

AGENDA

CITY OF POCATELLO CITY COUNCIL WORK SESSION

JULY 10, 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

In accordance with the Americans with Disabilities Act, it is the policy of the City of Pocatello to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require an accommodation, please contact Skyler Beebe with two (2) business days' advance notice at sbeebe@pocatello.gov; [208-234-6248](tel:208-234-6248); or 5815 South 5th Avenue, Pocatello, Idaho. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

1. ROLL CALL

2. FISCAL YEAR 2026 BUDGET DEVELOPMENT

Council will consider the Fiscal Year 2026 Budget and discuss recommendations. **(ACTION ITEM)**

Documents:

AGENDA-ITEM-2.PDF

3. PERSONNEL POLICY HANDBOOK UPDATES

Human Resources Department staff will be in attendance to present proposed changes to existing policies of the Personnel Policy Handbook. Policy adoptions will be presented to the Council at a future Regular City Council meeting. **(ACTION ITEM)**

Documents:

AGENDA-ITEM-3.PDF

4. PROPOSED AMENDMENT TO THE AREA OF CITY IMPACT

Planning and Development Services staff members will be in attendance to discuss and receive guidance from Council regarding proposed amendments to the Area of City Impact. **(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

Mayor Brian C. Blad

Dakota Bates | Rick Cheatum | Linda Leeuwrik
Corey Mangum | Brent R. Nichols | Hayden James Paulsen

Agenda Item #2

July 1, 2025

TO: Pocatello City Council
FROM: Mayor Brian C. Blad
SUBJECT: FY2026 Draft Budget Overview

The FY 2026 draft budget as of June 25, 2025 includes the following items as discussed during the May 15, June 2 through 5 Budget Development Meetings and June 10 Budget Development Meeting. It also includes updated data due to information from Federal Transit Administration regarding Pocatello Regional Transit interfund charges.

REVENUE

Taxes

- 3% increase from the highest budget of 3 years
- Projected new construction
- Projected annexation
- State ag/personal property replacement monies - subtraction
- 1% forgone for O&M

Additional Revenue

- State revenue sharing per AIC estimates
- Liquor sales estimates
- Small increases in all three franchise fees
- Highway distribution per AIC estimates
- State replacement monies for ag/personal property - addition
- Additional interest income - \$250,000
- Palisades water lease - \$303,750
 - \$221,250 noted on June 10 for organization leases
 - Additional \$82,500 calculated for city leases
- Updated Recreation revenue
 - Golf capital improvement
 - Summer concerts
- Proposed Fees
 - Updated Cemetery revenue
 - Updated fees from May 15 meeting
 - Engineering: final plat \$150 to \$200
 - Fire: credit card convenience fee 2.49% to 2.74%
 - WPC: metered facilities inside city limits
 - Residential \$8.70 to \$7.25
 - Multifamily, commercial & all others: \$6.96 to \$5.80

EXPENDITURES

- 9.9% Pacific Source increase
- 9% MetLife Dental increase
- \$0.22 EAP increase
- No increases for
 - MetLife Vision
 - Life insurance
 - Tuition reimbursement funding
- Salary Changes per 5/18/2025 Presentation
 - Standardize 30-Hour Employee Benefit Rates
 - One Step Movement
 - 1.5% Table Adjustment
 - Police Union CBA Changes
 - Police Management Pay Scale
 - Fire Management Pay Scale
 - Adjusted Overtime
- Police Headcount Decrease – 2 Police Department grant positions
- Up to a 3% O&M Increase in Most Departments
- Additional ambulance headcount for South County – revenue/expenditure neutral
- FTA change for interfund transfers in Pocatello Regional Transit – additional General Fund transfer

USE OF RESERVES

- General Fund: \$853,504.00
- Library Fund: \$60,310.00

TAX SOLUTION WORKSHEET

The Tax Solution Worksheet shows the tentative decisions made during our June 10 Budget Development Meeting.

There is still a list of items that can be removed in order to further reduce the General Fund expenditures. If taken, the items will reduce the amount of reserves used.

New items were added to the Tax Solution Worksheet as options to further reduce the General Fund expenditures and use of reserve funds

- Additional 3% increase from the highest budget of 3 years
 - From the L2 form
 - Additional \$6,532
- Additional new construction
 - From the L2 form
 - Additional \$72,947
- Additional 1% forgone for O&M
 - From the L2 form
 - Additional \$15,437
- removal of 2 Police Department vehicle purchases
- increased use of General Fund reserves

TAX SOLUTION WORKSHEET continued

There is also still a list of items that can be added to the General Fund, and this would increase the amount of reserves used or the amount of further cuts needed to the General Fund.

New and increased community organization requests were reviewed. Below is the list of organizations and amounts we are tentatively funding for FY2026.

- Aid for Friends \$8,000
- Family Services Alliance \$17,500
- Senior Activity Center \$38,500
- SEICAA Meals on Wheels \$30,000
- Visit Pocatello \$15,000
- Free Clinic \$23,000
- Neighborhood Associations \$12,500
- New Day Products \$5,000
- Valley Mission \$20,000

Updated Attachments: Revenue Worksheet, Revenue v. Expenditure Worksheet, and
Tax Solution Sheet for 071025

	FY2024	FY2025		FY2026 PROJECTED w/ 3%, NC			
6/25/2025	ACTUAL	BUDGET	FY2025 Y-T-D	shared			
= Council tentatively approved items 5/15 and 6/10 meetings				\$ 1,023,531	3% *highest budget of 3 years = \$34,117,711		
				\$ 6,532	additional L2 new 3% amount: for GENERAL FUND		
= FYI purposes: property tax breakdown if Council approves 3% + new construction +annexation +TIF retire +1% forgone and breakout stays at FY25 levels.				\$ 222,939	new construction estimate: SHARED		
= Council to decide				\$ 72,947	additional L2 new construction amount: for GENERAL FUND		
				\$ 10,000	annexation: GF only		
				\$ 78,000	NOP TIF retirement: SHARED		
					minus State replacement money (ag and personal property reimbursements)		
				(\$452,842)			
				\$ 961,107	new property tax available		
City's forgone balance is \$5,423,454				\$ 341,177	1% *forgone for O&M: SHARED		
				\$ 15,437	additional L2 1% *forgone for O&M: for GENERAL FUND		
				\$ 1,023,531	3% *forgone for capital		
				\$ 2,341,252	new property tax with forgone		
GENERAL FUND							
Property Tax	\$ 23,690,587	\$ 23,535,684	\$ 14,396,706	\$ 25,223,647	includes annex		
additional new construct annexation							
1% Forgone O&M incr.					added throughout		
Revenue Sharing	\$ 6,178,694	\$ 6,000,000	\$ 3,098,013	\$ 6,443,374	AIC		
Liquor Sales	\$ 692,452	\$ 780,000	\$ 411,744	\$ 803,400	FY25 AIC		
Franchise - Gas	\$ 416,544	\$ 408,240	\$ 254,443	\$ 420,487			
Franchise - Cable	\$ 116,419	\$ 95,000	\$ 27,680	\$ 97,850			
Franchise - Electric	\$ 556,116	\$ 577,500	\$ 282,853	\$ 594,825			
Prsnl Prop Tax Replace	\$ 450,958	\$ 452,842	\$ 227,009	\$ 452,842			
Additional interest income				\$ 250,000	GF only		
Water lease income				\$ 303,750	GF only		
General Fund Projected New Income							
STREET FUND							
Property Tax	\$ 2,586,470	\$ 3,324,826	\$ 2,027,013	\$ 2,635,917			
County R&B	\$ 692,921	\$ 699,808	\$ 387,556	\$ 700,000			
Highway Distribution	\$ 2,287,181	\$ 3,169,565	\$ 1,526,479	\$ 4,806,275			
Regular Distribution				\$ 2,223,697	AIC		
HB312				\$ 656,841	AIC		
TECM				\$ 559,015	AIC		
HB772				\$ 1,366,722	AIC		
Street Projected New Income							
LIABILITY FUND	\$ 577,028	\$ 1,239,034		\$ 1,180,273			
RECREATION FUND	\$ 1,476,820	\$ 2,199,437	\$ 930,498	\$ 2,272,387			
CEMETERY FUND	\$ 162,545	\$ 191,447	\$ 101,935	\$ 199,578			
AIRPORT FUND	\$ 984,896	\$ 1,184,422	\$ 620,239	\$ 1,225,479			
LIBRARY FUND	\$ 1,859,215	\$ 2,187,555	\$ 1,171,210	\$ 2,258,382			
DEBT SERVICE	\$ 228,691	\$ 235,128	\$ 3,488	\$ 238,842			
CAPITAL FUND		\$ 26,178		\$ 28,011			
3% Forgone Capital	\$ 998,109	-	-				
PROPERTY TAX TOTAL	\$ 31,566,252	\$ 34,123,711		\$ 35,262,516			

FY2026 REVENUE VS EXPENDITURES - Tentative for 7/10/25 Budget Session

Fund Number	Fund Divisions	Proposed Revenue *w/ 3%, 1% FG, NC shared	Proposed Expenditures	Balance	Notes	Reserve Balances
001 GENERAL FUND		\$ 48,823,786	\$ 49,771,663	(\$947,877)	*buy down of reserves - \$853,504 6/10/25 (-\$94,373 remaining due to PRT)	\$9,380,737
Property Tax & Other Gen Revenue		\$ 39,713,932				(\$853,504)
1% forgone O&M increase						\$8,527,233
001-0100	Mayor/Council	\$ 913,785	\$ 1,228,930			
001-0200	Finance Department	\$ 1,255,814	\$ 1,600,313			
001-0300	City Hall	\$ 903,014	\$ 755,989			
001-0500	Building Department	\$ 946,867	\$ 915,047			
001-0600	Planning & Development	\$ 104,703	\$ 1,259,902			
001-0601	Engineering	\$ 87,621	\$ 1,270,998			
001-0602	GIS	\$ 325,146	\$ 280,848			
001-0603	Grant Division	\$ -	\$ 557,462			
001-0700	Human Resources	\$ 537,276	\$ 775,966			
001-0800	Non-Departmental	\$ 687,177	\$ 1,721,807			
001-0900	Legal Department	\$ 839,848	\$ 1,187,760			
001-1000	Police Department	\$ 814,714	\$ 21,472,019			
001-1100	Fire Department	\$ 1,470,648	\$ 12,142,013			
001-1200	Animal Services	\$ 160,601	\$ 1,433,035			
001-1301	Parks Department	\$ 62,640	\$ 2,867,724			
001-1302	Parks & Rec Administration	\$ -	\$ 301,850			
002 LIABILITY FUND		\$ 2,120,273	\$ 2,120,273	\$0		\$797,556
003 STREET OPERATIONS		\$ 9,935,880	\$ 9,935,880	\$0		\$4,564,547
004 RECREATION FUND		\$ 3,941,368	\$ 3,914,072	\$27,296		\$984,083
Property Tax & Other Gen Revenue		\$ 2,328,048				
004-1303	Zoo Idaho	\$ 135,035	\$ 1,200,271			
004-1304	Outdoor Recreation	\$ 148,899	\$ 418,203			
004-1305	Team Sports	\$ 224,418	\$ 445,975			
004-1306	Ross Park Aquatic Complex	\$ 406,937	\$ 706,356			
004-1307	Commuity Rec. Center	\$ 498,031	\$ 1,037,051			
004-1308	Golf Capital Improvement	\$ 200,000	\$ 84,730		increased revenue based on golf course concessionaire payments	\$1,562,896
004-1311	Fort Hall Replica	\$ -	\$ 11,772			
004-1312	Frontier Village	\$ -	\$ -			
004-1313	Summer Concerts		\$ 9,714		deleted revenue based on actuals	
005 CEMETERY FUND		\$ 1,192,589	\$ 622,589	\$570,000	increased revenue for proposed fee changes	\$763,626
006 AIRPORT FUND		\$ 2,061,225	\$ 2,061,225	\$0		\$2,056,680
007 LIBRARY FUND		\$ 2,283,916	\$ 2,344,226	(\$60,310)	*buy down of reserves	\$637,426
008 POCATELLO TRANSIT - RURAL		\$ 1,552,874	\$ 1,581,072	(\$28,198)	*Federal lagtime	\$68,259
009 POCATELLO TRANSIT - URBAN		\$ 3,369,998	\$ 3,697,787	(\$327,789)	*Federal lagtime	(\$433,392)
013 BUSINESS IMPROVEMENT DISTRICT		\$ 109,273	\$ 109,273	\$0		\$27,366
014 ARTS COUNCIL/CHIEF THEATER FUND		\$ -	\$ 10,300	(\$10,300)	*buy down of Chief Theater payout reserves	\$23,464
016 EMERGENCY REPAIR FUND		\$ 41,200	\$ 41,200	\$0		\$323,096
017 SCIENCE & ENVIRONMENT		\$ 439,323	\$ 531,105	(\$91,782)	*needs transfers from Enterprise updated	\$544,231
030 SANITATION FUND		\$ 12,271,526	\$ 12,985,419	(\$713,893)	*buy down of reserves	\$5,876,473

FY2026 REVENUE VS EXPENDITURES - Tentative for 7/10/25 Budget Session

031 WATER FUND	\$	16,812,794	\$	18,768,904	(\$1,956,110) *buy down of reserves	\$13,313,602
032 WATER POLLUTION FUND	\$	14,904,600	\$	13,422,664	\$1,481,936	\$11,599,388
035 AMBULANCE FUND	\$	4,472,677	\$	4,684,423	(\$211,746) *needs Bannock County approval	(\$345,688)
037 WATER CAPACITY FEE	\$	643,750	\$	623,954	\$19,796	\$2,562,719
038 WPC CAPACITY FEE	\$	400,000	\$	-	\$400,000	(\$76,365)
050 INFORMATION TECHNOLOGY	\$	1,907,041	\$	1,906,838	\$203	\$681,145
051 FLEET SERVICES FUND	\$	2,456,550	\$	2,456,550	\$0	\$1,428,442
052 UTILITY BILLING	\$	1,749,848	\$	1,754,415	(\$4,567) *buy down of reserves	\$830,311
053 EMPLOYEE WELLNES FUND	\$	110,148	\$	38,335	\$71,813	\$306,734
054 PUBLIC WORKS DIRECTOR	\$	387,375	\$	371,143	\$16,232 *needs transfers from Enterprise updated	\$269,420
055 FUEL INTERNAL SERVICE	\$	1,262,843	\$	1,262,843	\$0	\$239,141
056 WORKER'S INSURANCE FUND	\$	1,387,312	\$	1,387,312	\$0 *reserves will be requested if needed	\$2,632,600
057 EDUCATION BENEFITS	\$	111,000	\$	54,636	\$56,364	\$212,071
059 DEBT SERVICE	\$	238,842	\$	238,842	\$0	(\$47,335)
060 WPC DEBT SERVICE	\$	1,700,373	\$	1,687,388	\$12,985	(\$12,682,965)
061 WATER DEBT SERVICE	\$	629,724	\$	675,798	(\$46,074)	(\$2,928,311)
070 FEDERAL AID PROJECTS	\$	250,000	\$	2,082,791	(\$1,832,791)	\$2,908,351
071 ALTERNATE TRANSPORTATION	\$	724,090	\$	724,090	\$0	\$632,966
072 AIRPORT CONSTRUCTION	\$	4,500,000	\$	4,500,000	\$0	(\$121,920)
073 WATER CAPITAL PROJECTS	\$	82,400	\$	2,651,036	(\$2,568,636) *buy down of reserves	\$2,698,268
074 WPC CAPITAL PROJECTS	\$	-	\$	-	\$0	\$2,638,216
075 FIRE APPARATUS CAPITAL	\$	-	\$	3,308	(\$3,308) *buy down of reserves	\$249,140
076 BUILDING RENOVATION	\$	39,207	\$	-	\$39,207	\$395,558
078 CAPITAL IMPROVEMENT	\$	466,975	\$	438,962	\$28,013	\$2,524,382
081 CDBG ENTITLEMENT/STIMULUS GRANT FUND	\$	6,885,246	\$	6,545,104	\$340,142	\$449,842
CDBG/HUD	\$	499,687	\$	288,833		
Lead Based Paint	\$	595,359	\$	466,071		
Brownsfield Grant	\$	212,750	\$	212,750		
SS4A	\$	-	\$	-		
Brady Chapel Restoration	\$	-	\$	-		
RAISE Grant	\$	1,937,500	\$	1,937,500		
Firewise Grant	\$	491,000	\$	491,000		
UCF Tree Grant	\$	120,000	\$	120,000		
BOR WaterSMART Grant	\$	778,950	\$	778,950		
EPA Community Grant	\$	1,750,000	\$	1,750,000		
RCN/Terry First Grant	\$	500,000	\$	500,000		
084 ARPA FEDERAL GRANT	\$	-	\$	3,839,072	(\$3,839,072) *projects already committed - buying down of reserves	\$3,839,072
088 POLICE GRANT FUND	\$	60,085	\$	58,395	\$1,690	\$107,856
951 POLICE RETIREMENT TRUST	\$	206,000	\$	791,681	(\$585,681) *buy down of reserves	\$3,831,098
952 GOV/RETIREMENT PAYOUT FUND*	\$	208,401	\$	824,000	(\$615,599) *anticipated retirements/reserves will be used if accurate	\$2,602,154
953 AIRPORT PP SPECIAL	\$	-	\$	39,609	(\$39,609)	\$20,250
955 CDR LOAN TRUST	\$	38,285	\$	38,200	\$85	\$54,823
957 ZOO IMPROVEMENT/PARKS OBLIGATED FUND	\$	3,713	\$	3,713	\$0	\$635
964 PROPERTY ABATEMENT FUND	\$	122,004	\$	122,004	\$0	\$270,201
972 ENTERPRISE/RETIREMENT PAYOUT FUND*	\$	20,807	\$	-	\$20,807	
TOTAL BUDGET	\$	150,925,321	\$	161,722,094	(\$10,796,773)	

FY2025 TAX FUNDS - Tentative Solution Worksheet for July 10, 2025 Budget Session

	Approval for Tax Supported Add-ins = Adds to the Tax Problem									Problem	As of June 17, 2025
				Selected 6/10/25	Add Revenue 6/10/25		Selected 7/10/25	Add Revenue 7/10/25			
	GENERAL FUND									GENERAL FUND (\$947,877)	
	GENERAL FUND									Total ADDS: \$0	
001-0200	Building new vehicle		50000								
001-0300	City Hall new HVAC		1,500,000							Total SUBTRACT: \$853,504	
001-0603	grant match		\$ 50,000.00							Gap remaining (\$94,373)	
	NEW COMMUNITY REQUESTS										
001-0800	Bannock Youth Foundation		\$ 20,732.00								
001-0800	Boys & Girls Club		\$ 20,000.00							LIABILITY FUND \$0	
001-0800	Friends of Brady Chapel		\$ 3,000.00							STREET FUND \$0	
001-0800	Housing Alliance (up to)		\$ 100,000.00								
001-0800	Idaho Legal Aid		\$ 20,000.00							RECREATION FUND \$0	
001-0800	New Day Products		\$ 10,500.00	\$ 5,000.00							
001-0800	Salvation Army		\$ 25,000.00							CEMETERY FUND \$0	
001-0800	St. Vincent de Paul		\$ 5,000.00							AIRPORT FUND \$0	
001-0800	Valley Mission		\$ 50,000.00	\$ 20,000.00							
001-0800	Bannock Co. Veterans Mem Museum		\$ 10,000.00								
	INCREASED COMMUNITY REQUESTS									LIBRARY FUND (\$60,310)	
001-0800	Family Services increase over FY25		\$1,000							Total ADDS:	
001-0800	Visitors Bureau increase over FY25		\$ 5,000.00								
001-0800	NeighborWorks/Neighborhood Assoc		\$ 47,500.00							Total SUBTRACT: \$60,310	
001-0800	Free Clinic increase over FY25		\$ 2,952.00	\$ 3,000.00						Gap remaining \$0	
001-0800	Senior Activity increase over FY25		\$ 3,500.00	\$ 3,500.00							
001-0800	Aid for Friends										
001-0800	SEICAA Meals on Wheels										
001-0900	Legal 3% O&M increase		\$ 3,050.00								
001-1100	Fire apparatus storage		\$ 1,691,444.00								
001-1100	St. 4 AFF foam change out		\$ 40,000.00								
001-0800	additional GF tranfer to PRT per FTA		\$ 95,873.00				\$9,5873*				
		Category Selection Total	\$3,711,678	\$ 31,500.00	\$0		\$ -	\$0			
							*added 6/17/25				

FY2025 TAX FUNDS - Tentative Solution Worksheet for July 10, 2025 Budget Session

			Selected 6/10/25	Add Revenue 6/10/25		Selected 7/10/25	Add Revenue 7/10/25			
	\$1,000 from all depts - grants	\$ 15,000.00	\$ 15,000.00							
	REV water lease - organization leases	\$ 221,250.00		\$ 221,250.00						
	REV water lease - city leases	\$ 82,500.00		\$ 82,500.00						
	REV use of General Fund reserves	\$ 853,504.00		\$ 853,504.00						
	REV use of additional General Fund reserve	\$ 94,373.00								
001-1000	2 PPD cars eliminated from rotation	\$ 120,000.00								
	REV add in new L2 3% highest budget year	\$ 6,532.00								
	REV add in new L2 new construction	\$ 72,947.00								
	REV add in new L2 1% forgone	\$ 15,437.00								
	Subtotals:	\$ 1,839,735.00	\$ 265,000.00	\$ 1,157,254.00		\$ -	\$ -			
			Selected 6/10/25	Add Revenue 6/10/25						
	RECREATION FUND									
004-1303	3% Zoo O&M incr.	\$ 8,160.00								
004-1304	3% Outdoor Rec O&M incr.	\$ 3,878.00								
004-1305	3% Team Sports O&M incr.	\$ 4,985.00								
004-1306	3% RPAC O&M incr.	\$ 11,684.00								
004-1307	3% CRC O&M incr.	\$ 14,251.00								
004-1308	3% Golf CIP O&M incr.	\$ 2,220.00								
	Subtotals:	\$ 45,178.00	\$ -							
	LIBRARY FUND									
007	O&M increase	\$ 10,271.00								
007	eliminate seasonal positions	\$ 22,533.00								
	use of Library Fund reserves	\$ 60,310.00		\$ 60,310.00						
	Subtotals:	\$ 93,114.00		\$ 60,310.00						
	Category Selection Total	\$1,978,027	\$325,310	\$2,314,508						

Policy Change Suggestions for Council Review July 2025 Work Session Human Resources

Recommended Policy Change: Vacation Carry Over

Impact on General Employees, Police Management, and Fire Management

Effective until December 31, 2025: Accumulated vacation shall not exceed 400 hours at the calendar year's end. Any unused vacation leave over 400 hours shall be forfeited at midnight on December 31 of each year. There will be no payoffs for those excess hours at the end of the calendar year.

Effective January 1, 2026: Accumulated vacation shall not exceed 400 hours at the fiscal year's end. Any unused vacation leave over 400 hours shall be forfeited at midnight on **September** 30 of each year. There will be no payoffs for those excess hours at the end of the calendar year.

Other Employee Groups:

Police Union Employees (benefit defined in CBA)

Accumulated vacation shall not exceed 400 hours at the calendar year's end. Any unused vacation leave over 400 hours shall be forfeited at midnight on December 31 of each year. There will be no payoffs for those excess hours at the end of the calendar year.

Fire Union Employees (benefit defined in CBA)

Maximum vacation accumulation at the end of any calendar year cannot exceed:

- 400 for day personnel
- 600 for firefighting line personnel

Recommended Policy Adoption: THE PUMP ACT (Providing Urgent Maternal Protections for Nursing Mothers Act)/Lactation Breaks

Impact on General Employees, Police Employees, Police Management, and Fire Management

The Fair Labor Standards Act (FLSA) requires employers to provide reasonable break time for an employee to express breast milk for their nursing child for one year after the child's birth each time such employee has need to express the milk. Supervisors aren't allowed to prohibit employees to use break time for breastfeeding and pumping/expressing milk.

Length of PUMP/Lactation Break

The City will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law.

Per City policy all employees scheduled to work four or more continuous hours may utilize their rest period of up to 15 minutes during each four continuous hours for pumping. Employees need to notify their supervisor or department head or supervisor that they are utilizing a lactation break, so they are not interrupted during their break.

If an employee needs more than one 15-minute paid rest break, the additional breaks will be unpaid. If an employee needs more than the standard paid 15 minutes they can take additional unpaid time concurrently with the paid time. Additional unpaid breaks can occur when necessary.

Employees can utilize their unpaid meal break for lactation needs as well.

PUMP/Lactation Break Space

The City will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall for the employee to express milk in private. This location may be the employee's private office, if applicable.

At minimum the lactation space will be separate from bathrooms and meeting rooms, and shielded from view by the public and coworkers. It will be equipped with comfortable chairs, electric plugs and a table. The room will be cleaned and sanitized regularly. Additionally, the room will lock from the inside.

Access to Refrigeration

A small refrigerator reserved for the specific storage of breast milk will be made available. It is recommended that any breast milk stored in the refrigerator must be labeled with the name of the employee. Any nonconforming products stored in the

refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

FLSA Source Data:

<https://www.dol.gov/agencies/whd/fact-sheets/73-flsa-break-time-nursing-mothers>

Please consult the Human Resources Department if you have questions regarding this policy. Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

Current Policy to be Replaced:

Lactation Breaks

The City will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

The City will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall for the employee to express milk in private. This location may be the employee's private office, if applicable. The City may not be able to provide additional break time if doing so would seriously disrupt the City's operations, subject to applicable law. Please consult the Human Resources Department if you have questions regarding this policy. Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

Recommended Policy Adoption: Pregnant Workers Fairness Act (PWFA)

Impact on General Employees, Police Employees, Police Management, and Fire Management

The Pregnant Workers Fairness Act (PWFA) law requires covered employers to provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, including postpartum and pumping workers, unless the accommodation will cause the employer an "undue hardship." The Pregnant Workers Fairness Act (PWFA) was signed into law on December 29, 2022, and it went into effect on June 27, 2023. The EEOC issued a final rule to implement the PWFA on April 15, 2024, which went into effect on June 18, 2024.

The PWFA applies only to accommodations. Existing laws that the EEOC enforces make it illegal to fire or otherwise discriminate against workers on the basis of pregnancy, childbirth, or related medical conditions.

The PWFA does not replace federal, state, or local laws that are more protective of workers affected by pregnancy, childbirth, or related medical conditions.

Accordingly, the City will provide "reasonable accommodations" to a qualified employee with a known limitation related to pregnancy, childbirth, or related medical conditions, absent an "undue hardship." The PWFA does not specify length of coverage or an entitlement amount. The PWFA covers employees with known limitations related to pregnancy, childbirth, or related medical conditions with no specified end-date as this will differ per employee. The interactive process will determine what type of accommodation and for how long the employee will need it.

Qualified Individuals

Employees can seek reasonable accommodations for limitations and pregnancy, childbirth, or related medical conditions that include, without limitation, the following examples:

- Current, past, and potential pregnancy
- Lactation (including breastfeeding and pumping)
- Use of contraception
- Menstruation
- Infertility and fertility treatments, endometriosis
- Miscarriage, stillbirth, or having or choosing not to have an abortion.
- Existing conditions exacerbated by pregnancy.

An employee may request an accommodation to enable them to perform the essential functions of their current position or to accommodate a disability to enable the employee to enjoy the benefits and privileges extended to all employees.

PWFA Accommodations Review

If an employee is unable to perform the essential functions of their position, the employee may submit a Request for Accommodation form to the appointing authority with supporting documentation.

The Request for Accommodation form along with supporting medical documentation will be reviewed by Human Resources.

When it has been determined that an employee is qualified under the PWFA, the Human Resources Department will direct the employee's department or division concerning the accommodation to be provided.

Under the PWFA, an employee who cannot do one or more essential functions of a job will also be considered qualified if:

- Any inability to perform an essential function is for a temporary period.
- The essential function could be performed in the near future; and
- The inability to perform the essential function can be reasonably accommodated.

Examples of Reasonable Accommodations:

- Flexible breaks
- Changing food or drink policies in safe working environments
- Changing work locations or equipment
- Changing the dress code
- Flexible workstation
- Telework
- Temporary Reassignment
- Leave for appointments with health care professionals
- Light duty
- Leave to recover from childbirth

Under the PWFA, the City cannot do the following:

- Require an employee to accept accommodation without a discussion regarding the accommodation between the employee and City;
- Deny a position or other employment opportunities to a qualified employee or applicant for employment based on the person's need for a reasonable accommodation;
- Require an employee to take leave if another reasonable accommodation can be provided that would permit an employee to keep working;
- Retaliate against an individual for reporting or opposing unlawful discrimination under the PWFA or participating in a PWFA proceeding (e.g., investigation); or
- Interfere with any individual's rights under the PWFA.
- If the employee has a right under other laws such as FMLA, there may be no need for a reasonable accommodation. As required by the federal Pregnant Workers Fairness Act (PWFA), the City will provide reasonable accommodations to employees and applicants

with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation will cause undue hardship to the City's operations.

PWFA Interaction with ADA

Similarities	Distinctions
The employer must engage in the interactive process with the employee.	The PWFA covers temporary, minor, and episodic physical and mental conditions.
Employees are also responsible for engaging in the interactive process.	There is no requirement that conditions rise to a specific severity threshold.
Covered employers must provide reasonable accommodations	The PWFA does not require an employee to take paid or unpaid leave if another accommodation is available.
The accommodation cannot cause the employer undue hardship.	The EEOC expects the interactive process to be speedy, due to the temporary nature of pregnancy and related conditions.
	Employees or applicants can be qualified for a role even if they cannot perform one or more essential functions of the job, but could in the near future or with accommodation.

Recommended Policy Adoption: GPS (Global Positioning System) in City Vehicles

Impact to General Employees, Police Employee, Police Management, and Fire Management

To ensure the safety, accountability, and efficient use of company vehicles, the City of Pocatello may install and use GPS tracking systems on all or select City owned vehicles.

Policy Overview

1. Use of GPS Tracking Devices:

City vehicles may be equipped with GPS (Global Positioning System) or other geo-tracking technology to monitor location, travel routes, speed, etc.

2. Purpose of Tracking:

Tracking systems are used for legitimate business purposes, including but not limited to:

- Monitoring vehicle usage for productivity and route optimization
- Ensuring employee safety and the security of City assets
- Verifying timekeeping, travel logs, and job site attendance
- Investigating misuse or unauthorized activity

3. Employee Awareness & Consent:

By operating a City vehicle, employees acknowledge and consent to the monitoring.

4. No Expectation of Privacy:

There is no expectation of privacy while operating a company vehicle. All data collected may be reviewed by management.

Prohibited Behavior

5. Tampering or Disabling Equipment:

Employees may not disconnect, disable, or otherwise interfere with GPS equipment. Doing so may result in disciplinary action, up to and including termination.

6. Unauthorized Use of Company Vehicles:

City vehicles are for authorized City use only. Personal use is prohibited unless specifically approved. GPS data may be used to investigate potential misuse.

Data Privacy & Use

Data Access & Security: tracking data will be accessed only by authorized personnel and used solely for the purposes stated above. Data will be handled in accordance with IT standards.

Recommended Policy Change: Qualified Educational Assistance Reimbursement Program

Impact to General Employees, Police Employee, Police Management, and Fire Management

Employee Eligibility

All full-time and half-time employees who have been employed with the City of Pocatello for twelve (12) consecutive months prior to the commencement of the course are eligible for the reimbursement program.

Employees are only eligible for participation if they are degree seeking, and are working towards a degree level they do not already hold. For example, if an employee has a Bachelor's degree, the City will not provide assistance for another Bachelor's degree, but the employee would be eligible if they were seeking a Master's degree.

Program Eligibility

Courses that are required for an Associate degree, a Bachelor's degree, or an advanced degree are eligible under this program. These courses must be offered at an institution accredited by a body recognized by the Council on Higher Education Accreditation. To participate in the tuition reimbursement program, the following requirements must be met:

- Course attendance must occur outside employees' regular working hours.
- Course attendance must be voluntary.
- The course must not be directly related to the employees' current position requirements at the City.

The Fair Labor Standards Act regulation explains that a course would not be considered directly related to the employee's present position if it:

- Teaches an employee the skills required for another position
- Teaches a new skill that would not improve handling of the current position; or
- Upgrades the employee to a higher skill but is not intended to make the employee more efficient in the present position, even if the course may incidentally improve the employee's skills needed in the present position.

Ineligible Programs

Short-term training programs, seminars, workshops, conferences, conventions, certification programs do not meet the criteria for the City of Pocatello's tuition reimbursement program.

Budget Approval Process

1. All requests for education benefits must be submitted on the Education Assistance Reimbursement Program form, with attachment(s), to the employees Department Head no later than February 15.
2. Once completed form has been reviewed by the employees respective Department Head, the request will be sent to Human Resources by February 25 for review of eligibility.
3. Once funding has been approved during the budget cycle, Human Resources will notify the requesting employee and department head regarding funding availability.
4. After the course has been completed, reimbursement will only be processed after the employee has submitted an official transcript showing their grade, and a receipt of payment, and a school invoice indicating the cost of the tuition.

Funding

Requests for eligible reimbursement will be incorporated into budget presentations by department for presentation to City Council during the normal budget build cycle.

Departments will not be allotted budget dollars for Qualified Educational Assistance Reimbursement Programs unless there is a specific employee requesting the dollars. Any funds that are requested and not utilized will be available to another applicant. These funds will be tracked and payments authorized out of Human Resources.

Once funding has been approved during the budget cycle, Human Resources will notify the requesting employee and department head to the funding availability. The employee will then be able to utilize the funds with the start of the fiscal year.

Benefits

Full-time employees are eligible for a maximum of \$3,000 per fiscal year (October through September) toward the cost of tuition and required textbooks for undergraduate level courses. Full-time employees are eligible for a maximum of \$5,000 per fiscal year (October through September) toward the cost of tuition and required textbooks for graduate level courses. However, reimbursement cannot exceed \$5,250 per calendar year according to section 127 of the IRS tax code.

Half-time employees are eligible for a maximum of \$1,500 per fiscal year toward the cost of tuition and required textbooks for both undergraduate and graduate level courses.

Employees may supplement education benefits provided by the City through other funding sources only if there is no personal financial gain. These sources must be disclosed.

Application for Reimbursement

Eligible employees wishing to request education benefits must submit the Application for Education Benefits form with Department Head approval, to the Human Resources department. The Application for Education Benefits form is also required for reimbursement of textbooks if paid separately from tuition. Reimbursement will only be submitted after the employee has submitted an official transcript after the completion of the course. Reimbursement is only available for active employees and will not be paid to people who have voluntarily or involuntarily left city service. The only exception is the case of a layoff.

Eligible Expenses

Under the Qualified Educational Assistance Reimbursement Program, the following expenses are eligible for reimbursement:

- Tuition
- Registration
- Course Fees
- Course required books
- Required Lab fees

Ineligible Expenses

The following expenses are not eligible for reimbursement:

- Application Fees
- Testing Fees
- Optional Books
- Supplies
- Graduation Fees
- Computer Fees
- Course challenge testing
- Extracurricular programs
- Expenses for sports, games, hobbies or non-credit courses, except when the course or activity is part of the degree program

Reimbursement Criteria

Reimbursement is only available for active employees and will not be paid to individuals who have resigned employment or are terminated for cause during the course duration.

The only exception is the case of a layoff. Likewise, employees who withdraw, do not complete the approved course, or fail to achieve the grade requirements are not entitled to reimbursement.

Employees who voluntarily terminate employment, or are terminated for cause, during enrollment in the course are not eligible for any tuition reimbursement. Employees who leave City of Pocatello service within 12 months of course completion, will repay the previous 12 months of reimbursement to the City. The employee authorizes the City to deduct the reimbursed amount from the employee's final check or the employee may submit a cashier's check for the reimbursement owed back to the Human Resources Department.

Reimbursement Request Submission

Employee must submit their final course grade to Human Resources within 60 days of course completion. Failure to do so will result in a forfeiture of reimbursement.

- Grades of C or better, or a "Pass" in a Pass/Fail course are required for non-degree and undergraduate courses. Grades of a B or better are required for advanced degree courses. Failure to provide a final grade within 60 days of course completion, or failure to attain the required minimum grade, will result in a forfeiture of the right to submit for reimbursement. Employees must submit the following to Human Resources. An unofficial transcript from the applicable academic institution indicating that the employee received an acceptable grade.
- A copy of the school invoice indicating the cost of tuition, registration and course fees, and proof through a receipt, canceled check, or other document indicating the employee has paid the tuition, registration and course fees.
- Documentation showing required textbook(s) for course, and receipt(s) for textbook(s).

Use of Work Time

It is expected that educational activities will not interfere with the employee's performance and the City's business needs.

If a course is only available during the employee's scheduled working hours, the employee and his/her supervisor will attempt to rearrange the employee's schedule. If business needs permit, the employee may use accrued leave in accordance with the City's leave regulations.

COUNTY ORDINANCE #
Pocatello Area of Impact Agreement
Bannock County, Idaho

AN ORDINANCE ESTABLISHING AN AREA OF IMPACT FOR THE **CITY OF POCATELLO**; IDENTIFYING THE AUTHORITY REQUIRING ITS ADOPTION; ADOPTING A MAP OF IMPACT BOUNDARIES; IDENTIFYING THE ORDINANCES THAT SHALL APPLY WITHIN THE ESTABLISHED AREA OF IMPACT; IDENTIFYING METHODS AND PROCEDURES FOR APPLICATION, ADMINISTRATION AND ENFORCEMENT OF THE COMPREHENSIVE PLAN AND ORDINANCES THAT SHALL APPLY WITHIN THE ESTABLISHED AREA OF IMPACT; ESTABLISHING AN EFFECTIVE DATE PURSUANT TO LOCAL LAND USE PLANNING ACT, IDAHO CODE SECTION 67-6526.

Be it ordained by the Mayor and City Council of the City of Pocatello, County of Bannock, and State of Idaho.

Be it ordained by the Board of County Commissioners of Bannock County.

Section 1: Purpose

The purpose of this ordinance is to establish an Area of Impact for the City of Pocatello. When identifying an area of impact, the following criteria shall be considered:

1. Anticipated commercial and residential growth;
2. Geographic factors;
3. Transportation infrastructure and systems, including connectivity;
4. Areas where municipal or public sewer and water are expected to be provided within five (5) years; and
5. Other public service district boundaries.

In addition to the criteria set forth in this section, an area of impact shall not exceed the areas that are very likely to be annexed to the city within the next five (5) years.

Section 2: Geographic Area of Impact

The officially adopted and agreed upon areas of impact for the City of Pocatello is shown in the map attached as Exhibit 1.

Section 3: Comprehensive Plan

The Comprehensive Plan and subsequent amendments thereto, as officially adopted by Bannock County, shall apply to the area of impact within the unincorporated area of

Pocatello. Both the City and County shall amend their Comprehensive Plans to be consistent with this agreement, if required.

Section 4: Ordinances

The ordinances and subsequent amendments thereto, as officially adopted by Bannock County, shall apply within the area of impact.

Section 5: Administration and Enforcement

1. Within the area of impact, Bannock County shall be responsible for the administration and enforcement of the County's ordinances.
2. Maintenance of public streets located in the area of impact shall remain the responsibility of Bannock County and the State of Idaho, unless otherwise stipulated by written agreement between Bannock County, State of Idaho and City of Pocatello.
3. Law enforcement and fire services in the area of impact shall remain the responsibility of Bannock County, unless otherwise stipulated by written agreement between the County, fire district and City of Pocatello.

Section 6: Development Agreements

The County shall require development agreements for any development of property located in the area of impact when the development is connecting to City of Pocatello services.

All development agreements within the area of impact of the City shall contain the following statement:

“This development may be annexed into the City of Pocatello, at the sole discretion of the City, when any portion of said land becomes contiguous to the City of Pocatello corporate limits, in accordance with Idaho Code Section 50-222.”

Section 7: Plat Requirements

All final plats for developments within the area of impact shall contain the following statement, when connecting to City of Pocatello Services:

“This development, [insert subdivision name], may be annexed into the City of Pocatello, at the sole discretion of the City, when any portion of said land becomes contiguous to the City of Pocatello corporate limits.”

Section 8: Renegotiation

The Area of Impact Agreement may be reviewed upon the request of either party hereto. Renegotiation shall begin 30 days after written request by either the City or County and shall follow procedures for the original negotiation, as set forth in Idaho Code, Section 67-6526.

Section 9: Effective Date

This ordinance shall be in full force and effect from and after its passage and publication, as required by law.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chairman

Ernie Moser, Member

Ken Bullock, Member

ATTEST:_____
Jason Dixon, Clerk

POCATELLO MAYOR

ATTEST:_____
City Clerk

POCATELLO AREA OF CITY IMPACT



Legend

- Proposed Area of City Impact
- Current Area of City Impact
- Pocatello City Limits (May 2025)