

CITY OF POCA TELLO, IDAHO
CITY COUNCIL WORK SESSION
SEPTEMBER 12, 2019

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

AGENDA ITEM NO. 2: Nick Nielson, Chair Person; and Terri Neu, Staff Liaison; from HISTORIC PRESERVATION COMMISSION UPDATE the Historic Preservation Commission were present to discuss the Commission's goals and projects, as well as Council's policies and expectations.

Mr. Nielson gave a brief overview of the design reviews in the Historic District in Old Town. He noted that mostly sign applications have been reviewed. Mr. Neilson noted the Commission continues to partnership with Parks and Recreation to update Brady Chapel at Mountain View Cemetery. He gave an overview of the upcoming Stones to Stories fundraiser in September and a Scavenger Hunt in October. Both events will be held at Mountain View Cemetery. An Idaho Heritage Conference will be held in Pocatello in October 2020.

Ms. Neu mentioned Historic Trust representatives will be taking a tour of Pocatello. She noted installation of pinnacles for Brady Chapel are an important goal for the Commission and they hope to obtain funding to put the pinnacles in place in 2022. Ms. Neu noted 2022 will be the 100 year anniversary of Brady Chapel.

AGENDA ITEM NO. 3: Ryan Satterfield, Chair Person; and Matthew Lewis, Staff PLANNING AND ZONING COMMISSION UPDATE Liaison; from the Planning and Zoning Commission were present to discuss the Commission's goals and projects, as well as Council's policies and expectations.

Mr. Satterfield explained there are seven members on the Commission. He noted the turnover of commission members is still happening. However, he is happy to report they have not had to cancel a meeting for lack of a quorum. Mr. Satterfield shared the Commission is seeing larger developments being proposed. He noted contract rezoning applications have decreased and feels this may show the current zoning ordinance is working. Mr. Satterfield gave a brief overview of the Commission's activities for the past 12 months and their future goals.

In response to questions from Council, Mr. Satterfield explained the Commission does not have an inventory of how many lots are available for development. He noted realtors may have a database that show lots for development within city limits. He added since this is continually changing, it would be a difficult thing to track.

Council thanked Mr. Satterfield and Planning and Zoning Commissioners for their hard work and commitment. It was mentioned the minutes from Planning and Zoning meetings have detailed information necessary to help Council make an informed decision.

AGENDA ITEM NO. 4: Sunny Shaw, Housing Alliance and Community Partners, HOUSING ALLIANCE AND COMMUNITY PARTNERS UPDATE Executive Director, was present to discuss the organization's goals and projects, as well as Council's policies and expectations.

Ms. Shaw gave an overview of the organization and the properties they oversee. The organization overview: a) cultivate affordable housing community and partnerships that inspire self-reliance, and b) growth opportunities. Properties include: Elderly/Disabled Properties; Multi-Family units; Management Company – total 55 units. Student Housing at the Elms to diversify portfolio so they are not entirely dependent if there is a Federal Government shut down. Open market apartments in various sections of the City. Low market value for families that cannot afford rent in the regular market. Ms. Shaw reported a new building is being constructed on the 400 block of McKinley Avenue. The rent will be below the payment standard. The units will be very small but nice.

Housing choice voucher program – 722 vouchers, open market through private landlords, 578 total vouchers leased, 585 on waiting list = 3 to 4-year wait
\$3,389,499 in Housing Assistance paid to landlords in Fiscal Year 2019
3 homeownership voucher holders
33 VASH Vouchers serving homeless veterans

Grants and donations were reviewed. Also exploring ways to partner with Bannock Youth Foundation on a housing program for youth aging out of foster care. Celebrated 50 years of service in 2018. Many of the events that took place during the year were reviewed.

Council thanked Ms. Shaw for her efforts and the valuable service Housing Alliance and Community Partnerships provides to the city.

AGENDA ITEM NO. 5: Crystal Rain representing the Conservation Voters for Idaho, CLEAN ENERGY gave a presentation about clean energy. Ms. Rain would like the PRESENTATION City Council to commit their support toward a 100% clean energy system for Pocatello.

Ms. Rain reviewed the Conservation Voters for Idaho organization and various topics as a means to transition to 100% Clean Energy. The topics are: Make a Goal; Create an Advisory Committee; Set Benchmarks; Stakeholder Outreach and Education; and Make a Plan. Ms. Rain explained their organization is supportive of energy efficient products and services. They encourage the City to consider their proposed projects and to continue researching other methods to provide clean energy in the community.

Council discussion regarding the unique dynamics of Pocatello and energy conservation ideas were shared. Debate regarding the best method to move forward was held.

Ms. Rain confirmed the draft resolution outlining a clean energy vision for Pocatello is only a bookmark. Wherever the City wants to move forward from this point is up to the Council.

In response to questions from Council, Jared Johnson, City Attorney, clarified that he has reviewed the proposed resolution establishing a commitment to clean energy for Pocatello. If Council chooses to consider such a resolution, he will be very involved in drafting wording for the resolution.

A motion was made by Ms. Adamson, seconded by Ms. Leeuwrik, to have Legal staff review the proposed resolution and give recommendations of clean energy guidelines that fit within City Code.

Mr. Bray would like the motion amended to include contacting other partners to provide feedback for the resolution wording. He was also suggested that a timeline be added.

Mayor Blad shared he feels Legal staff will work with experts to format an appropriate resolution.

Ms. Mannan suggested a task force be created at a later date to identify clean energy projects.

Mr. Johnson suggested the guidelines could be discussed at the City Council Liaison/Work Session Clarification meeting on September 19, 2019. He added that staff will need to know the ideas Council would like included in the resolution.

Ms. Adamson's motion was voted upon at this time. Upon roll call, those voting in favor were Adamson, Leeuwrik, Bray, Cheatum and Mannan.

In response to questions from Council, Jeff Mansfield, Public Works Director, clarified installation of solar panels for City facilities, right sizing of vehicles and clean energy/efficient vehicles will be a long-term commitment. Mr. Mansfield liked the idea to set up an advisory committee to look at this because it a very large task. He noted that staff has completed an internal analysis about clean energy options.

In response to questions from Council, Tom Kirkman, Deputy Public Works Director, shared that he met with a company to look at solar panels for City use. He noted there is a large investment to move forward with this energy source. Alternate power for traffic signals and street lights is something they are researching. Mr. Kirkman noted the number of panels to run their facility is approximately 800. Staff is still working through concepts.

In response to questions from Council, Mr. Mansfield shared there is a possibility of hiring an intern to look at more energy possibilities and research these concepts. Mr. Mansfield just returned from an energy conference and reported Pocatello is already doing good things to become energy wise. The City has installed LED lights; promotes energy efficient facilities; and working with Idaho Power to take advantage of better efficiency products.

Mr. Kirkman reminded Council that many of the street lights in Pocatello are owned by Idaho Power. Idaho Power is considering changing their current type of street lighting to one that is more efficient. Many of the City's school zone lights and crosswalk flashers are solar. Other ideas to save energy were shared.

A motion was made by Ms. Adamson, seconded by Mr. Bray, directing staff to give a preliminary report during the Council Liaison/Work Session Clarification meeting on September 19, 2019 outlining the creation of a clean energy task force and recommendations of positions that should serve on the task force. Upon roll call, those voting in favor were Adamson, Bray, Cheatum, Leeuwrik and Mannan.

Mayor Blad announced that Agenda Item No. 7 would be heard at this time.

AGENDA ITEM NO. 7: Andy Moldenhauer and Scott Lockhart, representing the FIRE UNION UPDATE Pocatello Fire Union, were present to give an update of Fire Union activities.

Mr. Moldenhauer gave a brief update of Fire Union activities.

Mr. Lockhart gave a review of training efforts taking place for Union members to continue their certification.

Mr. Moldenhauer reported multiple events scheduled in the next few months. The events are: September 27 – Fill the Boot Campaign will take place at the intersections of Pole Line/Quinn and Hiline/El Rancho; and Operation Warm – coat distribution to elementary school students. He mentioned Fire and Police Unions are partnering to provide a panel forum for City Council candidates running in 2019.

In response to questions from Council, Mr. Moldenhauer reviewed the number of Fire Department staff that have been added, retired, or taken employment in other cities.

Mayor Blad and the Council thanked Fire Union members for their commitment to the community.

Mayor Blad announced that Agenda No. 6 would be heard at this time.

AGENDA ITEM NO. 6: John Regetz, Bannock Development Corporation (BDC)
BDC UPDATE Executive Director, was present to give Council an update of BDC's activities and achievements.

Mr. Regetz gave a brief summary of BDC activities/contacts. The topics included: Cold Storage project. Idaho Shippers and Growers Association looking at transport and cold storage. Plans for a transfer facility to be located in the Pocatello area. Logistics Cluster Development. Unit Train Development – supports regional food and ag processing, lower cost and delivery time for area industries. Driscoll Tophay would be an important part of this development. Transload Development – warehousing and freight infrastructure.

In response to questions from Council, Mr. Regetz gave an update about the Housing Study Team; the Northgate Development; and Siphon Road projects. Mr. Regetz shared that he scheduled and facilitated a meeting with FBI representatives and housing developers. He mentioned FBI representatives indicated that they are happy with the housing activities moving forward in the community. A Housing Development Website is in the process of being created.

AGENDA ITEM NO. 8: Akilah Lacy, Pocatello Police Union member, was present to
POLICE UNION UPDATE give an update of Police Union activities.

Mr. Lacy shared the Police Union has worked diligently to make their presence known at community events. The national average of officers being shot and losing their lives was reviewed. Mr. Lacy explained the Union is doing what they can to meet the necessary training for officers and the Union appreciates the support from citizens. Currently 4 recruits are at the Police academy and the officers will be ready to patrol the street in record time.

General discussion was held. The number of calls for police service were reviewed. It was noted that the number of calls received in 2019 will exceed the previous year. Pocatello officers are prepared and well trained. Child custody and child protection calls are very difficult to respond to.

In response to questions from Council, Mr. Lacy explained there are more challenges in smaller communities and it does play a part in retaining officers. Counseling is available for Pocatello Police officers and their family.

Mayor Blad mentioned Union members are quick to support families throughout the year. Officers see many families in need while serving the community.

Mayor Blad called for a recess at 11:08 a.m.

Mayor Blad reconvened the meeting at 11:22 a.m.

AGENDA ITEM NO. 9: Ashley Welsh, Deputy Chief Finance Officer, presented detailed information on proposed Fiscal Year 2019 September Budget amendments for the public hearing to be held on September 19, 2019.
PROPOSED SEPTEMBER
FISCAL YEAR 2019
BUDGET AMENDMENTS

Ms. Welsh reviewed 16 proposed amendments that will affect 8 funds. They are: General Fund \$4,542,207.00; Street Fund \$19,376.00; Library Fund \$41,000.00; Transit Urban Fund \$20,000.00; Science and Environment Fund \$20,000.00; Utility Billing Fund \$46,700.00; Street Federal Aid Projects Fund \$100,000.00; and Police Grant Fund \$1,791.00. Total proposed amendments are \$4,791,074.00.

Ms. Welsh explained no action will be taken at this time. A public hearing will be held on September 19, 2019 during the Regular City Council meeting. An ordinance to adopt the proposed amendments will be prepared for Council's consideration.

AGENDA ITEM NO. 10: Heather Buchanan, Human Resources Director; and Ashley Welsh, Deputy Chief Financial Officer; gave an update on the status of the Time Clock Plus. The update will include proposed implementation and policy development including time entry methods and process.
ELECTRONIC TIME
KEEPING UPDATE AND
POLICY DEVELOPMENT

Ms. Buchanan gave an overview of the following topics: Hourly/non-exempt employees. There are multiple methods of time entry with the final decision by Department Heads. General guidance as follows: Time Clocks – field positions, seasonal; Computer Login – admin and office jobs; and Mobile App – emergency response, on call.

Time Processing Rounding. Rounding: determines how time is rounded when an employee clocks in and out. Options 1) rounding at 15 minute intervals; 2) rounding at 5 minute intervals; and 3) exact time processing. Each option was reviewed.

Ms. Buchanan explained their recommendation: exempt/salaried employees have a standard work schedule with no additional compensation for overtime hours. The system will assume that you have worked your regular hours when the payroll is generated.

Council discussion regarding the method to use for exempt employees followed.

In response to a question from Council, Chris Sorenson, Chief Information Officer, clarified that he is an exempt employee. Mr. Sorenson is checking his City email all day at work and at home. It will be difficult to capture actual hours since exempt employees are on call 24/7.

A motion was made by Ms. Mannan, seconded by Ms. Leeuwrik, to accept the recommendation of staff and use Exception Time Reporting for Exempt Employees. Upon roll call, those voting in favor were Mannan, Leeuwrik, Adamson and Bray. Mr. Cheatum voted in opposition to the motion. The motion passed.

Ms. Welsh gave an overview of the recommended rounding method for hourly employees. She noted this method is the standard option for the software.

The options include: 15 minutes rounding; 5 minutes rounding, and exact time processing. Each option was reviewed.

Discussion regarding capturing an 8-hour work per day verses being on time for work was held.

A motion was made by Ms. Leeuwrik, seconded by Mr. Bray, to accept Option 1 recommended by staff and use the 15 minutes rounding option for hourly employees. Upon roll call those voting in favor were Leeuwrik and Bray. Those voting in opposition to the motion were Adamson, Cheatum and Mannan. The motion failed.

Council discussion regarding exact time processing and rounding continued.

In response to questions from Council, Ms. Welsh agreed that actual time would be the fairest way to pay an employee. If the employee is here and ready to work, they should be paid.

It was mentioned that supervisors will be able to pull reports of actual time worked at any time.

A motion was made by Mr. Cheatum, seconded by Ms. Adamson, to accept Option 3: Exact Time for hourly/non-exempt employees. Upon roll call, those voting in favor were Cheatum, Adamson, Bray and Mannan. Ms. Leeuwrik voted in opposition to the motion. The motion passed.

Ms. Buchanan reviewed the breaks and lunch break gap process and options. Staff recommended Option 1: Paid Breaks (will not be recorded in the system) and Lunch Breaks (hourly employees will record lunch breaks).

A motion was made by Ms. Adamson, seconded by Mr. Cheatum, to accept Option 1 for employee breaks and 1-hour lunch breaks as recommended by staff. Upon roll call, those voting in favor were Adamson, Cheatum, Bray, Leeuwrik and Mannan.

AGENDA ITEM NO. 11: Heather Buchanan, Human Resources Director; Anne Butler, EMPLOYEE POLICY Safety and Wellness Coordinator; Ashley Welsh, Deputy Chief MANUAL UPDATE Financial Officer; and Chris Sorensen, Chief Information Officer; gave a presentation on proposed updates for the City's Employee Policy Manual. Staff is seeking Council's approval of the proposed updates.

The following proposed changes were reviewed:

Updated Substance Free Workplace section - presented by Anne Butler, Safety and Wellness Coordinator. Ms. Butler gave an overview of the update/changes. She explained the updates are a Federal Mandate for drivers with CDL status only. The update does not apply to City Transit drivers. The Transit drivers are listed in a separate policy.

In response to questions from Council, Ms. Buchanan, explained that she cannot enforce a Substance Free Workplace policy for Police or Fire Unions. It is for General employees only.

Mr. Cheatum shared his concerns with employees not being tested for substances. Especially when they have an interaction with children and vulnerable members of the public.

In response to questions from Council, Ms. Butler gave an overview of the costs involved to drug test employees.

Council discussion regarding supervisors being aware of potential problems with drug use followed.

Jared Johnson, City Attorney, shared if there was a City policy in place that utilizes a random test it would help protect the City from accusations of discrimination.

Human Resources – presented by Heather Buchanan, Human Resources Director.

- 1) Integration of policies adopted in Fiscal Year 2019
- 2) Addition of hyperlinks to referenced City policies
- 3) Addition of the City's mission statement
- 4) Addition of the City's value statement
- 5) Clarification: Donation of Time
- 6) Added language regarding the Safety Footwear Program (funding adopted for Fiscal Year 2020)
- 7) Removed Worker's Compensation, Time Loss Income Benefits
- 8) Updated PERSI section with eligibility information
- 9) Clarification on Overtime and Compensatory Time
- 10) Added Temporary, Variable Hour, or Seasonal Employees
- 11) Added language to ineligibility for Rehire section

General discussion and debate regarding the addition of a safety footwear program for selected employees based upon job need followed.

A motion was made by Ms. Adamson, seconded by Ms. Mannan, to accept the recommendation of staff and add language to the policy for a Safety Footwear Program. The method and location(s) to purchase the required footwear would be determined at a later date. Upon roll call, those voting in favor were Adamson, Mannan, Bray, Cheatum and Leuwrik.

Finance Department – presented by Ashley Welsh, Deputy Chief Financial Officer/Treasurer.

- 1) Payroll Processing Errors
- 2) Work Periods/FLSA Cycles
- 3) Clarification Training (Seminars, Forums, Conferences)
- 4) Employee refusal of Department Defined Travel

Information Technology Policies – presented by Chris Sorensen, Chief Information Officer.

Mr. Sorensen gave an overview of the proposed Information Technology (IT) policy. Mr. Sorensen reported the IT policy was spread across the policy manual and he has moved everything in one section for easier access. He noted that ownership of records and cybersecurity guidelines have been added. Mr. Sorensen mentioned the password policy is also changing to make City computer units more secure.

Fleet Department – presented by Tom Kirkman, Deputy Public Works Director and Teresa Caudill, Fleet Manager

- 1) Acquisition and Disposal of City Vehicles
- 2) Assigned Take Home Vehicles
- 3) Authorized Passengers
- 4) Fleet Mechanic/Foreman Tool Requirements and Allowance

Ms. Caudill gave an overview of the recommended policies.

Mayor Blad called for a recess at 12:56 p.m.

Mayor Blad reconvened the meeting at 1:33 p.m.

AGENDA ITEM NO. 12: Ron Knapp, Interim Animal Services Director, and Josh Heinz, Animal Services Manager, were present to discuss a proposed PROPOSED TRAP/ NEUTER/RELEASE PROGRAM Trap/Neuter/Release (TNR) Program to effectively manage free-roaming community cats.

Mr. Knapp gave an overview of the TNR proposal which included: Live-trapping of cats; Spay or neuter; Ear-tip for identification purposes; Vaccinate if possible; and Release back into their territory.

Releasing cats back into the community was reviewed. If the location is deemed unsafe or otherwise inappropriate, the cats may be relocated to other appropriate areas. Ideally, friendly adult cats and kittens young enough to be easily socialized are retained and placed for adoption. Feral cats most often cannot be socialized as they shun most human interaction and do not fare well in confinement; they should not be retained.

Goal and objectives of the TNR Program – Providing a better quality of life for community cats; Stemming the population expansion that is a direct result of breeding; Improving the communities in which these cats are found; reducing “kill” rates at shelters that accept captured free-roaming cats, in turn improving public perceptions and possibility reducing costs. Eliminating or reducing nuisance behaviors to decrease public complaints about free-roaming cats.

General discussion of what a “No Kill Shelter” is. It was mentioned these shelters use many strategies to adopt, foster and relocate shelter animals to avoid euthanizing.

Proposed program – a) Identify approximately 5 to 6 community cat colonies in the city; b) trap and transport cats to veterinarians; c) commitment from at least two local veterinarians to spay/neuter cats at a significantly lower cost; d) vaccinate cats for both rabies and FVRCP; and e) cats to be returned to where they were trapped.

Benefits to the City. a) better public image; b) fewer costs; c) happier employees; d) less euthanasia; e) fewer cat nuisance complaints; and f) fewer community cats (long-term); and g) fewer cats in the shelter.

Council discussion regarding identifying whether a captured cat is domestic or feral followed. Attempts to determine if there is an owner and how long to wait before moving forward with the

proposed TNR program were discussed. Cost difference between TNR and RTF program were reviewed.

Mr. Bray announced the Animal Shelter Advisory Board reviewed the proposal and voted to support the TNR program.

It was mentioned that grants are available to assist with the initial startup costs. The TNR program as presented, meets a grant available through Best Friends. Grant application must be submitted by October 4, 2019. Staff will prepare documents related to the grant for Council's consideration at a future meeting.

Mr. Heinz explained staff will implement the program and monitor traps so cats were not left in the trap for a long period of time. Reporting requirements are part of the grant. Mr. Heinz mentioned activity usually slows down in winter. However, cats are continually brought into the shelter.

Consideration of the following: a) City would have to change City ordinance to reflect TNR program and cats at large; b) Education for the public on TNR Program to help understanding and prevent complaints or concerns on releasing cats; c) Consideration to personal and private property of our community; d) Effects to other wildlife and habitat; e) City would have to budget for about 50% approximately \$50,000.00; and f) After three years the city would absorb all costs into budget.

It was noted that the program is more intended to stop continued production of cats and the spread of disease.

General discussion regarding the pros and cons of the program continued. Costs to implement the program were reviewed. It was noted that over 800 cats were euthanized in fiscal year 2018 of which 500 plus cats were considered feral.

It was suggested that staff bring information to the Council Staff Liaison/Work Session Clarification meeting on September 19, 2019 at 2:00 pm. The information will include: other cities utilizing the program – would they continue; pros and cons; amount actually being charged and what are the identified cost. Also, are people bringing animals to the Pocatello Animal shelter because it costs them less? Since there is not animal control services in smaller areas in Bannock County, Council would like staff to research other cities of similar size to do a comparison.

AGENDA ITEM NO. 13: Mayor Blad adjourned the meeting at 2:40 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

RUTH NEWSOM, CITY CLERK