



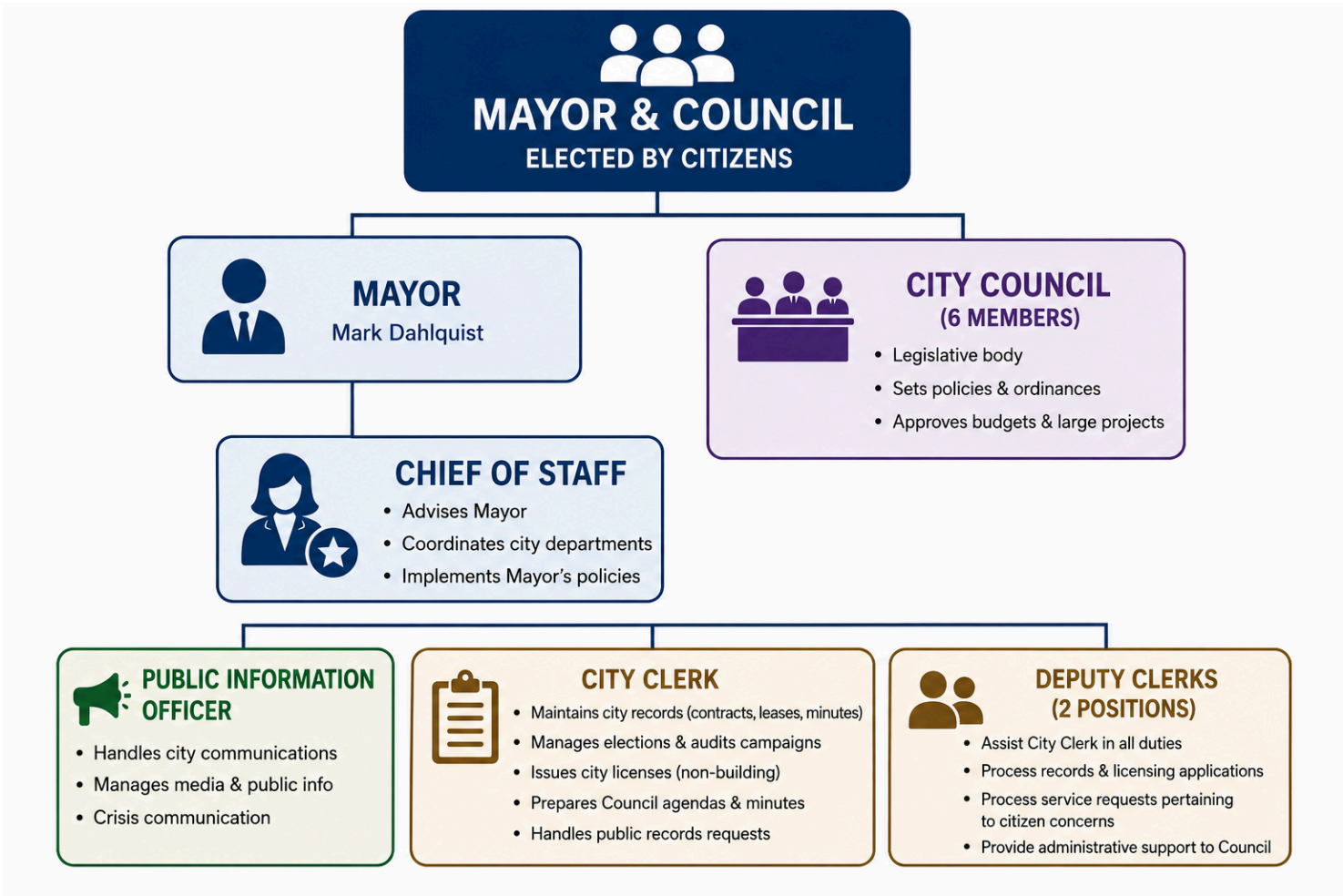
# City Council/Mayor

FY27 Proposed Budget

### Mission Statement

The Mayor and City Council Department serves as the Executive and Legislative management of the City of Pocatello, including vision, policy, service to constituents, stakeholder involvement and day-to-day management.

### Department Organization



### About the Department

The Mayor and Council Department structure is unique among cities, as the Clerk, Deputy Clerks and Public Information Officer are part of the department, rather than a separate division of the City. This structure, with the Chief of Staff as department supervisor, helps reduce operational and personnel costs to effectively and efficiently serve the needs of City staff and the citizens of Pocatello.

## Accomplishments

- Prepared and processed **171** official documents, agreements, leases, and contracts.
- Coordinated and documented **75** council meetings, including meeting notices, agendas, and minutes.
- Managed notices, agendas, and minutes for **15** advisory boards and **5** non-traditional or ad hoc committees.
- Produced and distributed **616** pieces of correspondence.
- Issued **36** proclamations.
- Published **336** media releases.
- Created and shared **474** social media posts.
- Processed **38** resolutions and **18** ordinances, which includes annexation of 90+ acres into the City limits.
- Responded to **2,507** records requests.
- Oversaw the conversion to the SeeClickFix Service Request program in October 2025. Since inception, 506 service requests have been created.
- Processed 232 Cemetery deeds.

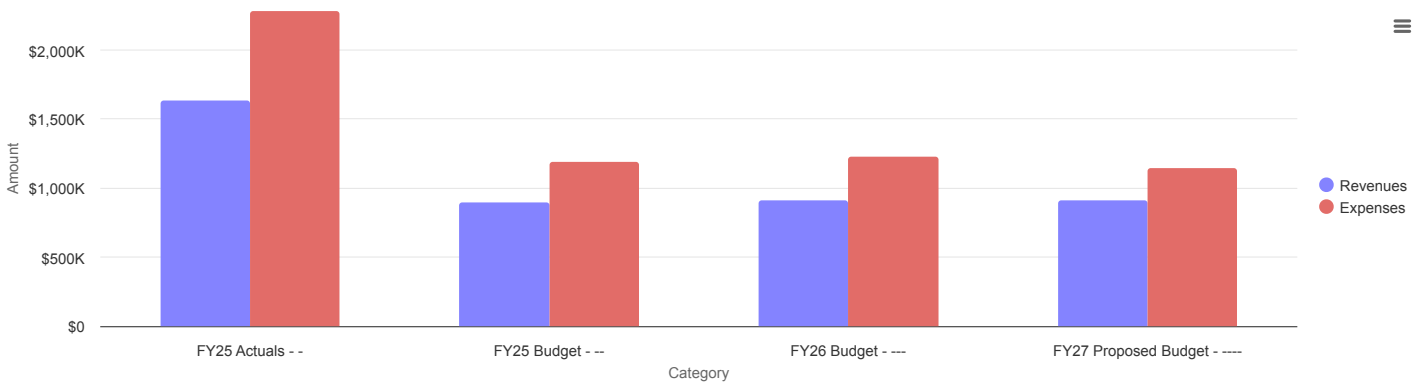
## Measures of Effectiveness, Outcomes and Results

- Open Meetings Law requirements met for City Council meetings and Advisory Board meetings
- Record request requirements and timelines met for all requests
- Implementation and management of SeeClickFix Service Request software and app
- Service Requests responded to within 10 business days

## Department Goals and Needs

The City's Electronic Document Management program is outdated and in need of replacement. This program stores all essential City documents, but is not forward-facing for the public. Purchasing a new software program would reduce the amount of time spent on records requests and increase the transparency to the public. It would also provide electronic preservation of many historical documents.

## Revenues vs Expenditures



Data Updated: May 26, 2026, 7:41 PM

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## Revenues vs Expenditures Detail

	FY25 ACTUALS	FY25 BUDGET	FY26 BUDGET	FY27 PROPOSED BUDGET
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<b>Revenues</b>				
312-08-00 - Beer/Wine/Liquor	\$55,296	\$61,800	\$63,654	\$63,654
321-99-00 - Rental Facilities/Other	\$1,000	\$0	\$0	\$0
370-60-00 - Administrative Support	\$836,210	\$836,210	\$850,131	\$850,131
382-40-00 - Donations	\$5,000	\$0	\$0	\$0
385-99-00 - Misc Revenue/Other	\$15,315	\$0	\$0	\$0
392-05-00 - Sale of City Property	\$1	\$0	\$0	\$0
393-99-00 - Nonreciprocal	\$721,548	\$0	\$0	\$0
<b>REVENUES TOTAL</b>	<b>\$1,634,370</b>	<b>\$898,010</b>	<b>\$913,785</b>	<b>\$913,785</b>
<b>Expenses</b>				
Salaries	\$514,028	\$508,452	\$535,291	\$544,833
Salary Related Expenses	\$310,318	\$347,502	\$393,019	\$390,692
Operations and Maintenance	\$35,320	\$87,794	\$73,197	\$75,483
Supplies and Materials	\$524,638	\$2,468	\$2,940	\$3,681
Professional and Contracted Services	\$45,895	\$119,570	\$91,599	\$40,745
Internal Services	\$120,271	\$120,989	\$130,389	\$82,618
Intergovernmental Transfers	\$733,083	\$4,922	\$2,495	\$4,995
<b>EXPENSES TOTAL</b>	<b>\$2,283,553</b>	<b>\$1,191,697</b>	<b>\$1,228,930</b>	<b>\$1,143,047</b>
<b>Rev - Exp</b>	<b>-\$649,183</b>	<b>-\$293,687</b>	<b>-\$315,145</b>	<b>-\$229,262</b>

## FTE Filled Positions

Position Name	0100
<b>Allocated FTE Count</b>	
DEPUTY CITY CLERK	1.75
CITY COUNCIL MEMBER	6
MAYOR	1
CITY CLERK	1
PUBLIC INFORMATION OFFICER	1
<b>ALLOCATED FTE COUNT</b>	<b>10.75</b>

## FTE Vacant Positions

Position Name	0100
<b>Allocated FTE Count</b>	
CHIEF OF STAFF	1
<b>ALLOCATED FTE COUNT</b>	<b>1</b>

Visit the City of Pocatello's Website

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