**CITY OF POCATELLO, IDAHO**
**CITY COUNCIL**
**BUDGET DEVELOPMENT MEETING**
**JUNE 3, 2026**

**AGENDA ITEM NO. 1:**
**ROLL CALL**

Mayor Mark Dahlquist called the City Council Budget Development meeting to order at 9:01 a.m. Council members present were Dakota Bates, Corey Mangum, Brent Nichols, Hayden Paulsen, Stacy Satterfield and Ann Swanson.

**AGENDA ITEM NO: 2:**
**PUBLIC WORKS DEPARTMENT (PUBLIC WORKS, GIS, ENGINEERING)**

**Public Works**
Tom Kirkman, Public Works Director, presented an overview of the Public Works Department, including its organizational structure, mission, departmental goals, budget changes and the various divisions operating within Public Works. Mr. Kirkman explained that Public Works takes a holistic approach to project planning and that environmental compliance and outreach functions had been moved under the purview of Public Works. The change resulted in a significant shift in the department's budget and staffing structure.

Council members discussed the number of full-time equivalent positions associated with the administrative and environmental functions. The department currently supports four positions in this area, including the director, an administrator and two environmental positions.

Mr. Kirkman explained that revenue previously associated primarily with Water and Water Pollution Control (WPC) had been redistributed among Public Works divisions, including Fleet and Sanitation, to more appropriately reflect the services provided throughout the department.

In response to questions from Council regarding the River Vision program, Mr. Kirkman stated that the program remains active and is now overseen by the Planning and Development Services Department, as its functions are more closely aligned with planning activities. Becky Babb, Planning Manager, will oversee the River Vision responsibilities in conjunction with her other Planning duties. Mr. Kirkman clarified that the position is not intended to represent a full-time employee dedicated exclusively to the program.

Mr. Kirkman explained that environmental compliance responsibilities have also been reorganized, adding that stormwater permitting and compliance requirements remain a significant responsibility. Sediment and erosion control were identified as particularly important components of protecting the Portneuf River and maintaining compliance with stormwater permit requirements. He discussed environmental education and outreach requirements and activities such as Water Week, river cleanup events and the Environmental Fair. Mr. Kirkman noted that Public Works also provides stormwater-related training for City operators and contractors.

**Engineering**
Mr. Kirkman gave an overview of the Engineering Division. He explained that Engineering provides technical support to City departments and is involved in planning, construction, surveying, plat review, project management, inspections and other development-related activities. The division includes two engineer positions, one of which is currently vacant, along with three technicians. Mr. Kirkman explained that the vacant project engineer position has been

difficult to fill because of competition with the private sector. He reported that interviews had been conducted and an offer had been made but the applicant declined the offer and other candidates were being considered.

Council members discussed recruitment efforts and compensation as a significant factor in filling vacant positions.

Mayor Dahlquist suggested that the City consider utilizing a specialized recruiter or headhunter for the engineering position and explore flexibility within the salary range, including potentially placing a qualified candidate at a higher step.

Council members discussed funding for the Engineering Department. The division is supported primarily through the General Fund, with contributions from the City's utility funds.

Mr. Kirkman explained that the Engineering Division had been reorganized to improve coordination and eliminate competing priorities among engineering functions. Water and wastewater engineers remain available to support their respective utilities, while the City's engineering functions are increasingly focused on development-related activities. Improved coordination between Engineering and Planning was identified as an important goal for streamlining the development and housing process.

**Geographic Information Systems (GIS)**

Nico Martinez, GIS Coordinator, presented an overview of the GIS Division. Mr. Martinez explained that GIS provides support to more than 75 percent of City departments and is used for mapping, data analysis, asset management, service requests, software integration, planning, maintenance and decision-making. Mr. Martinez emphasized that GIS involves considerably more than producing maps. The division collects field data, performs spatial analysis, manages databases, supports asset management systems and integrates information from various City sources. Public-facing GIS resources include maps related to zoning, land use, trailheads, aerial imagery and other information. Utility information is not made publicly available because of security considerations. Mr. Martinez highlighted recent accomplishments which included improvements to asset management, public maps, cemetery mapping, wildfire preparedness and server migration. The division is also continuing to transfer information and systems to updated platforms. Goals for FY2027 include expanding public outreach, making GIS tools more accessible to residents and working with Planning and Development Services on property and market value analysis to identify economic drivers. Mr. Martinez reported that the GIS budget remains generally consistent with the prior year, with salaries and software licensing representing the primary expenses. No new positions are proposed.

Council members discussed the division's workload and future staffing needs and discussed property addressing and property-related processes.

Mr. Martinez stated that the two-person division is operating near maximum capacity but has remained efficient. He indicated that the division may eventually benefit from an additional analyst position to address increasing data workloads and allow for further system development. Mr. Martinez explained that GIS works closely with Engineering on addressing and has implemented improvements to standardize the process and ensure compliance with applicable regulations. Additional training was identified as a need because GIS technology and software

are frequently updated. He confirmed that training funds had been included in the proposed budget.

**AGENDA ITEM NO. 3:**
**FLEET DEPARTMENT / FUEL:**
Teresa Caudill presented an overview of Fleet and Facilities, including the development of the centralized Fleet Department, asset management, vehicle maintenance, procurement, fuel operations and the department's budget.

**Fleet Operations**
Ms. Caudill stated the Fleet Department's mission is to maintain City assets in a coordinated and cost-effective manner. The department has approximately ten (10) full-time equivalent positions, including a Fleet and Materials Coordinator, data entry/shop support and an emergency vehicle technician position, with three current vacancies in the shop. Fleet maintains an asset-tracking and maintenance software system that tracks repairs, maintenance, capital improvement plans and replacement needs. The system is used to identify vehicles that should be replaced based on age, usage, maintenance costs and other data. Fleet also handles procurement for City departments and oversees the City's centralized fuel operation. The department conducts CDL training and uses driving simulators to assist employees in obtaining their commercial driver's licenses.

Mr. Kirkman explained that CDL operators are difficult to recruit and that providing training helps address the staffing challenge.

Council members discussed whether there was a requirement for employees who have received CDL training to remain with the City for a specified period.

Mr. Kirkman stated that there is currently no such requirement. He added that employees generally have six (6) months to obtain their CDL. Mr. Kirkman reported that Fleet achieved approximately $1.1 million in savings on parts in 2025. The City has partnered with NAPA Auto Parts, which operates a parts store within the Fleet facility. Approximately $850,000 in inventory is maintained without having the expense of paying for the inventory until the parts are used. The City's markup on parts is approximately five percent, compared with substantially higher markups commonly found in private repair operations. Mr. Kirkman reviewed the history of the centralized Fleet operation. Beginning in 2016, the City evaluated deferred maintenance and the benefits of consolidating Fleet operations. A facility was purchased in 2017 and subsequently moved several departments into the centralized location. Fleet management software was implemented in 2019 to establish consistent tracking of assets, maintenance, labor and parts.

Council members reviewed maintenance costs associated with various City departments and discussed the age of the City's vehicle fleet.

Mr. Kirkman explained that aging equipment generally results in increased maintenance costs and that for some City departments, the average age of the City's fleet is approximately 19 years. The importance of a structured vehicle replacement program was discussed. Mr. Kirkman stated that Fleet has developed a capital replacement plan for light-duty vehicles and would like to use the City's reserves to provide a more equitable approach to vehicle replacement rather than relying solely on individual departments to have sufficient funds available.

Council members discussed Fleet charges and the manner in which labor and maintenance costs are billed to departments.

Mr. Kirkman explained that Fleet operates using a shop rate, with revenue generated from charges supporting Fleet personnel and operations.

Council members requested additional information regarding budget-to-actual expenditures and fluctuations in Fleet costs.

Mr. Kirkman explained that Fleet expenses can vary substantially from year to year due to unexpected major repairs, such as engine failures.

Rich Morgan, Chief Financial Officer, explained that excess revenue is retained in the Fleet fund and contributes to the overall reserve.

Council members discussed the potential for conducting a market-rate study comparing the City's centralized Fleet operation with private maintenance providers and with similarly sized cities. Members expressed interest in evaluating the City's actual savings under the current system. Council members discussed establishment of a City Hall motor pool and Fleet's shop rate.

Mr. Kirkman explained that a review had identified approximately eleven (11) vehicles used by departments that may be candidates for consolidation. A centralized pool could potentially reduce the number of vehicles needed and allow departments to check out vehicles as needed. The current Fleet reserve goal was discussed. Mr. Kirkman indicated that the department would like to maintain approximately $600,000 as an emergency reserve while using additional funds for planned vehicle replacements and capital improvements. He reported that the shop rate had been reduced from $75 per hour to $60 per hour as the reserve reached a more appropriate level, comparing the rate with private-sector rates and discussed the City's performance relative to other municipalities.

Mayor Dahlquist suggested that the results could be presented at a future Work Session.

**Fuel**
Mr. Kirkman presented information regarding the City's centralized fuel site, which serves most City departments but does not serve the Airport, Transit or WPC. The previous fuel facility had exceeded its useful life, resulting in the development of a new centralized fuel site. Fuel prices are monitored closely, and the City conducts fuel bids approximately every two (2) weeks among multiple suppliers in order to obtain the lowest available price. The department uses Energy Information Administration data to assist with fuel forecasting. Proposed FY2027 budget assumptions were discussed, including gasoline, diesel and Diesel Exhaust Fluid (DEF).

Council members discussed how fuel costs are allocated among departments. Departments are charged actual fuel costs, while a portion of the fuel surcharge supports the cost of the centralized fuel site. The Street Department owns the fuel-site asset, with other departments contributing toward the associated costs, through a fuel surcharge. Council members discussed the City's interest in reducing emissions.

Mayor Dahlquist encouraged consideration of zero-emission and hybrid vehicles, for the City Hall motor pool.

Mr. Kirkman explained that hybrid vehicles may provide a practical initial step because of winter-weather considerations, while all electric vehicles would require additional charging infrastructure.

Mayor Dahlquist called a recess at 10:34 a.m.

Mayor Dahlquist reconvened the meeting at 10:46 a.m.

**AGENDA ITEM NO. 4:**
**CITY FACILITIES**

Teresa Caudill presented information regarding City Facilities, including custodial services, facility maintenance, HVAC systems, capital needs and FY2027 priorities. Facilities is responsible for custodial services and general facility maintenance at City Hall, Police Department facilities, including substations, Marshall Public Library, Pocatello Regional Transit facilities and other City facilities. Ms. Caudill reviewed FY2026 accomplishments, including exterior improvements associated with rebranding, HVAC mini-split installations, lobby lighting improvements, cooperative efforts with Idaho Power and various painting projects. A significant priority in FY2027 is the aging HVAC system which services City Hall. The current system has experienced repeated breakdowns and includes components that are becoming obsolete. A comprehensive replacement is estimated to cost more than $1.5 million.

Council members discussed whether the HVAC replacement should be completed as a simple system replacement or as part of a larger redesign.

Mr. Kirkman explained that the system should be evaluated comprehensively, including zoning, ductwork and future building configurations. He noted that planning for long-term future configuration of City Hall and Police and Fire facilities is being considered. Because a larger facility decision could take several years, staff is attempting to keep the existing HVAC system operational while planning for future needs.

Ms. Caudill reported that Facilities has approximately $300,000 in operational funding for facility maintenance. She explained that the majority of the funding is needed for custodial services, leaving limited resources for major improvements or replacements.

Council members discussed the need to distinguish critical needs from discretionary improvements and to prioritize available resources accordingly. They discussed the possibility of outsourcing custodial services.

Ms. Caudill explained that previous contract experiences had presented challenges related to quality control, turnover and cost. City departments benefit from having custodial employees available for weekend and holiday cleanings, if needed.

In response to questions from Council related to administrative support revenue and interfund transfers associated with Facilities, Mr. Morgan explained that the department's funding structure is still being evaluated and that historical actual expenditures will be reviewed to determine appropriate funding levels.

In response to Council discussion regarding custodial staffing and turnover, Mr. Kirkman reported that recruitment can be challenging because of the early morning schedule, physical nature of the work and relatively low pay. However, the custodial team was described as having good morale and reported a positive working environment.

In response to Council discussion regarding the possibility of expanding centralized custodial services to additional City facilities, Ms. Caudill indicated that staffing would be the primary limiting factor but stated that the concept could be evaluated further.

**AGENDA ITEM NO. 5:**
**STREET OPERATIONS**

Mike Neville, Street Superintendent, presented an overview of Street Operations, including roadway maintenance, emergency response, snow removal, pavement management, traffic operations, revenues and capital needs. Mr. Neville explained that Street Operations is responsible for maintaining approximately 344 miles of roadway, the Portneuf River levee, storm response, emergency response, pothole repair, street sweeping, traffic signals, striping, signage and related services. Mr. Neville reviewed departmental organization and goals for FY2027, including repainting crosswalks, stormwater maintenance, EPA compliance, treating approximately 30 miles of roadway and evaluating snowplow routes in connection with annexations and safety concerns.

Council members discussed pavement management and GIS support.

Mr. Neville stated that the City's pavement condition is above the national average and that the department continues to focus on maintaining the City's roadway network. A significant concern discussed was the reduction in State of Idaho highway user revenue. The amount received by the City was identified as decreasing from approximately $1.3 million to approximately $160,000.

Mr. Morgan distributed information showing the highway user revenue and its various funding components. He indicated that future budget presentations would separate the four revenue sources for greater transparency.

Council members discussed the effect of the revenue reduction on the Street Department's budget and long-term sustainability. Other changes discussed included Idaho Power rates and growth in the City's street-lighting system.

Mr. Neville discussed capital needs including pavement management equipment and replacement of a jet-vac truck that had become unreliable and was not originally designed for certain excavation activities. He discussed reducing the annual contribution to Fund 70 and reducing federal-aid project funding.

In response to questions from Council regarding available street funding and the ability to support greenway projects, Mr. Neville reported that staff was working with the Bannock Transportation Planning Organization and the Portneuf Health Trust on potential funding opportunities.

Mr. Kirkman reported that approximately $500,000 to $600,000 remained available in Fund 70 after completion of several major projects.

Council members expressed concern that the reduction of the state annual contribution could limit the City's ability to address future projects. They discussed the City's Street reserve balance, which Mr. Morgan reported to be approximately $6.1 million. Council members generally agreed that reserves could provide a temporary means of addressing the unexpected State revenue reduction, but that reserves should not be used as a long-term solution. They emphasized the importance of developing a sustainable plan to operate with approximately $1 million less in annual revenue, including the potential consequences of reducing Street Department staffing, particularly for snow removal, emergency response and roadway maintenance.

Mayor Dahlquist and Council members discussed the following topics: the importance of maintaining the City's curb appeal and roadway infrastructure; the State's actions affecting highway user revenue and the potential for future changes; and the importance of continued discussion during the budget process and at upcoming meetings involving the Association of Idaho Cities.

**AGENDA ITEM NO. 6:**
**SANITATION DEPARTMENT**

Kerri Farnsworth, Sanitation Superintendent, presented an overview of the Sanitation Department, including residential and commercial collection, recycling, rate structure, capital needs, and FY2027 goals.

Mr. Kirkman explained that the Sanitation, Water and WPC utilities utilize five-year rate studies and financial analyses to establish rates in order to plan for capital improvements, equipment replacement and growth. The current rate study is effective through 2029 and generally anticipates annual rate increases of approximately three percent.

Ms. Farnsworth reported that the Sanitation Department has approximately 49 employees and provides residential and commercial collection services to approximately 22,000 customers. The department handles garbage collection, container service, roll-off service, leaf collection, Christmas tree disposal and assistance to residents with mobility limitations. Crews also perform right-of-way cleanup to maintain the appearance of the community.

Recycling services were discussed in detail. Mr. Kirkman reported that recycling costs had previously been approximately $30,000 to $35,000 per month but due to operational efficiency changes and market growth, those expenditures had been reduced to approximately $11,000 per month. Mr. Kirkman emphasized that the Sanitation Department receives revenue from recyclable commodities and has budgeted approximately $50,000 in commodity revenue.

Ms. Farnsworth characterized the estimate as conservative and indicated that commodity markets for single-stream materials and cardboard were currently favorable. She added that the City’s recycling facility operates as a baling facility and receives materials from Pocatello and other communities. The department currently works with the Cities of Chubbuck and American Falls, among others and has also received materials from outside entities. She reported that approximately 20 tons of material are sent to the landfill, while approximately 4,500 tons are diverted through recycling efforts. Ms. Farnsworth reported that FY2027 goals include expanding commercial cardboard recycling, upgrades at the recycling facility to improve the drop-off area and traffic flow and exploring a City-sponsored composting program.

In response to questions from Council regarding establishment of a composting program, Mr. Kirkman explained that a successful program would require an appropriate site and a mixture of materials, including woody vegetation and grass, to produce a quality compost product. He added that Pocatello is among the lower-cost communities in the region for comparable sanitation services and that its rates remain competitive. Mr. Kirkman added that the Sanitation Department's capital plan includes vehicle replacement and anticipates using approximately $756,000 in reserves for planned capital expenditures.

In response to Council discussion regarding increased demand for roll-off services, Ms. Farnsworth reported that service demand has been steady and increasing, particularly during the spring and summer construction season. She reported that crews recently handled approximately 49 roll-offs in one day.

Mr. Kirkman reported that the department has nine roll-off trucks and that six pulls per day represents a very busy workload. Current operations have reached approximately seven pulls per day.

Council members discussed the following topics: capacity of the recycling facility; recycling-related improvement funding mechanisms; and general sanitation revenues.

Ms. Farnsworth confirmed that the recycling facility has the potential to accommodate approximately two to three times the current volume.

Mr. Morgan stated that the City's accounting structure could accommodate tracking recycling and sanitation revenues and expenses separately.

Mr. Kirkman noted that the current rate study anticipated the use of approximately $700,000 in reserves and that sanitation revenues have been exceeding the rate study projections.

Mayor Dahlquist called a recess at 11:59 a.m.

Mayor Dahlquist reconvened the meeting at 12:11 p.m.

**AGENDA ITEM NO. 7:**
**WATER DEPARTMENT**

Justin Armstrong, Water Superintendent, presented an overview of the Water Department, including staffing, operations, water quality, infrastructure, capital projects, revenues, water leases and conservation. He explained that the Water Department is organized into four divisions and is responsible for water production, treatment, sampling, administration and system maintenance. Mr. Armstrong reviewed the department's FY2027 goals, including water quality and safety, reliability and resilience, efficiency, planning and sustainability. He reported that the department conducts approximately 2,000 water quality tests annually to ensure compliance with applicable standards. In response to questions from Council, Mr. Armstrong discussed the age of portions of the City's water infrastructure and the use of asset tracking and GIS mapping to prioritize replacements. He explained that some older water mains continue to perform well depending on materials, soil conditions and construction practices, making strategic planning important. Mr. Armstrong reported that major projects included replacement of Wells 2R and 22R, replacement of the High Country Tank, Well 17 improvements and approximately two miles of water main replacement annually. A water system facility planning study is also planned.

In response to a question from Council regarding treatment and repair of streets following water system work, Mr. Armstrong explained that the department has been able to improve its maintenance backlog by using contracted services and recycled asphalt for certain repairs. He discussed the use of equipment and trailers to maximize resources and avoid unnecessary vehicle maintenance. In response to a question from Council regarding water leases and water rights, Mr. Armstrong explained that lease revenue can vary depending on available storage capacity and drought conditions. The Water Department closely monitors well levels and conducts monthly depth checks. He added that that current groundwater conditions are not considered alarming and that similar conditions have occurred in previous drought years. He confirmed that the local aquifer generally responds quickly to recharge. Mr. Armstrong explained that the department uses production rates, historical information and water levels to monitor conditions that could trigger water restrictions and that a tiered conservation system is in place. Voluntary conservation is encouraged throughout the year, with additional measures available if conditions deteriorate.

Council members discussed the following topics: water leases involving Palisades Reservoir and other water rights; and staffing challenges, particularly in recruiting licensed water operators.

Mr. Armstrong explained that available lease quantities vary annually based on storage conditions and the City's need to maintain sufficient water supplies. He added that because the Water Department operates continuously and requires specific licensing, some functions are difficult to contract out and that staffing shortages can affect preventative maintenance, such as valve exercising as well as response times.

**AGENDA ITEM NO. 8:**
**WATER POLLUTION CONTROL (WPC):**

Levi Adams, Water Pollution Control (WPC) Superintendent, and Tom Kirkman, Public Woks Director, presented an overview of the Water Pollution Control Department, including operations, staffing, compliance, capital projects and financial resources.

Mr. Adams explained that WPC has approximately 33 full-time employees, with two open positions and that the laboratory technician position is currently being reevaluated. Mr. Adams outlined that the department's primary goals are maintaining compliance and treatment standards while operating in a fiscally responsible manner. He advised that the department follows a rate-study approach designed to provide moderate increases while maintaining existing infrastructure and expanding facilities as needed. Mr. Adams discussed the City's unique geographic and environmental challenges associated with wastewater treatment and discharge. The Portneuf River presents significant environmental considerations, requiring the City to meet stringent discharge standards. He gave an overview of FY2027 capital improvement projects which include treatment facility improvements and collection system improvements. Major projects include rehabilitation of the treatment facility lift station, rehabilitation and rerouting of the Indian Hills force main and relocation of a pressure line associated with the South Valley Connector. Mr. Adams articulated that the proposed improvements will increase capacity and improve system reliability while reducing potential impacts to the Portneuf River and surrounding areas.

In response to a question from Council regarding an upcoming capital project, Mr. Kirkman explained that the department has planned for the upgrade and sufficient reserves are available to support the project.

Mr. Adams emphasized that the department has also been able to reallocate debt service funding and transfer funds to capital construction accounts, resulting in significant savings. Approximately $4.4 million in additional capital funding is available as reserves continue to build. Mr. Adams indicated that, especially for a multi-year project, having the full funding amount available provides greater certainty for funding and completion of the project.

**AGENDA ITEM NO. 9:**
**UTILITY BILLING DEPARTMENT**

Cindy Robbins, Utility Billing Director, presented an overview of the Utility Billing Department, including staffing, customer service, billing operations, revenues, expenditures and FY2027 goals. Ms. Robbins explained that the department's staffing level has remained generally unchanged since 2015. The department's utility billing specialists handle approximately 4,600 customers during each billing cycle and staff members continue to process payments through cash, bank drafts, online bill pay and credit and debit cards. She added that Utility Billing staff members also coordinate meter-reading activities and other customer account functions. Ms. Robbins reported that the department generally maintains an even budget and plans for capital needs, including vehicle replacements. She explained that Utility Billing is funded through the City's enterprise funds and provides billing an collection services to the Water, Sanitation and WPC departments. Late fees, shutoff fees and related customer charges contribute to the department's revenues. Ms. Robbins explained that certain expenses relate primarily to printing, safety and third-party vendor charges, which can vary and are often difficult to forecast precisely. She reported that the department was fully staffed at this time.

Mayor Dahlquist announced that the next Budget Development meeting would be June 4, 2026 at 9:00 a.m.

**AGENDA ITEM NO. 10:**
**ADJOURN**

There being no further business, Mayor Dahlquist adjourned the meeting at 12:59 p.m.

APPROVED:

MARK DAHLQUIST, MAYOR

ATTEST AND PREPARED BY:

KONNI R. KENDELL, CITY CLERK

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JUNE 4, 2026

**AGENDA ITEM NO. 1:**
**ROLL CALL**

Mayor Mark Dahlquist called the City Council Budget Development meeting to order at 9:00 a.m. Council members present were Dakota Bates, Corey Mangum, Brent Nichols, Hayden Paulsen, Stacy Satterfield and Ann Swanson.

**AGENDA ITEM NO: 2:**
**PARKS AND RECREATION DEPARTMENT:**

Anne Butler, Parks and Recreation Director, and representatives from the Parks and Recreation Department presented an overview of the department's divisions, operations, goals, revenues, expenditures, staffing and capital needs. The presentation included Cemetery, Parks, Parks and Recreation Administration, Golf Courses and Summer Concerts, Fort Hall Replica/Frontier Village, Zoo Idaho, Outdoor Recreation, Team Sports, Ross Park Aquatic Center and the Community Recreation Center.

**Cemetery**

Ms. Butler was joined by Brad Haag, Cemetery Supervisor, and reviewed the Cemetery Division, which is operated as Special Revenue Fund 005. She discussed the division's mission, organizational structure, goals, staffing and financial position. Ms. Butler stated that various areas of the city had experienced significant marmot activity in previous years and staff members continue to implement daily control measures to limit damage to cemetery grounds and infrastructure. She stated that the cemetery reported positive results from its cemetery cleanup program, with 12 community groups participating in an Adopt-a-Section cleanup effort prior to Memorial Day.

Council members expressed appreciation for the community participation and the improved appearance of the cemetery.

Ms. Butler confirmed that additional improvements to the Adopt-a-Section program at the cemetery would be introduced during the upcoming year. She reported that seasonal staffing remains a challenge and the department has incorporated a 20% increase in seasonal wages into the proposed budget in an effort to improve recruitment and retention. Ms. Butler clarified that the proposed entry-level wage would increase from approximately $10.16 per hour to $13.07 per hour, with the increase incorporated into the proposed FY2027 budget. Future cemetery needs include leveling portions of Mountain View Cemetery and preparing Restlawn Cemetery for future development. Ms. Butler indicated that undeveloped areas of Restlawn has been platted and that staff will present a phased development approach, anticipated to include four to five phases progressing toward the north. She confirmed the need to remain aware of potential locations for a future cemetery, although such a need is still several years away.

In response to questions from Council, Ms. Butler explained that fee increases adopted approximately one year ago are beginning to build the cemetery's reserve accounts. The department has also seen an increase in cremations, which may help extend available cemetery space.

Mayor Dahlquist thanked the cemetery staff for their work and noted that the improved appearance of the cemetery had received numerous positive comments from the community.

**Parks**

Brayden Millward, Parks Superintendent, presented an overview of the Parks Division, which is funded through the General Fund. The division is responsible for parks landscaping, greenspace maintenance, irrigation, mowing, restrooms, garbage collection, playgrounds and other maintenance activities. Mr. Millward reviewed departmental goals and recent accomplishments. Including in-house fabrication and installation of more than 60 facility signs. Significant progress was also made on playground projects and improvements at Alameda Park. In conjunction with the Planning and Development Services Grants Division, Parks participated in a tree grant project resulting in approximately 200 trees planned for planting in the fall, with another 200 anticipated in the spring. Restroom improvements are planned at Pleasureland in Lower Ross Park and at the skate park. Mr. Millward confirmed that seasonal staffing remains a challenge and that the proposed budget includes adjustments to seasonal wages and operational expenditures. He confirmed that the department is also evaluating technology that could improve efficiency. Mr. Millward discussed a demonstration of remote-controlled mowing equipment capable of operating on steep slopes, including slopes of up to approximately 50 percent. The equipment has been tested but has not yet been purchased.

Ms. Butler noted that the equipment could be particularly useful for difficult-to-maintain areas such as the steep retention pond at Legacy Park and increase safety for personnel.

Council members discussed the potential cost of the equipment and its usefulness in maintaining steep areas along Interstate 15 and other City-maintained properties.

Ms. Butler also discussed trail maintenance, urban forestry, irrigation, landscaping and other maintenance responsibilities. Staff has identified a need for a parking lot paving maintenance plan because the City has significant paved and unpaved surfaces within the parks system but does not have the equipment or expertise to complete all paving work within the department.

Council members discussed maintenance of areas that are not traditional parks but remain City-maintained property, including interchanges, stormwater areas and strips of land associated with development.

In response to a question from Council regarding the possibility of removing maintenance responsibilities from some areas, Ms. Butler explained that staff could prepare a list of such properties for Council review to determine whether they have an intended municipal use or could potentially be sold. She also encouraged consideration of maintenance responsibilities when reviewing future subdivision plats.

Mr. Millward reported that the Parks Division is currently fully staffed, although staffing levels fluctuate based on seasonal needs. Seasonal employees are utilized throughout the year, with approximately 25 seasonal employees and are expected to begin work following the close of the school year.

Ms. Butler explained that the proposed seasonal wage increase is approximately 20 percent for Cemetery and Parks positions and approximately 10 percent for the Recreation divisions of the department.

In response to Council discussion regarding staffing levels compared with other communities, Ms. Butler noted that Idaho Falls has approximately 67 full-time parks employees, not including its golf course, while Pocatello has approximately 36 total employees associated with Parks and Zoo operations. She emphasized that Pocatello provides services with significantly fewer employees.

**Parks and Recreation Administration, Golf Courses and Summer Concerts**

Ms. Butler and Kele Hansen, Executive Assistant, presented an overview of Parks and Recreation Administration, Golf Courses and Summer Concerts. Ms. Butler discussed the use of public-private partnerships and creative approaches to addressing deferred maintenance and staffing challenges. She explained that the golf operation is budgeted within Fund 004, the Recreation Fund. Ms. Butler reported that golf revenues are being set aside to support future capital improvements, irrigation software updates, equipment repairs and other projects. One of the department's goals is to issue a request for bids for golf concessionaire services in 2028. She noted that the current concession arrangement has been in place for approximately 25 years and that it is appropriate to evaluate available options while maintaining a quality golf experience. Ms. Butler discussed completion of the Riverside Golf Course Clubhouse and a potential partnership with a local property owner to provide additional golf parking, subject to completion of the plat and Council approval. Additional trailer parking could provide approximately 30 spaces and help address existing demand. Golf irrigation improvements at Highland and Riverside Golf Courses were identified as major future capital projects. Ms. Butler explained that the irrigation systems would need to be replaced in phases, approximately nine holes at a time, because the work cannot be completed during winter conditions. The estimated cost of the irrigation project is approximately $1 million and although the department does not currently maintain a dedicated reserve specifically for the project, the intention is to continue building the Golf Fund and saving toward the irrigation work while completing the clubhouse.

Council members discussed the allocation of water costs between Golf and Water funds.

Ms. Butler discussed the Summer Concert program, which has a limited budget supporting approximately six free community performances during July. Performers are paid a small stipend for the performances. Ms. Butler reported that the bandshell in Lower Ross Park is aging and in need of future remodeling and that Parks staff may assist with that work.

Mayor Dahlquist complimented Parks and Recreation staff for the work occurring behind the scenes at the Riverside Golf Course and noted that the temporary parking and other accommodations during clubhouse construction were well planned.

**Fort Hall Replica/Frontier Village**

Ms. Butler presented an overview of the Fort Hall Replica/Frontier Village, a small division within the Recreation Fund. She reported that discussions have taken place with the Fort Hall Replica Board regarding changes to the existing Memorandum of Understanding (MOU) and the goal is to continue supporting the site as an important historical and educational resource. Ms. Butler stated the facility serves approximately 1,800 students and scouts and an additional 300 to 400 visitors during the summer months and that approximately 70 percent of annual visitors are received during the period of May through September. The facility generates approximately $20,000 in revenue and also receives funding from Bannock County for operations. The historical society is responsible for staffing the facility, but the replica and the junction are owned by the City of Pocatello. She explained that the City previously staffed the replica but transferred staffing responsibilities to the Historical Society in 2017, with the understanding that the City would continue to maintain the facilities. The replica was constructed in 1963 and was not originally designed as a permanent structure. Pocatello Junction was constructed in the 1990s. Ms. Butler confirmed that the Fort Hall Replica remains the primary focus because of its historical significance.

Ms. Butler reported that there is approximately $11,772 available in the maintenance fund that could be used for utilities associated with the replica and junction, grant matches and related expenses. She added that the Historical Society recently obtained a grant for repairs to the replica's mezzanine and paid for the remaining project costs. The next major priority is roof repair, which is estimated to be approximately $30,000. Ms. Butler indicated that the City may be able to obtain a grant to help cover approximately half of that cost.

In response to a question from Council, Ms. Butler explained that the City of Pocatello owns the Fort Hall Replica and Pocatello Junction while Bannock County owns the surrounding property.

Council members expressed appreciation for the Historical Society's efforts to address deferred maintenance and for the progress made on the mezzanine project.

**Zoo Idaho**

Ms. Butler and Peter Pruett, Zoo Manager, presented an overview of Zoo Idaho. Mr. Pruett explained that Zoo Idaho operates as a rehabilitation facility with a zoo component and focuses heavily on education, wildlife rehabilitation and conservation. Recent projects have included a new badger exhibit funded through donations and the addition of cougar kittens. Educational programming will continue to be offered throughout the year. Mr. Pruett stated that future needs include a black bear exhibit, replacement of portions of the pathway system, additional shaded rest areas for visitors and a vehicle dedicated to educational programming.

In response to Council discussion regarding the Zoo’s potential use of a centralized motor pool, Mr. Pruett explained that the Zoo requires a vehicle for daily operations and animal transportation and that a dedicated vehicle is preferable because it remains at the Zoo and is used regularly. Mr. Pruett reported that admission fees have been increased gradually, generally every other year, as improvements are made. Education fees have not increased because of concerns about maintaining access for Idaho school districts. Mr. Pruett reported that Zoo attendance has recovered to pre-pandemic levels over the past two years and is continuing to improve. Summer attendance is approximately 25,000 to 28,000 visitors, while educational programs bring in approximately 36,000 participants annually. Mr. Pruett discussed the Zoo's cooperative relationship with Visit Pocatello and efforts to attract visitors traveling to and from Yellowstone National Park. Zoo Idaho is working with Visit Pocatello on opportunities to increase international tourism.

In response to Council questions regarding opportunities to increase revenue through concessions, memberships, private donations and capital campaigns, Mr. Pruett reported that the Zoological Society has a goal of obtaining 500 new memberships, with membership revenue helping offset capital project costs. Mr. Pruett stated that the Zoo's operating and maintenance costs, excluding salaries and benefits, are approximately $300,000 annually. Food costs remain one of the largest challenges because prices for hay, grass and alfalfa fluctuate and cannot be deferred. Mr. Pruett also discussed wildlife rehabilitation. Animals are rehabilitated with the goal of returning them to the wild when possible. Rehabilitation requires significant staff time and resources, but successful animal rescues also provide educational and community engagement opportunities.

Council members discussed the potential for additional private-sector support.

Mr. Pruett noted that local businesses have provided significant assistance with Zoo projects, including the gift shop and exhibits.

**Outdoor Recreation**

Ms. Butler and Cary Rhoades, Outdoor Recreation Manager, presented an overview of Outdoor Recreation. Ms. Rhoades stated the division coordinates community events such as Poky Paddle and fun runs; oversees trails, climbing areas, disc golf, river access points and natural trail systems; and assists with fire mitigation efforts. Parks maintains paved trails while Outdoor Recreation is responsible for natural trails. Department goals include implementation of the Trails Master Plan, improving river trail access, increasing participation in fun runs and utilizing a community wildfire grant for open-space areas. Ms. Rhoades identified the need for additional full-time staffing and an ATV/UTV for the Nordic Center and identified capital needs not included in the proposed FY2027 budget. She discussed the possibility of relocating ski race events to Upper City Creek.

In response to a question from Council regarding the Trails Master Plan and its relationship to the City's Parks, Recreation, Open Space and Trails (PROST) Plan, Ms. Rhoades explained that development of a Trails Master Plan was one of the top five recommendations identified through the PROST planning process.

Council members discussed Phase 2 of the trailhead project. Approximately $70,000 remains to be funded, and staff plans to pursue a Recreational Trails Program grant. A private business has already committed some funding. Council members recognized the department's extensive use of volunteers and its efforts to obtain grants and outside funding.

**Team Sports**

Ms. Butler and Richard Henderson, Team Sports Manager, presented an overview of the Team Sports division. The division operates primarily from March through October and provides groundskeeping for baseball and softball fields, youth and adult leagues and special events. Mr. Henderson stated the division relies heavily on volunteers and approximately 20 part-time employees. Staff schedules vary, based on program demands and includes evenings and weekends. Mr. Henderson confirmed that Team Sports does not own an indoor gymnasium and relies heavily on agreements with local schools for indoor programming. He added that the division works with surrounding communities to accommodate teams and tournaments. Teams from Logan, Rexburg, Rigby, Rupert, Malad, Snake River, American Falls and other communities have participated in local programs. The department's goal is to expand programming for older youth, particularly middle school and high school students who may not participate on school teams. Mr. Henderson discussed potential opportunities for volleyball and other sports where there are limited community offerings.

Council members discussed demand for youth and adult sports.

Ms. Butler reported increases in adult softball and volleyball participation and noted that demand varies by sport and season. Travel teams also compete for available field space. When possible, the City of Pocatello coordinates with the City of Chubbuck to provide additional opportunities and accommodate overflow.

Mr. Henderson emphasized that the goal is to complement rather than compete with existing area programs.

Council members discussed improvements to the NOP Park parking lots, including potential partnerships with the Pocatello Valley Soccer Club and the School District to assist with funding. The lots are heavily used for soccer, adult softball, youth leagues and tournaments but remain primarily gravel.

Ms. Butler reported that staff has estimated approximately $204,000 for asphalt improvements and $73,000 for microseal treatment for three lots.

Tom Kirkman, Public Works Director, noted that recycled asphalt and microsurface treatments may provide a more cost-effective alternative to traditional paving.

Council members emphasized the need to improve the parking area and provide better organization and markings for tournaments and other events.

**Ross Park Aquatic Center**

Ms. Butler and Staci VanKirk, RPAC Manager, presented an overview of the Ross Park Aquatic Center (RPAC), including operations, staffing, attendance, revenues, deferred maintenance and future capital needs. Ms. VanKirk described RPAC as a destination facility that attracts residents as well as visitors from outside the community. Deferred maintenance remains a significant priority. She emphasized that recent improvements have included work supported by ARPA funds, resurfacing of the pool and lazy river and improvements to the facility. Future needs include filtration system replacement for the activity and main pools, additional equipment and replacement of the main pool cover. Ms. VanKirk reported the department has increased the seasonal staffing budget by approximately 10 percent. She emphasized that lifeguard and aquatic positions require specific certifications and that staffing is critical to safely operate the facility. She reported that attendance and revenues are currently exceeding conservative projections. Approximately 65,000 visitors to Ross Park were seen during the previous year and approximately 195,555 waterslide riders. Ms. VanKirk confirmed that the slide fee was increased by $1 from 2025 prices without a noticeable reduction in attendance. She reported that the facility also provides swim lessons, lazy river walking, private parties and other programs. Lazy river walking is particularly popular and generates revenue without requiring the same level of staffing as other aquatic activities.

Council discussed affordability of the facility use. In response to Council discussion regarding affordability, Ms. VanKirk stated current admission rates were identified as $8 for adults, $6 for youth, $4 for children under six and $5 for seniors. The slide fee is $6. A reduced admission period is available Monday through Thursday from 5:00 to 7:00 p.m., providing a lower-cost option for families. Attendance reports in 2025 estimate approximately 21,000 adult river walkers, 9,000 children, 1,600 seniors and approximately 20,000 youth participants.

Council members discussed possible partnerships with schools and community organizations, including programs that allow students to receive passes as recognition for academic achievement.

In response to Council comments regarding resurfacing, Ms. VanKirk explained that resurfacing has a shorter useful life than the original pool surface. The current resurfacing is approximately eight years old, while the lazy river resurfacing is approximately one year old. She anticipates that planning for additional resurfacing would occur in approximately three years.

Council members expressed appreciation for the facility and its value as a community and regional attraction.

**Community Recreation Center**

Ms. VanKirk presented an overview of the Community Recreation Center (CRC). She stated that CRC operates with a lean front-desk staff and identified a future need for additional evening and weekend coverage to ensure adequate supervision when administrative personnel are not present. The facility utilizes approximately 25 variable-hour instructors who provide dance, swimming, fitness and other programs. Instructor hours vary from approximately two to 20 hours per week depending on program demand. Ms. VanKirk reported that deferred maintenance is a significant concern. An architectural study has been completed, and staff is developing a phased approach that would allow the facility to remain open during renovations. Major future projects include plumbing and mechanical upgrades, locker room improvements, additional family locker rooms, pool tile regrouting, improvements to surrounding walls and flooring and improvements to the pool air-handling system. She emphasized the need for additional family locker rooms so that children can use the facility without having to enter adult locker rooms.

Council members discussed parking lot expansion, which could improve access during evening fitness programs and help address neighborhood concerns.

Ms. Butler explained that previous partnerships with the Portneuf Health Trust helped fund improvements to the weight room, but approximately one-quarter to one-third of the building remains unimproved. She intends to pursue additional grants and partnerships and to phase improvements in order to maintain operations.

Ms. VanKirk reported the CRC had approximately 76,000 visits, excluding individuals who may enter for activities such as dance programs without scanning in. Membership has remained around 2,400, with approximately 8,400 day passes sold annually. She explained that Medicare and other medical insurance programs contribute significantly to senior memberships.

Ms. Butler stated that revenue projections have been intentionally conservative and that staff expects the Recreation Fund to meet or exceed projections.

In response to a question from Council regarding funding for various capital needs, Ms. Butler explained that accurate cost estimates have been difficult to obtain and that staff would like to identify specific phases, obtain reliable bids and prioritize projects. She explained that Fund 004 is the Recreation Fund and that excess revenues can be placed into reserves. The department has worked to build the reserve to approximately three months of operating expenses after previously experiencing significant financial pressure.

Ms. VanKirk expressed support for moving forward with a formal Capital Improvement Plan so that the department can transition from a reactive approach to a more proactive maintenance strategy.

Council Member Bates stated that the current budget discussion demonstrates the need for a City-wide Capital Improvement Plan. He noted that numerous departments have significant unfunded needs, including Parks, Police, and Recreation, and that the City needs a method for identifying, prioritizing and funding those projects.

Mayor Dahlquist agreed that a comprehensive Capital Improvement Plan should be considered and noted that procurement and bidding processes may benefit from a coordinated approach rather than requiring individual departments to manage major capital projects independently.

Council members discussed the financial performance of the aquatic facilities and acknowledged that pools generally do not cover their full operating costs and that the Community Recreation Center is a significant community amenity. Council members discussed the Recreation Fund's relationship to the City's overall tax structure and the fact that Fund 004 is a separate taxing entity and agreed that the discussion should continue as part of the City's broader budget and capital planning process.

Mayor Dahlquist announced that the next Budget Development meeting would be held June 18, 2026 at 9:00 a.m.

**AGENDA ITEM NO. 3:**
**ADJOURN**

There being no further business, Mayor Dahlquist adjourned the meeting at 11:09 a.m.

APPROVED:

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MARK DAHLQUIST, MAYOR

ATTEST AND PREPARED BY:

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KONNI R. KENDELL, CITY CLERK

Agenda Item #3(a)

CITY OF POCATELLO

**CITY OF POCATELLO, IDAHO**
**BUDGET DEVELOPMENT MEETING**
**JUNE 18, 2026**

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**AGENDA ITEM NO. 1:**
**ROLL CALL**

Mayor Mark Dahlquist called the City Council Budget Development meeting to order at 9:00 a.m. Council members present were Dakota Bates, Corey Mangum, Brent Nichols, Stacy Satterfield and Ann Swanson. Council member Paulsen arrived at 9:18 a.m.

**AGENDA ITEM NO: 2:**
**FISCAL YEAR 2026 BUDGET PRESENTATION**

Chief Financial Officer Rich Morgan presented the proposed Fiscal Year 2027 budget and facilitated a discussion regarding the City's overall financial position, departmental needs, reserves, property tax revenue, interest earnings and the long-term financial challenges facing the Street Department. Mr. Morgan reported that the proposed budget was substantially balanced, with approximately a $47,000 difference between revenues and expenditures. The proposed budget includes funding for employee benefits and wage increases and represents an approximately three-percent increase over the prior budget, along with one percent of forgone property tax authority. The proposed budget also utilizes reserves in several funds, including the Water Pollution Control Fund and certain other funds with sufficient reserves available for one-time expenditures. The overall proposed City budget is approximately $185 million. Mr. Morgan emphasized that the proposed budget largely maintains existing operations and services and does not incorporate all of the additional needs identified during the departmental budget presentations.

Council members reviewed several departmental requests that are not currently included in the proposed budget. These included:

- An updated electronic records management system for the City Clerk's Office;
- A Human Resources compensation and staffing study;
- Improvements or replacement of the City's payroll system;
- Police radio, body camera and in-car camera replacement;
- Police facility improvements, including fencing and a covered garage;
- A crematorium at the Animal Shelter;
- Fire Department equipment and facility needs;
- Additional GIS staffing;
- A Fleet market-rate study;
- A City motor pool;
- An electronic vehicle key management system;
- Hybrid or electric vehicle purchases;
- Parks and Recreation staffing and equipment;
- Golf course irrigation improvements;
- Fort Hall Replica roof repairs;
- Outdoor Recreation equipment and trailhead improvements;
- Team Sports parking improvements;
- Ross Park Aquatic Center filtration and pool-cover needs; and
- Community Recreation Center parking and deferred-maintenance projects.

Mr. Morgan explained that the proposed budget represents current existing services and that incorporating additional requests would require corresponding reductions, new revenue or use of reserves. He noted that department heads had previously been directed to maintain essentially flat budgets and that departments had limited flexibility remaining after funding wage and benefit increases.

Council members discussed the 2014 compensation study and the importance of conducting an updated study to provide information necessary for future compensation and staffing decisions. Council members generally supported identifying a way to fund the study. Council members discussed the City's payroll system.

Mr. Morgan reported that several vendors had evaluated the City's needs but had been reluctant to provide a solution because of the complexity of the City's compensation structure.

Mr. Morgan explained that approximately $4 million in interest revenue is generated from the City's cash balances. Historically, the interest revenue has been deposited in the General Fund. He recommends that Council evaluate whether interest should instead be allocated to the individual funds which generate the interest, consistent with generally accepted accounting practices. Mr. Morgan explained that allocating interest to individual funds would affect not only the Street Fund but other City funds as well.

Council members discussed the potential impact of such a change on the General Fund, noting that moving interest away from the General Fund could create an additional funding shortfall. In addition, Council members discussed water rights revenue.

Mr. Morgan explained that revenue from leased water rights is appropriately budgeted within the Water Fund because the revenue is generated by the City's water assets.

Council members reviewed several Parks and Recreation requests that were not included in the proposed budget.

Anne Butler, Parks and Recreation Director, explained that a proposed full-time Urban Forestry/Trails position would cost approximately $105,000, including wage-related expenses. She explained that the proposed budget already includes a 10 percent increase for Recreation seasonal wages and a 20 percent increase for Parks and Cemetery seasonal wages. Other Parks and Recreation needs discussed included:

- Golf course irrigation improvements, estimated to be a multimillion-dollar project;
- Approximately $30,000 for Fort Hall Replica roof repairs;
- Approximately $30,000 for an Outdoor Recreation UTV;
- Approximately $70,000 for Phase 2 of a trailhead project;
- Approximately $204,000 for paving the NOP Park parking lot;
- Potential lighting improvements for additional sports fields;
- Poky Tennis Court improvements;
- Approximately $27,000 for Ross Park filtration and pool-cover needs; and
- Additional parking for the Community Recreation Center.

In response to Council discussion regarding the use of departmental reserves, Ms. Butler explained that some needs could potentially be addressed through one-time funding, while others represented ongoing needs or deferred maintenance that would require a longer-term approach.

Council members expressed interest in addressing deferred maintenance incrementally rather than continuing to defer necessary improvements.

Council members held a significant discussion focused on the Street Department's financial position and the reduction in State highway user revenue.

Mr. Morgan explained that the Street Department is facing a substantial revenue shortfall and that Council must determine how to address the issue in the current budget while also developing a sustainable long-term solution.

Several potential approaches were discussed, including: Allocating interest revenue to the funds that generate the interest; Reallocating a portion of property tax revenue among City funds; Using Street Fund reserves as a short-term solution; Using General Fund reserves; Utilizing forgone property tax authority for eligible capital projects; Reviewing service levels, schedules, and hours of operation; and Identifying reductions or efficiencies within the General Fund.

Mr. Morgan emphasized that using reserves should generally be reserved for one-time expenses and that relying on reserves indefinitely would not resolve the underlying structural issue.

In response to Council discussion regarding the possibility of changing the allocation of property tax revenue among City services, Mr. Morgan explained that the City currently allocates property tax revenue among several funds according to established percentages and that those allocations could potentially be adjusted.

In response to questions regarding creation of a separate library district, Mr. Morgan explained that such a change would require significant legal and organizational work and would ultimately require voter approval within the proposed district. A separate district would have its own governing board and taxing authority.

Council members agreed that the Street Department's funding issue will require a multi-year approach rather than a single budget-cycle solution.

Mr. Morgan explained the City's use of forgone property tax authority under Idaho's Local Government Property Tax provisions. He stated the proposed budget includes three percent growth in budget authority and one percent forgone property tax authority. He explained that the one-percent forgone amount becomes part of the City's ongoing budget authority, while additional forgone amounts used for capital purposes do not become recurring revenue.

Council members discussed the possibility of using forgone authority for Street Department capital projects and discussed the long-term implications of using forgone authority and whether it would be preferable to preserve that authority for future years.

Mr. Morgan clarified that a specific capital project would need to be identified and that a resolution would be required for the use of forgone authority. The current forgone balance was reported at approximately $5 million.

Tom Kirkman, Public Works Director, reported that the Street Department has approximately $750,000 in capital equipment needs, including approximately $700,000 for a vacuum truck. He emphasized that the funding problem is ongoing and that a one-time solution would not address the long-term need.

In response to Council discussion regarding the Street Department's reserve balance and use of the balance to address the immediate shortfall, Mr. Kirkman reported that the Street Department has approximately $5 million in reserves after mandatory obligations. He explained that the department has historically attempted to build reserves because of the volatility of highway user revenue and the need to maintain a consistent level of service.

Council members expressed differing views regarding the appropriate use of Street Fund reserves. Some members supported using the reserves as a short-term measure while developing a multi-year plan to address the underlying funding issue. Others emphasized the importance of beginning to redirect interest revenue or otherwise changing the City's funding structure rather than continuing to rely on reserves. Council members generally agreed that the Street Department's financial position should be addressed as a City-wide issue rather than as an issue isolated to one department.

Mayor Dahlquist stated that the City should avoid continually deferring the issue and should begin developing a plan that addresses both the immediate budget and the long-term sustainability of Street operations.

Mr. Morgan agreed to develop additional proposals showing the effects of reallocating interest revenue, using Street Fund reserves, and identifying potential General Fund reductions or other funding mechanisms.

Council members discussed salary savings resulting from vacant positions and whether those savings could be used to fund other priorities.

Council Member Bates suggested establishing a process under which salary savings would be reviewed quarterly and reported to the Council. The concept would allow salary savings that are not needed for personnel expenses to be identified and potentially used for other approved priorities.

Mr. Morgan stated that the concept was reasonable but cautioned that departmental budgets must retain sufficient flexibility for departments to manage normal variations among individual line items. He explained that salary savings generally remain within the applicable fund unless otherwise directed through the established budget process.

Council Member Swanson noted that substantial salary savings have occurred and suggested that a flat budget could be adopted with subsequent budget amendments or other mechanisms used to address identified priorities as salary savings become available.

Council members discussed current vacant positions and emphasized that vacancies should be evaluated carefully, recognizing that some positions are critical to maintaining City services and cannot simply be eliminated.

Mr. Morgan stated that staff could prepare a proposal addressing salary savings and the potential effect on the General Fund.

Roger Schei, Police Chief, presented information regarding a proposed Police communications equipment replacement project. The proposed project would consolidate radios, body cameras and dash cameras into a single Motorola system. The estimated total cost is approximately $1.7 million, with approximately $838,000 currently identified as available funding. Chief Schei reported that staff is pursuing grant opportunities that could provide additional funding. He explained that purchasing the equipment before the end of the fiscal year could result in a significant discount, although grant timing remains uncertain. Chief Schei offered to return to a future Work Session with additional information regarding the project, available funding, grant opportunities and implementation options.

Council members discussed the possibility of using Fund 78 reserves if grant funding is not received and discussed selling existing equipment and returning proceeds to the reserve fund.

Mayor Dahlquist noted that purchasing approximately 110 radios at a discount of approximately $750 each could result in approximately $82,500 in savings. Staff was encouraged to explore whether bundling the equipment could provide additional savings.

Council members identified several additional priorities for further consideration, including:

- The Human Resources compensation study;
- Parks deferred maintenance;
- The Fleet market-rate study;
- Potential savings or efficiencies associated with GIS;
- Beautification improvements along Center Street;
- The Ross Park pool cover and filtration needs; and
- Other one-time capital or deferred-maintenance projects.

Council Member Satterfield emphasized that the Council must distinguish between projects it wants to fund and projects it cannot afford to fund. She acknowledged that the process would require difficult decisions but emphasized the Council's responsibility to establish priorities.

Council Member Mangum recognized the Street Department's willingness to work with other departments and emphasized that any reductions or reallocations should be considered from a City-wide perspective.

Mr. Morgan reviewed the remaining budget schedule. The next Budget Development meeting was scheduled for July 9, 2026, as the proposed budget must be published by July 29, 2026, followed by the required public hearing on August 6, 2026 and final budget adoption anticipated for August 20, 2026. Mr. Morgan explained that once the budget is published, reductions may be made, but increases cannot be made beyond the published amount.

Council members discussed the potential need for an additional Budget Development meeting. Members agreed that additional discussion may be necessary as staff develops proposals and evaluates options.

Mayor Dahlquist characterized the budget process as evolving and directed staff and department heads to continue reviewing expenditures and identifying opportunities to reduce costs or reprioritize resources.

Mr. Morgan also recommended beginning the next budget cycle earlier and conducting more frequent reviews and reallocations during the fiscal year. He suggested that October through March could be used to evaluate reallocations and adjustments before the next budget is developed.

BUDGET DEVELOPMENT MEETING
JUNE 18, 2026

Council members discussed the importance of developing a more comprehensive and ongoing budget management process rather than addressing financial challenges only during the annual budget cycle.

**AGENDA ITEM NO. 3:**
**ADJOURN**

There being no further business, Mayor Dahlquist adjourned the meeting at 11:19 a.m.

APPROVED:

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MARK DAHLQUIST, MAYOR

PREPARED AND ATTESTED BY:

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KONNI R. KENDELL, CITY CLERK

Agenda Item #3(a)

**CITY OF POCATELLO, IDAHO**
**SPECIAL CITY COUNCIL MEETING**
**BUDGET DEVELOPMENT MEETING**
**JULY 2, 2026**

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**AGENDA ITEM NO. 1:**
**ROLL CALL**

Mayor Mark Dahlquist called the City Council Special Budget Development meeting to order at 9:01 a.m. Council members present were Dakota Bates, Corey Mangum, Brent Nichols, Hayden Paulsen, Stacy Satterfield and Ann Swanson.

**AGENDA ITEM NO: 2:**
**FISCAL YEAR 2027 BENEFITS PRESENTATION:**

Jay Seedall, Human Resources Director, Holli Harnsberger, Benefits Coordinator and AJ Argyle, GBS Benefits, were in attendance to give a presentation regarding the proposed 2027 Medical Plan

Mr. Seedall explained that staff had completed its evaluation of available medical insurance options and was seeking Council direction in order to finalize plan preparations within the required timeframe.

Mr. Argyle reviewed the renewal process, noting that rising claims experience had significantly impacted renewal pricing. He explained that PacificSource and Select Health proposals were evaluated through a detailed repricing analysis, comparing provider discounts, projected claims costs, network coverage and long-term rate stability. Mr. Argyle summarized the proposals presented by current provider, PacificSource and Select Health. While PacificSource continued to offer a strong provider network and favorable discounts, it did not include a guaranteed second-year rate cap. Select Health's recommended option included an approximately 8% premium increase for Fiscal Year 2027 and provided a guaranteed maximum second-year increase of 12.9%, offering greater long-term budget certainty.

Council members discussed the proposed changes to employee coverage, including provider network differences, access to University of Utah facilities, prescription drug coverage, out-of-network costs and potential impacts to employees currently receiving specialized care.

Mr. Argyle explained that Huntsman Cancer Institute and Primary Children's Hospital would remain in-network under Select Health, while certain University of Utah facilities would become out-of-network. He also discussed prescription formulary changes affecting medications such as Ozempic and the transition process available for affected employees.

Council members discussed network flexibility, secondary insurance coordination, employee education and transition assistance.

Ms. Harnsberger explained that Human Resources would conduct employee education sessions and provide individualized assistance during enrollment to help employees understand the changes. She reported that dental insurance premiums would increase approximately 8%, while all other employee benefit programs would remain unchanged.

Mayor Dahlquist noted that City staff had worked extensively with GBS Benefits to review the available options and confirmed that the recommendation to move the employee medical benefit plan to Select Health represented the best balance of employee benefits, long-term financial stability and budget predictability.

Council members expressed general support to switch medical providers to Select Health and acknowledged the importance of the second-year rate guarantee in managing future healthcare costs.

**AGENDA ITEM NO. 3:**
**FISCAL YEAR 2027 BUDGET PRESENTATION:**

Rich Morgan, Chief Financial Officer, and Chantelle Macy, Budget Manager, presented the proposed Fiscal Year 2027 Budget. Mr. Morgan explained that the proposed budget was developed using a budgeting methodology that began with conservative revenue estimates before building expenditures around available resources. This approach differed from prior years, when expenditures were established first and revenues were adjusted to balance the budget. He reported that several significant financial challenges had been addressed during budget development, including correcting an approximate $1 million overestimation of interest revenue from the previous year while also absorbing substantial increases in employee benefit costs. Through careful management of personnel costs, operational expenditures and salary savings, staff presented a balanced budget totaling approximately $185 million. Mr. Morgan highlighted several initiatives underway to improve operational efficiency and long-term financial sustainability, including increased public access to City information, evaluation of future public safety facilities, development of a long-term capital improvement and deferred maintenance plan, expanded grant opportunities and establishment of additional funding partnerships such as the cemetery trust.

Council members discussed strategies used to balance the budget, such as delaying hiring to capture salary savings, funding street equipment through departmental resources while minimizing reductions to essential City services.

Mr. Morgan emphasized that departments had made significant operational adjustments and efficiencies to maintain service levels while remaining within available revenue resources.

Council discussion included the topic to reallocate interest earnings back to the individual funds that generated those earnings in accordance with applicable accounting standards and state law.

Mr. Morgan explained that the proposed accounting practice would more accurately allocate interest revenues among governmental and enterprise funds, although it would create challenges for departments that do not generate significant interest income.

Jared Johnson, City Attorney, advised that while the City's current practice was permissible, aligning interest earnings with the originating funds represented the stronger legal and accounting approach.

Council members expressed appreciation for the extensive work completed by department directors and staff in balancing the budget without major service reductions. Council members emphasized that describing the budget as "flat" understated the significant effort required to absorb inflationary pressures, rising benefit costs and operational demands while maintaining services. Council discussion supported ongoing budget management throughout the fiscal year, including periodic reviews of salary savings, potential budget amendments to address unfunded priorities and continued pursuit of grant funding and other outside resources.

Significant Council discussion ensued regarding the following topics: Developing a long-term staffing or right-sizing study to evaluate service levels and departmental workloads; continuing conversations regarding compensation, operational spending and structural budget challenges; funding priorities for beautification projects and strategic plan initiatives; community agency funding requests and whether future appropriations should remain level or be redirected toward City strategic priorities; and opportunities to support neighborhood associations and community improvement projects through future budget adjustments if resources become available.

Mr. Morgan explained the remaining steps in the budget adoption process, including publication of the tentative budget, the upcoming public hearing to be held during the August 6, 2026 Regular City Council meeting, consideration of public testimony during the August 13, 2026 Work Session and Council consideration for final adoption at the August 20, 2026 Regular City Council meeting.

A motion was made by Mr. Mangum, seconded by Ms. Swanson, to direct staff to publish the tentative FY2027 budget, fee schedule and notice of intent to use 1% forgone balance and to publish the proposed budget in the Idaho State Journal in the amount of $185,600,000. Upon roll call, those voting in favor were Mangum, Swanson, Bates, Nichols, Paulsen and Satterfield.

Mayor Dahlquist thanked City staff for their considerable work in preparing the proposed Fiscal Year 2027 Budget and the supporting presentations

**AGENDA ITEM NO: 4:**
**ADJOURN**

There being no further business, Mayor Dahlquist adjourned the meeting at 10:30 a.m.

APPROVED:

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MARK DAHLQUIST, MAYOR

PREPARED AND ATTESTED BY:

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KONNI R. KENDELL, CITY CLERK

Agenda Item #3(a)

**CITY OF POCATELLO, IDAHO**
**CITY COUNCIL**
**CITY COUNCIL SPECIAL MEETING**
**JULY 16, 2026**

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**AGENDA ITEM NO. 1:**
**ROLL CALL**

Mayor Mark Dahlquist called the City Council Special meeting to order at 5:00 p.m. Council members in attendance were Dakota Bates, Corey Mangum, Hayden Paulsen, Stacy Satterfield and Brent Nichols. Council member Ann Swanson was excused.

**AGENDA ITEM NO: 2:**
**FISCAL YEAR 2027 BUDGET**

Rich Morgan, Chief Financial Officer, stated that during the July 2, 2026 Budget Development meeting, Council had directed staff to publish the tentative FY2027 budget in the amount of $185,600,000. Since that time, staff had identified an additional $600,000 within the Water Department for impact fees that had not been included in the final publication amount. Mr. Morgan indicated that the proposed budget had not yet been published and Council was asked to approve the higher amount for publication in order to include the revenue and expenditures. He clarified that if the adjustment was not approved at this time, a budget amendment would be necessary during the first quarter of FY2027 in order to allocate the additional funds. He shared that as the proposed budget had not yet been published, the action taken at this meeting would allow for greater transparency.

Jared Johnson, City Attorney, clarified that the motion should reflect the proposed budget amount approved by the Council for publication.

A motion was made by Mr. Mangum, seconded by Mr. Paulsen, to direct staff to publish the tentative FY2027 budget, fee schedule and notice of intent to use 1% forgone balance and to publish the budget in the amount of $186,698,374. Upon roll call, those voting in favor were Mangum, Paulsen, Bates, Nichols and Satterfield.

**AGENDA ITEM NO: 3:**
**ADJOURN**

There being no further business, Mayor Dahlquist adjourned the meeting at 5:06 p.m.

APPROVED:

________________________________
MARK DAHLQUIST, MAYOR

ATTEST AND PREPARED BY:

________________________________
KONNI R. KENDELL, CITY CLERK

Agenda Item #3(f)

**CITY COUNCIL DECISION**
**ZONING MAP AMENDMENT REQUEST**

| | |
|---|---|
| OWNER/APPLICANT: | Pro Equity Holdings, LLC<br>440 Pershing Avenue<br>Pocatello, ID 83206 |
| LOCATION OF REQUEST: | 215 West Halliday and 621 South Harrison, Pocatello, Idaho |
| TYPE OF REQUEST: | Applicant requests an amendment to the zoning designation of 215 West Halliday and 621 South Harrison from Light Industrial (LI) to Residential/Commercial/Professional (RCP) |

A Public Hearing was held on August 12, 2026, before the Planning and Zoning Commission (P&ZC) to consider the Applicant's proposal to rezone 215 West Halliday and 621 South Harrison from Light Industrial (LI) to Residential/Commercial/Professional (RCP).

Based on staff's review of the property in question, it was recommended that a complete rezone at this location as requested would be appropriate. At the hearing, the Commission heard testimony from the Applicant, City Staff, and the general public. Thereafter, the Planning and Zoning Commission recommended approval of the Applicant's zone map amendment application, finding the application does meet the standards for approval under Pocatello Municipal Code 17.02.170.E, subject to conditions.

**PUBLIC HEARING**

At its regular meeting held September 3, 2026, the Pocatello City Council held a Public Hearing to review the Applicant's request and the recommendation for approval of the zoning designation amendment from the Planning and Zoning Commission and heard testimony on the request from City staff. No public comments were received in related to the application.

## ZONING ORDINANCE STANDARDS

The City Council reviews the facts and circumstances of Applicant's request for a zoning designation amendment in terms of the standards delineated in the Pocatello Municipal Code (PMC) as follows:

**Zoning Ordinance Section 17.02.170.E:**

1. How the requested zoning at the location in question would be in the community's best interest.

2. How the list of uses permitted by the zoning ordinance would blend with surrounding land uses.

3. If the subject site is physically suitable for the type and intensity of land uses permitted under the proposed zoning district.

4. If the uses permitted in the proposed zoning district would be adequately served by public facilities and services such as thoroughfares, police and fire protection, drainage, refuse disposal, water, sewer, and schools, to ensure the public health, safety and general welfare.

5. If the uses permitted in the proposed zoning district would be compatible in terms of their scale, mass, coverage, density, and intensity with adjacent land uses.

6. Whether the proposed zoning designation is consistent with the Comprehensive Plan land use map designation.

*****

## POCATELLO CITY COUNCIL FINDINGS OF FACT AND CONCLUSIONS

Based upon the record of this application, the testimony heard at its regularly-scheduled meeting held on September 3, 2026, and the recommendation of the P&ZC and the City's Planning and Development Services staff, the Pocatello City Council makes the following Findings of Fact and Conclusions:

**Zoning Ordinance Section 17.02.170(E):**

1. The applicant's proposal to rezone the subject property from Light Industrial (LI) to Residential/Commercial/Professional (RCP) aligns with the City's Future Land Use Map where the property is designated Mixed-Use (MU). Adjacent properties are zone Light Industrial (LI), Industrial (I) and Commercial General (CG), however, existing development includes industrial uses, commercial, and residential. This mix of uses is more reflective of its mixed-use designation than the existing zoning.

2. Code Section 17.03.300 states that, "The RCP zoning district is designed to accommodate a mix of residential, professional office and neighborhood commercial uses in close proximity to residential areas and major transportation facilities. Residential uses are permitted consistent with the density and requirements of the RH zoning district. Developments

in the RCP zoning district may be used to serve as a buffer between residential areas and commercial and/or industrial areas." The proposed change will blend with the surrounding development and meet the purpose and intent of the RCP zone.

3. The subject site would be physically suitable for the types and intensities of uses permitted in the RCP zoning district.

4. All utilities and services are readily available to the subject property. Bannock Transpiration Planning Organization classifies both Halliday and Harrison as Local Streets which are in close proximity to South Main Street, which is designated a Principal Arterial.

5. Uses permitted in the RCP zoning district would be compatible with existing development. If the site were to redevelop, the following use examples would be permitted by right: Professional offices, motor vehicles servicing/repair, consumer services, retail, eating and drinking establishments, bed and breakfasts, various civic or religious uses, and high density residential (based off of total square footage, property is eligible for infill development up to nineteen (19) residential units). For all permitted uses, please refer to Pocatello Code 17.03.500. For all applicable development standards, please refer to 17.03.300, 17.04.220 and 17.05.

6. The adopted Future Land Use Map designation for the subject property is Mixed-Use (MU), which is consistent with the proposed rezone.

## POCATELLO CITY COUNCIL DECISION

Based upon its Findings of Fact and Conclusions, the Pocatello City Council hereby approves the Applicant's request to rezone the subject property at 215 West Halliday and 621 South Harrison from Light Industrial (LI) to Residential/Commercial/Professional (RCP).

**Notice is hereby given that applicant has the right to challenge this Decision and request a regulatory taking analysis pursuant to Idaho Code Section 67-8003 within 28 days after this Decision.**

DATED this ___ day of _______________, 2026.

| | |
|---|---|
| Approved as to form and content | CITY OF POCATELLO, a municipal corporation of Idaho |
| _______________________________ | _______________________________ |
| JARED JOHNSON, City Attorney | MARK DAHLQUIST, Mayor |

ATTEST:

_______________________________

KONNI R. KENDELL, City Clerk

STATE OF IDAHO )
ss:
County of Bannock )

On this ____ day of ________________, 2026, before me, the undersigned, a Notary Public in and for the State, personally appeared Mark Dahlquist and Konni R. Kendell, known to me to be the Mayor and City Clerk, respectively, of the City of Pocatello, and acknowledged to me that they executed the foregoing instrument for and on behalf of said municipal corporation and that said municipal corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the date and year in this certificate first above written.

(SEAL)

_______________________________________
NOTARY PUBLIC FOR IDAHO
Residing in: ___________________________
My commission expires: ________________

Agenda Item #3(g)

**CITY COUNCIL DECISION**
**ZONING AND FUTURE LAND USE MAP AMENDMENT REQUEST**

| | |
|---|---|
| OWNER/APPLICANT: | Ryan Hackett in partnership with NeighborWorks Pocatello<br>206 N Arthur Avenue<br>Pocatello, ID 83204 |
| LOCATION OF REQUEST: | Near Foothill Boulevard and Gathe Drive, more particularly described as Lots 1 and 2, Block 1, Trailside Subdivision, Bannock County, Idaho |
| TYPE OF REQUEST: | Applicant requests an amendment to the zoning designation of two (2) parcels totaling approximately two (2) acres located near Foothill Boulevard and Gathe Drive, from Residential Medium Density Multi-Family (RMM) to Residential/Commercial/ Professional (RCP) and to amend the Future Land Use Map Designation from Open Space (OS) to Mixed-Use (MU) |

A Public Hearing was held on August 12, 2026, before the Planning and Zoning Commission (P&ZC) to consider the Applicants' proposal to rezone property near Foothill Boulevard and Gathe Drive from Residential Medium Density Multi-Family (RMM) to Residential/Commercial/ Professional (RCP) and to amend the Future Land Use Map Designation from Open Space (OS) to Mixed-Use (MU).

At the hearing, the Commission heard testimony from the Applicant, City Staff, and the general public. In consideration of the application, P&ZC recommended denial of the Zoning and Future Land Use Map Amendment application finding the application did not meet the standards for approval under Pocatello Municipal Code 17.02.170(E) and 17.02.120(C).

## PUBLIC HEARING

At its regular meeting held September 3, 2026, the Pocatello City Council held a Public Hearing to review the Applicants' request and the recommendation for denial of the zoning and Future Land Use Map designation amendments from the Planning and Zoning Commission and heard testimony on the request from City staff. Public comments were received in opposition and in support of the application.

## ZONING ORDINANCE STANDARDS

The City Council reviews the facts and circumstances of Applicant's request for zoning designation and Future Land Use Map amendments in terms of the standards delineated in the Pocatello Municipal Code (PMC) as follows:

**Zoning Ordinance Section 17.02.170(E):**

1. How the requested zoning at the location in question would be in the community's best interest.

2. How the list of uses permitted by the zoning ordinance would blend with surrounding land uses.

3. If the subject site is physically suitable for the type and intensity of land uses permitted under the proposed zoning district.

4. If the uses permitted in the proposed zoning district would be adequately served by public facilities and services such as thoroughfares, police and fire protection, drainage, refuse disposal, water, sewer, and schools, to ensure the public health, safety and general welfare.

5. If the uses permitted in the proposed zoning district would be compatible in terms of their scale, mass, coverage, density, and intensity with adjacent land uses.

6. Whether the proposed zoning designation is consistent with the Comprehensive Plan land use map designation.

**Zoning Ordinance Section 10.02.120(C):**

1. If the request is to correct an error on the future land use map, please describe the error.

2. If the request is to recognize substantial changes in the natural conditions of the area, please describe the changes.

*****

## POCATELLO CITY COUNCIL FINDINGS OF FACT AND CONCLUSIONS

Based upon the record of this application, the testimony heard at its regularly-scheduled meeting held on September 3, 2026, and the recommendation of the City's Planning and Development Services staff, the Pocatello City Council makes the following Findings of Fact and Conclusions:

**Zoning Ordinance Section 17.02.170(E):**

1. The Applicant's proposal to rezone the subject property from Residential Medium Density Multi-Family (RMM) to Residential/Commercial/Professional (RCP) aligns with the City's Comprehensive Plan (which reflects the community's best interest) which promotes the development of a variety of housing options near public amenities such as open space and parks, especially affordable housing, in neighborhoods throughout the community.

2. Code Section 17.03.300 states that, "The RCP zoning district is designed to accommodate a mix of residential, professional office and neighborhood commercial uses in close proximity to residential areas and major transportation facilities. Residential uses are permitted consistent with the density and requirements of the RH zoning district. Developments in the RCP zoning district may be used to serve as a buffer between residential areas and commercial and/or industrial areas." The proposed change will blend with the surrounding development seeing that nearby developments include a mix of multi-family, townhomes, single-family and mobile home parks.

3. The two (2) acres that are proposed to be rezoned are located adjacent to, but not within, FEMA's Portneuf River flood plain as well as a stormwater collection pond. The area to be rezoned and the uses permitted within the RCP zoning district will not be negatively impacted by neither the flood plain nor the stormwater collection pond.

4. All utilities and services are readily available to the subject property. Bannock Transpiration Planning Organization classifies Gathe Drive and Foothill Boulevard as Major Collector Roads which are in close proximity to North Main Street, which is designated a Principal Arterial.

5. Uses permitted in the RCP zoning district would be compatible to existing development surrounding the subject property which includes multi-family, townhomes, single-family and mobile home parks. If the 2-acre site were to develop, the following use examples would be permitted by right: Professional offices, motor vehicles servicing/repair, consumer services, retail, eating and drinking establishments, bed and breakfasts, various civic or religious uses, and high density residential (based off of total square footage, property is eligible for up to sixty (60) residential units). For all permitted uses, please refer to Pocatello Code §17.03.500. For applicable development standards, please refer to §17.03.600 and §17.05.

6. The adopted Future Land Use Map designation for the subject property is Open Space (OS), however, the applicant is proposing an amendment to the Future Land Use Map to redesignate 2-acres of the subject property to Mixed-Use (MU) which is consistent with the proposed zoning district of RCP. Without the change in designation the rezone would not be consistent with the Future Land Use Map.

**Zoning Ordinance Section 10.02.120(C):**

1. There is not an error in the Future Land Use Map regarding its current OS designation.

2. The area has experienced significant housing development since the adoption of the Future Land Use Map. For this reason and for its proximity to parks and open space, this location is ideal for a redesignation from Open Space (OS) to Mixed-Use (MU) in order to continue to meet the affordably housing demand in our community.

## POCATELLO CITY COUNCIL DECISION

Based upon its Findings of Fact and Conclusions, the Pocatello City Council hereby approves the Applicant's request to rezone the subject property near Foothill Boulevard and Gathe Drive from Residential Medium Density Multi-Family (RMM) to Residential/Commercial/ Professional (RCP) and to amend the Future Land Use Map Designation from Open Space (OS) to Mixed-Use (MU).

**Notice is hereby given that applicant has the right to challenge this Decision and request a regulatory taking analysis pursuant to Idaho Code Section 67-8003 within 28 days after this Decision.**

DATED this ___ day of _______________, 2026.

Approved as to form and content

CITY OF POCATELLO, a municipal corporation of Idaho

___________________________________
JARED JOHNSON, City Attorney

________________________________
MARK DAHLQUIST, Mayor

ATTEST:

_______________________________
KONNI R. KENDELL, City Clerk

STATE OF IDAHO )
ss:
County of Bannock )

On this ____ day of ________________, 2026, before me, the undersigned, a Notary Public in and for the State, personally appeared Mark Dahlquist and Konni R. Kendell, known to me to be the Mayor and City Clerk, respectively, of the City of Pocatello, and acknowledged to me that they executed the foregoing instrument for and on behalf of said municipal corporation and that said municipal corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the date and year in this certificate first above written.

(SEAL)

_____________________________________
NOTARY PUBLIC FOR IDAHO
Residing in: __________________________
My commission expires: _______________

**CITY COUNCIL DECISION**
**SHORT PLAT APPROVAL**
**STENERSEN ACRES**

Brent Stenersen, as Applicant and Owner, and represented by Jose Nava of GVE Drafting and Land Surveying LLC, submitted a short plat application to subdivide approximately 1.03 acres of parcels RPRPCPP031108 and RPRPCPP031105 into two (2) lots with a 10' wide private public utility easement only the frontage, a 10'wide existing sewer and waterline easement along with west edge of the parcel and a 20' wide shared access easement. The property, more particularly described on the attached Exhibit "A", is generally located at the end of Lott Road and in a Residential Medium Density Single Family (RMS) zoning district.

This matter came before City Council at its regularly scheduled meeting September 3, 2026, whereat the City Council approved the plat for Stenerson Acres and authorized City staff to sign the plat, subject to the following conditions:

1. All conditions on the Short Plat Subdivision Application Staff Report attached hereto as Exhibit "B", and incorporated herein, shall be met.

2. The plat shall be prepared in accordance with all State and local laws and ordinances and is subject to review by the City Surveyor.

3. All other standards and conditions of Municipal Code not herein stated but applicable to residential development shall apply.

**Notice is hereby given that applicant has the right to challenge this Decision and request a regulatory taking analysis pursuant to Idaho Code Section 67-8003 within 28 days after this Decision.**

DATED this ____ day of __________________, 2026.

| | |
|---|---|
| Approved as to form and content | CITY OF POCATELLO, a municipal corporation of Idaho |
| ______________________________ | ______________________________ |
| JARED JOHNSON, City Attorney | MARK DAHLQUIST, Mayor |

ATTEST:

________________________________
KONNI KENDELL, City Clerk

STATE OF IDAHO )
ss:
County of Bannock )

On this ______ day of ______________________, 2026, before me, the undersigned, a Notary Public for the State, personally appeared Mark Dahlquist and Konni Kendell, known to me to be the Mayor and City Clerk, respectively, of the City of Pocatello, and acknowledged to me that they executed the foregoing instrument for and on behalf of said municipal corporation and that said municipal corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the date and year in this certificate first above written.

(SEAL)

__________________________________
NOTARY PUBLIC FOR IDAHO
Residing in: ______________________________
My commission expires: ___________________

EXHIBIT A

A PARCEL OF LAND LOCATED IN PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 15, TOWNSHIP 6 SOUTH, RANGE 34 EAST BOISE MERIDIAN, BANNOCK COUNTY IDAHO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTER-WEST 1/16TH CORNER OF SAID SECTION, SAID POINT BEING MARKED BY A 2" DIA. ALUMINUM CAP MONUMENT AND FILED UNDER CORNER PERPETUAION AND FILING RECORD INST. NO. 20914425 OF THE RECORDS OF BANNOCK COUNTY; THENCE ALONG THE WEST LINE OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 15, SOUTH 00°34'00" EAST, A DISTANCE OF 592.16 FEET MORE OR LESS TO THE INTERSECTION WITH THE NORTHERLY BOUNDARY OF A PARCEL OF LAND AS DESCRIBED IN DEED INST. NO. 22508982 AND THE TRUE POINT OF BEGINNING;

THENCE LEAVING SAID WEST LINE AND ALONG THE NORTH LINE OF SAID DEED PARCEL, NORTH 89°58'33" EAST, A DISTANCE OF 188.70 FEET MORE OR LESS TO THE EASTERLY BOUNDARY OF SAID DEED PARCEL; THENCE LEAVING SAID NORTHERLY BOUNDARY AND ALONG SAID EASTERLY BOUNDARY, SOUTH 00°24'58" EAST, A DISTANCE OF 250.01 FEET MORE OR LESS TO THE NORTHERLY RIGHT OF WAY OF LOTT RD. AS DESCRIBED IN DEED INST. NO. 92007774; THENCE LEAVING SAID EASTERLY BOUNDARY AND ALONG SAID NORTHERLY RIGHT OF WAY FOR THE FOLLOWNG FOUR (4) COURSES:

1. THENCE SOUTH 89°58'33" WEST, A DISTANCE OF 89.35 FEET TO A POINT OF TANGENCY OF A 20.50-FOOT RADIUS CURVE, CONCAVE TO THE NORTHEAST;
2. THENCE, NORTHWESTERLY ALONG SAID CURVE, THROUGH A CENTRAL ANGLE OF 51°49'04", AND AN ARC DISTANCE OF 18.54 FEET (CHORD BEARING OF NORTH 84°08'55" WEST, CHORD LENGTH OF 17.91 FEET) TO A POINT OF REVERSE CURVE HAVING A 45.00-FOOT RADIUS CURVE, CONCAVE TO THE SOUTH;
3. THENCE, NORTHVIESTERLY AND SOUTHVIESTERLY ALONG SAID CURVE, THROUGH A CENTRAL ANGLE OF 122°21'37", AND AN ARC DISTANCE OF 78.85 FEET (CHORD BEARING OF SOUTH 80°36'48" WEST, CHORD LENGTH OF 78.85 FEET) TO A NON-TANGENT LINE;
4. THENCE SOUTH 89°58'33" WEST, A DISTANCE OF 2.73 FEET MORE OR LESS TO THE WEST LINE OF THE NORTHEAST 1/4 OF THE SOUTHVIEST 1□ OF SAID SECTION 15;

THENCE LEAVING SAID RIGHT OF WAY AND ALONG SAID WEST LINE, NORTH 00°34'00"' WEST, A DISTANCE OF 255.01 FEET TO THE TRUE POINT OF BEGINNING;

SUBDIVISION COMPRISING 1.03 ACRES MORE OR LESS

**MEMORANDUM**

TO: Mayor Dahlquist and City Council

FROM: Jared Johnson, City Attorney JJ

DATE: September 8, 2026

RE: Personnel Administration Rules– Pocatello Police Department

I have reviewed the Personnel Administration Rules (PAR) for the Pocatello Police Department for fiscal year 2027. I have no legal concerns with the document, as prepared. Therefore, I would recommend that Council approve the proposed PAR for use in the Pocatello Police Department for fiscal year 2027.

Please contact me with any questions or concerns.

# Pocatello

# Police Department

# FY2027

# Personnel Administration Rules

# CONTENTS

Nothing in these rules will be used to discriminate against any person on the basis of race, color, sex, age, disability, religion, sexual orientation, national origin, or political affiliation. When used throughout these rules, the term “business day” refers to Monday through Friday. The term “accredited service” is defined as actual time on the job.

1. These rules shall apply to all positions within the Pocatello Police Department (PPD).

2. The designated representative of Human Resources of the City of Pocatello is charged with administering the rules contained herein.

3. Except as may hereafter be provided by amendments to these rules and regulations or City ordinances, all promotions or continuance of employment in the Police Department shall be made based on competitive examination to enable Human Resources of the City of Pocatello to certify the results of the examination process. Such examinations may be written, oral, practical, physical, or any combination thereof.

4. It is also agreed that where there are clear differences in the wording and the text of the following documents, said documents shall be enforceable in the following order and priority: 1) the Collective Bargaining Agreement, 2) Pocatello Personnel Policy Handbook, 3) Police Department Personnel Administration Rules, 4) Pocatello Police Department Policy Manual.

5. The mayor may grant an exception upon request by a Police Department employee to the PAR on a case-by-case basis if it is found that strict application of the policy is impractical or would result in hardships. Exceptions granted in any particular instance will not be binding on future decisions. Exceptions must be requested in writing, with a written response from the mayor, and are on file in Human Resources.

## RULE 1 HIRING

### *Section 1- Appointment of The Chief of Police*

The position of Chief of Police is expressly exempted from the classified sworn police positions, and all appointments to the position shall be made by the Mayor of the City of Pocatello. A member of the bargaining unit will be selected by the Mayor to serve on any selection committee formed by the Mayor for the purpose of aiding in the selection of a Chief of Police. Appointments to the position of Chief of Police may be made from applicants in the sworn police positions from within the department or through the adopted selection procedures for applicants outside the department.

### *Section 2- When the Chief of Police Position Is Vacated*

When an existing Chief of Police, who was originally appointed from within the sworn police positions of the department, voluntarily resigns from the position of Chief, they have the option of returning to the position they previously held within the department. If that position has been filled, the officer holding that position may, if necessary, be reduced to their previous rank so that the resigning Chief may be restored to their former seniority and rank in the department. The officer whose rank is reduced shall be restored to the previous rank from which they were reduced upon the next opening of a position within that rank, without testing or compliance with any other hiring requirements.

### *Section 3- Appointing Authority*

The Chief of Police is designated as the Appointing Authority, subject to the rules of the Personnel Administration Rules and department policy. The Chief of Police shall appoint the following sworn police positions/assignments within the police department:

- Police Officer
- Corporal
- Detective
- Sergeant
- Detective Sergeant
- Lieutenant
- Captain
- Deputy Chief of Police

The Chief of Police shall hire any Civilian police positions deemed necessary, as determined by the City Council, through established and approved staffing levels and job descriptions.
The Chief of Police has the authority to determine the department's leadership model and provide the necessary training, with input from Sr. Staff and the Police Union. This includes, but is not limited to, the department's mission/vision statement, values, expectations, and leadership principles.

The Chief of Police has the authority to determine the best and most efficient schedule for the department's divisions with the assistance and input of Sr. Staff and the Police Union.

The rank of Deputy Chief of Police, when vacant, will be appointed by the Chief of Police from existing staff members who hold the rank of Captain. The Chief of Police will make the appointment based on a review of personnel records and performance, with the concurrence of the mayor. If there are no internal candidates, the Chief of Police can open the position to outside candidates or can consider Lieutenants within the department.

### *Section 4- Job Descriptions*

The job descriptions adopted by the City Council, through its delegated representative, for Civilian positions within the City shall establish the standards and qualifications for each Civilian position.

### *Section 5- Recruitment and Selection*

See current PPD Policy Manual

***Section 6- Workforce Recruitment Plan***
See current PPD Policy Manual
***Section 7- Employment Standards***
See current PPD Policy Manual

***Section 8-  Standards for Officers***
See current PPD Policy Manual

***Section 9- Standards for Dispatchers***
See current PPD Policy Manual

***Section 10- Hiring Procedures – Sworn Positions***
See current PPD Policy Manual.

Additionally, a sworn bargaining unit member selected by the bargaining unit will be appointed to participate in the oral interview portion of the selection process. They will have the right to be involved in the discussion and provide input on the applicant's performance in the interview and the applicant's suitability to be appointed to the position for which the applicant is being considered. The participating bargaining unit member shall not have the power to vote, select, or circumvent in any manner the selection made by the Chief of Police.

***Section 11- Hiring Procedures – Non-Sworn Positions***
See current PPD Policy Manual.

Additionally, a bargaining unit member may be appointed by the bargaining unit to participate in the oral interview portion of the hiring process of Civilian applicants. Such bargaining unit members shall have the right to be involved in the discussion and provide input as to the Civilian applicant's performance in the interview and the applicant's suitability to be hired to the position for which they are being considered. The participating bargaining unit member shall not have the power to vote, select, or circumvent in any manner the selection made by the Chief of Police.

***Section 12- Selection / Rejection Criteria***
See current PPD Policy Manual

***Section 13- Psychological Suitability Assessment***
See current PPD Policy Manual

***Section 14- Retention of Applicant Files***
See current PPD Policy Manual

***Section 15- Initial Sworn Officer Appointment Definition***
An initial appointment in the sworn police services refers to an appointment to the

position of Police Officer 1st Class, or lateral, in accordance with the Collective Bargaining Agreement (CBA).

***Section 16- Sworn Officer Initial Appointment Entry Level Examination***
Entry-level written examinations will be given as deemed necessary by the Chief of Police or as required by these rules. Each entry-level applicant is required to score a minimum of 70% on the initial written examination to be given further consideration for an appointment to a position with the PPD.

Persons whose initial applications have been accepted pursuant to these rules will be eligible to take the initial examination and shall be notified of the specific time and place when the examination will be given. The PPD will give such notice 20 calendar days prior to the scheduled examination date.

A. In the event a person submits their initial application less than 20 calendar days prior to the scheduled exam date, they shall be given the option to waive the notice requirement and take the exam as scheduled. Any such waiver must be in writing and signed by the applicant.

B. The test administered by Human Resources will be a certified standardized test approved by Human Resources. Prior to testing, the examination shall remain in the exclusive charge of Human Resources and shall be kept confidential by that office.

***Section 17- Sworn Officer Initial Appointment: Establishing the Eligible Register***
An eligibility registry shall be prepared after each examination. It shall consist of the applicants who have successfully passed the most recent written examination and oral board interview. That registry will remain in place and in effect until a new one is prepared.

A. The names listed on the eligibility registry shall be in descending order, from highest to lowest, based upon the total score of each applicant on the written examination and the points awarded, if any, for compliance with B, C, and D below.

B. In accordance with Idaho Code 65-504, the Veteran's preference points will be given to qualified persons. In order to receive the Veteran's preference points, the applicant must provide a valid DD-214 form.

C. Applicants who hold a current P.O.S.T. certification with the State of Idaho or a current state certification for a state that is recognized through an agreement with P.O.S.T. at the time of the written examination but who do not meet the qualifications for a lateral transfer will be given five points. Points given to an applicant for a current P.O.S.T. certification will be subtracted when the applicant's certification expires, and if necessary, that applicant's place on the registry will be adjusted. Applicants who have successfully completed a P.O.S.T. accredited academy and passed the P.O.S.T. test and are, therefore, considered certifiable at the time of the test but do not meet the qualifications for lateral transfer will also be given five points.

D. Applicants with an associate's degree from an accredited institution of higher learning will be given three points. Applicants who have obtained a bachelor's degree or greater from an accredited college or university will be given five points when taking the examination.

E. Applicants who spent at least one year in the Pocatello Police Department Cadet Program and left the Cadet Program in good standing will be given three points

F. The Chief of Police will receive a list of the top ten applicants based on their total scores, listed in alphabetical order. Once an eligibility list is established, the Chief of Police shall authorize background investigations and pre-offer truth verifications on the listed applicants. The initial eligibility list may contain at least one but no more than ten applicants.

G. Only those applicants who successfully complete the required background investigation will be included on the final eligibility registry and, therefore, eligible for consideration by the Chief of Police for a conditional hire to the PPD as openings become available. Such initial conditional hires are subject to passing certain post-offer tests, as set out herein.

H. Once established, the candidate's eligibility shall remain in effect for one calendar year from the date the candidate is added to the registry. In theory, with ongoing testing, the roster could remain active indefinitely, with individuals dropping off at the one-year mark. The department can continue to test new candidates who will be placed on the existing eligibility roster throughout the year. The remaining candidates from the previous eligibility registry will have the option of being placed on the registry according to their total score.

I. Applicants whose names are placed on the eligibility registry must notify Human Resources in writing of any change of address and/or telephone number.

J. Names may be removed from the current eligibility registry for any of the following reasons:

   1) Failure to report for an interview after notification by phone, mail, or other forms of notification approved by Human Resources.

   2) Declining a hire without satisfactory reason(s).

   3) Inability of the postal authorities to locate the applicant.

4) Applicant becoming incapable of performing the essential functions of the position with or without reasonable accommodation.

5) Applicant's conviction of any felony, or obtaining their position on the registry by fraud, deceit, or misrepresentation. Motor vehicle violations may also result in removal depending on the nature, frequency, and dates of the violations

6) Misdemeanor convictions will be considered based on established PPD hiring standards. Information of such a nature that, had it been produced prior to the date of the examination, would have resulted in the exclusion of an applicant from participation therein.

7) Failure to satisfactorily complete pre-offer or post-offer hiring requirements.

8) Incomplete or incorrect information provided on the application, which affects the ability of the department to conduct a thorough background investigation.

Upon removal of an applicant's name from the registry for any of the foregoing causes, the Chief of Police, or designee, shall notify the applicant of the removal and the reasons for the removal.

Human Resources, upon receiving a written application, may afford an applicant the opportunity to be heard if the cause for removal was for reasons one or three listed above. A hearing will be held, and if the evidence is satisfactory to Human Resources, it may reinstate the applicant.

### *Section 18- Sworn Officer Initial Hiring Certification*

Human Resources shall certify the candidates having the highest standing on the eligible register. An opening may be filled by one of the candidates certified, provided they can pass the post-offer qualifying steps. The post-offer qualifying steps may include, but are not limited to, truth verification testing, medical testing, psychological testing, and drug screening. All candidates not hired shall be restored to their relative positions on the eligible register.

### *Section 19- Sworn Officer Hiring*

Upon initial hiring and satisfactory completion of all post-offer examinations, the Chief of Police shall report to Human Resources the name of such new employee, the position, and the date of commencement of service. The failure of an applicant to respond within five (5) working days to an offer of appointment sent to their address shall be considered a declination. Upon notification from the Chief of Police that a person named in certification has declined appointment or upon evidence of the failure of such person to respond within the time specified above to a notice properly sent, Human Resources shall again certify additional name(s) from the eligible register to be considered for appointment to a vacant position. When a vacancy occurs, the Chief of Police may, at their discretion, fill the vacancy from either the initial eligible hiring registry or the lateral transfer eligible register.

## RULE 2 CORRECTIVE ACTION, DISCIPLINE, DISCHARGE, AND DISCIPLINE COMMISSION INVESTIGATION

### *Section 1- Causes for Discipline*
See current PPD policy manual and the discipline matrix.

### *Section 2- Investigations*
In accordance with city and department policy, all forms of electronic media stated here may be reviewed by supervisors. Supervisors and managers may periodically review all of the following electronic media. Supervisors may initiate disciplinary action for violations found during periodic reviews. All reviews will be documented.

1. Spillman AVL system
2. Spillman Instant Messaging system
3. Cell phones as per policy
4. In-car video systems
5. Body-worn video systems
6. Recorded radio traffic
7. Recorded phone lines
8. Any other form of electronic media that the Chief of Police deems necessary

### *Section 3- Procedures for Corrective Action, Written Reprimands, Or Work Performance Issues*
A. An employee with minor policy violations or repeated work performance issues will be addressed by their immediate supervisor in the following ways:

   a. Verbal corrective action- This is primarily used to record an employee's minor issues or poor work performance and develop a plan of action to correct said issue. The employee's immediate supervisor shall be required, after discussing the matter with their immediate supervisor, to fill out the form explaining the issue and plan of action with the employee. The supervisor shall also be responsible for explaining the action to the employee. Verbal corrective action is beyond documented coaching. The first appeal shall be with the employee's supervising Lieutenant. The final appeal shall be with the employee's Captain.

   b. The verbal corrective action shall be placed in the employee's file and held for 36 months. The verbal corrective action will be removed from the file at the employee's written request to the Chief of Police after the 36-month period (36 months after the incident date) if no further similar incidents occur. In the event that there are other incidents, the verbal corrective action will not be removed.

   c. The employee may make a written rebuttal to the verbal corrective action to be included with the documentation.

d. The documentation shall be placed in the employee's file. After 36 months, the employee can request, through the office of the Chief of Police, that it be removed.

2. Written reprimand- This form is used for repeated policy or minor discipline violations, or work performance issues. The employee's immediate supervisor shall contact their supervisor and advise of the intent to give the employee a written reprimand. Upon agreement by the supervising lieutenant and the division commander, the supervising sergeant or supervisor shall be responsible for presenting the written reprimand to the employee along with a corrective action plan.

   a. The first appeal for the written reprimand shall be with the employee's division commander. The final appeal shall be with the Major.

   b. Written reprimands that are confirmed through the process shall be placed in the employee's personnel file.

   c. The employee may make a written rebuttal to the verbal corrective action or written reprimand to be included with the documentation in their personnel file.

   d. When any employee becomes aware of a disciplinary issue involving another employee, the matter will be referred to the accused employee's immediate supervisor for investigation. If the accused employee's Captain is the employee initiating the disciplinary investigation, then the appeals process will begin utilizing another Captain.

3. Employees are not entitled to have legal representation present for any verbal corrective action or written reprimand meeting. They may have a union member sit with them during the meeting, but that member will not be allowed to provide any input.

Employees shall be given seven (7) calendar days after being issued a verbal corrective action, written reprimand, or decision from an appeal to file an appeal to the next appropriate appeals level or provide a written response to be included in the appropriate file. Employees who fail to comply with this timeline will lose any right to further appeal or submit a written response.

### *Section 4- Procedures for Suspension, Demotion, Or Discharge*

All employees are subject to suspension without pay, demotion, reduction in rank, loss of vacation privileges, loss of other special privileges, or discharge for major or repeated violations of procedures leading to either verbal corrective action or written reprimand(s).

Employees may also be subject to the same punishment for failing to comply with or correct issues discussed in either a verbal corrective action or a written reprimand. If employees do not meet standards during the probationary period, they may be demoted to their prior rank or receive further discipline that is outlined in the discipline matrix. For probation or extended probation periods, see CBA.

*A. Suspension with pay pending investigation*

Upon suspension with pay by the Chief of Police or any supervisor pending an investigation, a written statement of such suspension, in general terms, shall be served upon the employee, and a duplicate shall be filed with the Discipline Commission. If a supervisor suspends an employee with pay, the suspension must be confirmed by the Chief of Police or his designee in writing within three work days, or the employee shall be immediately reinstated.

*B. Procedures leading to possible suspension without pay, demotion, reduction in rank, or discharge*

The employee will be entitled to a due process hearing as outlined in section 5 of this rule. After the due process hearing, the Chief of Police, or their designee, shall forward the proposed discipline to the Discipline Commission if it is suspension without pay, demotion, reduction in rank, or discharge.

## ***Section 5- Discipline Roundtable and Discipline Commission***

A. The discipline roundtable (DRT) shall consist of all nine (9) members of the Pocatello Police Department who hold the rank of lieutenant or captain, a representative from the Legal Department, and a representative from the Human Resources Department. On the date of the hearing, if all lieutenants and captains are not available, then the roundtable will consist of any six (6) members of the DRT, provided at least one of them holds the rank of captain. The Deputy Chief of Police shall be the board president and only have a vote in matters resulting in a tie. The representatives from legal and human resources will not have a vote in the DRT.

B. If the employee’s immediate supervisor is the Deputy Chief of Police, then a Captain will be assigned as the president, and the Deputy Chief of Police will replace the Captain as a voting member. A designee of Human Resources will act as the president of the board at the first appeal level.

C. All appeals from the DRT will be to the Chief of Police or designee.

D. The Discipline Commission shall consist of the Mayor, a City Council member chosen by the Union, and the Human Resources Director or their designee. The city council member shall serve a one (1) year term beginning after the first council meeting in January. This shall be the final level of appeal for all matters of discipline within the Pocatello Police Department. The Discipline Commission will be used if the employee disagrees with the Chief of Police's decision.

E. Nothing in this section limits the employees' abilities to pursue action outside of the City, within the judicial system of the State of Idaho.

## ***Section 6- Discipline Roundtable and Appeals Process***

A. Suspension without pay, demotion, reduction in rank, loss of vacation privileges, loss of other special privileges, or discharge. These types of discipline shall primarily be used for major or repeated performance issues, criminal violations, and willful or repeated misconduct. All forms of this discipline must be brought through the Discipline Roundtable. Any supervisor above the rank of lieutenant within the Pocatello Police Department may ask the Chief of Police to convene the DRT for a disciplinary issue that comes to their attention. The Chief of Police shall be the sole authority to convene the DRT, and the Deputy Chief of Police will act in that capacity in the Chief's absence. Regardless of who requests the DRT to convene, the involved employee's immediate supervisor shall be responsible for presenting the disciplinary issue to the DRT. The following flow chart illustrates which sergeant or supervisor is responsible for employees and the procedure to be followed with respect to a discipline matter and the chain of command

### ***Chart 1: Discipline Flow Chart for The Pocatello Police Department***

**Discipline Commision - Final Appeal**

- Mayor
- Council Member
- Human Resources Director

**Chief of Police**

- The Chief of Police will have the right and authority to accept, reduce, or enhance any disciplinary action determined by the DRT

**Discipline Rountable**

- All Lieutenants and Captains, will be eligible to be a member of the DRT, subject to the exemptions or restrictions for participation as set out herein
- A quorum of at least six (6) eligible members must be available to convene the DRT
- In the event that an even number is present any tie vote will be resolved by the Deputy Chief of Police
- Prior to the roundtable being convened the discipline matrix will be reviewed to see if a DRT is needed
- In situations involving Civilian employees the Civilian Supervisor will be voting member of the DRT

### ***Chart 2: Reporting Relationships for the Discipline Process***

A. Once the roundtable has convened, the sergeant or supervisor in charge of the employee shall present the complaint to the DRT. If the complaint was investigated by an Internal Investigator, that member can be in charge of the presentation of the complaint. The presentation will include the nature and factual basis of the cause of action, prior efforts to remedy the situation, disciplinary history, and all information believed to be pertinent to the disciplinary hearing. The DRT members, at their discretion, may question the presenting sergeant or supervisor on any issue they individually deem relevant to the proceedings.

The employee shall be entitled to be represented by legal counsel or an employee representative, and present evidence the employee deems relevant to determining the assertions brought against them. The employee may make direct statements about the evidence submitted against them.

The DRT members may question the employee on any issue they individually deem relevant to the proceedings. After speaking, the employee, the employee’s representative(s), and the sergeant or supervisor shall be excused so that the members of the DRT may discuss the matter presented.

The evidence presented to the DRT by both parties will be deemed to comprise the entire and complete record to be considered by the DRT and as part of any subsequent review or appeal unless a request for an investigation is made as set out below. In that event, the record created by the DRT will be supplemented by the results of the investigation.

B. The employee, the department, or any DRT member may make a formal request to the Chief of Police to conduct an Internal Investigation regarding any personnel issue presented that the requesting person deems as needing further investigation or request an outside law enforcement investigation into allegations of criminal misconduct.

   The Chief of Police has the final decision concerning any requested internal and external investigation regarding personnel issues within the Pocatello Police Department. The results of any such requested investigation shall be provided to the parties. If either party requests it, the DRT will be reconvened to hear the information related to the investigation and allow either party to provide a response. Absent such a request, the DRT will make its decision and recommendation based upon the developed record, including the results of any investigation, if any.

C. Upon completion of the presentation of all evidence and a determination that no further investigation is needed, the DRT members shall consult the Disciplinary Matrix and decide as to a course of disciplinary action to pursue. The DRT board shall consult with a Human Resources employee for any questions regarding the implementation of said discipline. The DRT members shall render a written decision within seven days of the completion of the presentation of evidence and a determination that no additional investigation is necessary or required.

D. If the disciplinary proceedings relating to a sergeant or supervisor, then the sergeant’s or supervisor’s immediate supervisor will present the complaint to the DRT under the same procedure as set out above. The presenting supervisor shall have no other vote or participation in the DRT process. To ensure due process for the employee, all individuals involved in the recommendation for disciplinary action shall refrain from discussing the matter with any members of the DRT or the Chief of Police outside of any hearing. In addition, any individual involved in or supervising anyone who initiates this disciplinary process shall not be a member of the DRT.

E. All decisions of the DRT will be automatically reviewed by the Chief of Police. The Chief of Police will have the right and authority to accept, reduce, or enhance any disciplinary action determined by the DRT. The decision of the Chief of Police must be in writing, and in the event the recommendation of the DRT is not accepted by the Chief of Police, that decision must set out the basis for the Decision of the Chief of Police and the reason and rationale for not accepting the DRT recommendation. As the chief officer of the Pocatello Police Department, they have the right to increase disciplinary action; however, if the discipline is increased by the Chief of Police, they must consult with a designated representative of the Union.

   If the Union disagrees with the determination of enhancement by the Chief of Police, the Union President shall have the right on behalf of the employee to file an appeal with the Discipline Commission.

   Nothing herein will prevent the affected employee from appealing the final decision of the Chief of Police to the Discipline Commission. Any such appeal must be submitted in writing within seven calendar days of the employee receiving notice of the final decision of the Chief of Police. The appeal must be in writing and set out the legal and factual basis for the appeal and also a statement of the remedy sought by the employee. The appeal will be based solely upon the evidence and record developed by and relied upon by the DRT.

F. The Chief of Police shall be the sole determining authority for matters involving the discipline of any employees at the rank of Lieutenant, Captain, and Deputy Chief of Police.

G. The Discipline Commission shall be the final appeal for employees of the Pocatello Police Department within the City structure. The three-member panel shall have the ability to confirm or reduce any disciplinary action imposed by the Chief of Police. The Discipline Commission may not increase any disciplinary action decision of the DRT or the Chief of Police.

H. The Chief of Police shall be bound by the decision made by the Discipline Commission.

### ***Section 7- Discipline Timeline***

After the initial complaint is filed and provided to the employee, the DRT will be convened, and the following timeline shall be applicable:

A. The DRT will schedule a hearing to take place not less than seven calendar days or more than 14 calendar days after the employee receives notice that the DRT has been convened and has been provided a written copy of the complaint and all supporting documents. These time limits may be waived to facilitate legal and/or union representation of the subject.

B. Once the DRT completes the hearing, it shall have seven calendar days in which to issue its decision, which must be in writing, unless further investigation is requested as set out above. Such a request must be made within three calendar days of the close of the DRT hearing. Failure to request an investigation within such a timeline shall constitute a waiver of such right, and the record will be set based on the evidence submitted at the hearing of the DRT. In any event, the DRT will have seven days after the completion of the investigation and the submittal of any report or any additional hearing related to the investigation, to make its decision and recommendation.

C. The Chief of Police shall have seven calendar days after receipt of the DRT decision to review and determine whether to accept, reduce, or enhance the determination of the DRT. That determination must be in writing.

D. The employee shall have seven calendar days after receipt of the decision from the Chief of Police to file a written appeal to the Discipline Commission under the procedure set out above.

E. The Chief of Police shall have five calendar days to provide to the Discipline Commission the record of the DRT and any written response to the written appeal from the employee.

F. The Discipline Commission shall determine the appeal based upon the written record or it may schedule a hearing within seven calendar days of the submittal of all written records. Any such hearing shall be at the sole discretion of the Discipline Commission.

G. The Discipline Commission shall provide a written decision, within seven calendar days of the date it receives a copy of the record, the written appeal, and any response from the Chief of Police or upon the completion of the hearing, if any.

The disciplinary decision of the Chief of Police will be considered final if the employee fails to meet any of the required appeal timelines.

## RULE 3 LAYOFFS AND RECALLS

### ***Section 1- Layoffs***

Layoff is defined as any involuntary separation from employment, which does not involve an act on the part of the employee that could be the basis of discipline or termination. Whenever, for lack of work, funds, change in organizational structure, or other compelling reason, it becomes necessary to reduce the number of employees within the Pocatello Police Department, the following procedure shall apply:

1. The Chief of Police, in consultation with the Union Executive Board, shall determine whether the positions will be reduced, requiring employee layoffs. Every effort should be made to cause the least amount of disruption to service when making the determination.

2. The person last hired for a position that has been identified as a position being reduced shall be the first laid off.

3. The names of those laid off shall be entered on an appropriate recall registry for the position they held at the time of the reduction, in inverse order of their layoff date.

4. When it is determined that it is appropriate to increase the number of employees in a position previously reduced, Human Resources shall certify all those laid off in the order their names appear on the appropriate recall registry. Employees will be recalled in the order their names appear on the appropriate recall registry. An employee who has been laid off and had two or more unacceptable performance evaluations in the year previous to the layoff will be placed at the bottom of the list and be notified of that fact at the time of the layoff. A person on the certified recall registry who declines, or after 10 days' notice, has failed to accept the recall, shall be considered permanently separated from the police department.

5. Recalls herein are subject to such medical examination and other conditions consistent with these rules as the Department deems necessary. Temporary medical disabilities (broken bone, short-term illness) shall not result in loss of recall rights.

6. In the event a previously promoted employee returns to duty, or the number of officers or employees holding that rank is reduced, the last officer or employee promoted shall be returned to the rank they held before. The officer or employee demoted shall be the first reinstated to the higher classification before anyone else on the current eligible register.

7. Officers or employees who are laid off prior to the completion of their probationary period must, upon recall, complete the remainder of the probationary period.

### ***Section 2- Military Leave***

The employee may elect to continue health insurance benefits for up to 24 months after the absence begins or the period of absence, whichever is shorter, paying 100% of the premium. If the military leave is 30 continuous days or less, health insurance benefits will continue at the employee’s share of the premium. Employees may take accrued vacation time while serving on annual training duty if they so desire. Department heads may grant leaves not to exceed 15 continuous days in a calendar year. The Mayor of Pocatello may grant extended military leave.

## RULE 4 SHIFT EXCHANGING

### *Section 1- Shift Exchanging*

1) Upon approval of the Captain, any employee will have the right to exchange shifts with any other employee. The practice of exchanging shifts will be a voluntary program by the employees. Shift Differential is only paid for actual hours worked, and is not applied to sick, vacation, holiday, or comp time usage. (Workers' Compensation time will include shift diff.)

### *Section 2- Vacancies Filled from Promotional Examination Registers*

Vacancies in the ranks of Lieutenant and above shall be filled by the applicants who have taken the designated competitive examination(s) to test their qualifications for the particular position to which they seek promotion and whose names have been placed on the eligible register according to the following procedures:

A. When a position in the classified Police Positions is to be filled, the Chief of Police shall appoint one of three candidates with the highest standings on the latest certified eligible register established for the position to be filled.

B. Officers not promoted shall retain their relative position on the eligible register until the establishment of a new register. In the event there is a current eligible register, efforts will be made to fill the vacancy within 30 working days of the occurrence of the vacancy. In the event that an examination must be held in order to establish an eligible register, efforts will be made to fill the vacancy within 30 working days after the establishment of the eligible register.

C. All Lieutenants who meet the requirements for Captain are eligible to fill the vacancy. The Chief of Police can appoint any of the eligible Lieutenants to the rank of Captain.

### *Section 3- Eligibility for Promotional Appointments & Examinations*

A. Officers from any rank seeking promotion will be ineligible for the following:

- A written reprimand for one year.
- Anything greater than a written reprimand for 18 months.
- The effective date will be the day the complaint is generated.
- Officers cannot be promoted during their disciplinary period. Officers may take the exam if their disciplinary period expires within six months of the date of the exam. Once the officer becomes eligible, they will be placed

on the roster according to their ranking.

B. If fewer than four applicants are eligible to be promoted, an examination/assessment lab may be given at the Chief's discretion. If an officer is within their above-stated disciplinary time, they will not be considered eligible, even within one year.

C. A Sergeant with an Idaho P.O.S.T. Advance and Supervisory Certification and at least 32 college credits shall be eligible for promotion to the next higher rank of Lieutenant upon completion of at least two years of service at the rank of Sergeant. The examination will be extended to those candidates who, at the time of the examination, are within six months of completing the required two years of service at the rank of Sergeant, provided they will have completed the two years of service in that rank prior to the date of promotion.

D. Lieutenants with an Idaho P.O.S.T. Management Certification and at least 64 college credits shall be eligible for promotion to the next higher rank of Captain upon completion of at least two years of service at the rank of Lieutenant. The examination will be extended to those candidates who, at the time of the examination, are within six (6) months of completing the required two years of service at the rank of Lieutenant, provided they have completed the two years of service in that rank prior to the date of promotion.

E. If an officer accepts a promotion and later requests a reduction in rank prior to the expiration of the eligible roster from which they were selected, the officer's name will be removed from the eligible roster. The officer can retest for a promotion during the next testing cycle.

F. If an officer declines a promotion, they will be taken out of the top three for the existing promotion. The officer will remain at their rank on the eligibility roster and may be considered for future promotional opportunities. If the officer declines a second opportunity to promote, they will be removed from the list and can retest after the list expires.

G. If there are no eligible candidates who meet the minimum requirements for promotion, the Chief of Police has the ability to extend the eligibility to those members in that rank who are off probation. They will have one year to meet the required certification. Failure to meet the requirements will result in a demotion to the previous rank. The candidate would revert to their previous rank and seniority date. We will meet to discuss the need for this section and possible removal during the annual meeting with Union leadership.

### ***Section 4- Notification of Promotional Examination***

A. Exams can include, but are not limited to, a written examination, oral board, assessment labs, and promotion packets for the ranks of Lieutenant and above. They shall be given whenever necessary to establish an eligible register, which shall be valid for one year.

B. The Police Chief shall determine the date of the tests outlined in this rule and inform the eligible candidates of the date, time, place, and nature of the test at least 30 calendar days prior to the date of the examination.

C. Upon notification by the Police Chief of the eligible position, officers shall have no more than 14 calendar days to submit in writing to the Police Chief their desire to apply for the position. Only those who have notified the Chief of Police in writing of their desire to apply for the vacancy will be considered. The applicant must make the request through the applicant tracking system for the open position.

D. All candidates who apply will be required to take the offered promotional examinations. If fewer than four applicants apply for the position, no assessment lab or written examinations will be given. If no written examination or assessment lab is given, a review of the member's personnel file will be evaluated, and the applicant may be subject to an interview with members of the Senior Staff. When fewer than four people indicate interest or are eligible, the eligible register shall serve only to fill the immediate vacancy.

E. No examination shall be given for any one rank more frequently than once every 12 months unless the eligible register is exhausted and a position becomes vacant.

### ***Section 5- Nature of The Promotional Examinations***

A. Promotional examinations can include, but are not limited to, the outline below when there is an opening, subject to this rule. The listed components will receive a numerical score. The eligible register shall be derived from the rankings obtained by adding the points from the following:

1. Written Examination- A maximum of **100 points**. The candidate must score a minimum of **75 percent** to continue in the process. The score will be based on a curve.

2. Assessment lab- Candidates will be notified of the general conditions of the lab.

3. Promotion Packet/Career Path- The candidate must turn the packet in at a time determined by the Chief of Police, or a designee, or electronically through applicant tracking. If the candidate does not score **75 percent (based on the curve)** on the written exam, there will be no points given for the Promotion Packet/Career Path. The packet must be submitted to the Chief of Police, a or their designee(s), or electronically through applicant tracking.

4. Longevity Points- **.05 points** per month of accredited service. Service months will be submitted by the candidate in the promotional packet, and the calculation of points will be done by a member of Senior Staff or

designee. Human Resources will audit the calculation. Candidates receive points based on the month they are hired up to and including the month of the exam.

5. Oral Board- Once scores from the written examination are verified, and each candidate passes the above qualification, they will be scheduled for an appointment to meet with the Oral Board. The Oral Board will consist of:

| LIEUTENANT | CAPTAIN |
|---|---|
| 3 sworn members with at least 1 from within the department (Lieutenant or above) | 3 sworn members with at least 1 from within the department (Captain or above) |
| A Community Member with Leadership experience | A Community Member with Leadership experience |
| Human Resources Employee/Support Staff | Human Resources Employee/Support Staff |

The Promotional Packet/Career Path will be reviewed during the annual review of the PAR for recommendations.

B. Challenges to the written exam for Lieutenant and above:

a. Challenges to the written exam for Corporal/Detective and the Sergeant, Lieutenant, and above exams must be provided by the member in seven (7) calendar days.

b. The challenge must be specific to the question, and the challenged material will be provided by the member.

c. The challenge board will consist of:

| | | |
|---|---|---|
| Deputy Chief | 1 Captain | HR Member |

d. The board will have seven calendar days to render a decision. Once a decision is made, it will be shared with the member. If the member does not agree with the board, they can appeal it to the Deputy Chief of Police, who will have seven calendar days to render a decision. If the member does not concur with the decision of the Deputy Chief of Police, they will have three (3) calendar days to notify the Chief of Police, who will be the final step in the appeal process. The Chief of Police will have seven calendar days to render a decision.

**_Section 6- Preparation of Promotional Examinations_**

In preparing for the examination, a representative from Human Resources shall consult with the Chief of Police or their designated representative and/or with specially qualified persons or experts outside the Classified Service concerning the qualifications required of the applicants and data upon which the examination may be based. No applicant shall be consulted regarding the content of the examination. Prior to giving the examination, all examination content intended for use shall be in the exclusive possession and control of the examiner, who shall be accountable to the department for the secrecy thereof.

**_Section 7- Promotional Examination Results Review_**

The scores derived from the examination, including the assessment lab, will be discussed individually with each candidate upon request in a post-examination interview to be conducted by the Chief of Police or their designee within 30 calendar days of completion of the examination. The purpose of this interview will be to discuss with the candidate their areas of strengths and weaknesses as determined by the examination.

Senior Staff / Management will review the scores that are accumulated from Human Resources, including placement on the promotional list.

**_Section 8- Regulations for Examinations_**

A. An examination shall be held in the presence of one Examiner, a Human Resources employee, or their duly authorized representative(s).

B. At the direction of the Examiner, time limits may be used. If time limits are used, they shall be fixed by the Examiner, who shall:

    - 1) advise the applicants at the start of the examination

    - 2) during the examination to give adequate notice of elapsed time and time remaining.

C. No book of reference or data of any kind shall be allowed during any examination unless required as part of the examination unless required for specific exams.

D. All papers pertaining to the examination shall be distributed at the same time, provided that no applicant shall receive testing materials prior to the actual time the applicant takes any portion of the exam.

E. All examination papers shall be collected upon expiration of the time limit set if a time limit is used.

F. If an applicant withdraws from an examination, the applicant shall turn in all papers that they received.

G. In case of irregularity in an examination, the Examiner shall make a written report to the Department and the Union, and the report shall be filed with the working papers of the examination.

***Section 9- Protest on Manifest Errors in Grading***

A written request for review of the grading must be filed with Human Resources within seven calendar days of the date the notice is sent concerning the standing of the applicant. No change in rating will be made except for a manifest error in grading. Human Resources shall have the power to correct any error and amend or revoke any schedule, register, or other paper or record where it appears that an error or injustice has been done. After an eligible register has been corrected, amended, or revoked, notice shall be given to all persons whose standings upon the list may be affected by the alterations. The reasons for every action shall be recorded

***Section 10- Initial Appointment and Promotional Re-examination***

The Chief of Police shall have the power to order re-examination of applicants whenever, in their judgment, the interest of the public service requires it.

***Section 11- Retention of Initial and Promotional Examination Results***

Human Resources shall retain the examination results for all applicants for a period of two years from the date the initial results are announced or until another examination is conducted, whichever is later. Such examination results may then be disposed of in accordance with the City of Pocatello Records Policy.

***Section 12- Penalty for Attempting to Influence an Examiner or Human Resources***

Any attempt on the part of an applicant (either by themselves or through others with their knowledge) to influence or induce the Human Resources Department or any Examiner or employee to give the said applicant an undue advantage or to accord a special rating on an examination shall be sufficient cause for the rejection of the applicant and disciplinary action.

# 2026 BYRNE GRANT

## ABSTRACT

**APPLICANT:** Pocatello Police Department, City of Pocatello

**SUMMARY:**

The Pocatello Police Department intends to use the requested grant funds to enhance traffic safety and operational capabilities. Specifically, the Department plans to use funding from the 2026 Edward Byrne Memorial Justice Assistance Grant to purchase two Wanco Compact Radar Speed Trailers with traffic-safety accessories, cellular connectivity, touchscreen controllers, modem/GPS packages, security battery boxes, and freight at a total quoted cost of $25,289.00. The Department will apply $22,470.00 in grant funds toward the purchase. The remaining $2,819.00 will be paid through the Pocatello Police Department's existing budget.

**PROJECT IDENTIFIERS:**

EQUIPMENT - Traffic Safety / Radar Speed Trailers

# MEMORANDUM

TO: Mark Dalhquist, Mayor; Members of the City Council
FROM: Rich Diehl, Deputy City Attorney
RE: Edward Byrne Justice Assistance Grant – 2026 (PPD)
DATE: September 8, 2026

I have reviewed the documents which pertain to the above-referenced Grant and they meet with my approval for PPD application once so authorized by the City Council. This is same Federal grant which has been previously applied for by PPD in the past.

I would recommend that if the Council authorizes the application for the Grant, that the Council also both authorizes acceptance of the Grant, as well as the Mayor to sign any necessary documents. If you have any questions, please feel free to contact me.

## 2026 Idaho Local JAG Allocations

**Only jurisdictions listed below in the state are eligible to receive FY 2026 JAG funding directly from BJA, with award amounts determined by the annual formula. Important notes:**

**1) Disparate jurisdictions are listed in shaded groups below, in alphabetic order by county. A single jurisdiction must serve as the fiscal agent on behalf of the group. BJA will only fund one award for the disparate group. Disparate jurisdictions are responsible for determining individual amounts within the Joint Allocation and for documenting allocations via a memorandum of understanding.**

**2) Jurisdictions eligible for a direct allocation (i.e., not part of a disparate group) are listed alphabetically below the shaded, disparate groupings.**

**For additional details on eligibility and disparate group requirements, refer to the JAG the Frequently Asked Questions here: [https://bja.ojp.gov/program/jag/frequently-asked-questions](https://bja.ojp.gov/program/jag/frequently-asked-questions). For additional details regarding the JAG formula and award calculation process, please refer to the JAG Technical report here: [https://bjs.ojp.gov/library/publications/justice-assistance-grant-jag-program-2024](https://bjs.ojp.gov/library/publications/justice-assistance-grant-jag-program-2024).**

| State | Jurisdiction Name | Government Type | Direct Allocation | Joint Allocation |
|---|---|---|---|---|
| ID | ADA County | County | $45,678 | |
| ID | BOISE City | Municipal | $112,635 | $158,313 |
| | | | | |
| ID | BANNOCK County | County | * | |
| ID | POCATELLO City | Municipal | $37,450 | $37,450 |
| | | | | |
| ID | BONNEVILLE County | County | $22,073 | |
| ID | IDAHO FALLS City | Municipal | $40,344 | $62,417 |
| | | | | |
| ID | CANYON County | County | $24,173 | |
| ID | CALDWELL City | Municipal | $51,863 | |
| ID | NAMPA City | Municipal | $73,936 | $149,972 |
| | | | | |
| ID | TWIN FALLS County | County | * | |
| ID | TWIN FALLS City | Municipal | $40,344 | $40,344 |
| | | | | |
| ID | COEUR D ALENE City | Municipal | $27,804 | |
| ID | GARDEN CITY City | Municipal | $14,980 | |
| ID | KOOTENAI County | County | $21,562 | |
| ID | MERIDIAN City | Municipal | $36,316 | |
| ID | POST FALLS City | Municipal | $13,505 | |
| | | | | |
| | | | | |
| | **Local total** | | **$562,663** | |

# 2026 BYRNE GRANT

## PROGRAM NARRATIVE

### Synopsis

The Pocatello Police Department intends to use the requested grant funds to enhance traffic safety and operational capabilities. Specifically, the Department plans to use funding from the 2026 Edward Byrne Memorial Justice Assistance Grant toward the purchase of two Wanco Compact Radar Speed Trailers and related traffic-safety equipment. The total quoted project cost is $25,289.00. The Department will apply $22,470.00 in grant funds and will pay the remaining $2,819.00 through its existing budget.

### Background

The City of Pocatello, located in southeastern Idaho, has an estimated population of 57,150 and spans approximately 33.36 square miles. As the largest city in Bannock County, Pocatello accounts for roughly 65% of the county's total population, which is estimated at 91,010. The city experiences the majority of crime and traffic-related incidents within the county, highlighting its central role in regional public safety efforts.

Pocatello is a vital transportation hub where Interstate 15 (I-15) and Interstate 86 (I-86) intersect. These major highways connect Pocatello to urban centers such as Salt Lake City, Boise, and Butte. I-15 spans five states and supports significant regional travel and commerce.

Despite its small-town atmosphere, Pocatello faces many of the same public safety challenges as larger metropolitan areas. It is home to Idaho State University, which enrolls approximately 12,614 students. The Pocatello/Chubbuck School District #25 serves the city's educational needs, with a student population of around 12,799.

Adjacent to the city is the Fort Hall Reservation, home to the Shoshone-Bannock Tribes. Tribal enterprises and community activity contribute to significant travel into and through Pocatello for commerce, services, education, employment, and community engagement.

The Pocatello Police Department is comprised of 101 sworn officers, 20 Emergency Communication Officers, and 25 non-sworn support staff. The department is organized into three divisions: Patrol, Detectives, and Support Services, all working together to serve a diverse and growing population.

### Need for Grant Assistance

The Pocatello Police Department places a strong emphasis on equipment, training, and leadership to ensure high standards of public safety. Traffic complaints, speeding concerns, school-zone safety, neighborhood traffic issues, and the need for visible traffic-calming measures require equipment that can be moved to locations where concerns are identified. At the same time, rising equipment costs and limited budget growth have affected the Department's ability to acquire additional traffic-safety equipment. Grant assistance will allow the Department to expand its ability to address speeding and other traffic concerns without diverting funding from other essential public-safety needs.

### Program Activities

The Pocatello Police Department seeks to utilize the requested grant funds toward the purchase of two Wanco Compact Radar Speed Trailers. These portable trailers are designed for deployment in neighborhoods and lower-speed areas and use a large LED display to show motorists their speed. The units can be placed in school zones, residential areas, high-incident locations, construction or work zones, and other areas where speeding or traffic-safety concerns have been identified.

The proposed equipment package includes extreme-speed flashing strobes, cellular service with online fleet management access, touchscreen controllers, digital modem/GPS packages, and security battery boxes. These features will improve visibility, allow personnel to configure and manage the units, support remote connectivity, assist with equipment location, and protect the trailers' power systems.

The trailers will provide the Department with a highly visible, non-enforcement traffic-calming tool that can be rapidly deployed in response to community complaints and identified traffic problems. By displaying a driver's actual speed, the trailers are intended to encourage voluntary speed reduction and increase driver awareness. The full-matrix display can also provide an excessive-speed warning rather than continuing to display extremely high speeds, helping discourage drivers from treating the sign as a speed challenge.

Once purchased, the trailers will be deployed based on traffic complaints, officer observations, crash and incident trends, school and neighborhood needs, special events, and other identified public-safety concerns. The Department will maintain responsibility for deployment, upkeep, connectivity, and future operational costs.

The total quoted cost for the two trailers and associated equipment is $25,289.00. The Pocatello Police Department is requesting $22,470.00 in 2026 Edward Byrne Memorial Justice Assistance Grant funding and will pay the remaining $2,819.00 from its existing budget. This investment will strengthen the Department's traffic-safety capabilities, provide a flexible resource for responding to community concerns, and support the Byrne JAG goal of improving the effectiveness of law enforcement and public-safety operations.

# 2026 Byrne Grant - Budget Narrative

## A. EQUIPMENT

This purchase is a one-time equipment expenditure. The Pocatello Police Department will include necessary maintenance, connectivity, and operational costs for the equipment in the department's annual budget for the remainder of the grant period and beyond.

The Pocatello Police Department intends to use the requested grant funds to enhance traffic safety and operational capabilities. The Department plans to use funding from the 2026 Edward Byrne Memorial Justice Assistance Grant toward the purchase of two Wanco Compact Radar Speed Trailers and related equipment. The vendor quote totals $25,289.00. The Department will use $22,470.00 in grant funds and will pay the remaining $2,819.00 from its existing budget.

| Line | Item | Units | Per Unit | Total | Project Identifier |
|---|---|---|---|---|---|
| 1 | Wanco Compact Radar Speed Trailer (WSDT3-S) | 2 | $8,987.00 | $17,974.00 | Equipment |
| 2 | Extreme-speed flashing strobes | 2 | $276.00 | $552.00 | Equipment |
| 3 | Premium Cellular 250 MB Service / Fleet Manager access | 2 | $287.50 | $575.00 | Equipment |
| 4 | ICC touchscreen controller | 2 | $780.00 | $1,560.00 | Equipment |
| 5 | Digital 4G/3G modem with GPS | 2 | $1,080.00 | $2,160.00 | Equipment |
| 6 | Security battery box with puck lock | 2 | $684.00 | $1,368.00 | Equipment |
| 7 | Freight / trucking | 2 | $550.00 | $1,100.00 | Other Costs |

## TOTAL PROGRAM COSTS

| Category | Amount |
|---|---|
| Equipment | $24,189.00 |
| Other Costs - Freight | $1,100.00 |
| Total Project Cost | $25,289.00 |
| 2026 Byrne JAG Funds Requested | $22,470.00 |
| Pocatello Police Department Contribution | $2,819.00 |

# Radar-Speed Trailers
## with Large Full-Matrix Display


WANCO® Driving traffic safety.

800-972-0755
www.wanco.com

# Wanco® Radar-Speed Signs slow traffic and save lives

- Bold, highly visible, 26-inch LED numbers
- Selectable speed settings
- Streamlined see-through design
- Regulatory speed limit sign with changeable numbers
- Energy-efficient operation for long run times

Wanco® Radar-Speed Trailers feature the largest portable speed sign available today. The giant LED display shows vehicle speed in bold 26-inch characters that are highly visible, warning motorists to slow down by flashing their excessive speed.

Often deployed in school zones, work zones and high-incident areas, these signs provide a degree of traffic calming unmatched by other roadway signs. Formal studies have shown that speeding drivers respond by slowing down to legal limits when their actual speed is displayed on an electronic sign.

Studies also indicate that some drivers "test" radar-based speed displays by driving very fast. To address this danger, Wanco speed signs do not display excessive speed, but instead employ a full-matrix display to flash a message or symbol at drivers, to indicate they are going much too fast.

The selectable excessive-speed message flashes SLOW DOWN or any of several preconfigured graphical symbols, together with optional red-and-blue or white flashing lights. The display can show vehicle speed in miles per hour (one or two digits) or kilometers per hour (up to three digits).

A regulatory sign above the display features changeable speed-limit numbers for easy setup in any speed zone. The electronic display includes visors and shades for superior visibility. Trailers feature a see-through design that puts pedestrians and workers in view, improving their safety.

**Four Trailer Sizes with multiple R2-1 sign sizes**

Compact Trailer for neighborhoods and low speeds

Vertical Trailer for viewing over barriers

Folding-Frame Trailer for large roadways

Large Folding-Frame Trailer for high speeds

Regulatory sign sizes from 24 × 30 up to 48 × 60

Compact Speed Trailer

Vertical-Mast Speed Trailer

Folding-Frame Speed Trailer



Choose from preprogrammed messages or create your own


Custom sign colors are optional


## Optional Touchscreen Controller*

Wanco's full-color touchscreen controller provides access to all speed sign functions and is widely known as the industry's easiest to use. Features include capacitive response, large virtual buttons and easy message setup.

**Standard speed signs have an analog controller; the touchscreen is an optional upgrade. When a speed trailer is ordered from the factory with the Wanco Data Classifier System, the touchscreen controller is included.*

### Touchscreen Features

- Capacitive touchscreen with instantaneous response
- Single-press to access most common settings
- Change settings and view system status from main screen
- Set any speed and excessive speed independently
- Display vehicle speeds or messages
- Choose from preprogrammed messages or create your own custom messages
- Internal clock facilitates built-in schedule programming
- Set up connected devices, including the Wanco Traffic Data Classifier System, described below
- Multi-level password protection restricts access to authorized personnel
- Main screen shows message on sign, speed settings, radar and classifier status
- Access system information, power levels, active alarms and system settings from main screen
- Turn connected devices on and off, including radar, classifier and beacons

### Options

- Touchscreen controller
- Red-and-blue or white flashers
- Flashing beacons
- Traffic Data Classifier System
- Modem/GPS package
- Asset tracker
- High-security battery box
- Wheel-lock bar
- Additional batteries and solar


## Optional Traffic Data Classifier System

The Wanco Traffic Data Classifier System provides a safe, nonintrusive method for monitoring and analyzing traffic patterns. Instead of wires, loops or hoses, the data collector uses its own dedicated side-fire radar, which beats standard front-facing radar for capturing vehicle count, speed, direction and length (for classification) in both directions, with time and date. The system includes analytic graphing software for charting data with ease.

When integrated with any Wanco Radar-Speed Trailer, the two systems can operate simultaneously or independently. The system includes the touchscreen controller described above.

### Classifier System Features

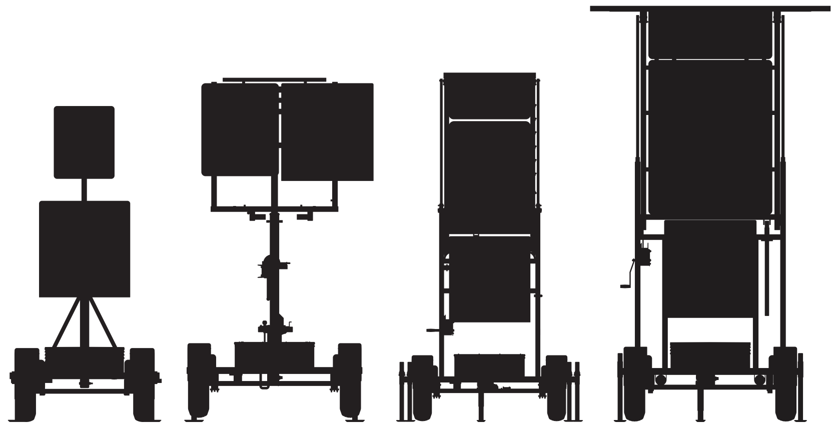
- Tool for traffic engineers to analyze traffic patterns
- Investigate and validate complaints from citizens, neighborhoods and contractors
- Planners can back up needs and recommendations with real data
- Radar-based design is less dangerous to install than loops and hoses
- Most effective for two-lane roads
- Counts both approaching and departing vehicles
- Side-fire radar system captures vehicle count, speed, direction and length
- Registers millions of vehicles in internal memory
- Remote data download with optional modem installed

### Wanco Traffic Analyzer

- Wanco Traffic Analyzer app included with system
- App installs on user-supplied computer
- Create and manage multiple projects at once
- Name projects and add details and notes when needed
- Analytic graphing charts vehicle count vs. speed, volume over time, and means & percentiles for easy analysis
- Filter data as desired
- Fully interactive graphs can be customized for your requirements
- Export graphs in common file formats


Large Folding-Frame Speed Trailer
with optional flashing beacons

## Trailer Size Comparison



**Compact Trailer** Model WSDT3-S

**Vertical-Mast Trailer** Model WSDTV

**Folding-Frame Trailer** Model WSDTF-48

**Large Folding-Frame** Model WSDTF-60

## Brief Specifications

| | | Compact Trailer | | Vertical-Mast Trailer | | Folding Trailer, 36 × 48 | | Large Folding Trailer, 48 × 60 | |
|---|---|---|---|---|---|---|---|---|---|
| Deployed footprint, L × W | in (cm) | 106 × 60 | (268 × 152) | 118 × 77 | (299 × 195) | 130 × 82 | (330 × 208) | 127 × 75 | (323 × 191) |
| Operating height | in (cm) | 123 | (312) | 134 | (340) | 154 | (392) | 162 | (412) |
| Travel height | in (cm) | 91 | (231) | 92 | (234) | 102 | (260) | 105 | (267) |
| Display cabinet size,* W × H | in (cm) | 36 × 38 | (91 × 96) | 36 × 38 | (91 × 96) | 36 × 38 | (91 × 96) | 36 × 38 | (91 × 96) |
| Speed display font size | in (cm) | 26 | (66) | 26 | (66) | 26 | (66) | 26 | (66) |
| Speed limit sign size,† W × H | in (cm) | 24 × 30 | (61 × 76) | 30 × 36 | (76 × 91) | 36 × 48 | (91 × 122) | 48 × 60 | (122 × 152) |
| Weight, approx. | lb (kg) | 870 | (395) | 1250 | (567) | 1170 | (531) | 1300 | (590) |
| Power | | Batteries, solar | | Batteries, solar | | Batteries, solar | | Batteries, solar | |

**Height includes* YOUR SPEED *sign.* *†Standard sign sizes shown, other sizes are optional. Contact the factory.*

**WANCO INC.**
5870 Tennyson Street
Arvada, Colorado 80003
800-972-0755
303-427-5700
303-427-5725 fax
**www.wanco.com**

# Quote

Safety Supply & Sign Company, Inc.
3200 South Redwood Road
West Valley City, UT, 84119
Phone: (801) 973-2266
Web: https://safetysupplyandsign.com

| | |
|---|---|
| **Order No.:** | **Q04423** |
| **Order Date:** | 9/8/2026 |
| **Delivery Date:** | |
| **Expiration Date:** | 10/8/2026 |
| **Customer ID:** | 00549 |

| **BILL TO:** | **SHIP TO:** |
|---|---|
| Pocatello City<br>P. O. Box 4169<br>Pocatello ID 83205 | Pocatello City<br>2405 Garrett Way<br>Pocatello ID 83201 |

| CUSTOMER P.O. NO. | TERMS | CONTACT |
|---|---|---|
| | Net 30 Days | Adam Wilson |
| **FOB POINT** | **SHIPPING TERMS** | **SHIP VIA** |

| NO. | ITEM | QTY. | UOM | PRICE | EXTENDED PRICE |
|---|---|---|---|---|---|
| 1 | WANCO SPD RDR WSDT3-S: COMPACT RADAR SPEED TRAILER (SPEED LIMIT SIGN 24X30) | 2.00 | EA | 8,987.0000 | 17,974.00 |
| 2 | QT: Extreme speed red and blue flashing strobes or white flashing strobes (Inside the display) Select color at time of order | 2.00 | EA | 276.0000 | 552.00 |
| 3 | QT: Wanco Premium Cellular 250 MB Service w/ Fleet Manager Online Access (setup, programming, hosting and billing by Wanco; one year payment required in advance) (For trailers with Data Classifier optional package or high use & online control) | 2.00 | EA | 287.5000 | 575.00 |
| 4 | QT: ICC touchscreen controller for creating messages for units without Traffic Data Classifier | 2.00 | EA | 780.0000 | 1,560.00 |
| 5 | QT: Digital 4G/3G RV50X modem with GPS (Specify AT&T, Sprint or Verizon, Service Not Included) (Recommended for Public IP Addresses), 3y warranty | 2.00 | EA | 1,080.0000 | 2,160.00 |
| 6 | QT: Wanco Security Battery Box with Puck Lock (One 12VDC AGM Batteries 200 Ah total capacity) (15 amp Battery Charger) | 2.00 | EA | 684.0000 | 1,368.00 |
| 7 | FREIGHT: FREIGHT,UPS/TRUCKING | 2.00 | EA | 550.0000 | 1,100.00 |

| | | | |
|---|---|---|---|
| **Total Weight (LBS):** | 0 | **Sales Total:** | 25,289.00 |
| **Total Volume (LBS):** | 0 | **Freight &** | 0.00 |
| | | **Less Discount:** | 0.00 |
| | | **Tax Total:** | 0.00 |
| | | **Total (USD):** | 25,289.00 |