Any citizen who wishes to address the Council shall first be recognized by the Mayor, and shall then give his/her name and address for the record. If a citizen wishes to read documentation of any sort to the Council, he/she shall first seek permission from the Mayor. A three (3) minute time limitation is requested for Council presentations.

City Hall is accessible to persons with disabilities. Program access accommodations can be provided with three (3) days’ advance notice by contacting Skyler Beebe at sbeebe@pocatello.us; 208.234.6248 or 5815 South 5th Avenue, Pocatello, Idaho.

The purpose of the agenda is to assist the Council and interested citizens in the conduct of this public meeting. Citizens should examine the agenda for the item of their interest. However, citizens are advised that only Public Hearings allow for public comment during the discussion/consideration process.

Citizens have an opportunity to be heard by the Council if the item meets the criteria as described in the agenda item called "DISCUSSION ITEMS." You must sign in at the start of the meeting to be recognized.

RECESS: In the event the meeting is still in progress at 7:30 p.m., the Mayor may call a ten-minute recess to allow Council members and participants a brief rest period.

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

2. INVOCATION
3. CONSENT AGENDA

The following business items may be approved by one motion and a vote. If any one member of the Council so desires, any matter listed can be moved to a separate agenda item. (ACTION ITEM)

(a) MINUTES: Council may wish to waive the oral reading of the minutes and approve the minutes from the December 6, 2018 Police Union Quarterly Update; Executive Session meetings held December 11 and December 20, 2018; and the Work Session of December 13, 2018.

(b) PAYROLL AND MATERIAL CLAIMS: Council may wish to consider payroll and material claims for the month of December 2018.

(c) CONSTRUCTION BOARD OF APPEALS AND REVIEW APPOINTMENT: Council may wish to confirm the Mayor’s appointment of Robert Jensen to serve as the gas/mechanical representative on the Construction Board of Appeals and Review, filling a long-term vacancy. Mr. Jensen’s term will begin January 4, 2019 and will expire December 31, 2021.

(d) POCATELLO REGIONAL AIRPORT COMMISSION APPOINTMENT: Council may wish to confirm the Mayor’s appointment of Kristen Jensen to serve as the Power County representative on the Pocatello Regional Airport Commission filling a long-term vacancy. Ms. Jensen’s term will begin January 4, 2019 and will expire January 4, 2021.

(e) COUNCIL DECISION—GRACE LUTHERAN CHURCH REZONE BY CONTRACT DENIAL: Council may wish to adopt its decision denying the request by Grace Lutheran Church to rezone by contract property located in the 1200 block of Pershing Avenue.

(f) RATIFICATION—AMENDED IDAHO STATE HISTORIC PRESERVATION CERTIFIED LOCAL GOVERNMENT GRANT: Council may wish to ratify submission of an amended request of the Fiscal Year 2019 – 2020 Certified Local Government Grant application to the Idaho State Historic Preservation Office. The amended application in the amount of $15,000.00 will be used to survey the Bonneville Neighborhood to be included in the National Register of Historic Places. Council approved the original Grant application in the amount of $7,500.00 on December 20, 2018.

Documents:

AGENDA-ITEM-3.PDF

4. COMMUNICATIONS AND PROCLAMATIONS

5. CALENDAR REVIEW
Council may wish to take this opportunity to inform other Council members of upcoming meetings and events that should be called to their attention.

6. ALCOHOL LICENSE DENIAL APPEAL—DEL MONTE MEATS

Tony Giesbrecht, Del Monte Meats representative, will be present to appeal the decision of Fire Department and Police Department staff which denied Del Monte Meats an alcohol license. (ACTION ITEM)

7. PUBLIC HEARING—PROPOSED FISCAL YEAR 2019 JANUARY BUDGET AMENDMENTS

This time has been set aside for the Council to receive public comments on proposed Fiscal Year 2019 Budget amendments as discussed at the December 13, 2018 Work Session. An ordinance has been prepared for Council’s consideration under Agenda Item No. 8 (ACTION ITEM) (Legislative Public Hearing)

Documents:

AGENDA-ITEM-7.PDF

8. ORDINANCES

READING OF AN ORDINANCE PROCEDURE

1. Council determines which option below will be used to read the Ordinance by roll call vote.
2. The Ordinance is read by City Staff (usually City Attorney).
3. Mayor will declare the final reading of the ordinance and ask “Shall the Ordinance pass?” After roll call is taken, Mayor will announce whether or not the ordinance passed.

ORDINANCES: The Council has the following options for reading ordinances. If the Council makes no motion, the ordinance will be read on three (3) different days, two (2) readings of which may be by title only and one (1) reading of which shall be in full and placed on final passage for publication. (ACTION ITEM)

EXAMPLE MOTIONS:

Option 1: FOR ONE READING UNDER RULES SUSPENSION: "I move the ordinance, Agenda Item # , be read only by title and placed on final passage for publication, and that only the ordinance summary sheet be submitted for publication."

Option 2: FOR THREE SEPARATE READINGS: "I move the ordinance, Agenda Item # , be read on three separate days. First and second readings will be by title and in full on the third reading. The ordinance shall then be placed on final passage for publication, and only the ordinance summary sheet be submitted for publication."
Before the ordinance can be read under Option 1, the Council must pass said motion by a vote of one-half plus one (4) of the full Council.

An ordinance ready for reading.

8. An ordinance approving an amendment to the Fiscal Year 2019 Appropriations Ordinance increasing the total Fiscal Year expenditures by $3,563,531.00 to account for additional revenues, including grant funds, received by the City and to use previously unappropriated cash balances for unanticipated expenses incurred by the City. (Whole ordinance will need to be published.) (ACTION ITEM)

Documents:

AGENDA-ITEM-8.PDF

9. DISCUSSION ITEMS

This time has been set aside to hear discussion items not listed on the agenda. Items which appeared somewhere else on the agenda will not be discussed at this time. The Council is not allowed to take any official action at this meeting on matters brought forward under this agenda item. Items will either be referred to the appropriate staff or scheduled on a subsequent agenda. You must sign in at the start of the meeting in order to be recognized. (Note: Total time allotted for this item is fifteen (15) minutes, with a maximum of three (3) minutes per speaker.)

10. STATE OF THE CITY

This time has been set aside for the Annual State of the City report.

11. ADJOURN

PUBLIC HEARING PROCEDURE

1. Explanation of hearing procedures by Mayor or staff.
   o Ten (10) minute time limit on applicant presentation.
   o Three (3) minute time limit on public testimony.
   o Names and addresses are required from those presenting/testifying.
   o Questions/comments should be addressed to the Mayor and Council.
   o Council members must make their decision regarding the application on facts already in the record and information presented at the public hearing. Conflicts of interest, site visits and ex-parte contacts by Council members will be acknowledged.
   o Protocol requires that Council and audience be recognized by the
Mayor prior to speaking.

2. Mayor opens hearing.

3. Presentation by applicant.
   
   Note: Remember, applicant bears the responsibility for making his/her case.
   
   This is also the time for Council members to ask their questions of the applicant.

4. Presentation by staff.

5. Written correspondence submitted for the record.

6. Testimony by those supporting the application.

7. Testimony by those uncommitted on the application.

8. Testimony by opponents to the application.

9. Rebuttal by the applicant.

10. Mayor closes the hearing and initiates motion/deliberations.

    Note: The Mayor may choose to require a motion prior to the discussion in order to focus deliberations, or, the Mayor may choose to allow deliberations prior to the motion in order to facilitate wording of the motion.

11. Develop a written and reasoned statement supporting the decision.
CITY OF POCATELLO, IDAHO
SPECIAL CITY COUNCIL MEETING
POLICE UNION QUARTERLY UPDATE
DECEMBER 6, 2018

AGENDA ITEM NO. 1: The Special City Council meeting was called to order at 5:05 p.m. by Council President Jim Johnston. Council members present were Heidi Adamson, Roger Bray and Linda Leewrkl. Mayor Brian Blad arrived at 5:07 p.m. Council member Rick Cheatum was excused. Also in attendance were Jared Johnson, City Attorney; Ruth Whitworth, City Clerk; Val Wadsworth, Brandon Vail, Ailah Lacey, Mary Rasmussen and Cory Christ, Policy Union Representatives.

AGENDA ITEM NO. 2: Mayor Blad announced that the meeting was called to receive a quarterly update of activities from Pocatello Police Union representatives.

Mr. Wadsworth gave a brief overview of the Union’s activities. He shared Secret Santa activities for the officers are going strong. Mr. Wadsworth noted that officers are able to identify families in need when responding to Police calls at the home. Many of the families are referred to organizations such as Southeast Idaho Community Action Agency and CASA. Police donated food items and turkeys to the Idaho Food Bank during Thanksgiving.

Mr. Wadsworth reported that Pocatello’s officers perform 3 to 10 welfare checks each day. Many of the calls for service are life threatening events. Mr. Wadsworth explained the officers always act in a compassionate and professional manner because of training they have received. Training an officer and costs were reviewed. Retaining a trained officer is critical to allow positive outcomes in life threatening events as described. Wage needs for officers were discussed. It was noted the City is competing with Idaho National Laboratory and the State of Idaho for officers.

AGENDA ITEM NO. 3: Council members thanked Mr. Wadsworth for the update and mentioned they would like officers to have access to adequate counseling to help officers manage the stress from events they are subject to as part of their profession. Council would like to have practices put in place that will help officers find a balance between work and family.

AGENDA ITEM NO. 4: Mayor Blad adjourned the meeting at 5:32 p.m.

APPROVED BY:

BRIAN C. BLAD, MAYOR
CITY COUNCIL
SPECIAL MEETING-
POLICE UNION QUARTERLY UPDATE
DECEMBER 6, 2018

ATTEST AND PREPARED BY:

RUTH WHITWORTH, CC, CITY CLERK
An Executive Session of the City Council was called to order by Mayor Brian Blad at 1:38 p.m. in the Paradise Conference Room at City Hall. Council members present were Heidi Adamson, Roger Bray, Rick Cheatum, and Jim Johnston. Council member Linda Leeuwrik arrived at 2:15 p.m. Council member Beena Mannan was excused.

A motion was made by Mr. Johnston, seconded by Ms. Adamson, to convene into Executive Session in accordance with Idaho Code Section 74-206(1)(b) to engage in communications with a representative of the public’s risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. Upon roll call, those voting in favor were Johnston, Adamson, Bray and Cheatum.

In addition to the Mayor and Council members, staff members present were Kirk Bybee, Chief Civil Deputy Attorney/Risk Manager; Anne Butler, Safety & Wellness Coordinator; Andrea Henderson, Executive Assistant/Deputy Risk Manager; David Gates, Fire Chief; Anne Nichols, Administrative Services Manager; Laura Judkins, HR Consultant; Heather Buchanan, Human Resources Director; and A.J. Argyle, representing GBS a Leavitt Group Company.

Council discussed various issues within the parameters of the above statutes.

At 2:00 p.m., Ms. Butler, Ms. Nichols, Chief Gates, Mr. Bybee and Ms. Henderson left the meeting.

Ms. Leeuwrik joined the meeting at 2:15 p.m.

Mayor Blad adjourned the Executive Session at 3:01 p.m.

APPROVED:

PREPARED BY:

BRIAN C. BLAD, MAYOR

ANNE NICHOLS, CAP, OM
ADMINISTRATIVE SERVICES MANAGER

ATTESTED BY:

RUTH E. WHITWORTH, CMC, CITY CLERK
CITY OF POCATELLO, IDAHO  
CITY COUNCIL EXECUTIVE SESSION  
DECEMBER 20, 2018  

An Executive Session of the City Council was called to order by Mayor Brian Blad at 1:33 p.m. in the Paradise Conference Room at City Hall. Council members present were Heidi Adamson, Roger Bray, Rick Cheatum, Jim Johnston, Linda Leeuwrik and Beena Mannan.

A motion was made by Mr. Cheatum, seconded by Mr. Johnston, to convene into Executive Session in accordance with Idaho Code Sections 74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Upon roll call, those voting in favor were Cheatum, Johnston, Adamson, Bray, Leeuwrik and Mannan.

In addition to the Mayor and Council members, Ruth Whitworth, City Clerk; Jared Johnson, City Attorney; Kirk Bybee, Chief Civil Deputy Attorney; Andrea Henderson, Deputy Risk Manager; Anne Nichols, Administrative Services Manager; Jeff Mansfield, Public Works Director; and Logan McDougall, Public Information Officer, were in attendance. Also in attendance was Blake G. Hall, Esq., from Hall Angell & Associates, LLP.

Council discussed various issues within the parameters of the above statutes.

Mayor Blad adjourned the Executive Session at 3:34 p.m.

APPROVED:

PREPARED BY AND ATTEST:

BRIAN C. BLAD, MAYOR

RUTH E. WHITWORTH, CC, CITY CLERK
AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Work Session to order at 9:00 a.m. Council members present were Heidi Adamson, Roger Bray, Rick Cheatum, Jim Johnston and Linda Leeuwrik. Council member Beena Mannan was excused.

AGENDA ITEM NO. 2: Joyce Stroschein, Chief Financial Officer/Treasurer, presented proposed Fiscal Year 2019 Budget amendments to the City Council.

Ms. Stroschein reviewed 21 proposed amendments affecting 10 funds. She announced a Public Hearing to receive public comment will be held on January 3, 2019.

General Fund Amendments totaling $13,236.00 are: a) Mayor’s Office - Snacks with the Mayor Event $120.00, Mayor’s Walking Challenge Health Grant $1,000.00; b) Police Department - Court adjudicated refund on medical waste supplies $2,676.00; and c) Animal Service Department - Dental equipment surgery suite $9,440.00.

Other Fund Amendments totaling $3,550,295.00 are: a) Street Fund - New facility renovation $36,048.00 (in-house work), Brine Plant $75,000.00, New Facility Renovation additional amount needed $265,000.00 (contracted work); b) Airport Fund - Idaho Power Rebate for lighting upgrade $13,057.00; c) Transit Rural Fund - 2 cutaway buses and 1 accessible van $300,000.00; d) Transit Urban Fund - 5 low-floor busses and 1 accessible van $635,000.00; e) Science and Environment Fund - Design and construction of improvement to Pocatello Creek Road $26,105.00, Design and Construction Cusick Creek $10,000.00; f) Sanitation Fund - New facility renovations $651,048.00, Wash bay for new facility $60,025.00; g) Water Pollution Control (WPC) Fund - Replace primary pipeline at the WPC Plant $238,789.00; h) Fleet Internal Service Fund - Final expense for Fleet Software $79,938.00, Supplies for vehicle maintenance $37,500.00, Labor for vehicle maintenance $37,500.00; and i) Capital Improvement Fund - Transit Bus match transfer $147,483.00, Street new facility $350,000.00 and Assigned and Unassigned Capital Contingency $587,802.00.

Ms. Stroschein mentioned an ordinance to adopt the proposed amendments will be prepared for Council’s consideration. The ordinance will be placed on the January 3, 2019 meeting agenda.

AGENDA ITEM NO. 3: Matthew Lewis, Senior Planner, presented proposed federally mandated changes to the City’s Wireless Communication Facilities Ordinance.

Mr. Lewis gave a brief background regarding Chapter 15.42 Wireless Communications Towers and facilities. On September 26, 2018 the Federal Communications Commission (FCC) approved a new rule – the Streamlining Deployment of Next Generation Wireless Infrastructure Declaratory Ruling and Third Report Order – on 5G wireless network deployment that curtails local authority.

There are five areas that are affected. The most applicable to Pocatello are: a) Limiting fees local governments may assess on telecommunications companies for placement, construction or co-location of new wireless service facilities; and b) Constrains local government to 60 days to evaluate
applications from wireless companies to attach 5G Small Cells to existing structures and 90 days to review applications for equipment on entirely new structures.

Staff proposes to make amendments to City Code 15.42 to bring the City into compliance with the federal changes. An ordinance to amend the City Code will come to the Council in February 2019 for consideration.

In response to questions from Council Mr. Lewis reviewed small tower facility and costs. The demand for towers locally and continued use by consumers was discussed. The current fees will be revised and researched by staff

General discussion regarding towers located within Pocatello city limits followed.

AGENDA ITEM NO. 4: John Banks, Parks and Recreation Director, reviewed a proposed policy document regarding a Facilities Use and Recreation Program within the Department. Mr. Banks is seeking Council’s input and direction regarding the proposed policy.

John Banks gave an overview of changes to the Facilities Use Policy for Parks and Recreation. He explained the department’s goal is to streamline the policy so alleviate the need for continuous Legal Department review and coming to Council for a decision. Mr. Banks noted all of the documents have been reviewed by the City’s Parks and Recreation Advisory Board. The original draft of the proposed policy was given to Legal Department staff for review.

It was noted that any conflicts in interpretation of the policy will always fall under the City Code preference. The proposed edits were discussed and clear guidelines for patrons who want to use the facilities for profit were reviewed. The proposed policy will come before the Council for approval at a later date.

Mr. Banks shared that some of the challenges staff encounters when trying to enforce City policies has prompted the revisions. He explained if the park facility use is reserved by a for-profit organization, the appropriate for-profit rate will be used. Mr. Banks feels this is a valid change because the City’s taxpayers should not supplement events that are for-profit.

In response to questions from Council, Mr. Banks explained the fee for photography and video recording is for commercial use and not for families at celebrations, etc. The proposed change is to provide equity for such use.

Jared Johnson, City Attorney, explained this applies to commercial video and photography only. He noted this proposed policy will address various circumstances such as utilizing a portion of a facility that the public cannot access while in use by a photographer.

In response to questions from Council, Mr. Banks explained costs to provide commercial services in a city park that is maintained by tax payers is included in the fee. Staff intends for this fee to bring equity for private vs. public facilities. He noted that additional staff is not monitoring these activities so it may be difficult to enforce. However, there will be a reasonable mechanism to handle such requests when received. Mr. Banks estimates they have five or so requests per year.
A majority of the Council supported the Facilities Use and Recreation Programs Policy concept and directed staff to prepare the policy for Council consideration. A final decision will be voted upon at a later date.

AGENDA ITEM NO. 5: Proposed Changes to Employee Handbook-Voluntary Demotion Policy

Heather Buchanan, Human Resources Director, presented proposed corrections to the City’s Demotion Pay policy to address equity within City departments.

Ms. Buchanan explained staff has found a loop hole in the City’s Employee Handbook they would like to close.

CURRENT POLICY –

The current policy regarding Demotion Pay states the following: An involuntary or voluntary demotion will result in a pay grade and step adjustment. The employee will be slotted to the appropriate pay grade for the position to the step closest to their current pay, without a pay increase.

The current policy regarding Introductory Periods states the following: Employees who receive a demotion (voluntary or involuntary) shall serve an introductory period of one (1) year. During the introductory period, the demoted employee is not eligible for a transfer, lateral shift, promotion, or pay increase.

PROPOSED POLICY –

The proposed policy regarding Demotion states the following: An involuntary or voluntary demotion will result in a pay grade and step adjustment. The employee will be slotted to the appropriate pay grade for the position in a step 3.

The proposed policy regarding Introductory Periods states the following: Employees who receive a demotion (voluntary or involuntary) shall serve an introductory period of one (1) year. During the introductory period, the demoted employee is not eligible for a transfer, lateral shift, promotion, voluntary demotion, or pay increase.

Ms. Buchanan explained there are current situations within the City that an employee is earning more than other employees within their department holding a position with more responsibilities. This is the result of the current demotion process. As a result, staff would like to fix this policy because of wage inequity within the department.

In response to questions from Council, Ms. Buchanan confirmed that this inequity does happen on occasion. As a result, she was approached by a Department Head to fix the policy issue because of problems between the equity of employees within the department.

A motion was made by Mr. Cheatum, seconded by Ms. Adamson, to instruct staff to modify the Demotions and Introductory Periods in the City’s Employee Handbook as proposed. Those voting in favor were Cheatum, Adamson, Bray, Johnston and Leeuwrik. The motion passed.

There being no further business, Mayor Blad adjourned the meeting at 9:41 a.m.
CITY COUNCIL WORK SESSION
DECEMBER 13, 2018

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

RUTH E. WHITWORTH, CC, CITY CLERK
Idaho State Historic Preservation Office  
Certified Local Government Subgrant Application  
FY2019

Application Coversheet

Applicant/Local Government

Name: City of Pocatello  
Address: PO Box 4169  
Address: Pocatello, ID 83205  
Telephone: 208.234.6500  
DUNS No.: 073112690

City/County Staff Contact

Name: Terri Neu  
Address: PO Box 4169  
Address: Pocatello, ID 83205  
Telephone: 208.234.6500  
E-mail: tneu@pocatello.us

Grant Coordinator (if different from City/County Staff Contact)

Name:  
Address:  
Address:  
Telephone:  
E-mail: 

Budget Summary

Total CLG Grant request: 15,000  
Total Matching share: 15,000  
Total cost of all project(s): 30,000  
Source(s) of match: Staff/Commission time

Please provide a more detailed budget breakdown on the attached budget form.

Authorization

The undersigned certifies that he/she is authorized to apply for this subgrant on behalf of the local government, to commit local matching funds to the project, and to enter into a contract if the subgrant is awarded.

Signature:  
Date: 
City/County Chief Elected Official's signature

Print: Brian C. Blad  
Title: Mayor

FY2019 CLG Subgrant Application: Cover Sheet
Project Description

Complete a separate Part A: Project Description for each proposed project. Please state the objectives, the work to be performed, how the project relates to the goals set forth in the Idaho State Historic Preservation Plan, how the project relates to any local goals or objectives, and how the project will meet the Secretary of the Interior's Standards.

Reconnaissance survey of the Bonneville Neighborhood for possible inclusion to the National Register of Historic Places. This will be a phased project. Phase 1 is the reconnaissance survey with phase 2 being preparation of the nomination form.

This project meets Goal 1, Objective B of the Goals and Objectives from the Idaho State Historic Preservation Plan, 2016-2022.

The work will include a field survey and photography, limited research to document the background of the neighborhood's development, writing a survey report and preparing the supporting documentation.

This project will be done in accordance with the Secretary of the Interior's Standards.

Final Products

CLG grant projects should result in a tangible product. Provide a detailed and specific list of the expected final products. Typical products include but are not limited to survey reports and forms; published document (e.g. walking tour guide); a National Register nomination; or similar. In some cases, the product may be an activity like a lecture or workshop. A short narrative describing the event must be submitted to the SHPO at the completion of the project. The narrative will describe the number of people attending, who composed the audience, and whether the project was carried out according to the proposal.

Field survey data
Photographs
Background documentation of neighborhood's development
Survey report and supporting documentation
**Timetable**

Provide an anticipated timetable for carrying out the proposed project. Include significant milestones such as project commencement, issuing of RFPs, public engagement events, any necessary approvals, and projected completion.

- June 30, 2019 - Issue RFP
- December 31, 2019 - Mid-year report for status of survey
- May 31, 2020 - Final survey report

---

**Key Staff/Personnel**

Provide a list of the key staff or personnel who will be involved in the proposed project, including a brief description of the roles and responsibilities for each member. Any anticipated subcontractors to be hired can simply be identified as such (e.g., "consultant," "architect," "building contractor," et cetera).

Terri Neu, Assistant Planner - grant administrator
Consultant - Survey work

---

**Attachments (Surveys, A&D, reprinting)**

Attach any additional documents in support of this project application. Note: some project types have required attachments; please refer to Chapter VII of the Idaho CLG Grants Manual for details on these requirements.

Have you included any/all attachments for the project?  
Yes ____  No ____
**Part B: Project Budget**

**Applicant:** City of Pocatello  
**Project:** Survey Bonneville Neighborhood

Provide a breakdown of the budget items for this specific project. Include hourly or daily rates for professional fees, costs for specific project items, and any associated travel costs. For any cash matches from the Applicant, please include the source of the matching money (e.g. - CDBG, Idaho Heritage Trust, private donation, etc.).

<table>
<thead>
<tr>
<th>Item</th>
<th>Federal Share</th>
<th>Local Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Cash</td>
<td>In-Kind</td>
</tr>
<tr>
<td>Grant administration</td>
<td></td>
<td>$15,000.00</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Reconnaissance survey</td>
<td>$15,000.00</td>
<td>$0.00</td>
<td>$15,000.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Subtotals</td>
<td>$0.00</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Totals</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$30,000.00</td>
</tr>
</tbody>
</table>
This document provides detailed information on the proposed FY 2019 January budget amendments for the City of Pocatello.

A public hearing on the proposed budget amendments will be held at 6:00 pm on Thursday, January 3, 2019 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 FY2019 Budget Ordinance at the conclusion of the regular meeting of January 3, 2019.
MEMORANDUM FOR: Mayor Blad, Council Members & Citizen Stakeholders

FROM: Joyce Stroschein, Chief Financial Officer/Treasurer

SUBJECT: Proposed FY19 January Budget Amendments

DATE December 13, 2019

1. FOR INFORMATION.

2. Purpose. To provide information regarding proposed FY19 January 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 been awarded 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:

<table>
<thead>
<tr>
<th>Ref #</th>
<th>Line #</th>
<th>Description</th>
<th>Fund</th>
<th>Amount</th>
<th>Source of $</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>001-0100-411.63-01</td>
<td>Snacks with the Mayor Event</td>
<td>General Fund</td>
<td>$120.00</td>
<td>ICCU donation</td>
<td>Snacks with the Mayor Event with donation from ICCU</td>
</tr>
<tr>
<td>2</td>
<td>001-0100-411.64-01</td>
<td>Walking Challenge Health Grant</td>
<td>General Fund</td>
<td>$1,000.00</td>
<td>Blue Cross Grant</td>
<td>Mayor's Walking Challenge health grant</td>
</tr>
<tr>
<td>3</td>
<td>001-1000-421.32-07</td>
<td>Court refund of supply expense</td>
<td>General Fund</td>
<td>$2,676.00</td>
<td>Court Refund</td>
<td>Revenues received from court ruling for Police supplies</td>
</tr>
<tr>
<td>4</td>
<td>001-1200-424-32-04</td>
<td>Dental machine for surgery suite</td>
<td>General Fund</td>
<td>$9,440.00</td>
<td>FY18 grant</td>
<td>Received grant in FY 2018 for surgery suite. This expenditure is for the dental machine.</td>
</tr>
<tr>
<td>5</td>
<td>003-2001-500-82-99</td>
<td>Building renovation</td>
<td>Street Fund</td>
<td>$36,048.00</td>
<td>Street Reserves</td>
<td>Use of Street Reserves for renovations of new facility</td>
</tr>
<tr>
<td>6</td>
<td>003-2001-500-82-04</td>
<td>Brine Plant</td>
<td>Street Fund</td>
<td>$75,000.00</td>
<td>Street Fund reserves</td>
<td>Use of Street Reserves for Brine Plant</td>
</tr>
<tr>
<td>7</td>
<td>003-2001-500-82-99</td>
<td>Facility renovations</td>
<td>Street Fund</td>
<td>$265,000.00</td>
<td>Street Reserves</td>
<td>Use of reserves for facility renovations</td>
</tr>
<tr>
<td>8</td>
<td>006-9902-472-33-02</td>
<td>lighting upgrade</td>
<td>Airport Fund</td>
<td>$13,057.00</td>
<td>Id Power rebate</td>
<td>Terminal &amp; Shop lighting upgrade</td>
</tr>
</tbody>
</table>
c. **Timeline.** The proposed timeline for this “January” set of budget amendments is:

- **December 13, 2018** Council Work Session review
- **December 13, 2018** Notice sent to Idaho State Journal (ISJ)
- **December 19, 2018** Public notice #1 published
- **December 26, 2018** Public notice #2 published
- **January 3, 2018** Public Hearing and consider amended ordinance


<table>
<thead>
<tr>
<th>Ref #</th>
<th>Line #</th>
<th>Description</th>
<th>Fund</th>
<th>Amount</th>
<th>Source of $</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>008-2601-500-82-05</td>
<td>2 Cutaway Buses and 1 accessible van</td>
<td>Transit Rural Fund</td>
<td>$300,000.00</td>
<td>DEQ grant &amp; Rural Reserves</td>
<td>Received grant for 2 cutaway buses and 1 accessible van</td>
</tr>
<tr>
<td>10</td>
<td>009-2501-500-82-05</td>
<td>5 Low floor buses and 1 accessible van</td>
<td>Transit Urban Fund</td>
<td>$635,000.00</td>
<td>FTA Grant</td>
<td>Grant received for 5 low floor buses and 1 accessible van</td>
</tr>
<tr>
<td>11</td>
<td>017-1700-xxx-40-99</td>
<td>Design &amp; construction of improvements to Pocatello Creek Rd</td>
<td>Science Enviro Fund</td>
<td>$26,105.00</td>
<td>ID Water Resources Board</td>
<td>Grant received to design &amp; construct improvements to Pocatello Creek Rd</td>
</tr>
<tr>
<td>12</td>
<td>017-1700-xxx-40-99</td>
<td>Design &amp; construction of improvements to Cusick Creek</td>
<td>Science Enviro Fund</td>
<td>$10,000.00</td>
<td>Idaho Parks Recreation</td>
<td>Grant received to design &amp; construct improvements to Cusick Creek</td>
</tr>
<tr>
<td>13</td>
<td>030-3001-500-82-02</td>
<td>Building renovation</td>
<td>Sanitation Fund</td>
<td>$651,048.00</td>
<td></td>
<td>Use of reserves to complete new facility renovations</td>
</tr>
<tr>
<td>14</td>
<td>030-3001-500-82-02</td>
<td>Washbay for new facility</td>
<td>Sanitation Fund</td>
<td>$60,025.00</td>
<td></td>
<td>Upgrade of new washbay facility budgeted in FY2018</td>
</tr>
<tr>
<td>15</td>
<td>maintenance</td>
<td>Replacement of primary pipeline at the WPC plant</td>
<td>Water Pollution Control Fund</td>
<td>$238,789.00</td>
<td></td>
<td>Use of 2018 reserves to replace primary pipeline at the WPC plant</td>
</tr>
<tr>
<td>16</td>
<td>051-5101-405-31-06</td>
<td>Complete purchase of fleet software</td>
<td>Fleet Fund</td>
<td>$79,938.00</td>
<td>Fleet Fund Reserves</td>
<td>Use of reserves to finish purchase of software</td>
</tr>
<tr>
<td>17</td>
<td>051-5101-405-32-99</td>
<td>purchase supplies</td>
<td>Fleet Fund</td>
<td>$37,500.00</td>
<td>Interfund charges</td>
<td>Authority to purchase supplies to purchase maintenance supplies as needed</td>
</tr>
<tr>
<td>18</td>
<td>051-5101-405-10-02</td>
<td>purchase supplies</td>
<td>Fleet Fund</td>
<td>$37,500.00</td>
<td>Interfund charges</td>
<td>Authority to expense labor related to vehicle maintenance as needed</td>
</tr>
<tr>
<td>19</td>
<td>078-6000-500-82-02</td>
<td>Match for Urban buses</td>
<td>Capital Improvement Fund</td>
<td>$147,483.00</td>
<td>Reserves</td>
<td>Match monies held in reserves for 5 low floor buses and 1 accessible van</td>
</tr>
<tr>
<td>20</td>
<td>078-6000-500-82-02</td>
<td>Use of Capital Contingency Reserves</td>
<td>Capital Improvement Fund</td>
<td>$587,802.00</td>
<td>Reserves</td>
<td>Use of Capital Contingency Reserves for Council discretion</td>
</tr>
<tr>
<td>21</td>
<td>078-6000-500-82-02</td>
<td>Use of Capital Contingency Reserves pledged in FY18</td>
<td>Capital Improvement Fund</td>
<td>$350,000.00</td>
<td>Reserves</td>
<td>Use of Capital Contingency Reserves for facility renovation</td>
</tr>
<tr>
<td><strong>Total Amendments</strong></td>
<td></td>
<td></td>
<td></td>
<td>$3,563,531.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

d. **Further amendments.** The next opportunity will be in May or June 2019.

e. **About amendments in general.** Amendments can be confusing; it appears that “the City cannot stick to a budget.” But the reality is that Council involvement with amendments indicates tight management, not the reverse. The FY19 budget was built during spring, 2018 and adopted in August,
2018. 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 FY19 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.

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

1) General Fund 001, Mayor & Council, $120, travel and training. The Mayor & Council department received a donation for the expense related to snacks with the Mayor.

2) General Fund 001, Mayor & Council, $1,000, contribution. The Mayor & Council department received a health grant from the Mayor’s walking challenge.

3) General Fund 001, Police, $2,676, supplies. The Police department received a refund on supplies from a court ordered ruling.

4) General Fund 001, Animal Shelter, $9,440, equipment. The Animal Shelter department received a grant in FY 2018 for a surgery suite. This authority is for the dental equipment.

5) Street Fund 003, Street, $36,048, building renovation. The Street department will use reserves to renovate the facility on Garrett Way.

6) Street Fund 003, Street, $75,000, capital. The Street department will use reserves for the Brine Plant.

7) Street Fund 003, Street, $265,000, building renovation. The Street department will use reserves to renovate the facility on Garrett Way.

8) Airport Fund 006, Airport, $13,057, supplies. The Airport department received an Idaho Power rebate for the lighting upgrade to the terminal and shop.

9) Transit Rural Fund 008, Transit Rural, $300,000, capital. The Transit Rural department received a grant for 2 cutaway buses and 1 accessible van.

10) Transit Rural Fund 009, Transit Urban, $635,000, capital. The Transit Urban department received a Grant for 5 low floor buses and 1 accessible van.
11) **Environmental Science Fund 017 Environmental Science, $26,105, professional services.** The Environmental Science department Grant received to design & construct improvements to Pocatello Creek Rd.

12) **Environmental Science Fund 017 Environmental Science, $10,000, professional services.** The Environmental Science department Grant received to design & construct improvements to Cusick Creek.

13) **Sanitation Fund 030 Sanitation, $651,048, capital.** The Sanitation department will use reserves to renovate the facility on Garrett Way.

14) **Sanitation Fund 030 Sanitation, $60,025, capital.** The Sanitation department will use reserves to upgrade the washbay facility at Garrett way.

15) **Water Pollution Control Fund 032 Water Pollution Control $238,789 repairs &maintenance.** The Water Pollution Control department will use reserves to complete the replacement of the primary pipe at the plant which was originally budgeted in FY 2018.

16) **Fleet Internal Service Fund 051 Fleet Internal Service, $79,938, capital.** The Fleet Internal Service department will use reserves to complete the purchase of the fleet software.

17) **Fleet Internal Service Fund 051 Fleet Internal Service, $37,500, interfund billing.** The Fleet Internal Service department will purchase supplies for the work on city hall vehicles and bill departments.

18) **Fleet Internal Service Fund 051 Fleet Internal Service, $37,500, interfund billing.** The Fleet Internal Service department will reimburse the Street Fund labor expense for the work on city hall vehicles and bill departments.

19) **Capital Improvement Fund 078 Capital Improvement, $147,483, capital.** This savings transfer to Transit Urban for the match needed for the buses to be purchased.

20) **Capital Improvement Fund 078 Capital Improvement, $350,000, capital.** The capital contingency funds assigned to the cost of the Garrett Way facility. This amount represents Street’s remaining share designated in the capital contingency funds.

21) **Capital Improvement Fund 078 Capital Improvement, $587,802, capital.** This budget authority request is allow expenditure of funds assigned to funds and ability to expend the unassigned capital contingency funds.

---

g. **Summary.** The total amount of all amendments is $3,563,531 breakout by fund is:
h. Contacts.

Overall: Joyce Stroschein, CFO/Treasurer
(208) 234-6218 or email: jstroschein@pocatello.us

or contact the appropriate department (Mayor & Council, Police, Animal Services, Street, Airport, Transit Urban, Transit Rural, Science & Environment, Sanitation, Water Pollution Control, Fleet, Finance)
ORDINANCE NO. 3019

AN ORDINANCE OF THE CITY OF POCATELLO, A MUNICIPAL CORPORATION OF IDAHO, AMENDING ORDINANCE NO. 3012, THE APPROPRIATION ORDINANCE FOR THE FISCAL PERIOD OCTOBER 1, 2018, THROUGH SEPTEMBER 30, 2019; PROVIDING FOR AN INCREASE IN EXPENDITURES IN THE GENERAL FUND, STREET FUND, AIRPORT FUND, TRANSIT RURAL FUND, TRANSIT URBAN FUND, SCIENCE AND ENVIRONMENT FUND, SANITATION FUND, WATER POLLUTION CONTROL FUND, FLEET FUND, AND CAPITAL IMPROVEMENT FUND; WHICH INCREASES THE TOTAL FISCAL YEAR EXPENDITURES BY $3,563,531; PROVIDING THAT THE REVENUE TO PAY FOR SAID INCREASES SHALL BE DERIVED FROM TRANSFERS, GRANTS, UNEXPECTED REVENUES, AND PREVIOUSLY UNAPPROPRIATED CASH BALANCES; PROVIDING THAT ALL OTHER PORTIONS OF APPROPRIATION ORDINANCE NO. 3012 SHALL REMAIN IN FULL FORCE AND EFFECT; PROVIDING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW, THE RULE REQUIRING THAT AN ORDINANCE BE READ ON THREE SEPARATE OCCASIONS HAVING BEEN DISPENSED WITH.

WHEREAS, after the Fiscal Year 2019 Appropriations Ordinance was passed and approved, additional revenues, including grant funds, have been received which will require additional appropriations; and

WHEREAS, the Council has also decided to use existing cash balances to proceed with certain other additional expenditures to account for unanticipated events; and

WHEREAS, an amendment to the FY 2019 appropriation ordinance is required to reflect the increased revenue and expenditures for the above-mentioned purposes; and

WHEREAS, notice and hearing have been provided in accordance with Idaho Code §50-1002, §50-1003, and §50-1006;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF POCATELLO AS FOLLOWS:

Section 1: That the appropriations and the amount appropriated for the General Fund, Street Fund, Airport Fund, Transit Rural Fund, Transit Urban Fund, Science and Environment Fund, Sanitation Fund, Water Pollution Control Fund, Fleet Fund, and Capital Improvement Fund and the resultant expenditures as set out in Section 1 of Ordinance No.
3012, be hereby further amended to reflect increased expenditures to be derived from additional revenues, transfers, fund cash balances and/or grant funds:

<table>
<thead>
<tr>
<th>OBJECTS AND PURPOSES</th>
<th>AMOUNT APPROPRIATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 General Fund</td>
<td>$35,363,917</td>
</tr>
<tr>
<td>003 Street Fund</td>
<td>$35,377,153</td>
</tr>
<tr>
<td>006 Airport Fund</td>
<td>$6,692,628</td>
</tr>
<tr>
<td>008 Transit Rural Fund</td>
<td>$7,068,676</td>
</tr>
<tr>
<td>009 Transit Urban Fund</td>
<td>$1,738,654</td>
</tr>
<tr>
<td>017 Science &amp; Environment Fund</td>
<td>$1,751,708</td>
</tr>
<tr>
<td>030 Sanitation Fund</td>
<td>$1,070,244</td>
</tr>
<tr>
<td>032 Water Pollution Control Fund</td>
<td>$1,370,244</td>
</tr>
<tr>
<td>051 Fleet Fund</td>
<td>$2,191,132</td>
</tr>
<tr>
<td>078 Capital Impovement Fund</td>
<td>$2,826,132</td>
</tr>
</tbody>
</table>

**TOTAL ALL AMENDED FUNDS**

<table>
<thead>
<tr>
<th>AMOUNT APPROPRIATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>$69,468,494</td>
</tr>
<tr>
<td>$73,032,025</td>
</tr>
</tbody>
</table>

**Section 2:** That all other portions of the Fiscal 2019 Appropriation Ordinance No. 3012 not herein amended shall remain in full force and effect.

**Section 3:** That this Ordinance shall be in full force and effect from and after its passage, approval, and publication according to law, the rule requiring that an ordinance be read on three separate occasions having been dispensed with.

PASSED AND APPROVED this 3rd day of January, 2019.

CITY OF POCATELLO, a municipal corporation of Idaho

BRIAN C. BLAD, Mayor

RUTH E. WHITWORTH, City Clerk

PUBLISHED: