

CITY OF POCA TELLO, IDAHO
CITY COUNCIL WORK SESSION
APRIL 11, 2019

AGENDA ITEM NO. 1: Council President Jim Johnston called the City Council Work Session to order at 9:02 a.m. Council members present were Heidi Adamson, Roger Bray, Rick Cheatum and Linda Leeuwrik. ROLL CALL
Council member Beena Mannan arrived at 9:04 a.m. Mayor Brian Blad was excused.

AGENDA ITEM NO. 2: Lynn Transtrum, City Building Official and staff liaison for the CONSTRUCTION BOARD Construction Board of Appeals and Review was present to OF APPEALS AND REVIEW discuss the Board's projects, as well as Council's policies and UPDATE expectations.

Mr. Transtrum gave an overview of the Board functions and individuals from various construction backgrounds who serve on the Board. He noted the Board is a requirement of the state building and fire code. The Board provides citizens with a contact that allows discussion/clarification of codes that are being debated. If the matter cannot be resolved, the next step is going before City Council for a decision.

It was mentioned the Board does not meet very often except for fence issues. The Board does have authority to waive fence requirements. There was one issue regarding fences in 2018.

Council thanked Mr. Transtrum for his years of service at the City and wished him well in his upcoming retirement.

AGENDA ITEM NO. 3: Janae Mitchell, Lead Grant Administrator; and Brenda Pollard, CDBG ADVISORY Committee member; from the Community Development Block COMMITTEE UPDATE CDBG Grant (CDBG) Advisory Committee were present to discuss the Committee's goals and projects, as well as Council's policies and expectations.

Ms. Pollard reviewed the Committee's activities for 2018. She explained the Committee meets monthly to provide input and recommendations on community needs that can be met using CDBG funding and they review overall progress to meet community goals as described in the City's Consolidated Plan. Future projects were also reviewed.

In response to questions from Council, Ms. Mitchell explained the Committee was not involved in the walkability tour taken by City Council. Ms. Mitchell noted she has lived in Pocatello for 8 months and feels the City is doing well in regard to Fair Housing. She mentioned training on Fair Housing is available to property owners and the public.

Melanie Gygli, Planning and Development Director, noted that individuals in the area have attended their Fair Housing trainings in the past. Ms. Gygli added that generally Pocatello has not experienced a lot of Fair Housing issues. She noted staff has presented Fair Housing guideline information at realtor meetings and given information to landlords. Companion animals and rentals are a hot topic at this time.

In response to questions from Council, Ms. Mitchell reported the City's Lead Grant projects are going strong. She mentioned the number of inquiries for lead testing are picking up.

Mr. Johnston mentioned curb and gutter along the parade route regularly used on Center Street is a concern for the Council. Council may be interested in funding work to correct curbing in this area.

Ms. Gygli reported that CDBG funds are not used for curb and gutter. However, the Committee can look at developing/repairing sidewalks to make the area safer for pedestrians.

Council thanked CDBG members for their hard work and service on the Committee.

AGENDA ITEM NO. 4: Peter Pruett, Zoo Idaho Superintendent; and John Banks, Parks and Recreation Director; were present to review the final draft ZOO IDAHO-REVISED 20-YEAR MASTER PLAN version of the revised 20-year Master Plan for Zoo Idaho and to seek Council input and direction regarding the plan.

Mr. Pruett gave a general overview of the Zoo's Master Plan. He noted Zoo Idaho's previous 20-year Master Plan was designed in 1998, with the goal of attaining accreditation through the Association of Zoos and Aquariums (AZA). As an indigenous zoo that specializes in Intermountain West animals, significant redesigned of the previous Master Plan was not needed. However, the scope and plan priorities within Zoo Idaho have changed, while retaining the over-riding goal of AZA accreditation. The revised Master Plan is a long-term vision built on Zoo Idaho's mission of "Preserving Intermountain West Wildlife and Habitat through Conservation and Education." It is designed to be a living document that allows for flexibility in Zoo Idaho's growth, and provides the ability to meet any unforeseen challenges within its 20-year lifespan. The Master Plan has been designed and prepared in collaboration between Zoo Idaho, Zoo Idaho Zoological Society (ZIZS), ZIZS Board, and the City of Pocatello Parks and Recreation Department. The design places a high priority on efficiency and realistic costs, as funding will be derived through a combination of public and private sources, as well as grant opportunities and partnerships.

ITEMS NEEDED TO OBTAIN ACCREDITATION: Major upgrades/remodel of the Black Bear Exhibit and pathways within the Zoo being ADA compliant are the foremost things that are keeping the Zoo from accreditation. Also, the quarantine area for animals is located in the middle of the Zoo. The building should be moved near the outer fences of the facility to protect the other animals.

Benefits of being accredited will make the Zoo eligible for grant monies, and eventual agreements with other Zoos. Affiliation with other Zoos will make zoo memberships more attractive because members will receive special discounts. The affiliation will also make Zoo Idaho more well known.

In response to questions from Council, Mr. Banks explained staff is trying to secure funding to get the paths/walkways updated. Staff is focusing on getting the Zoo entrance completed at this time.

Mr. Pruett shared other ways to generate income is to promote a health membership so individuals can use the Zoo for walking instead of the mall, etc. He noted it is 1.1 miles to walk the pathway around the zoo. Cost estimates to bring pathways connecting the lower and upper levels and bring them into ADA compliance were discussed. Mr. Pruett explained a grant for a pollinator garden has been awarded and the garden will be created this year.

Goal and Other Key Components of the proposed 20-year Master Plan

Provide unique and meaningful animal, education and play experiences.

Develop world class exhibits that exceed all husbandry standards, while remaining cost realistic.

Focus on gaining AZA accreditation.

Focus on Idaho conservation issues and educating the community on human/wildlife mitigation opportunities.

Reflects the community it serves, while providing opportunities for community support and inclusiveness.

Works within the complex and scenic natural landscape to build engaging and realistic/cost feasible exhibits.

Strategically mixes major and minor improvements.

Improves guest amenities including restrooms and rest areas.

Works to capture visitors along Interstate 15/Interstate 86 Yellowstone corridor.

Emphasize local products and the community.

Request for Council input and direction – Provide input to staff regarding the final draft of Zoo Idaho's revised 20-year Master Plan, and if appropriate, direct staff to present the plan at a future Council meeting for approval and adoption.

It was mentioned the proposed plan was presented to the City's Parks and Recreation Advisory Board at their February 7, 2019 meeting for consideration and input, at which time the Board recommended approval of the plan.

A motion was made by Ms. Adamson, seconded Ms. Leeuwrik, to direct staff to move forward with development of the Zoo Master Plan as presented and bring the final plan before the Council for consideration at a future meeting. Upon roll call, those voting in favor were Adamson, Leeuwrik, Bray, Cheatum, Mannan and Johnston.

AGENDA ITEM NO. 5: Pastor Jacqueline Thomas, Executive Director; Dina Bowden, Executive Assistant; and Ed Snell, President of the Board; representing Big Momma's House, were present to review their proposal to utilize the City owned building at 429 Washington Street currently used by Pocatello Free Clinic. Pocatello Free Clinic is moving into a new facility in May 2019 and Big Momma's House representatives would like to use the vacated building for their Administrative Offices.

Ms. Thomas gave an overview of the proposal. The sole purpose for which the facility will be utilized is for Big Momma's Administrative Office and not for housing. The facility is needed to continue serving those that are in need. Their staff currently provides information to direct clients to other needed services such as: Group therapy and counseling; domestic violence and substance abuse resources; life-skills education; spiritual and physical wellness; job readiness skills and business training; assistance to – adult education, mental health services, locating and receiving social services and acquiring permanent housing.

Main Goals – leading residents in self-help programs to help individuals gain respect for themselves and others. Also, providing a structured lifestyle which encourages responsibility and strong work ethics. Opportunities for mental, physical and spiritual wellness.

Mr. Johnston noted there are some constraints for government agencies to lease a building that will be used for religious activity. If it is determined the building will be used for such an activity, it may affect the terms of offering a monthly lease at a reduced fee.

In response to questions from Council, Mr. Snell feels they can meet the criteria because Big Momma's House is set up as a separate 501(c)3. He gave a brief overview of what he understands the guidelines are. Mr. Snell will provide a copy of their by-laws so the Council and Legal staff can review the documents.

In response to questions from Council, Ms. Thomas explained they want to help individuals become self-sufficient by directing them to other resources. Hours of operation would be 9:00 a.m. to 5:00 p.m.

General discussion regarding the activities and services Big Momma's House wants to provide were reviewed. It was mentioned they would like Council to offer the same guidelines for their lease as offered to the Pocatello Free Clinic. It was mentioned evening counseling sessions may be considered.

Council President Johnston called for a recess at 10:20 a.m.

Council President Johnston reconvened the meeting at 10:25 a.m.

AGENDA ITEM NO. 6: Tiffany Wilson and Ali Gorny, Endurance Home Investments, 244 WEST CENTER STREET LLC and current owners of the Monarch Building located at 244 –MONARCH BUILDING West Center Street, were present to provide a structure integrity UDPATE analysis which will include a timeframe for the completion of the project to the City Council as requested by City Council at their January 10, 2019 Work Session.

Ms. Wilson gave a brief history of the Monarch Building. She also reviewed a portion of the Structural Evaluation of the Building completed by Forsgren Associates, Inc.

A report from Kyle Dana, Senior Structural Engineer representing Forsgren Associates, Inc. provided information regarding historical buildings and noted his recommendations for the Monarch building are: provide temporary bracing of the east, south and north masonry walls; and provide/maintain safety protection and barriers as required by OSHA. He anticipates the cost will be roughly \$50,000.00 to make a safe temporary bracing for the building.

The evaluation states the exterior and interior brick bearing walls are in good condition and able to support the vertical loads from the roof and floors. There does not appear to be any cracking or settlement though out the building that would indicate weakness in the brick walls for supporting gravity loads. The building was constructed prior to development of modern design standards to resist seismic forces. As such the building is severely lacking in many areas with regards to seismic design and detailing requirement that are intended to provide life safety protection to occupant of the building.

TIME TABLE

General discussion was held regarding the building's condemnation status and building application process.

In response to questions from Council, Mr. Transtrum explained once a building application is submitted, Endurance Home Investments can only move forward with the items that are outlined in the application. He noted that Building staff inspects the project as it progresses. Most construction is done in phases and inspected accordingly. Mr. Transtrum mentioned a Structure Report would be needed with the application. A pedestrian tunnel in the public right-of-way would need to go through the proper process. The tunnel would be good for public safety near the structure. Mr. Transtrum explained the permit requires the contractor to have a good percentage of activity every 180 days. (Need to see progress and things moving forward.)

In response to questions from Council, Ms. Wilson estimates the total project will take approximately three (3) more years. They hope to have the hotel open by then.

In response to questions from Council, Ms. Gorny is aware the current appearance is a concern in the community. As a result, they plan to shore up the building first and then start working on the façade.

Ms. Wilson reported they met with Pocatello Development Authority members and asked for funds for the project. She reiterated that façade restoration is the next step after safety issues are taken care of.

Richard Dodge of Studioi, explained a timeline for the project will be difficult to determine. The restoration of the outside ties into the inside. He would like to see safety netting around the building as the restoration is happening. This will take the building out of public view. He feels they cannot move forward until the condemnation order is lifted.

Council discussion regarding the structural report followed. It was noted that until the full report is reviewed, Council cannot give any direction. It was mentioned that business owners located near the site have concerns with the structure's safety. Council needs to assure the landowners in the area that the building is safe.

A motion was made by Mr. Johnston to remove the condemnation order on the building at 244 West Center Street, with the condition that the City's Building Official will give a recommendation to Council of when it is safe to lift the condemnation order. Mr. Johnston's motion died for lack of a second.

Mr. Transtrum clarified the following regarding the condemnation order: a) owners must submit a plan addressing public safety; b) obtain a permit; and c) begin construction. He can lift the condemnation order once these steps have been taken. Mr. Transtrum explained the City's Building Official is authorized to lift the order. No Council action is necessary.

Ms. Adamson directed Mr. Transtrum to review the structural analysis of the Monarch Building report and attend the April 18, 2019 Council Liaison/Work Session Clarification meeting to share his findings.

In response to questions from Council, Ms. Wilson gave an overview of the funding resources for the demolition, design and construction of the project. She reported there will be a small hotel, butterfly house with Zoo Idaho and various entertainment opportunities on the upper areas of the building.

In closing, Mr. Transtrum noted when the final plan is received it will be reviewed by multiple city departments and city boards.

AGENDA ITEM NO. 7: Major Roger Schei, Captain Cliff Kelley and Chief Scott PATROL VEHICLE PER Marchand, Pocatello Police Department staff, were present to POLICE OFFICER UPDATE request Council guidance to move forward with the lease/purchase of twenty-one (21) fully equipped patrol vehicles. Tom Kirkman, Deputy Public Works Director was also present. There are several options that staff would like to review to fund the vehicles purchase.

Mr. Schei and Mr. Kelley reported most other law enforcement agencies have a car per officer program. They have been planning for this for many years and feel now is the time to implement the program.

Mr. Kirkham reviewed vehicle fleet insurance coverage and explained Police officers are going through the standard vehicle 3-year warranty in 1 ½ years because the car never stops. Maintenance problems as well as wear and tear on vehicles that are used in this way were discussed.

It was noted that officers do not have the ability to respond quickly to an incident from home. An officer must come to city hall, obtain a vehicle and then respond. This scenario happens on occasion. With a vehicle per officer program they could not only respond immediately, but all officers could respond and not be limited because of a lack of vehicles.

In response to questions from Council, Mr. Kelley clarified that officers who currently take patrol vehicles home have not reported any incidents while the vehicle is in their care.

In response to questions from Council, Mr. Kirkman feels the officers will take better care of vehicles when they are the one who drives it each day. Officers will notice problems with the vehicle more quickly because they are familiar with the daily functions.

Mr. Schei gave a brief history of the steps taken to provide more access for officers to have an assigned vehicle to perform their duties. Mr. Schei added that the program may be a good incentive for hiring new officers. He noted there is approximately \$3.4 million in capital contingency and reserves that are available and reviewed the following options to purchase/lease vehicles:

Option No. 1 – Use Fiscal Year 2019 Capital Contingency funds in the amount of \$282,000.00 for the first payment and then make that same payment for the next 4 years.

Option No. 2 - Use Fiscal Year 2019 Capital Contingency in the amount of \$282,000.00 for the first payment. Use projected budget savings towards future payments at the end of Fiscal Year 2019. This could take care of two payments, \$564,000.00. The remainder would be taken from Capital Contingency – Fiscal Year 2020 and 2021.

Option No. 3 – Use Fiscal Year 2019 Capital Contingency in the amount of \$564,000.00. Use projected budget savings towards future payments at the end of Fiscal Year 2019. This could take

care of two payments, \$564,000.00. The remaining \$282,000.00 would be taken from Capital Contingency from Fiscal Year 2020.

Option No. 4 – Use Fiscal Year 2019 Capital Contingency in the amount of either \$282,000.00 or \$564,000.00. There is a very good possibility that the General Fund will have excess reserves in Fiscal Year 2019, which can be used for one-time purchases. Finance will know how much reserves are available in March. We can then use budget savings for another payment. If there is any remainder, we can use capital contingency in Fiscal Year 2020.

Option No. 5 – Use the existing \$200,000.00 in the Police budget toward getting the program started, then an additional \$546,000.00 from capital contingency and \$546,000.00 from reserves. The remainder can be paid off with budget savings at the end of the year. If there is not sufficient savings we can request the remainder in the Police Department’s Fiscal Year 2020 budget, either through Capital Contingency or in our operating budget. This option has the lowest impact on the budget, as there are already budget dollars that are in capital, reserves, and police. This option also provides the capability of paying everything off by the end of the budget year. The remaining balance would be \$108,000.00.

Option No. 6 – Mixing any of options 1 through 5.

Council discussion on the proposal followed. It was noted that Police vehicles are not currently part of City’s Fleet because of issues with Union membership for mechanics. Concerns were shared with making a determination prior to starting the budget process and knowing actual contingency amounts. Consulting with Finance Department staff to verify changes being proposed in option No. 5 to minimize the impact on Fiscal Year 2020 budget is needed.

A motion was made by Ms. Mannan, seconded by Mr. Cheatum, to direct staff to research Option 5 as presented; consult with Finance Staff regarding the best process for the City; and bring the information back to Council during the Budget process. Upon roll call, those voting in favor were Mannan, Cheatum, Adamson, Bray, Leeuwrik and Johnston.

AGENDA ITEM NO. 8: Lynette Sampson, Human Resources Consultant, gave an update
CITY EMPLOYEE BENEFITS on Employee Assistance Program (EAP) and Delta Dental
UPDATE FOR EAP AND renewals for Fiscal Year 2020. Staff is seeking Council direction
DELTA DENTAL RENEWAL regarding the renewals.

Delta Dental - Ms. Sampson gave an overview of Fiscal Year 2020 Delta Dental renewal premiums. She reported there is a 2% renewal decrease in premiums and reviewed Basic and Enhanced benefit comparisons for Fiscal Year 2019 and 2020.

Employee Assistance Program - Ms. Sampson reported there was no change to the EAP rates for Fiscal Year 2020.

A motion was made by Ms. Adamson, seconded by Mr. Cheatum, to accept updated information for the Fiscal Year 2020 Delta Dental renewal premiums. Upon roll call, those voting in favor were Adamson, Cheatum, Bray, Leeuwrik, Mannan and Johnston.

A motion was made by Mr. Cheatum, seconded by Ms. Leeuwrik, to accept the updated information for the Fiscal Year 2020 EAP renewal costs. Upon roll call, those voting in favor were Cheatum, Leeuwrik, Adamson, Bray, Mannan and Johnston.

AGENDA ITEM NO. 9: Lynette Sampson, Human Resources Consultant, gave an update regarding the City's compensation consultants. The City's current consulting group (BDPA) is retiring. Staff would like to share compensation history and their search process toward identifying a new consulting group for the City.

Ms. Sampson gave a brief history of the City's relationship with BDPA Consulting group. BDPA has announced their retirement and a new consultant has been found. The following items were reviewed: a) Steps in the Job Audit Process; b) Market guidelines for positions; and c) Current process for Benchmarking (evaluate or check something by comparison with a standard).

Ms. Sampson noted Human Resource staff reached out to several organizations for consulting needs and one responded. PayScale is the organization that responded. An overview of the services they provide was given. Services include: Online Comp platform – Real-time data (watch market for in-demand positions); public and private industry data; all data is crowdsourced; services include full benchmarking, existing structure analysis, and other options available; can pull national as well as regional data. Limitations are: Not good data for Police and Fire positions due to large variations in additional pay for these positions.

PayScale can provide additional information and a presentation about their services if Council is interested. Cost estimate – 300 to 499 employees in the system \$19,600.00 per year; 500 plus employees \$26,000.00 per year. (Requires a 3-year commitment or there is an opt-out fee)

Staff recommends that PayScale be considered in the future and a Human Resources Compensation Specialist will continue to perform the compensation duties as previously described.

Difficulty finding an organization to meet the City's needs was discussed. It was noted that performing this process internally would require an additional full-time position.

Staff is seeking Council's direction to move forward with PayScale. If yes, the cost will need to be added to the Human Resources Fiscal Year 2020 budget.

Ms. Adamson would like staff to look at other options. She suggested staff contact other cities to get a larger variety of possible consultants before making a decision.

Council agreed and mentioned they are interested in seeing a presentation from PayScale. However, they would like staff to obtain other quotes/options once the time for a new consultant is needed. They directed staff to continue exploring other options.

AGENDA ITEM NO. 10: There being no further business, Council President Johnston
ADJOURN adjourned the meeting at 12:03 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

RUTH NEWSOM, CITY CLERK
(F/N/A Ruth E. Whitworth)