

CITY OF POCATELLO
CITY COUNCIL STUDY SESSION AGENDA

June 9, 2016 · 9:00 AM
Council Chambers | 911 N 7th Avenue

1. ROLL CALL
2. GOLF ADVISORY COMMITTEE UPDATE
Representatives from the Golf Advisory Committee will discuss the Committee's goals and projects, as well as Council's policies and expectations.
3. PARKS AND RECREATION ADVISORY BOARD UPDATE
Representatives from the Parks and Recreation Advisory Board will discuss the Board's goals and projects, as well as Council's policies and expectations.
4. SOUTHERN HILLS DEVELOPMENT UPDATE
Engineering staff will be present to update the Council on the Southern Hills Development area.
5. PROPOSED FUND RESERVE POLICY
Finance staff will be present to review fund balances for the end of Fiscal Year 2015 and a proposed Fund Reserve Policy.

(Pertinent information attached.)

Documents: [AGENDA-ITEM5.PDF](#)
6. PROPOSED JUNE BUDGET AMENDMENTS FOR FISCAL YEAR 2016
Finance staff will be present to review detailed information regarding proposed Fiscal Year 2016 June Budget Amendments.

(Pertinent information attached.)

Documents: [AGENDA-ITEM6.PDF](#)

Agenda
Item
No. 5

Reserve Review FY 2015
As of 5/31/2016

Fund	Type	2016		25% Reserve		Capital		2015		Use of Reserves 2016	Adj Excess (Shortfall)	% of Requirement
		Expenditures	Required	Operating	Reserves	Reserves Required	Available Reserves	Excess (Shortfall)				
Sanitation Fund 030	Fee	\$ 7,356,959	\$ 1,839,240	\$ 1,904,006	\$ 3,743,246	\$ 5,236,065	\$ 1,492,819	\$ 1,492,819				
Stormwater Fund 017	Fee	\$ 389,289	\$ 97,322	\$ 97,322	\$ 274,520	\$ 177,198	\$ 177,198	\$ 177,198				
Water Acquisition Trust 958	Water Acquisition	\$ -	\$ -	\$ -	\$ 147,434	\$ 147,434	\$ 147,434	\$ 147,434				
Water Capacity Fee Fund 037	Capacity Fees	\$ -	\$ -	\$ -	\$ 518,558	\$ 518,558	\$ 518,558	\$ 518,558				
Water Construction Fund 073	Water Bond	\$ -	\$ -	\$ 3,800,916	\$ 3,800,916	\$ 1,256,708	\$ (2,544,208)	\$ (2,544,208)				
Water Debt Service Fund 061	Debt service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Water Fund 031	Operating	\$ 12,318,404	\$ 2,080,000	\$ 1,972,221	\$ 4,052,221	\$ 6,537,285	\$ 2,485,064	\$ 2,485,064				
Water Bond monies for water rights	Need to transfer from Fund 031 to Fund 073 monies for water bond - \$2,544,208											
Water Pollution Control 032	Operating	\$ 10,372,430	\$ 1,337,000	\$ 1,730,797	\$ 3,067,797	\$ 1,623,682	\$ (1,444,115)	\$ (1,444,115)				
WPC Capacity Fee Fund 038	Capacity Fees	\$ -	\$ -	\$ -	\$ -	\$ 446,164	\$ 446,164	\$ 446,164				
WPC Construction Fund 074	Capital Construct	\$ -	\$ -	\$ -	\$ -	\$ 23,400,656	\$ 23,400,656	\$ 23,400,656				
WPC Debt Service Fund 060	Debt service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Zoo Animal/Education Trust 957	Capital Funding	\$ 173,354	\$ 43,339	\$ -	\$ 43,339	\$ 131,002	\$ 87,663	\$ 87,663				
Airport Construction Fund 072	Fee	\$ -	\$ -	\$ -	\$ -	\$ 195,352	\$ 195,352	\$ 195,352				
Property Abatement Fund 964	Fees/Transfers	\$ 70,790	\$ 17,698	\$ -	\$ 17,698	\$ 77,942	\$ 60,244	\$ 60,244				
Entitlement Grant Fund 081	Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Police Grant Funds 088	Grant	\$ 36,819	\$ 9,205	\$ -	\$ 9,205	\$ 45,801	\$ 36,596	\$ 36,596				
Fuel Internal Service Fund 055	Internal Service	\$ 78,353	\$ 19,588	\$ 75,000	\$ 94,588	\$ 104,608	\$ 10,020	\$ 10,020				
Information Systems Fund 050	Internal Service	\$ 1,023,943	\$ 255,986	\$ 150,000	\$ 405,986	\$ 481,331	\$ 75,345	\$ 75,345				
Liability Insurance Fund 002	Internal Service	\$ 1,048,318	\$ 262,080	\$ -	\$ 262,080	\$ 911,665	\$ 649,585	\$ 300,000	\$ 349,585			
Public Works Administration 054	Internal Service	\$ 223,604	\$ 55,901	\$ -	\$ 55,901	\$ 151,363	\$ 95,462	\$ 95,462				
Utility Billing Fund 052	Internal Service	\$ 1,183,463	\$ 295,866	\$ -	\$ 295,866	\$ 393,811	\$ 97,945	\$ 97,945				
Worker's Insurance Fund 056	Internal Service	\$ 1,202,091	\$ 1,500,000	\$ -	\$ 1,500,000	\$ 814,135	\$ (685,865)	\$ (300,000)	\$ (385,865)			
Emergency Repair Fund 016	Internal Transfers	\$ 99,313	\$ 24,828	\$ -	\$ 24,828	\$ 120,295	\$ 95,467	\$ 95,467				
Medical Insurance Fund 053	Internal Transfers	\$ 89,695	\$ 22,424	\$ -	\$ 22,424	\$ 46,424	\$ 24,000	\$ 24,000				
CDR Loan Trust Fund 955	Non-operating	\$ 131,183	\$ 32,796	\$ -	\$ 32,796	\$ 138,495	\$ 105,699	\$ 105,699				
Facade Loan Trust Fund 962	Non-operating	\$ -	\$ -	\$ -	\$ -	\$ 73,999	\$ 73,999	\$ 73,999				
Business Improvement District 013	Pass Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Chief Theater Fund 014	Reserve use	\$ 10,643	\$ 2,661	\$ -	\$ 2,661	\$ 92,862	\$ 90,201	\$ 90,201				
Police Retirement Trust Fund 951	Reserve use	\$ 846,059	\$ 211,515	\$ -	\$ 211,515	\$ 6,856,946	\$ 6,645,431	\$ 6,645,431				
Parks & Rec Development Trust 963	Trust	\$ 3,300	\$ 825	\$ -	\$ 825	\$ 4,708	\$ 3,883	\$ 3,883				
Capital Acquisition Fund 078	Savings	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ 13,000	\$ 13,000				
Fire Apparatus Capital Fund 075	Savings	\$ -	\$ -	\$ -	\$ -	\$ 49,581	\$ 49,581	\$ 49,581				
Retirement Payout Trust Fund 952	Savings	\$ -	\$ -	\$ -	\$ -	\$ 432,296	\$ 432,296	\$ 432,296				
Street Equipment Capital Fund 077	Savings	\$ -	\$ -	\$ -	\$ -	\$ 284,500	\$ 284,500	\$ 284,500				
Building Renovation 076	Savings/rent	\$ -	\$ -	\$ -	\$ -	\$ 179,867	\$ 179,867	\$ 179,867				
General Fund 001	Tax/Fee	\$ 33,098,159	\$ 8,274,540	\$ -	\$ 8,274,540	\$ 4,984,160	\$ (3,290,380)	\$ (3,290,380)			60%	
Street Fund 003	Tax	\$ 5,799,334	\$ 1,449,834	\$ -	\$ 1,449,834	\$ 1,794,210	\$ 344,376	\$ 344,376				
Federal Aid Construction Fund 070	Street Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Street Special Projects 071	Street Transfers	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ 2	\$ 2				
Recreation Fund 004	Tax/Fee	\$ 1,842,210	\$ 460,553	\$ -	\$ 460,553	\$ 243,939	\$ (216,614)	\$ (216,614)			53%	
Cemetery 005	Tax/Fee	\$ 503,757	\$ 125,939	\$ -	\$ 125,939	\$ 341,236	\$ 215,297	\$ 186,375	\$ 28,922			
Airport Fund 006	Tax/Fee	\$ 1,298,036	\$ 324,509	\$ -	\$ 324,509	\$ 448,897	\$ 124,388	\$ 30,495	\$ 93,893			
Library Fund 007	Tax	\$ 1,690,665	\$ 422,666	\$ -	\$ 422,666	\$ 615,630	\$ 192,964	\$ 167,733	\$ 25,231			
Video Services Fund 012	Tax/Fee	\$ 355,754	\$ 88,939	\$ -	\$ 88,939	\$ 226,956	\$ 138,017	\$ 50,000	\$ 88,017			
Debt Service Fund 059	Tax	\$ -	\$ -	\$ -	\$ -	\$ 3,987	\$ 3,987	\$ 3,987	\$ 3,987			

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POCATELLO, A MUNICIPAL CORPORATION OF IDAHO, ESTABLISHING A POLICY FOR RESERVES WITHIN THE CITY'S FUNDS IN ORDER TO PROVIDE FINANCIAL STRENGTH, FLEXIBILITY AND CASH FLOW MANAGEMENT WITHIN THE CITY OF POCATELLO.

WHEREAS, the City Council and Mayor have determined that it is prudent to establish a Reserve Policy that will enhance the City's financial strength, flexibility, and cash flow management for budgetary consistency and regulation; and

WHEREAS, the institution of a reserve policy will:

1. provide the ability to insulate general fund programs and current service levels from large and unanticipated one-time expenditure requirements, a revenue reduction due to a change in State or Federal legislation, adverse litigation or any similar unforeseen action; and
2. temporarily insulate general fund programs and current service levels from slower revenue growth that typically occurs during an economic recession; and
3. provide for the Enterprise Funds to build reserves in accordance with the City adopted Rate Study;

NOW, THEREFORE BE IT RESOLVED BY THE Mayor and Council of the City of Pocatello hereby adopts a Reserve Policy as follows:

1. The adoption of a Reserve Policy is a prudent practice that will enhance the City of Pocatello's financial strength, flexibility, and cash flow management.
2. The purpose of this Policy is to establish consistent standards and guidelines for the management of reserves.
3. This policy shall:
 - A. maintain and improve the City of Pocatello's working capital requirements; and

- B. provide for future operating and capital requirements; and
- C. provide for offsetting of unanticipated fluctuations in operation and capital activities which may be caused by unanticipated one-time expenditures, a revenue reduction due to a change in State or Federal legislation, adverse litigation or any similar unforeseen action; and
- D. temporarily insulate general fund programs and current service levels from slower revenue growth that typically occurs during an economic recession; and
- E. provide for the Enterprise Funds to build reserves in accordance with the City's adopted Rate Study.

4. All tax supported funds shall accumulate reserves equal to 25% of the ensuing fiscal year's expenditures. At the end of each fiscal year and after completion of the annual audit, any amount remaining above the required 25% reserve balance shall be available for use in the next fiscal year budget process for one-time capital needs or other improvements as approved by the Mayor and City Council. (See Idaho Code §50-1005).

5. The Sanitation, Water, and Water Pollution Control department funds shall accumulate reserves in accordance with their respective Financial Planning Study's rates, adopted by the City Council, in order to provide for planned operational and capital expenditures.

6. Capital Project, Debt Service and Grant Funds are not required to maintain reserves due to the expenditures being fulfilled with transfers and current grant monies unless the funds are required to do so to comply with a bonding requirement.

7. The Retirement Payout, Capital Acquisition, Building Renovation, Fire Apparatus and Street Capital funds shall build reserves for future needs as their budgetary balance allows.

8. The Workman's Compensation Fund Reserve Fund shall accumulate and maintain a balance of \$1,500,000.00 for the payment of potential worker's compensation claims covered by the City's partially self-insured program.

9. All reserve accounts shall be represented in a report and presented to the Council annually by the City's Chief Financial Officer and/or his/her designee.

10. Use of reserves must be approved by the City Council and the Mayor through the annual budget process and/or semi-annual budget amendment process.

11. All reserve balances shall be reviewed by the Chief Financial Officer at the end of each fiscal year and again at the completion of the annual audit to determine if the reserve balance is in excess of 25% of the ensuing fiscal year's expenditures. If an excess is identified, the excess amount shall, through an appropriate review and approval process by the City Council and Mayor, be either returned to surplus for said fund, be used for one time expenditures, or adjusted through the budget process. (See Idaho Code §50-1033).

12. Any borrowing of reserves from one fund to another fund shall be effectuated by a Resolution, adopted by the City Council, setting forth the amount to be borrowed and a date-specific repayment schedule between funds. Said Resolution shall be adopted prior to the transfer/borrowing of any monies.

13. The Mayor, City Council and Chief Financial Officer are responsible for developing accounting procedures for reserve transactions, in accordance with applicable state laws and current municipal policies and generally accepted accounting principles, and shall provide guidance to Departments in complying with the intent of this Policy.

14. This Resolution shall be effective as of the date of its adoption.

RESOLVED this ____ day of _____, 2016.

CITY OF POCA TELLO, a municipal
corporation of Idaho

BRIAN C. BLAD, Mayor

ATTEST:

RUTH E. WHITWORTH, City Clerk

Agenda
Item
No. 6

FY2016 Proposed June Budget Amendments

City Council Study Session
June 9, 2016

Amendments

- 24 listed amendments affecting 10 funds
- Public hearing notice 1 June & 8 June
- Study session today
- Amendment public hearing 16 June
- Ordinance consideration 16 June (publish full ordinance)

General Fund Amendments

Total: \$281,905

1. Building - payroll expenses for unplanned retirement, \$18,529
2. Human Resources - payroll expenses for unplanned retirement, \$9,235
3. Police - grant rifle rated ballistic plates body armor, \$24,940
4. Police - abandoned vehicle towing expense, \$1,100
5. Police - local shared support for DNA testing, \$600
6. Police - shared support for Cop Link program, \$4,510
7. Police - grant for training expenses, \$3,457
8. Police – auction proceeds for breath analysis equipment replacement, \$1,800
9. Police – equipment grant for 26 radios, \$105,368
10. Fire– payroll expenses for unplanned retirements, \$112,366

Other Fund Amendments

Total: \$1,421,465

11. Liability Fund, transfer to Workman's Comp Fund, \$300,000
12. Street Fund, match transfers and additional loan payment to Federal Aid Project Fund, \$198,400
13. Street Fund, purchase thermoplastics material for street striping, \$60,000
14. Street Fund, purchase of paint striper and hydroseeder, \$125,000
15. Street Fund, purchase of street sweeper equipment, \$281,500
16. Airport Fund, airport terminal roof repairs to west and east sections, \$91,117
17. Utility Billing Fund, new lease for billing statemnt inserting machine, \$2,706

Other Fund Amendments

Continued – Total \$1,421,465

18. Wellness Fund, increase in authority to maintain program incentives, \$16,185
19. Federal Aid Projects, match for the Lewis Street project, \$52,500
20. Federal Aid Projects, match for the Center Street project, \$5,400
21. Street Capital Equipment Fund, transfer monies reserved to purchase new street sweeper, \$281,500
22. Police Grant Fund, Byrne Grant for custom rifle packages, \$393
23. Police Grant Fund, equipment for use by the narcotics detectives using fines received from the seized account \$3,500.
24. Retirement Payout Fund, transfer to General Fund for unplanned retirement, \$3,264

Totals By Fund

Fund Amendment Totals	
Fund	Amount
General Fund	\$ 281,905.00
Risk Liability Fund	\$ 300,000.00
Street Fund	\$ 664,900.00
Airport Fund	\$ 91,117.00
Utility Billing Fund	\$ 2,706.00
Wellness Fund	\$ 16,185.00
Federal Aid Projects	\$ 57,900.00
Street Capital Equipment Fund	\$ 281,500.00
Police Grant	\$ 3,893.00
Retirement Payout Fund	\$ 3,264.00
Total	\$ 1,703,370.00

Notes

- No action immediately following the hearing on June 16 council meeting
- Action taken same meeting, but at the end of meeting during ordinance section

FY2016 Proposed June Budget Amendments



This document provides detailed information on the proposed FY2016 June budget amendments for the City of Pocatello.

A public hearing on the proposed budget amendments will be held at 6:00 pm on Thursday, June 16, 2016 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 FY2016 Budget Ordinance at the conclusion of the regular meeting of June 16, 2016.

This document is the responsibility of the Chief Financial Officer
Joyce A. Stroschein
Phone: (208) 234-6218
Fax: (208) 239-6977
Email: jstroschein@pocatello.us
View on line at: www.pocatello.us

MEMORANDUM FOR: Mayor Blad, Council Members & Citizen Stakeholders

FROM: Joyce Stroschein, Chief Financial Officer

SUBJECT: **Proposed FY16 June Budget Amendments**

DATE: May 24th, 2016

Draft

This is the proposed document to include in Council packets and provide to the public.

1. **FOR INFORMATION.**

2. **Purpose.** To provide information regarding proposed FY16 June Budget Amendments.

3. **Discussion.**

a. **General.** Every year the city finds it necessary to amend the budget to account for unanticipated grants or other situations. Although the city may have won a grant, the government 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 is the first ordinance amendment that could revise some budgets upwards.

b. **Summary:**

FY 2016 Proposed June Budget Amendments							
Ref #	Line #	Description	Fund	Issue	Amount	Source of \$	Notes
1	001-0500-422-10-02	Unplanned retirement	General	Need additional budget authority for the payoff	\$ 18,529.00	General Fund Reserves	Use reserves to fund the unplanned retirement in the Building Department
2	001-0700-416-10-01	Unplanned retirement	General	Need additional budget authority for the payoff	\$ 9,235.00	Fund 952 \$3,264 and then reserves	Use retirement savings and reserves to fund the unplanned retirement in Human Resource's department
3	001-1000-421-32-08	Rifle rated ballistic plates for officer equipment	General	Received local grants to purchase equipment for police officers	\$ 24,940.00	Grants FireHouse Subs \$22,620 and Chad's Rentals \$2,320	Use grant revenues to purchase rifle rated ballistic plates for officer equipment
4	001-1000-421-40-99	Auctioned unclaimed vehicle which was towed at Police direction	General	Received auction proceeds from the sale of unclaimed property	\$ 1,100.00	Auction proceeds	Used auction proceeds to cover unplanned cost of towing an abandoned vehicle
5	001-1000-421-40-99	Investigation expense shared by Bannock County	General	Received monies from Bannock County to partially cover DNA testing	\$ 600.00	Bannock County reimbursed for share of expense	Bannock County shared the cost of DNA testing on an investigation
6	001-1000-421-40-99	Co-agency Cop Link Program with City of Chubbuck and Bannock County Sheriff's dept	General	City paid the program maintenance bill and 2/3 is reimbursed by the other Agencies	\$ 4,510.00	Monies are covered by current budget and other agencies	City has received reimbursements from the City of Chubbuck and Bannock County to assist with the program maintenance costs fo the Cop Link Program

FY 2016 Proposed June Budget Amendments							
Ref #	Line #	Description	Fund	Issue	Amount	Source of \$	Notes
7	001-1000-421-63-01	Training for 2 officers connected with the Idaho Internet Crimes Against Children task force	General	Grant for training officers connected with Idaho Internet Crimes Against Children Task Force	\$ 3,457.00	Grant monies received by the ICAC Task Force	City received monies to provide training for 2 officers to travel to Atlanta which held training on internet crimes against children
8	001-1000-421-52-08	Purchase of breath analysis equipment	General	City sold old equipment to the City of McCall and purchased updated equipment	\$ 1,800.00	Proceeds from the sale of old equipment	Proceeds from the sale of old equipment to purchase new equipment
9	001-1000-421-32-23	Grant for 26 handheld radios for the Police department	General	City received 26 hand held radios and needs authority to recognize receipt of the	\$ 105,368.00	Equipment grant	Received 26 hand held radios from a grant through Homeland Security to replace older failing radios
10	001-1100-423-10-02	Unplanned retirements	General	Need additional authority for payoff	\$ 112,366.00	General Fund reserves	Use reserves to fund unplanned retirements in the Fire department
11	002-9900-520-95-03	Transfer	Risk	Transfer excess reserves for work comp reserves	\$ 300,000.00	Excess reserves in Risk Fund	Risk Fund transfer of reserves for potential workman's compensation claims
12	003-2001-520-95-03	Match Transfer	Street	Match Transfer for Federal Aid Projects and internal loan	\$ 198,400.00	Additional Bannock County Road & Bridge revenue	Use additional revenues for city match to complete ITD projects - Center St Underpass \$5,400 for FY 2016, Benton St Bridge \$126,000 for FY 2017, Internal loan \$67,000
13	003-2001-430-52-01	Purchase thermoplastics material	Street	Use reserve funds to purchase Thermo plastic materials for striping roads	\$ 60,000.00	Street reserves	Use excess reserves to purchase materials for striping roads.
14	003-2001-500-82-04	Purchase a hydro seeder and a paint striper	Street	Purchase a hydro seeder to assist with vegetation of retention ponds and a paint striper for painting street lanes and	\$ 125,000.00	Street reserves	Use excess reserves to purchase a paint striper and a hydro seeder for the maintenance of roads and storm sewer retention ponds
15	003-2001-500-82-04	Purchase Street Sweeper	Street	Purchase of the Street Sweeper originally budgeted in FY 2015	\$ 281,500.00	Monies reserved in Street Capital Fund	Use monies reserved in FY 2015 to complete purchase of the Street Sweeper in FY 2016
16	006-9902-472-52-03	Emergency Roof Repairs at the Airport	Airport	Emergency Roof Repairs on the west and east lower levels of the Airport Roof	\$ 91,117.00	Fund Reserves	Use Airport Fund reserves to complete emergency roof repairs on the west and east lower levels of the Airport roof
17	052-5200-440-52-07	Replace Billing Statement Inserting Machine	Utility Billing	Replace and upgrade machine to meet processing demands	\$ 2,706.00	Reserves	Replace current lease and upgrade machine to meet capacity demands on stuffing the billing statements for mailing
18	053-5300-416-64-99	Wellness	Wellness Fund	Employee health club reimbursements and VEBA incentive contributions	\$ 16,185.00	Excess AFLAC monies refunded to the City	Additional authority to maintain current incentive provided to employees
19	070-6001-500-80-01	Capital outlay infrastructure Distribution systems	Federal Aid Projects	ITD project Lewis St Bridge	\$ 52,500.00	UPRR monies	Street transfer of funds to complete the Lewis Street Bridge Project in FY 2016
20	070-6001-500-80-01	Capital outlay infrastructure Distribution systems	Federal Aid Projects	ITD project Center St Underpass	\$ 5,400.00	UPRR monies	Street transfer of funds for the Center Street Underpass Project in FY 2016
21	077-7701-520-95-03	Transfer reserve monies	Street Equipment Capital	Transfer monies reserved to purchase the Street Sweeper	\$ 281,500.00	Transfer monies reserved to Street Fund	Transfers monies reserved in FY 2015 to purchase the Street Sweeper in FY 2016
22	088-8106-490-32-22	Grant fro 13 custom shop rifle packages	Police Grant	Additional authority for purchase of 13 custom shop rifle packages	\$ 393.00	Byrne Grant	Byrne Grant for additional custom rifle packages for the police department

FY 2016 Proposed June Budget Amendments							
Ref #	Line #	Description	Fund	Issue	Amount	Source of \$	Notes
23	088-8106-490-31-99	Budget authority to use monies received Bannock County Prosecutor's office	Police Grant	Additional authority to assist with police efforts in drug enforcement efforts	\$ 3,500.00	Fines and Forfeitures	Increase in budget authority for monies received from fines and forfeitures to assist officers in drug enforcement efforts
24	952-9703-520-95-03	Transfer monies to General Fund to help fund retirement HR department	Retirement Payout Fund	Unplanned retirement in Human Resource department	\$ 3,264.00	Reserves for retirements in Human Resources	Retirement Savings transfer to partially cover the unplanned retirement payout in the Human Resource Department
Total					\$ 1,703,370.00		

d. **Timeline.** The proposed timeline for this “June” set of budget amendments is:

May 25, 2016	Notice sent to Idaho State Journal (ISJ)
June 1, 2016	Public notice #1 published
June 8, 2016	Public notice #2 published
June 9, 2016	Council Study Session review
June 16, 2016	Public Hearing and consider amended ordinance

e. **Further amendments.** There will be one more opportunity to amend the budget near the end of the fiscal year in September, 2016.

f. **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 FY16 budget was built during spring, 2015 and adopted in August, 2015. It is never possible to fully anticipate every grant, 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 build a tight FY16 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 win 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 the city between 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 a good or service.

g. **Itemized details.** Each amendment has its own story. Here are the details, organized by reference number from the summary:

1) **General Fund 001, Building, \$18,529, wages.** The Building department has incurred an unplanned retirement and needs additional authority to expend reserves to cover the additional payroll expenses.

- 2) **General Fund 001, Human Resources, \$9,235, wages.** The Human Resource Department has incurred an unplanned retirement and needs additional authority to expend reserves to cover the additional payroll expenses.
- 3) **General Fund 001, Police, \$24,940, grant for rifle rated ballistic plates.** The Police Department received a grant for rifle rated ballistic plate protective armor. The amendment would recognize the grant revenue and authorize additional equipment expense.
- 4) **General Fund 001, Police, \$1,100, towing an abandoned vehicle.** The Police Department auctioned an abandoned vehicle and this is the expense for the towing of the vehicle. The amendment recognizes the additional revenue and authorizes the additional expense for towing.
- 5) **General Fund 001, Police, \$600, local shared support for DNA testing.** The Police Department incurred an investigation expense for DNA testing. Bannock County shared the cost of the test. The amendment recognizes the additional revenue and authorizes the additional professional expense.
- 6) **General Fund 001, Police, \$4,510, shared support for cop link program.** The Police Department paid the cop link program expense and the City of Chubbuck and Bannock County Sheriff department contributed revenue by a third each towards the expense. The amendment recognizes the additional revenue and authorizes the additional professional expense.
- 7) **General Fund 001, Police, \$3,457, training grant.** The Police Department received an Idaho Crimes Against Children Grant which provided officer training for the police department. This expense amount was covered by the grant proceeds. The amendment recognizes the additional revenue and authorizes the additional training expense.
- 8) **General Fund 001, Police, \$1,800, auction proceeds for breath analysis equipment.** The Police Department sold old equipment to the City of McCall and used the proceeds to purchase new breath analysis equipment. This expense amount was covered by the auction proceeds. The amendment recognizes the additional revenue and authorizes the additional equipment expense.
- 9) **General Fund 001, Police, \$105,368, equipment grant.** The Police Department received an equipment grant for 26 hand held radios. The amendment recognizes the equipment grant revenue and the receipt of the new equipment.
- 10) **General Fund 001, Fire, \$112,366, wages.** The Fire Department has incurred an unplanned retirement and needs additional authority to expend reserves to cover the additional payroll expenses.
- 11) **Liability Fund 002, Risk, \$300,000, transfer.** The Liability Fund will transfer reserves to the Workman's Compensation Fund to assist building the reserves for potential claims. The amendment recognizes the transfer movement from one fund to another fund.
- 12) **Street Fund 003, Street, \$198,400, Federal Aid Projects match transfers.** The Street Fund has excess revenues from Bannock County Road and Bridge and requests transfer authority to move match funds to execute federal aid projects in fiscal year 2016 and fiscal year 2017. The projects include Center Street Underpass, Benton Street Bridge, and an additional payment on the internal loan with the Sanitation Fund. The amendment recognizes the additional revenues and authorizes the transfer expense.

- 13) **Street Fund 003, Street, \$60,000, reserves for thermoplastics material.** The Street Fund has excess reserves and requests additional authority to purchase thermoplastics material for striping the roads. The amendment recognizes the use of reserves and authorizes additional materials expense.
- 14) **Street Fund 003, Street, \$125,000, equipment.** The Street Fund has excess reserves and requests additional authority to purchase a paint striper and a hydro seeder for the maintenance of roads and retention ponds. The amendment recognizes the use of excess reserves and authorizes the equipment expense.
- 15) **Street Fund 003, Street, \$281,500, street sweeper.** The Street Fund has monies in the Street Capital Fund to purchase a new street sweeper and requests authority to make the purchase. The amendment recognizes the transfer of revenues and authorizes the capital expense.
- 16) **Airport Fund 006, \$91,117, roof repairs with reserves.** This amendment requests authority to expend reserves for the emergency repairs to the west and east lower levels of the Airport roof. The amendment is funded by excess reserves and provides authority for the expenses related to the repairs.
- 17) **Utility Billing Fund 052, \$2,706, increase equipment lease.** The Utility Billing Fund needs to replace and upgrade the billing statement inserting machine. The new lease expense has increased due to the need for increase capacity for processing. The current machine does not meet the processing demands and continues to break down. The amendment authorizes the use of reserves to cover the increased lease expense.
- 18) **Wellness Fund 053, \$16,185, wellness incentives.** The Wellness fund needs additional authority to maintain current incentives provided to employees for their participation in the wellness program. This amendment recognizes use of reserves and authorizes the expenditures for the incentives.
- 19) **Federal Aid Projects Fund 070, \$52,500, Lewis Street Bridge.** The Federal Aid projects fund requests additional authority to spend funds on the Lewis Street Project. This project will be executed in fiscal year 2016 ahead of schedule. This amendment authorizes the capital construction expenditure authority for the Idaho Transportation Department match expense.
- 20) **Federal Aid Projects Fund 070, \$5,400, Center Street underpass.** The Federal Aid projects fund requests additional authority to spend funds on the Center Street underpass project. This amendment authorizes the capital construction expenditure authority for the Idaho Transportation Department match expense.
- 21) **Street Capital Equipment Fund 077, \$281,500, Street Sweeper.** The Street Capital Equipment fund requests authority to transfer funds to the Street fund to purchase the street sweeper. This purchase was delayed in fiscal year 2015 and the monies were reserved until the equipment was available for purchase. This amendment authorizes the transfer budget authority for the Street fund to execute the purchase.
- 22) **Police Grant Fund 088, \$393, Byrne Grant.** This grant recognizes grant revenues received to purchase custom rifle packages for the Police department. This amendment is funded with grant revenues and gives additional authority to purchase equipment for the Police department.

23) **Police Grant Fund 088, \$3,500, Police Grant.** This grant recognizes fines and forfeitures monies received from the Seized Account for expenditures related to police activity in the narcotics area. This amendment is funded with revenues received for fines and forfeitures and gives additional authority to purchase equipment for the narcotics detectives

24) **Retirement Payout Fund 952, \$3,264, transfers.** This amendment requests authority to transfer funds reserved to assist with the payroll expense of retirements. There was an unplanned retirement in the Human Resource department. This amendment will transfer funds to the General fund to assist with the payment of the retirement payoff.

h. **Summary.** The total amount of all amendments is \$1,703,370.00 breakout by fund is:

Fund Amendment Totals	
Fund	Amount
General Fund	\$ 281,905.00
Risk Liability Fund	\$ 300,000.00
Street Fund	\$ 664,900.00
Airport Fund	\$ 91,117.00
Utility Billing Fund	\$ 2,706.00
Wellness Fund	\$ 16,185.00
Federal Aid Projects	\$ 57,900.00
Street Capital Equipment Fund	\$ 281,500.00
Police Grant	\$ 3,893.00
Retirement Payout Fund	\$ 3,264.00
Total	\$ 1,703,370.00

i. **Contacts.**

Overall: Joyce Stroschein, Chief Financial Officer
 (208) 234-6218 or email: jstroschein@pocatello.us
 or contact the appropriate department (Building, Human Resources, Police, Fire, Risk, Street, Airport, Utility Billing, and Finance).