FY2025 Proposed September Budget Amendments

CITY OF
POCATELLO

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

A public hearing on the proposed budget amendments will be held at 6:00 pm on Thursday, September 18, 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 September 18, 2025 Council Meeting.

MEMORANDUM FOR: Mayor Blad, Council Members & Citizen Stakeholders

FROM: Chantelle Macy, Budget Manager

SUBJECT: **Proposed FY25 September Budget Amendments**

DATE: September 18, 2025

Purpose: The purpose of this amendment is to authorize the use of newly awarded grant funds and to address other necessary adjustments that have arisen since the adoption of the Fiscal Year 2025 budget.

General: Each fiscal year, it is often necessary for the City to amend the adopted budget to account for unanticipated grants, new funding sources, or operational changes that occur after the budget is approved. Even when the City is awarded grant funding, the City Council must formally authorize the associated expenditures through the budget amendment process. This process mirrors that of the original budget: publication of public notices, a public hearing to allow for citizen input, and final adoption of an amended budget ordinance by Council. The second amendment to the Fiscal Year 2025 budget includes adjustments that may result in increases to certain departmental appropriations.

Summary: (see below)

FY25 Proposed September Budget Amendments Summary		
Fund Description	**Fund**	**Authority Ask**
General Fund Budget Amended Expense Balance	001	$ 47,512,922
Net Authority Ask		$ 620,432
General Fund Amended Balance		**$ 48,133,354**
Liability Insurance	002	$ 1,697,158
Net Authority Ask		$ 12,453
Liability Fund Amended Balance		**$ 1,709,611**
Street Fund	003	$ 10,499,724
Net Authority Ask		$ 1,036,900
Street Fund Amended Balance		**$ 11,536,624**
Emergency Fund Repair	016	$ 40,000
Net Authority Ask		$ 42,900
Emergency Fund Amended Balance		**$ 82,900**
Sanitation Fund	030	$ 12,343,664
Net Authority Ask		$ 1,488,338
Sanitation Fund Amended Balance		**$ 13,832,002**
Ambulance Fund	035	$ 4,514,943
Net Authority Ask		$ 13,057
Ambulance Fund Amended Balance		**$ 4,528,000**
Fleet	051	$ 2,347,004
Net Authority Ask		$ 282,477
Fleet Fund Amended Balance		**$ 2,629,481**
Public Works	054	$ 330,628
Net Authority Ask		$ 30,140
Public Works Fund Amended Balance		**$ 360,768**
Alternative Transportation	071	$ 703,000
Net Authority Ask		$ 1,200,000
Alternative Transportation		**$ 1,903,000**
ICDBG Grant	081	$ 6,676,289
Net Authority Ask		$ 360,000
ICDBG Grant		**$ 7,036,289**
Police Grant Funds	088	$ 56,694
Net Authority Ask		$ 10,000
Police Grant Funds		**$ 66,694**
Unplanned Employee Payout	Various Funds	$ 820,201
Net Authority Ask_Government		$ 282,819
Net Authority Ask_Enterprise		$ 20,201
		$ 1,123,221
Requesting Department's Original or Amended Budget		$ 87,542,227
Addition		$ 5,399,717
TOTAL Proposed Department's FY25 Amended Budget		**$ 92,941,944**

Timeline: The proposed timeline for this September budget amendments is:

September 3, 2025	Notice sent to Idaho State Journal (ISJ)
September 10, 2025	Public notice #1 published
September 11, 2025	Presentation to Council at Work Session
September 17, 2025	Public notice #2 published
September 18, 2025	City Council Public Hearing/ Ordinance for Council consideration

Why we amend:

The City of Pocatello occasionally makes changes, called budget amendments, to keep our financial plan accurate and up to date. These amendments are required when new opportunities or unexpected changes occur after the budget is first adopted.

For example, if the City receives a new federal grant to improve a neighborhood park, the grant was not part of the original budget. A budget amendment allows us to add the grant funding and authorize the spending needed for the park improvements.

Budget amendments are always approved by the City Council in a public meeting. This ensures that the City remains in compliance with state law, keeps the budget balanced, and provides transparency so residents can see how resources are being used.

f. **Itemized details: (see below)**

FY25 Proposed September Budget Amendments Itemized					
AMND #	Department Description	Fund	Revenue Source	Authority Ask	Notes/Description
	General Fund Budget Expense Balance			$ 47,512,922	Amended Budget Expense
1	Mayor's Office	001	Fund 78	$ 21,548	The Mayor's Office would like to use the funds from Fund 078 to purchase a 2021 Chevy Tahoe from Street Operations.
2	Mayor's Office	001	Grant	$ 5,000	The Mayor's Office would like to use the funds from Idaho Health & Welfare Behavioral Health Board reimbursement for $5,000 for postage for spring Disconnect to Reconnect campaign.
3	Mayor's Office	001	Donation	$ 500	The Mayor's Office would like to use the donation for Montana Shakespear in the Park expenses.
4	Mayor's Office	001	Fund 78	$ 350,000	The Mayor's Office would like to use the funds from Fund 078 that were set aside for the City's rebranding for final rebranding effort
5	Human Resources	001	Reimbursement	$ 92	The Human Resources Department would like to use the reimbursement from Lookout Credit Union for the Human and Civil Rights Award plaque.
6	Police	001	Fund 78	$ 18,602	The Police Department would like to use reserve funds for the construction cost of the front interview room by Council Chambers
7	Police	001	Reimbursement	$ 19,515	The Police Department would like to use the Byrne Grant reimbursement for purchasing shields.
8	Police	001	Claims	$ 5,439	The Police Department would like to use the claims reimbursement from ICRMP towards purchase of a new vehicle.
9	Fire	001	Reimbursement	$ 16,665	The Fire Department would like to use reimbursement from Department of Lands Grant for West Bench Fuel Reduction for operating expenses.
11	Fire	001	Reimbursement	$ 3,544	The Fire Department would like to use the reimbursement from IOEM, HMEP Training for operating expenses.
12	Fire	001	Additional Revenue	$ 32,060	The Fire Department received additional revenues and would like to use the funds for operating expenses
13	Fire	001	Reimbursement	$ 25,000	The Fire Department would like to use the reimbursement from Highland High School Fire for insurance payment.
14	Fire	001	Reimbursement	$ 1,598	The Fire Department would like to use the reimbursement from HAZMAT calls for operating expenses.
15	Fire	001	Reimbursement	$ 102	The Fire Department would like to use the credit from Advanced Auto Parts for operational supplies.
16	Fire	001	Additional Revenue	$ 85,000	The Fire Department would like to use the funds from the sale of Tower 1 first truck for operating expenses
17	Animal Services	001	Additional Revenue	$ 6,000	The Animal Services Department received a donation from ASPCA for 2025 Subaru Loves Pets Grant to help cover pet adoption fees.
18	Parks Department	001	Donation	$ 25,000	The Parks & Recreation Department would like to use the SE Idaho Skate Park Association donation for Optimist Skate Park build received on March 20, 2025 for increased authority in
19	Parks Department	Reimburse ment	Reimbursement	$ 4,767	The Parks & Recreation Department would like to use the Portneuf Health Trust reimbursement for Edson Fitcher Trail seal coating expense.
Net Authority Ask				$ 620,432	
General Fund Amended Balance				**$ 48,133,354**	

FY25 Proposed September Budget Amendments Itemized					
AMND #	Department Description	Fund	Revenue Source	Authority Ask	Notes/Description
	Liability Insurance Fund Budget Expense Balance			$ 1,697,158	Amended Budgeted Expense
20	Liability Insurance	002	Fund Balance	$ 12,453	The Liability Insurance Department would like to use the subrogation from insurance claims and restitution to off set the expense.
Net Authority Ask				$ 12,453	
Liability Insurance Fund Amended Balance				**$ 1,709,611**	
	Street Fund Budget Expense Balance			$ 10,499,724	Amended Budget Expense
21	Street	003	Fund Balance	$ 1,036,900	The Street Department would like to use the unexecuted funds from FY24 for equipment. Due to supplies delays equipment was not delivered in 2024.
Net Authority Ask				$ 1,036,900	
Street Fund Amended Balance				**$ 11,536,624**	
	Emergency Fund			$ 40,000	Original Budget Expense
22	Emergency Fund	016	General Fund Balance	$ 42,900	Emergency Fund needs additional coverage for unexpected repairs: emergency boiler repair at CRC and new roof/fascia at FAA building from windstorm.
Net Authority Ask				$ 42,900	
Street Fund Amended Balance				**$ 82,900**	
	Sanitation Fund			$ 12,343,664	Amended Budget Expense
23	Sanitation	030	Fund Balance	$ 1,488,338	The Sanitation Department would like to use the unexecuted funds from FY24 as well as additional fund allocations for capital equipment.
Net Authority Ask				$ 1,488,338	
Sanitation Fund Amended Balance				**$ 13,832,002**	
	Ambulance Fund			$ 4,514,943	Amended Budget Expense
24	Ambulance Fund	035	Reimbursement	$ 8,277	The Ambulance Fund would like to use reimbursement from Bannock County Ambulance District for AFG Paramedic Training expenses.
25	Ambulance Fund	035	Reimbursement	$ 4,780	The Ambulance Fund would like to use reimbursement from Bannock County Ambulance District for EMD Training expenses.
Net Authority Ask				$ 13,057	
Ambulance Fund Amended Balance				**$ 4,528,000**	
	Fleet			$ 2,347,004	Original Budget Expense
26	Fleet	051	Fund Balance	$ 282,477	The Fleet Department would like to move overexecuted revenues for operating expeditures.
Net Authority Ask				$ 282,477	
Fleet Fund Amended Balance				**$ 2,629,481**	

FY25 Proposed September Budget Amendments Itemized					
AMND #	**Department Description**	**Fund**	**Revenue Source**	**Authority Ask**	**Notes/Description**
	Public Works			$ 330,628	Original Budget Expense
27	Public Works	054	Fund Balance	$ 30,140	The Public Works Department would like to use their excess fund to cover remaining cost for lobbyist that was not fully budgeted for in FY25.
Net Authority Ask				$ 30,140	
Public Works Fund Amended Balance				**$ 360,768**	
	Alternative Transportation			$ 703,000	Original Budget Expense
28	Alternative Transportation	071	Grants	$ 1,200,000	Monte Vista to Pocatello Creek Pathway Project: The City is responsible for coverying the construction invoices and will be reimbursed by ITD. ITD will reimburse final expenses 90 days of completion. Expected completion is October of 2025.
Net Authority Ask				$ 1,200,000	
Alternative Transportation				**$ 1,903,000**	
	Stimulus Grant			$ 6,676,289	Original Budget Expense
29	ICDBG Grant	081	Grants	$ 360,000	The State of Idaho Community Development Grant that was approved on May 22, 2025 and project costs came in over budget. The ICDBG program awarded additional funding towards the project. The City has procured services for the project and anticipates constrution occuring in FY25.
Net Authority Ask				$ 360,000	
ICDBG Grant				**$ 7,036,289**	
Police Grant Funds				$ 56,694	Original Budget Expense
30	Police Grant Funds	088	Additional Revenue	$ 10,000	The Police Department received additional revenue in Seized Properties, part of the funds went towards the purchase of a new vehicle.
Net Authority Ask				$ 10,000	
Police Grant Funds				**$ 66,694**	

FY25 Proposed September Budget Amendments Itemized					
AMND #	**Department Description**	**Fund**	**Revenue Source**	**Authority Ask**	**Notes/Description**
Employee Payout Fund				$ 800,000	Original Budget Expense
31	Finance Department	001	Fund 952	$ 23,396	Each department would like to use their available funds from Fund 952 Government Payout fund to reimburse their perspective departments for unplanned employee payouts during FY25.
31	City Hall	001	Fund 952	$ 1,215	
31	Community Development	001	Fund 952	$ 4,231	
31	Human Resources	001	Fund 952	$ 10,367	
31	Legal Department	001	Fund 952	$ 14,567	
31	Fire	001	Fund 952	$ 16,249	
31	Police	001	Fund 952	$ 26,462	
31	Animal Services	001	Fund 952	$ 19,984	
31	Parks Department	001	Fund 952	$ 26,838	
31	Street	003	Fund 952	$ 32,252	
31	Parks & Recreation	004	Fund 952	$ 1,038	
31	Cemetery	005	Fund 952	$ 11,021	
31	Transit (Urban)	009	Fund 952	$ 2,625	
31	Ambulance	035	Fund 952	$ 60,446	
31	IT	050	Fund 952	$ 1,130	
31	Fleet	051	Fund 952	$ 889	
31	Public Works Director	054	Fund 952	$ 30,109	
Net Authority Ask				$ 282,819	
Employee Payout Fund				**$ 1,082,819**	
	Enterprise Payout Fund			$ 20,201	Original Budget Expense
32	Sanitation	30	Fund 972	$ 8,426	Each department would like to use their available funds from Fund 952 Government Payout fund to reimburse their perspective departments for unplanned employee payouts during FY25.
32	Water	31	Fund 972	$ 3,465	
32	Water Polution Co	32	Fund 972	$ 8,310	
Net Authority Ask				$ 20,201	
				$ 40,402	
Requesting Department's Original or Amended Budget				$ 87,542,227	
	Addition			$ 5,399,717	
TOTAL Proposed Department's FY25 Amended Budget				**$ 92,941,944**	

Additional Notes:

NOTES: Non Revenue Sources						
General Fund Budget Expense Balance						No Budget Change. Moving funds only. Authority goes to receiving fund.
		001	Fund Reserves	$	21,548	Funds transferred to Mayor's Office for purchase of vehicle
Capital Savings (Unrestricted)						No Budget Change. Moving funds only. Authority goes to receiving fund.
		078	Fund Reserves	$	350,000	Finalize Rebranding from unrestricted funds
Public Works						No Budget Change. Moving funds only. Authority goes to receiving fund.
		054	Fund Reserves	$	30,140	Reserve Funds transferred from Public Works reserve fund.
Street						No Budget Change. Moving funds only. Authority goes to receiving fund.
		003	Fund Reserves	$	1,036,900	Reserve Funds transferred from Streets reserve fund.
Emergency Fund						No Budget Change. Moving funds only. Authority goes to receiving fund.
		016	Fund Reserves	$	42,900	Reserve Funds transferred from emergency reserve fund.
Sanitation						No Budget Change. Moving funds only. Authority goes to receiving fund.
		023	Fund Reserves	$	1,488,338	Reserve Funds transferred from Sanitation reserve fund.
Government Payout Budget Expense Balance						No Budget Change. Moving funds only. Authority goes to receiving fund.
		952	Fund 952 Transfer	$	282,819	Funds from Retirement Savings 952 are needed to cover planned and unplanned retirements and other payoffs. Total needed for all departments.
Government Payout Budget Expense Balance						No Budget Change. Moving funds only. Authority goes to receiving fund.
		972	Fund 972 Transfer	$	20,201	Funds from Retirement Savings 972 are needed to cover planned and unplanned retirements and other payoffs. Total needed for all departments.

Summary. The total amount of all amendments is $5,399,717. Breakout by fund is:

CITY OF POCATELLO
BUDGET AMENDMENT
FISCAL YEAR 2025

Fund	Original Budget For Requesting Departments	Amended Feb 2025	Proposed Amendments Sept 2025	Total Proposed Amended Budget
General Fund	$ 45,591,919	$ 1,921,003	$ 763,741	$ 48,276,663
Liability Insurance Fund	1,692,581	4,577	12,453	1,709,611
Street Fund	9,915,495	584,229	1,069,152	11,568,876
Parks & Recreation	3,816,098	-	1,038	3,817,136
Cemetery	602,138	-	11,021	613,159
Transit Rural Fund	1,616,803	108,851	-	1,725,654
Emergency Repair	40,000	-	42,900	82,900
Transit Urban Fund	4,014,833	105,772	2,625	4,123,230
Sanitation Fund	11,643,664	700,000	1,496,535	13,840,199
Water Fund	19,653,034	288,500	4,193	19,945,727
Ambulance Fund	4,472,677	42,266	73,503	4,588,446
Employee Wellness Fund	57,240	35,721	-	92,961
WPC	16,144,758	-	7,811	16,152,569
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
IT Fund	1,821,481	-	1,130	1,822,611
Fleet Fund	2,347,004	-	283,366	2,630,370
Public Works Fund	330,628	-	60,249	390,877
Alternate Transportation	703,000	-	1,200,000	1,903,000
Stimulus Grant	6,676,289	-	360,000	7,036,289
Police Grant Funds	56,694	-	10,000	66,694
Total Amended Request	**135,935,685**	**7,157,995**	**5,399,717**	**148,493,397**
Total Other Funds	25,850,718	-	-	25,850,718
TOTAL CITY WIDE BUDGET	**$ 161,786,403**	**$ 7,157,995**	**$ 5,399,717**	**$ 174,344,115**