

CITY OF POCA TELLO, IDAHO
CITY COUNCIL LIAISON
/WORK SESSION CLARIFICATION
FEBRUARY 20, 2020

AGENDA ITEM NO. 1: ROLL CALL Council President Heidi Adamson called the City Council Liaison/Work Session Clarification meeting to order at 2:03 p.m. Council members present were Roger Bray, Rick Cheatum, Claudia Ortega and Chris Stevens. Also in attendance were Ruth Newsom, City Clerk; Jared Johnson, City Attorney; Tom Kirkman, Deputy Public Works Director; Teresa Caudill, Fleet Manager; Cliff Kelley, Police Patrol Captain; Roger Schei, Police Chief; Heather Buchanan, Human Resources Director; and Chris Sorenson, Chief Information Officer. Council member Linda Leeuwrik arrived at 2:05 p.m. Mayor Brian Blad arrived at 2:54 p.m.

AGENDA ITEM NO. 2: WORK SESSION CLARIFICATION /DISCUSSION Discussion to clarify agenda items presented at the February 13, 2020 Work Session was held at this time.

Work Session Agenda Item No. 7 – Police Department Vehicle Lease Proposal was reviewed. A breakdown of Police vehicles currently in the City’s fleet was given by Mr. Kirkman and Mr. Schei. Consolidation of vehicles was discussed. Options to purchase Police Department vehicles and if there is a cost saving potential to lease at this time followed.

It was mentioned an adequate police vehicle program can be used as a tool to recruit patrol officers.

Mayor Blad joined the meeting at 2:54 p.m. at which time Council President Adamson turned the Chair of the meeting to Mayor Blad.

Work Session Agenda Item No. 8 – 2020 COPS Hiring Program Grant – Mr. Schei reported that he met with Fort Hall Council members regarding their involvement in the proposed COPS Grant. The members are supportive of the grant.

Council directed staff to prepare the grant “application only” for consideration at the March 5, 2020 City Council meeting. Discussion to accept the grant, if awarded, and budgeting for the positions are in the early stages of the process.

Jeff Mansfield, City Public Work Director, joined the meeting at 3:05 p.m.

Work Session Agenda Item No. 10 – Relight the Night Buster Brown Sign Project – Mayor Blad shared his concerns with waiving fees for City services.

Mr. Mansfield reported staff researched the proposed sign project and determined the land for placement of the sign will not need to be platted. As a result, fee waivers are not needed.

On-going utility costs for electric power to illuminate the sign was discussed. It was noted the sign proposal will come before the Council for consideration at the March 5, 2020 City Council meeting.

Mayor Blad announced that Agenda Item No. 4 would be considered at this time.

AGENDA ITEM NO. 4: Mr. Sorenson gave an overview of the City's receipt and processing of EMAIL CYBERSECURITY emails through the City's incoming and outgoing network systems. PROTOCOL

Options to provide cybersecurity for the City's systems were shared.

Mrs. Ortega feels the City's process to protect systems from cybersecurity threats may be censoring emails. She shared her concerns that the process to filter emails is an employee performance issue and not an IT function.

Mr. Johnson clarified the City offers email access for elected officials while still protecting the network. As a result, the cybersecurity protocol in place at this time is justified to protect the network as a whole.

Ms. Stevens shared her concerns with messages she has received when an email is blocked. She would like the message changed so it is less offensive.

Discussion regarding cybersecurity, employee responsibility and standard business practices for email use followed.

Mayor Blad provided statistics from Idaho Counties Risk Management Program regarding cybersecurity claims received from other cities.

General discussion regarding email use and best practices to utilize the City's network followed.

City Council training related to the City Employee Portal will be added to the March 19, 2020 Work Session Clarification/Council Liaison meeting as an agenda item.

Council asked for information related to written correspondence retention guidelines for the City. Ms. Newsom clarified she would provide the information and reminded the Council to copy Anne Nichols, Administrative Services Manager, when they correspond via email. Ms. Nichols will retain correspondence as per the City's Records Retention Policy on behalf of the Council. If Council chooses to retain their own files, they will be responsible to meet the policy guidelines.

Work Session Agenda Item No. 10 Ross Park Aquatic Complex Pool and Heaters Proposal – use of funds that were set aside to resurface the pools in order to replace failing heaters is a reasonable request and Council supported the change.

Work Session Agenda Item No. 6 – TNR Grant Update – Verifying the actual costs and potential benefit of the program was discussed. Council shared their concerns about the program and being able to meet the program's minimum requirements.

Ron Knapp, Pocatello Animal Shelter Interim Director; and Josh Heinz, Animal Shelter Manager; were available to answer Council's questions regarding costs to run the feral cat program.

General discussion regarding the pros and cons of the proposed TNR program continued. It was determined a Memorandum of Understanding with Best Friends Animals Society to assist the TNR program will be considered at the March 19, 2020 Council meeting.

Mr. Bray noted he would like to be notified/involved when key department positions are being decided/recommended. He feels the City Council should vote to confirm Department Head positions.

Council debate regarding the Legislative and Quasi-judicial roles of City Council members as outlined in State Code followed. City Code guidelines related to appointing key positions within departments will be placed on a future agenda for discussion.

Council mentioned they would like to submit a list of questions to Bannock Development Corporation (BDC) and REDI representatives for a response as part of their quarterly update to City Council. The questions will be collected and sent to BDC and REDI a week prior to their scheduled update. This should allow enough time for a response to be prepared for the scheduled update.

Agenda Item No. 5 was considered at this time.

AGENDA ITEM NO. 5: Feedback from the February 18, 2020 Town Hall meeting was shared.
CITY ACTIVITIES Comments received after the meeting were positive and Council would
UPDATE – COUNCIL like to have the next Town Hall meeting at a different location in April.

Ms. Leeuwrik gave a brief update on US Census Committee activities.

AGENDA ITEM NO. 3: Mayor Blad reported he will send out applications for the Energy Task
ENERGY TASK FORCE Force soon.
CLARIFICATION

AGENDA ITEM NO. 6: Mayor Blad gave an update on the Wild Life Task Force. He explained
CITY ACTIVITIES Idaho Fish and Game is not interested in the Task Force. As a result,
UPDATE – MAYOR the task force is not moving forward at this time.

AGENDA ITEM NO. 7: Time constraints did not allow for City Council Liaison Reports.
CITY COUNCIL REPORTS
REGARDING CITY BOARDS
/COMMISSIONS:

AGENDA ITEM NO. 8: Mayor Blad adjourned the meeting at 5:24 p.m.
ADJOURN

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

RUTH NEWSOM, CITY CLERK