

CITY OF POCA TELLO, IDAHO
CITY COUNCIL STUDY SESSION
FEBRUARY 9, 2017

AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Study Session to order
ROLL CALL at 9:03 a.m. Council members present were Heidi Adamson,
Roger Bray, Steve Brown, Gary Moore and Michael L. Orr.
Council member Jim Johnston was excused.

AGENDA ITEM NO. 2: Kent Hobbs, Chair Person, Peggy Johnson, Treasurer, Dana
AFRICAN SISTER CITIES Olson, Committee President; from the African Sister Cities
SUBCOMMITTEE UPDATE Subcommittee were present to discuss the African
Subcommittee's goals and projects, as well as Council's policies
and expectations.

Ms. Johnson reviewed the activities of the Subcommittee. She noted the construction of a new school has been an on-going project for the past 3 years. The Subcommittee hopes to purchase an ambulance in 2017 because the village is 30 miles away from the closest medical facility. Ms. Johnson explained villagers need quick transportation to receive medical assistance in an emergency situation.

Mr. Hobbs reviewed fundraising activities the Subcommittee has done during the year such as fresh potato sales and a fun run. The Subcommittee would like to continue the educational sponsorships in the village and assist with enhancing medical facilities in the community. He noted that there is not electricity in the village. Mr. Hobbs introduced Jacque Teri who is being sponsored by the Subcommittee.

Mr. Teri explained village members hope to have electricity available soon. However, until electricity becomes available, individuals are using generators for power.

In closing, Mr. Hobbs noted the Subcommittee will continue to work on enhancing sanitation projects in the village.

AGENDA ITEM NO. 3: Brad Hall, Chair Person, Doug Wooley, Vice Chair Person, Joan
JAPANESE SISTER CITIES Sayer and Tony McLaughlin, members; and Dana Olson,
SUBCOMMITTEE UPDATE Committee President; from the Japanese Sister Cities
Subcommittee were present to discuss the Japanese
Subcommittee's goals and projects, as well as Council's policies and expectations.

Mr. Hall thanked Council member Adamson for attending every Subcommittee meeting since she was appointed to the City Council. Mr. Hall reported that Mayor Blad hosts a reception for the Japanese Sister Cities delegates each year and the Subcommittee appreciates the Mayor's hospitality. He explained the Subcommittee's main goal is to keep the exchange program going. (32 year Exchange Program for Pocatello.)

Mr. Woolley stated he went to Japan last year and had an amazing time. He feels this is a life changing event and shared his experience visiting there.

Mr. McLaughlin shared that he went with the Japan Sister Cities adult delegation in 2015. The people there treated Pocatello's delegation like royalty. He learned a lot from the experience and feels the exchange program is exceptional and mentioned the continued need for funding.

Ms. Sayer stated she has traveled to Japan with the delegation on four occasions. She loves the program and hopes it can continue.

AGENDA ITEM NO. 4: Logan McDougall, Chair Person from the Flag Design Ad-Hoc COMMITTEE UPDATE
FLAG DESIGN AD-HOC COMMITTEE UPDATE
Logan McDougall, Chair Person from the Flag Design Ad-Hoc Committee was present to discuss the Committee's progress towards raising a new, official flag for Pocatello. The Committee's next step will be to present the entries to the public.

Mr. McDougall gave a brief history of the steps taken to obtain multiple designs for a new City flag. Outreach to local organizations and media outlets, as well as other sources such as Facebook, Twitter, Instagram and Reddit resulted in 709 designs being submitted. Designs were received from the following: 514 from East Idaho, 26 countries represented and 31 American states represented. Mr. McDougall reviewed top picks by the Committee under the following categories: a) Professional Designers; b) age 18+; c) age 13 through 17; d) age 7 through 12; and e) age 1 through 6.

Next steps – Convened expert subcommittee. Panel selected 19 designs that had qualities worth keeping for consideration.

- Marshall Public Library Display in March 2017. Showcase all designs for public input.
- Using expert and public input, select/create 10 finalists for another round of input.
- After final input from public, select/create flag to present to City Council for adoption.

Mr. Bray shared his opinion regarding the determination of Pocatello being at the very bottom of the list of city flags. He mentioned that perhaps the City should have just informed Ted Talks that we don't fly a flag. Mr. Bray feels staff is spending a lot of energy on this project and that a majority of cities do not market themselves by flags.

Mr. McDougall explained Arlo Luke, Pocatello resident, felt taking Pocatello's flag from dead last to making it better would be a good marketing concept and create some positive publicity for Pocatello. He recognized the utility of trying to do something better and take on the challenge. Mr. Luke felt the challenge would enhance civic pride for the community and citizens would rally around it.

Mr. Moore mentioned CBS News might want to do a follow-up to the flag story and the City will get more positive publicity as a result.

Mr. Brown mentioned his first thought regarding the status of the City's flag was to just ignore it. However, he realized there are few opportunities to have a media story that we get to create the narrative. Mr. Brown added that this is an opportunity to create something positive and showcase Pocatello. He feels the community can rally around creation of the flag and be proud of the City.

Mr. Orr commented on the numerous submissions received regarding the new flag and that two employees serve on the committee. He feels businesses doing a search about Pocatello will learn about the new flag activities and it may give a positive impression about the area.

In response to questions from Council, Mr. McDougall agreed that the new flag activities have well exceeded the Pocatello area.

Mayor Blad shared it is exciting to see the great media coverage and multiple countries showing interest in Pocatello as a result of the flag creation project. People have asked him about the new flag status and shared they are looking forward to seeing what the final design will be.

AGENDA ITEM NO. 5: Chris Sorenson, Chief Information Officer, and Joyce Stroschein, EXECUTIME TIMEKEEPING Chief Financial Officer/Treasurer; were present to seek Council /SCHEDULING SOFTWARE guidance regarding the purchase and implementation of -PROJECT GUIDANCE Executime Timekeeping and Scheduling software. Information regarding the software project has been presented multiple times before the Council and City staff. Council direction is being sought for the following: a) staff will continue researching options to proceed with the software purchase; or b) cancel the software project.

Mr. Sorenson gave a brief overview of the software and stated he is seeking Council guidance to know whether to move forward regarding the Executime proposal. If Council does not wish for staff to pursue the software, Mr. Sorenson will utilize the funds for other software needs within the City. He noted that costs for the implementation continue to rise and previous quotes are no longer valid at this date. Mr. Sorenson stated the proposal was delayed until implementation concerns were addressed and he is not sure what the concerns are.

In response to questions from Council, Mr. Sorenson explained use of a timeclock would expedite a large number of employees to check-in for attendance. Other employees can use their computer to check-in. He mentioned the Executime Software does not require a timeclock and employees could use a cell phone to clock-in. However, not everyone has a cell phone to do this. Mr. Sorenson further explained the process of, and time spent, managing payroll using timesheets, data entry, etc. He feels the software would greatly reduce the labor time for input and printout of employee timesheets.

Ms. Stroschein explained the payroll process. She noted moving to a timeclock system will not eliminate verifying information put into the system. However, it does eliminate entry time allowing staff to focus on reviewing entries for accuracy.

General discussion regarding the scale of efficiency and potential cost savings of the proposed software continued. It was mentioned the City currently utilizes multiple modules that are available through Sungard and Executime is simply another module that is available.

Tom Kirkman, Street Superintendent, gave a brief review of the timesheet review process for his department. The review process may take 30 minutes to one hour to complete. He noted that Street crews do many different projects throughout the day and must attach a code to each entry on their timesheet.

Council discussion regarding the accountability factor for employee time worked and on-going costs for the system continued. Estimated costs to implement the software were compared to an increase in efficiency and accuracy to the payroll process. It was mentioned that Sungard Software is used heavily in the Western United States.

In response to questions from Council, Heather Buchanan, Human Resources Director, stated she supports converting to the software if timeclocks are part of the new system.

In response to questions from Council, John Banks, Parks and Recreation Director, explained he would like employees to be able to arrive directly at the job site and not have to check-in at a timeclock before proceeding. He is confident staff will develop a way to address these issues.

General discussion regarding alternate mechanisms being available for these types of situations continued. It was noted that a small number of employees may need to use a timesheet. However, the overall processing of actual timesheets will be minimal.

A majority of the Council supported the Executime Software project concept and instructed staff to provide updated information for Council consideration at a future meeting.

Mayor Blad called a recess at 10:45 a.m.

Mayor Blad reconvened the meeting at 10:59 a.m.

AGENDA ITEM NO. 6: Merrill Quayle, Development Engineer, presented Council with PUBLIC WORKS DESIGN PRINCIPLES AND STANDARDS PROPOSAL an updated edition of the City of Pocatello Public Works Design Principles and Standards. Staff provided a proposed schedule to incorporate the design principles into Pocatello Municipal Code Title 12 and to adopt the standards by resolution (which may be modified from time to time). By codifying the principles, a developer or contractor will be provided clarification of the City's expectations relating to design and construction as well as all other regulations imposed by the City as part of the code.

Mr. Quayle gave an overview of the proposal to establish minimum requirements for design, plans, construction, testing, inspection, and supporting documents for the City of Pocatello. The requirements apply to public and private improvements. This includes, but is not limited to, Public Works Projects, Subdivision, Special Use Permits; such as Conditional Use Permits and Contract Rezones, Site Plan Review, Parcel Maps, Maps of Dedication, Zone Changes, Annexations, excavation/encroachment permit or applicable building permit. The manual is to be used in conjunction with the Idaho Standards for Public Works Construction.

Existing requirements include: a) City Code Chapters 8, 12, 16 and 17 - Streets, Water, Sewer, Storm and Engineering Codes; b) Idaho Standards for Public Works Construction and City of Pocatello Standard Revisions; c) Bannock Transportation and Planning Organization (BTPO) Access; d) BTPO Management Guidelines; e) Metropolitan Transportation Plan; f) Portneuf Valley Stormwater Design Manual; g) 1997 Uniform Building Code Appendix Chapter 33 Excavation and Grading; and h) other miscellaneous requirements.

The manual is intended to cover only standard situations encountered in design. Non-standard situations that arise which are not covered in the manual are to be designed in accordance with accepted engineering practices, the Idaho Standards for Public Works Construction, and the Standard Details for Public Works Construction. They shall contain supporting data, and be subject to the approval in writing of the City Engineer and shall not be authorized in any case for any purposes of mere convenience or economy. Selected sections were reviewed by a team represented by utility companies, selected contractors, City of Chubbuck, Bannock County and City of Pocatello Departments.

In response to a question from Council, Ryan Satterfield, Satterfield Realty and Development, shared his experience searching multiple locations to locate construction requirements. He felt one place to access multiple codes/criteria would be beneficial and agrees with the manual concept.

Mr. Quayle gave an overview of the plans to present a proposed ordinance before the Council at the March 9, 2017 Study Session. Staff will be available to discuss the concepts and bring their input to the Study Session. Once presented, an ordinance and manual will be prepared for Council's consideration in April 2017.

Mayor Blad asked Mr. Quayle to contact the local Builders Association to make them aware of the proposed manual.

A majority of the Council was supportive of staff moving forward with the Public Works manual proposal and for staff to provide updated information at the March Study Session.

AGENDA ITEM NO. 7: Heather Buchanan, Human Resource Director and Tom
STREET DEPARTMENT Kirkman, Street Superintendent, were present to discuss a
STAFFING PROPOSAL proposal asking Council to consider the addition of two (2) full-
time Equipment Operator positions in the Street Operations
Department. Current staffing levels are not adequate to meet the service demands necessary to
provide for the City's needs. Continuation of the Equipment Operator positions would be assessed
at the end of Fiscal Year 2018.

Ms. Buchanan gave a quick presentation outlining two limited Street Operations staff positions. She explained Mr. Kirkman would address the areas where additional staff is needed.

Mr. Kirkman gave a brief history of the low staffing levels being experienced in Street Operations. He feels by continuing to run at low staffing levels, the department will experience a decrease in the amount of services provided; endanger employees; lower employee morale, resulting in higher turnover. Mr. Kirkman noted the department is running at one less employee (open position) than in fiscal year 2015 and one less employee (open position) than in fiscal year 2014. The decrease in positions causes an increase in workload. This has become an issue especially with increased storm water runoff and regulations, as well as an enhanced emphasis on right-of-way/alley maintenance being mandated in spring 2017. These needs include: a) Right of Way (ROW) – ADA ramp repair/replacement and ROW Alley maintenance; b) Emergency services, snow removal, on call, and approved events; c) Regulatory sweeping and storm water maintenance; and d) levee maintenance. Mr. Kirkman noted that staff has made a great effort to clean out retention ponds and this has helped to have less flooding in the valley. With current snow melt and rain this has proven to be very beneficial.

Ms. Buchanan gave an overview of the anticipated funding source for the proposed positions. She explained Bannock County Road and Bridge revenue came in \$664,132.00 more than anticipated and can be utilized for the positions. The positions would be assessed at the end of Fiscal Year 2018 before including them in the following year's budget.

Mr. Moore stated he is an advocate of street sweeping and suggested funds be allotted for extended hours for street sweeping since staff is already out in the field. He felt this would be more cost effective.

In response to questions from Council, Mr. Kirkman explained weed abatement and right-of-way requirements were assigned to the Street Department. The individuals dedicated for levees have also taken upon this responsibility. He noted there is a serious problem with stormwater maintenance and unfortunately, there are not mechanical ways to do this. Laborers are needed to physically clear these areas. Retired City employees can be considered to fill these positions. Mr. Kirkman noted that snow plows are difficult to operate because of liability requirements. Workers are needed for all seasons that can do the job effectively.

After further discussion, Council stated they are supportive with hiring two positions for the Street Department as presented.

AGENDA ITEM NO. 8: Nicole Harms, Human Resources Consultant; and Heather Buchanan, Human Resources Director; were present to: PROPOSED CHANGES TO CITY'S NATIONWIDE 457 PLAN 1) discuss a proposal moving City employees from the Nationwide IAFF 457 Fund to the Nationwide State 457 Fund; and 2) explain the advantages of changing funds. Human Resource staff feels the State Fund is a healthier option for the City and its employees. This is not a change in the provider of the 457 Deferred Compensation plan, but rather the fund supporting it. The proposed change is supported by the City's Finance Department and both Labor Unions.

Ms. Harms explained the State of Idaho Deferred Compensation board now permits any local public employer to adopt the State's Deferred Compensation plan as approved, pursuant to 1977 Idaho Code Section 59-513. The Plan can be added as a side-by-side, or as an exclusive Deferred Compensation Plan. The Plan was established pursuant to Idaho Code Section 513 and is governed by the Plan Document.

In response to questions from Council, Ms. Harms explained the fund is not the ICMA plan utilized by employees. She mentioned that Nationwide representatives are willing to come and give retirement education sessions to employees regarding the plans.

It was stated that a resolution rescinding the Nationwide IAFF 457 Fund and adopting the Nationwide State 457 Fund has been prepared for consideration by Council at a future meeting.

Mayor Blad called a recess at 12:01 p.m.

Mayor Blad reconvened the meeting at 12:32 p.m.

Mayor Blad announced Agenda item No. 10 would be discussed at this time:

AGENDA ITEM NO. 10: Rich Diehl, Deputy City Attorney; and Logan McDougall, Video Services Director/Public Information Officer; were present to: CABLE FRANCHISE ORDINANCE UPDATE seek the Council's direction pertaining to City Ordinance number 2902, "Cable One Franchise Agreement". Due to Idaho Code §50-3001, et seq. (the Idaho Video Service Act of 2012), the Idaho legislature pre-empted the field of regulation in the area of issuing cable franchise in the State of Idaho. With this State level regulation, the City's Ordinance is no longer in force and effect, therefore it is the Legal Department and Video Services Staff's recommendation to repeal Ordinance Number 2902. This time will allow for discussion by the Council and City Staff to determine which direction the Council wishes to proceed regarding the Ordinance.

Mr. Diehl gave a brief overview of Idaho Code 50-3001 which changed the regulations regarding cable franchise topics in Idaho and how the changes affect the City of Pocatello. He explained as a result of the change, local ordinances regarding cable franchises no longer have jurisdiction. The franchise fee being paid to the City is now under the state code. Mr. Diehl's recommendation is to repeal City Ordinance Number 2902.

In response to questions from Council, Mr. Diehl explained since CableONE is paying franchise fees under the state code and not the City's ordinance, the City will continue to receive franchise revenue after the ordinance is repealed. He noted that the City of Boise is looking at repealing a similar ordinance.

It was noted that staff is also seeking Council direction regarding a public hearing scheduled for March 2, 2017 to discuss CableONE's agreement/performance with the City to provide services in the area. The agreement and performance of CableONE is based upon Ordinance 2902.

A majority of the Council supported the proposal to repeal Ordinance 2902 and reconsider the public hearing scheduled on March 2, 2017 to discuss CableONE's performance. A final decision will be voted upon at a later date.

AGENDA ITEM NO. 9: Logan McDougall, Video Services Director and Public
EDUCATIONAL ACCESS Information Officer, was present to seek direction from the
CHANNEL OPERATIONS Council as to whether the Video Services Department should
PROPOSAL assume operation of the Educational Access Channel from
Idaho State University (ISU).

Mr. McDougall explained there are three types of access channels, Public, Educational and Government. Collectively, these are often referred to as "PEG Access." The City has operated the Public and Government channels while ISU operated the Educational Channel. Recently, ISU found it was no longer able to operate the Educational channel and approached the City of Pocatello's Video Services Department to assume operation. Mr. McDougall is confident Video Services can assume the operation of the channel with minimal equipment and stay within the department's operating budget. Once the channel is established at City Hall, he feels staff commitment will be approximately two hours per week to program.

In response to questions from Council, Mr. McDougall explained staff may choose the programming on the Educational channel. He noted if operating the channel is not cost effective for the City, they can stop operating the channel. CableONE will continue to make space for a channel that has been established. Staff is concerned if the channel is allowed to go dark there will not be an opportunity to restore it.

In response to questions from Council, Mr. McDougall explained ISU is not providing any funding for the City to take over the channel. He noted ISU's equipment was no longer functional to support the channel and they did not want to purchase new equipment. The City will need to purchase approximately \$2,000.00 in equipment and budget for two hours of staff time per week to operate the channel. Mr. McDougall felt his budget could accommodate the small increase.

A majority of the Council supported the proposal to temporarily add the educational channel to Video Services with the following conditions: 1) no additional employees or funding will be requested to support the channel; and 2) a written evaluation regarding the educational channel will be submitted to Council within 6 months of adding the channel to Video Services' schedule.

Mayor Blad adjourned the meeting at 12:53 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

RUTH E. WHITWORTH, CMC, CITY CLERK