

AGENDA

CITY OF POCATELLO CITY COUNCIL WORK SESSION

FEBRUARY 13, 2025 • 9:00 AM

COUNCIL CHAMBERS | 911 NORTH 7TH AVENUE

The meeting will be live-streamed at <https://streaming.pocatello.gov/> and available on Sparklight Cable channel 56

City Hall is accessible to persons with disabilities. Program access accommodations can be provided with two (2) days' advance notice by contacting Skyler Beebe at sbeebe@pocatello.gov, [208-234-6248](tel:208-234-6248), or 5815 South 5th Avenue, Pocatello, Idaho.

1. ROLL CALL

2. POCATELLO REGIONAL AIRPORT COMMISSION UPDATE

Representatives from the Pocatello Regional Airport Commission will be present to discuss the Commission's goals and projects, as well as Council's policies and expectations. **(ACTION ITEM)**

3. POCATELLO DEVELOPMENT AUTHORITY (PDA) UPDATE

Representatives from Pocatello Development Authority (PDA) will be present to discuss the PDA's goals and projects, as well as Council's policies and expectations. **(ACTION ITEM)**

4. PROPOSED FEBRUARY FISCAL YEAR 2025 BUDGET AMENDMENTS

Finance Department staff will be in attendance to present to Council detailed information on proposed Fiscal Year 2025 February Budget amendments for the public hearing to be held February 20, 2025. **(ACTION ITEM)**

Documents:

[AGENDA-ITEM-4.PDF](#)

5. COUNCIL ADVISORY BOARD UPDATES

This time has been set aside for the Mayor and Council members to give an update regarding recent advisory board activities.

6. ADJOURN

FY2025 Proposed February Budget Amendments



This document provides detailed information on the proposed FY2025 February budget amendments for the City of Pocatello.

A public hearing on the proposed budget amendments will be held at 6:00 pm on Thursday, February 20, 2025, 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 FY2025 Budget Ordinance at the February 20, 2025 Council Meeting.

Brandy Myers
Accountant
Email: bmyers@pocatello.gov
View on line at: www.pocatello.gov

MEMORANDUM FOR: Mayor Blad, Council Members & Citizen Stakeholders

FROM: Brandy Myers, Accountant

SUBJECT: **Proposed FY25 February Budget Amendments**

DATE: February 20, 2025

1. **FOR INFORMATION.**

2. **Purpose.** To provide information regarding proposed FY25 February Budget Amendments.

3. **Discussion.**

a. **General.** Each 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 Council 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 first amendment to the Fiscal Year 2025 budget could increase some budgets.

b. **Summary:**

FY25 Proposed February Budget Amendments				
Packet Ref #	Department Description	Fund	Revenue Source	Authority Ask + Increase () Decrease
	General Fund Budget Expense			\$ 45,591,919
1	Mayor's Office	001	Fund 078	\$ 350,000
2	Human Resource	001	Refund	\$ 1,322
3	Fire	001	General Fund	\$ 762,371
4	Fire	001	Fund 078	\$ 104,901
5	Fire	001	Fund 078	\$ 100,000
6	Fire	001	Fund 078	\$ 100,000
7	Fire	001	Fund 078	\$ 257,955
8	Fire	001	Fund 078	\$ 29,267
9	Fire	001	Fund 078	\$ 171,410
10	Animal Services	001	FY25 Donations	\$ 6,841
11	Parks & Rec	001	FY25 Donations	\$ 36,936
Net Authority Ask				\$ 1,921,003
General Fund Amended Balance				\$ 47,512,922

	Liability Insurance Fund Budget Expense Balance			\$ 1,692,581
12	Liability	002	Fund Balance	\$ 4,577
Net Authority Ask				\$ 4,577
Liability Insurance Fund Amended Balance				\$ 1,697,158
	Street Fund Budget Expense Balance			\$ 9,915,495
13	Street	003	Fund Balance	\$ 584,229
Net Authority Ask				\$ 584,229
Street Fund Amended Balance				\$ 10,499,724
	Transit Rural Fund 008			\$ 1,616,803
14	Transit Rural Fund	008	General Fund	\$ 108,851
Net Authority Ask				\$ 108,851
Transit Rural Fund Amended Balance				\$ 1,725,654
	Transit Urban Fund 009			\$ 4,014,833
15	Transit Urban Fund	009	General Fund	\$ 46,078
16	Transit Urban Fund	009	FTA 5310 Grant	\$ 59,694
Net Authority Ask				\$ 105,772
Transit Urban Fund Amended Balance				\$ 4,120,605
	Sanitation Fund Budget Expense Balance			\$ 11,643,664
17	Sanitation	030	Fund Balance	\$ 700,000
Net Authority Ask				\$ 700,000
Sanitation Fund Amended Balance				\$ 12,343,664
	Water Fund Budget Expense Balance			\$ 19,653,034
18	Water	031	Fund Balance	\$ 288,500
Net Authority Ask				\$ 288,500
Water Fund Amended Balance				\$ 19,941,534
	Ambulance Fund			\$ 4,472,677
19	Ambulance Fund	035	EMS Deployment	\$ 396
20	Ambulance Fund	035	EMS Deployment	\$ 41,870
Net Authority Ask				\$ 42,266
Ambulance Fund Amended Balance				\$ 4,514,943
	Employee Wellness Fund			\$ 57,240
21	Employee Wellness	053	Fund Balance	\$ 35,721
Net Authority Ask				\$ 35,721
Employee Wellness Fund Amended Balance				\$ 92,961
	WPC Debt Service Fund			\$ 1,739,349
22	WPC	060	Fund 038	\$ 1,683,538
Net Authority Ask				\$ 1,683,538
WPC Debt Service Fund Amended Balance				\$ 3,422,887
	WPC Construction Fund			\$ 3,000,000
23	WPC	074	Fund 032	\$ 1,683,538
Net Authority Ask				\$ 1,683,538
WPC Construction Fund Amended Balance				\$ 4,683,538

Requesting Department's Original or Amended Budget				\$ 103,397,595
	Addition			\$ 7,157,995
TOTAL Proposed Department's FY25 Amended Budget				\$ 110,555,590
Total FY25 City Budget				\$ 163,947,775
	Addition			\$ 7,157,995
TOTAL PROPOSED FY24 AMENDED CITY BUDGET				\$ 171,105,770

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

February 05, 2025	Notice sent to Idaho State Journal (ISJ)
February 12, 2025	Public notice #1 published
February 13, 2025	Presentation to Council at Work Session
February 19, 2025	Public notice #2 published
February 20, 2025	City Council Public Hearing/ Ordinance for Council consideration

d. **Further amendments.** This is the first opportunity to amend the budget for Fiscal Year 2025.

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 FY25 budget was built during spring 2024 and adopted in September 2024. It is never possible to fully anticipate every grant, and 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 built a tight FY25 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 are awarded 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 City 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 goods or services.

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, \$350,000, Fund 078. The Mayor's Office would like to use the funds from Fund 078 that were set aside for the City's rebranding as they are spearheading most of the expense.

- 2. General Fund 001, Human Resources, \$1,322, Refund.** Human Resources would like to use the refund received from Capital Info Group for the cancelation of the Business Management Daily subscription.
- 3. General Fund 001, Fire Department, \$762,371, General Fund.** The Fire Department would like to use the funds from FY24 fire deployments that rolled into the General Fund reserve balance for an apparatus storage building or future fire station.
- 4. General Fund 001, Fire Department, \$104,901, Fund 078.** The Fire Department would like to use the funds from Fund 078 that were set aside for capital projects. The Department would like to use these funds to purchase an apparatus storage building or apply the funds towards the purchase of real estate for a future fire station.
- 5. General Fund 001, Fire Department, \$100,000, Fund 078.** The Fire Department would like to use the funds from Fund 078 that were set aside for capital projects to purchase equipment and supplies for the new Tiller Fire truck expected for delivery in FY25.
- 6. General Fund 001, Fire Department, \$100,00, Fund 078.** The Fire Department would like to use the funds from Fund 078 that were set aside for capital projects to purchase equipment, fire safety gear and turnouts.
- 7. General Fund 001, Fire Department, \$257,955, Fund 078.** The Fire Department would like to use the funds from Fund 078 that were set aside for capital projects to purchase a wildland engine brush truck.
- 8. General Fund 001, Fire Department, \$29,267, Fund 078.** The Fire Department would like to use the funds from Fund 078 that were set aside for capital projects for the remodel of Fire Station #2 office and sleeping quarters.
- 9. General Fund 001, Fire Department, \$171,410, Fund 078.** The Fire Department would like to use the funds from Fund 078 that were set aside for capital projects for the remodel of Fire Station #1 bathroom.
- 10. General Fund 001, Animal Services, \$6,841, Donations.** Animal Services would like to use the year to date donations made to the shelter for medical supplies.
- 11. General Fund 001, Parks & Recreation Department, \$36,936, Donations.** The Parks & Recreation department would like to use the funds donated from NeighborWorks Pocatello for improvements to Purce Park and bench replacement.
- 12. Fund 002, Liability Insurance Department, \$4,577, Fund 002.** The Liability Insurance Department would like to use the reimbursement from insurance claims to offset the expense.
- 13. Fund 003, Street Department, \$584,229, Fund 003.** The Street department would like to use the unexecuted funds from FY24 for the construction of South Valley Road and Bannock Highway traffic signal.

14. Fund 008, Transit Rural Department, \$108,851, Fund 001. The Transit Rural department would like to use funds from General Fund balance for the purchase of a bus that was ordered in FY24 but will be delivered in FY25.

15. Fund 009, Transit Urban Department, \$46,078, Fund 001. The Transit Urban department would like to use funds from General Fund balance for the purchase of a bus that was ordered in FY24 but will be delivered in FY25.

16. Fund 009, Transit Urban Department, \$59,694, Fund 009. The Transit Urban department would like to use the remaining funds from the FTA 5310 Grant and deferred advertising revenue for the PRT Facility Sidewalk Improvements.

17. Fund 030, Sanitation Department, \$700,00, Fund 030. The Sanitation department would like to use the unexecuted funds from FY24 for Recycling Facility renovations and upgrades.

18. Fund 031, Water Department, \$288,500, Fund 031. The Water Department would like to use funds set aside for the purchase of a Water Valve Truck that was ordered in FY23 but due to supply issues, will not be delivered until FY25.

19. Fund 035, Ambulance Department, \$396, Fund 035. The Ambulance department would like to use the funds received for the operating expenses while on deployment.

20. Fund 035, Ambulance Department, \$41,870, Fund 035. The Ambulance department would like to use the funds received for the personnel expenses while on deployment.

21. Fund 053, Employee Wellness, \$35,721, Fund 053. The Employee Wellness would like to use the funds from Pacific Source for the funding of Healthjoy.

22. Fund 060, WPC Debt Service Fund, \$1,683,538, Fund 038. The WPC department would like to use the funds from Fund 038 for the coverage of the 2015A Bond payment.

23. Fund 074, WPC Construction, \$1,683,538, Fund 032. The WPC department would like to use the funds from Fund 032 for FY25 capital projects.

g. **Summary.** The total amount of all amendments is \$7,157,995. Breakout by fund is:

CITY OF POCA TELLO
 BUDGET AMENDMENT
 FISCAL YEAR 2025

Fund	Original Budget For Requesting Departments	Request	Amended Budget For Requesting Departments
General Fund	45,591,919	1,921,003	47,512,922
Liability Insurance Fund	1,692,581	4,577	1,697,158
Street Fund	9,915,495	584,229	10,499,724
Transit Rural Fund	1,616,803	108,851	1,725,654
Transit Urban Fund	4,014,833	105,772	4,120,605
Sanitation Fund	11,643,664	700,000	12,343,664
Water Fund	19,653,034	288,500	19,941,534
Ambulance Fund	4,472,677	42,266	4,514,943
Employee Wellness Fund	57,240	35,721	92,961
WPC Debt Service Fund	1,739,349	1,683,538	3,422,887
WPC Construction Fund	3,000,000	1,683,538	4,683,538
Total Request	103,397,595	7,157,995	110,555,590

h. Contacts.

Overall: Brandy Myers, Accountant
 bmyers@pocatello.gov
 Alternatively, contact the appropriate department’s fund manager.