

**July 12, 2018 Budget Session**

The City Council of the City of Idaho Falls met in Special Council Meeting (Council Budget Session), Thursday, July 12, 2018, at the City Council Chambers in the City Annex Building located at 680 Park Avenue in Idaho Falls, Idaho at 1:00 p.m.

There were present:

- Mayor Rebecca L. Noah Casper
- Councilmember Thomas Hally
- Councilmember John B. Radford
- Councilmember Jim Francis
- Councilmember Michelle Ziel-Dingman
- Councilmember Shelly Smede
- Councilmember Jim Freeman

Also present:

- Pamela Alexander, Municipal Services Director
- Bruce Young, Accountant
- Ryan Tew, Human Resources Director
- Michael Kirkham, Assistant City Attorney
- Kami Morrison, Executive Assistant
- Dana Briggs, Economic Development Coordinator
- Robert Wright, Library Director
- Kathy Hampton, City Clerk

Mayor Casper called the meeting to order at 1:00 p.m. with the following:

**Opening Remarks:**

There were no opening remarks.

**Human Resources:**

Director Tew presented the following:

Expenditures	2017/18 Budget	2018/19 Proposed Budget	Increase or Decrease
Total	\$412,020	\$407,198	(\$4,822)

Wage reduction is due to the replacement of a long-term employee at a lower wage. Operational Expenses increase is due to the actual expenses from the facility being leased. The utility expenses were estimated at the time of the lease. The lease is intended to be short term. Inter-fund Transfers are based on a calculated amount to support the Enterprise Fund departments. Councilmember Radford believes there should be additional Human Resources (HR) staff/support in other City departments. Brief comments followed. Director Tew stated a standard HR staff is one (1) per 100 employees, the City currently has four (4) total HR staff members for 650 full time employees (FTE).

**Mayor and City Council:**

Ms. Morrison presented the following:

Mayor Budget Overview –

Expenditures	2017/18 Budget	2018/19 Proposed Budget	Increase or Decrease
Total	\$153,322	\$244,021	\$90,699

Wages and Benefits includes a Public Information Officer (PIO) intern position. Operational Expenses is a work in progress for allocation of funds into proper categories. This fund also includes vehicle use for the PIO and the Economic Development Coordinator. Inter-fund Transfers are based on allocation of other department use.

Council Budget Overview –

Expenditures	2017/18 Budget	2018/19 Proposed Budget	Increase or Decrease
Total	\$140,364	\$184,913	\$44,549

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Operational Expenses includes the National League of Cities (NLC) membership, including additional membership dues. Mayor Casper indicated the NLC membership could be eliminated although she suggested the Council attend additional conferences outside of Association of Idaho Cities (AIC) and/or power-related conferences.

**Community Support Budget Overview –**

Expenditures	2017/18 Budget	2018/19 Proposed Budget	Increase or Decrease
Total	\$350,000	\$345,000	\$5,000

Community Economic Development membership dues were decreased to Regional Economic Development for Eastern Idaho (REDI) as other communities joined REDI. Sister Cities includes allocation to the Youth Delegation, Adult Delegation, and International membership dues. Brief comments followed specifying a predictable amount for Community Support Grant, possibly based on the total budget amount. Community Events has been proposed to establish a fund for any future community events (Airshow, etc.). The fund would help offset a Directors budget. Councilmembers Francis and Dingman expressed their concern for the reduction of the Community Support Grant (from the \$150,000 consensus at the May 21, 2018 Council Work Session) in order to fund Community Events fund. Mayor Casper reviewed the previous process for Community Support Grants. Councilmember Dingman commended Mayor Casper for the process of allocating expenses into a designated fund.

**Legal:**

Mr. Kirkham stated there are two (2) divisions within the Legal Department – Civil and Prosecution.

Mr. Kirkham presented the following:

**Prosecuting Attorneys –**

Expenditures	2017/18 Budget	2018/19 Proposed Budget	Increase or Decrease
Total	\$790,264	\$721,140	(\$69,124)

Bonneville County Court costs (Magistrate services) will be changed per State Legislation, the current request has been decreased from \$450,000 to \$360,000. Mr. Kirkham reviewed changes to the cell phone services and computer equipment for the Prosecuting Attorneys. The overall Prosecuting Attorneys budget is being decreased.

**Civil Attorneys –**

Expenditures	2017/18 Budget	2018/19 Proposed Budget	Increase or Decrease
Total	\$134,291	\$146,387	\$12,096

The majority of increase is due to Wages and Benefits. Additional discussion followed regarding Inter-fund Transfers. Mr. Kirkham commended the staff members in the Legal Department.

**Municipal Services:**

Director Alexander stated the Municipal Services Department includes 72 employees within Facility Maintenance, Building Maintenance, Finance, Information Technology (IT), Treasurer’s Office (including Utility Billing and Credit Office), General Services (including Purchasing), and, City Clerk.

Director Alexander presented the following:

Funding Sources	2017/18 Budget	2018/19 Proposed Budget	Increase or Decrease
Total	\$592,600	\$942,600	\$350,000

Most revenue generated is from the Idaho Falls Civic Center for the Performing Arts facility, licenses, and fees. Miscellaneous includes funding for the William Maeck donation for the Idaho Falls Civic Center for the Performing Arts facility.

Expenditures	2017/18 Budget	2018/19 Proposed Budget	Increase or Decrease
Total	\$4,846,378	\$5,989,450	\$1,143,072

Wages and Benefits includes recommended funding for a Business Intelligence Analyst. Operational Expenses includes carryover funds from 2016/17 to 2017/18. Capital Outlay includes the Civic Center.

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General discussion followed. It was noted the large increase in the Idaho Falls Police Department Municipal Equipment Replacement Fund (MERF) is for replacement of several vehicles.

**Idaho Falls Library:**

Director Wright introduced Library Board members: Rodd Rapp, Kristin Hall, and Mary Lund. He also acknowledged additional Board members, Hal Peterson and Claire Pace, who were absent.

Director Wright presented the following:

Funding Sources	2017/18 Budget	2018/19 Proposed Budget	Increase or Decrease
Total	\$3,270,412	\$3,505,098	\$234,686

Charges for Services includes outside of Bonneville County Library cards. Property and Franchise Taxes includes the levy. State Shared Revenues includes the City shared sales tax. Inter-Governmental increase is due to a one-year contract with the Library District. This contract tries to ensure City residents are not subsidizing County residents. Grants includes anticipated projects. Miscellaneous includes fines, etc. Director Wright stated the goal of the Library is have people utilize the Library.

Expenditures	2017/18 Budget	2018/19 Proposed Budget	Increase or Decrease
Total	\$3,471,066	\$4,466,794	\$995,728

Wages and Benefits includes potential hiring of temporary employees. Operational Expenses include the Mae Neuber Foundation Project. Capital Outlay includes renovation and repurpose of sections of the Library to become more patron friendly (currently in Fund balance, requesting spending authority).

**Budget Priorities –**

1. Check books in and check books out
2. Mae Neuber Foundation Project (digitization of Post Register to 1950/60)
3. Expansion of Children’s Library, renovation and repurpose of garage, computer room, meeting rooms, and DVD/CD area.

Director Wright stated the Library is considered a public forum location. Ms. Lund stated renovation plans have been discussed for several years. She commended Mr. Wright for being fiscally responsible. It was noted use of the Ferrell’s Building is not feasible for the Library. Councilmember Dingman expressed her appreciation to Mr. Wright and the Library Board. Ms. Hall believes each renovation project improves the Library. Mr. Rapp commended the longevity of the Library staff.

**Community Development Services:**

Director Cramer expressed his appreciation to the Community Development Services (CDS) staff members. He believes the collaboration of the budget meetings have been very helpful.

Director Cramer presented the following:

Funding Sources	2017/18 Budget	2018/19 Proposed Budget	Increase or Decrease
Total	\$2,586,940	\$2,938,257	\$351,317

Director Cramer reviewed current plan review fees, building permit fees, and plan check fees = \$1,207,580.18. This amount exceeded the proposed 2017/18 Budget Charges for Services to be allocated to the General Fund.

Expenditures	2017/18 Budget	2018/19 Proposed Budget	Increase or Decrease
Total	\$2,586,940	\$2,938,257	\$351,317

Wages and Benefits increase is due to retirements. Operational Expenses increase is due to Environmental Protection Agency (EPA) and Community Development Block Grant (CDBG) grants. Capital Outlay increase is due to CDBG grant. Credit card fees may need to be adjusted in the upcoming year. Director Cramer requested a temporary position with a higher wage but no benefits. He expressed his concern regarding the amount of staff time being allocated for the closing of the largest redevelopment district, as well as City-initiated annexations, which are projected for the next 18 months. Options could be to hire a temporary position or extend the length of the current intern.

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Fees Overview –

1. Nuisance Ordinance Appeal - this fee would be refunded if the applicant is successful in the appeal.
2. Work Commencing Before Permit Issuance - fine for beginning construction without a permit.

Director Alexander and Mayor Casper briefly reviewed the July 13 and July 17 Budget Session agendas.

There being no further business, the meeting adjourned at 3:55 p.m.

s/ Kathy Hampton \_\_\_\_\_  
CITY CLERK

s/ Rebecca L. Noah Casper \_\_\_\_\_  
MAYOR