

**CITY OF BLACKFOOT
SPECIAL CITY COUNCIL MEETING
MINUTES FROM MARCH 19, 2019**



PLEDGE OF ALLEGIANCE

Mayor Carroll called the meeting to order at 3:00 PM and a Boy Scout in attendance led the Pledge of Allegiance.

ROLL CALL

Roll call was taken and those in attendance were: Councilman Brown, Councilman Gardner, Councilman Jensen and Councilwoman Simpson.

2018 AUDIT REPORT

The 2018 Audit Report was presented by Mr. Morgan Hatt, who provided a highlight of revenues and expenditures. Mr. Hatt provided consolidated reports highlighting the net profit in each of the funds. As in previous years, most of the balance in the General Fund will be transferred to subsidize the Parks & Recreation Department, leaving approximately \$24,000. Mr. Hatt feels as though the City is better situated than they were a year ago, but cautioned there is still a need to spend conservatively for the next several years. His recommendation is that the General Fund cash balance be built up to at least over \$1MM and believes that efforts over the past year have helped.

Mr. Hatt then reviewed the Parks & Recreation Departments as stand-alone profit centers. He then reviewed the Ambulance Fund, where revenues are down from last year, perhaps due to the reduction in hospital collections.

Overall, Mr. Hatt feels the audit looks good. Mayor Carroll thanked Mr. Hatt for his council and advise over the years that he has worked with the City audit.

BLACKFOOT URBAN RENEWAL AGENCY (BURA)

Mr. Hatt also audits BURA and gave a brief review. BURA spent approximately \$800,000 on direct improvement projects for the City with a total of \$923,000 in expenses.

HOLLY POWELL, CITY TREASURER

Ms. Powell informed Council that we should be receiving a grant from LHTAC for the transportation study. In addition, we are number one on the list for a \$3MM grant from LHTAC for the bridge replacement. This will provide funding for preliminary engineering and design work.

Ms. Powell then thanked all of the Senior Staff members for the sacrifices they made in order to implement the budget freeze. She went on to discuss the financial stability of the organization. In reviewing a ten-year history, and projecting forward, Ms. Powell identified that expenses are outpacing revenues, thus causing the need to look for additional savings in the coming years. Ms. Powell stressed the need for everyone to work together.

Mayor Carroll reviewed roles and responsibilities of staff as it relates to the City's budget. He summarized that the Treasurer is responsible to track, trend and analyze data, then provide feedback to the Department Managers. Department Managers are responsible for compiling their budgetary needs and managing the funds once approved. The Mayor is responsible for questioning, clarifying and refining Departmental Manager submissions, then submitting to Council for their review and approval.

Mayor Carroll also stated he is proud of every Department Manager as the City implemented the budget freeze. Mayor Carroll would like to see a \$1MM to \$2MM reserve, and understands this will require the budget freeze to continue into FY 2019. He also stated he does not want to effect staffing or our employee base, but wants to evaluate each position that is vacated through natural employee attrition. Mayor Carroll reaffirmed all costs will need to be evaluated.

KURT HIBBERT, CITY GROWTH PLAN

Mr. Hibbert discussed that the City intends to grow by means of a methodical, well thought out process. He explained there are three stages to the plan; 1) developing the plan, 2) communicating the plan; and 3) phased implementation of the plan. Mr. Hibbert provided a map identifying logical areas of growth. Mr. Hibbert stated there is a potential tax impact to the City of an additional \$1.5MM annually.

NEXT STEPS

Mayor Carroll requested that Councilmembers contact their liaison departments and start working with them on their budgets in April. The draft budget presentation is tentatively scheduled for July 2, 2019, the budget hearing will be at the City Council meeting on August 6, 2019 with the final budget approval planned for August 20, 2019.

ADJOURNMENT

Councilman Brown motioned to adjourn the meeting, Councilman Jensen seconded; all were in favor. The meeting was adjourned at 4:09 PM.

City of Blackfoot

Mayor Marc Carroll

Attest:

City Clerk Suzanne McNeel

Prepared By:

Lisa J Tornabene