan O'Hearn, Fire Chief, was in attendance to give a FIRE DEPARTMENT presentation. Chief O'Hearn gave an overview of the organization of the Fire Department and current staffing levels. He highlighted the following completed projects during Fiscal Year 2023: Procurement of three (3) new brush trucks through a grant award, donation by Idaho Central Credit Union (ICCU) and allocation by the City Council; AFG award for two (2) sets of extrication equipment; and replacement vehicle for Fire Prevention/Fire Inspector. Mr. O'Hearn highlighted the following Fire Department objectives for Fiscal Year 2024: Standardized driver's training program and curriculum to reduce accidents and claims; replacement of five (5) AEDs which have reached the end of service life;

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procurement of one extractor per year to allocate an extractor at each station to reduce exposure to toxins and carcinogens; remodel of the Battalion Chief's office to separate the office and living spaces; and participation in the Western Fuel Reduction Grant to reduce fuels in the Johnny Creek area to mitigate fire hazards;

Council members discussed the following topics: Grant opportunities for equipment; fire station locations and accommodation needs; deployment revenue; overtime expenses; and equipment needs.

AGENDA ITEM NO. 4: Ryan O'Hearn, Fire Chief, was in attendance to give a presentation. He gave an overview of the organization of the Fire Department and current staffing levels. Mr. O'Hearn highlighted the following completed projects during Fiscal Year 2023: Procurement of a Type 1 ambulance and Power Loader System through Idaho EMS grants; Additional Power Loader through AFG Grant and completion of paramedic training for four (4) employees. An additional five (5) employees started paramedic training during FY2023 and will be completed during FY2024. He reminded the Council that the Ambulance budget is a "pass-through" budget, as Bannock County provides funding for ambulance services to the county.

Council members discussed the following topics: Current dispatch service; ambulance equipment needs; personnel needs; and private ambulance services.

AGENDA ITEM NO. 6: Levi Adams, Water Pollution Control (WPC) Superintendent, was in attendance to give a presentation. He gave an overview of the organization of the department and current staffing levels. Mr. Adams highlighted the following projects completed during Fiscal Year 2023: System rehabilitation through Cured in Place Pipe (CIPP) lining; design completion for Administration and Operations building; and design completion for Phase 1 dewatering project. He stated that the 5-year Rate Study and financial plan will be completed in FY2024 to establish objectives and ensure financial stability and equitable recovery of costs. The following projects are anticipated to be completed in FY2024: Construction of Administration Building; Construction of Phase 1 dewatering project; Department rename/rebranding project; replacement of generator; and continued CIPP projects.

Council members discussed the following topics: Rebranding procedure and costs; personnel needs and seasonal personnel changes; vehicle needs; and current utility rate comparisons.

Mayor Blad called a recess at 10:31 a.m.

Mayor Blad reconvened the meeting at 10:47 a.m.

Council member Mangum was excused at this time.

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AGENDA ITEM NO. 7: Justin Armstrong, Water Department Superintendent, was in attendance to give a presentation. He gave an overview of the organization of the department and current staffing levels. Mr. Armstrong highlighted the following projects completed during Fiscal Year 2023: Replacement and installation of waterlines for the 5 million gallon tank transmission line; New booster station and transmission for the Pocatello Creek Booster and Transmission project; Well 2 and Well 22 replacement construction; Property purchase for two future well sites; and replacement of aging water lines. The following projects are anticipated to be completed in FY2024: Well #22 replacement; High Country Tank Replacement; New municipal well development to support city growth projections in the north area; upgrades to Satterfield Well and Highland Golf Course; Water Line replacement and participation in 5-year financial plan.

Council members discussed the following topics: Personnel needs; Proposed fee increases according to Rate Study; water usage and supply; conservation efforts; aquifer levels and protection efforts; and capital equipment needs.

AGENDA ITEM NO. 8: Cindy Robbins, Utility Billing Director, was in attendance to give a presentation. She gave an overview of the organization of the department and current staffing levels. Ms. Robbins highlighted the following addition of check scanners to reduce staff processing time and ensure accuracy. She added that vehicle availability is still a challenge and vehicle replacement is necessary.

Council members discussed the addition of payment kiosks for various bill payments.

AGENDA ITEM NO. 9: Gene Hill, Chief Financial Officer, gave an overview of the Capital Contingency Fund 078. He explained that departments use Fund 078 as a way to save for upcoming projects or capital needs.

Council discussed the following topics: Priority projects; ARPA funding available; emergency funding; maintenance funding; Library elevator repair; inflation rates; salary savings; and community funding requests.

Mayor Blad announced that further discussion would take place during the Tax solution item at a later Budget meeting.

AGENDA ITEM NO. 10: Gene Hill, Chief Financial Officer, gave an overview of the organization of the Finance Department and current staffing levels. Mr. Hill highlighted the following projects completed or in process during Fiscal Year 023: FY2021 audit completed; CAFR F2021 completed and DY2022 audit in process. He added that the objectives for FY2024 included a complete system upgrade of the Finance enterprise software and completion of the F"Y2023 audit on schedule.

