

AGENDA

CITY OF POCATELLO CITY COUNCIL WORK SESSION

JUNE 12, 2025 • 9:00 AM

COUNCIL CHAMBERS | 911 NORTH 7TH AVENUE

The meeting will be live-streamed at <https://streaming.pocatello.gov/> and available on Sparklight Cable channel 56

In accordance with the Americans with Disabilities Act, it is the policy of the City of Pocatello to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require an accommodation, please contact Skyler Beebe with two (2) business days' advance notice at sbeebe@pocatello.gov; [208-234-6248](tel:208-234-6248); or 5815 South 5th Avenue, Pocatello, Idaho. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

1. ROLL CALL

2. ARTIFICIAL INTELLIGENCE POLICY DISCUSSION

Information Technology staff members will present a proposed Artificial Intelligence (AI) policy for consideration. **(ACTION ITEM)**

Documents:

AGENDA-ITEM-2.PDF

3. HOUSING TRUST FUND GRANT - AFFORDABLE HOUSING - 429 WASHINGTON AVENUE

Planning and Development Services staff members will present a grant opportunity provided through the Idaho Housing Trust Fund that is administered by Idaho Housing and Finance Association. The Housing Trust Grant would provide funding for the construction of affordable housing at 429 Washington Avenue. **(ACTION ITEM)**

Documents:

AGENDA-ITEM-3.PDF

4. FIRE REPORTING CHANGE UPDATE AND SOFTWARE SOLUTION PRESENTATION

Fire Department staff members will provide an overview of recent changes to incident data reporting requirements and the State's implementation of the National Emergency Response Information System and propose a solution to address the resulting software needs. **(ACTION ITEM)**

Documents:

AGENDA-ITEM-4.PDF

5. FISCAL YEAR 2026 BUDGET DEVELOPMENT

Council will consider the Fiscal Year 2026 Budget and discuss recommendations. **(ACTION ITEM)**

6. COUNCIL ADVISORY BOARD UPDATES

This time has been set aside for the Mayor and Council members to give an update regarding recent advisory board activities.

7. ADJOURN

EXECUTIVE SUMMARY

AI Usage Policy

As Artificial Intelligence (AI) usage accelerates in all our lives, especially Generative AI, it is imperative that the City of Pocatello get in-line with the technology by establishing a basic AI Usage Policy for City employees.

AI power and usage is growing exponentially throughout the cyberspace and City employees are already using it where they can. Additional usage of AI has been requested by different City departments to better analyze various data, and the Mayor has asked that a basic policy be established to ensure City employees understand the necessity to validate all AI outputs from various systems.

One of the biggest nuisances of AI is what is referred to as data hallucinations. Data hallucination is when incorrect or misleading output is generated by an AI model and is presented as factual. These hallucinations can range from innocent, such as using the wrong name of a City that is reference; to mission impacting, such as miscalculating budget entries that could lead to an incorrect tax ask. All hallucinations can lead to the loss of the City's integrity with its citizens, employees, or other constituents and /or its counterparts across Idaho or even at the federal level.

AI is changing at an accelerated pace, and it is not practical to create a detailed, catch-all policy to cover its usage. Instead, IT, Legal, and HR have discussed the matter and believe that the best approach is to implement a basic placeholder AI policy that is then supported by a more detailed operational guidance directive that IT can update as AI advances. This would then preclude the need to bring frequent AI policy changes before the City Council over and over while ensuring employees are kept aware of the proper usage of AI to meet their mission requirements

The AI Usage Policy that is being presented is a simple placeholder policy that reminds City employees that in the end, they are ultimately responsible for the accuracy of all products that they produce and attach their or the City's name to. IT is already working on a draft guidance directive that should be available to City employees by the end of June 2025.

AI Policy for Employees

- Generative Artificial Intelligence (AI) is authorized for use by City employees to aid in the accomplishment of their assigned duties/mission.
 - o Employees must always validate the accuracy of the AI output to ensure that the AI engine provides valid data/information before publishing, releasing, and using the data/information for any decision making within the City.
- The Information Technology Department (IT), working with other departments will develop and update a living AI Operational Guidance Directive that will be adjusted periodically as AI technologies progress over time.

TO: Mayor Blad
City Council

FROM: Brent McLane, Director – Planning & Development Services
Christine Howe, Grants Manager – Planning & Development Services Department

DATE: June 12, 2025 Work Session Meeting

RE: Housing Trust Fund Grant – 429 Washington Ave. Affordable Housing

The Planning & Development Services Department is presenting a grant opportunity provided through the Idaho Housing Trust Fund (HTF) that is administered by Idaho Housing and Finance Association (IHFA).

The Federal Housing Trust Fund was created by Congress to support the development and operations of housing for households earning 0-30% of Area Median Income. As the appointed administrator of the Federal Housing Trust Fund Program for Idaho, Idaho Housing and Finance Association has determined the best use of HTF is for rental housing activities.

The City was notified of the availability of Housing Trust Funds and discussed viable properties that would achieve the goals of the program to create affordable housing units for those earning 30% or below area median income. Housing is the number one priority identified in the City's CDBG Consolidated Plan, and limited entitlement funding and opportunities for infill acquisition and development as well as dwindling CDBG entitlement allocations have stifled the City's ability to address this concern with CDBG funds alone. The HTF provides an opportunity to construct affordable housing units and address this need.

The HTF grant would provide up to \$1.05M in funding to create up to 6 units of affordable housing at the 429 Washington Ave. property. This property was identified by City Staff after reviewing other potential project sites in the City. This site was the most viable for the project as it had recently undergone a Phase I ESA through the Brownfield Assessment program and numerous hazards were identified in the existing structure, including asbestos and lead based paint. Further, the structure suffered severe damage from recent flooding due to a water main break. In addition, the lot is in an existing residential zone surrounded by other residential units. The HTF grant would allow for a development opportunity to match the character of the neighborhood and address the blighted condition of 429 Washington Ave.

The HTF grant would fund demolition of the structure, site clearance and site prep, architectural/engineering plans for the units, and construction of the units.

The HTF grant application requires an environmental review and public comment and hearing process as part of the process for adding the funds to the City's adopted CDBG plan. This project proposal is being presented today for feedback and comment prior to publishing for public comment. A public hearing and formal council approval would occur at a future meeting.

If you have questions or would like more information about the HTF grant, please do not hesitate to contact Christine Howe at chowe@pocatello.gov or Brent McLane at bmclane@pocatello.gov.

Idaho Housing and Finance Association - Notice of Interest Form

Housing Trust Fund (HTF)
Request for Funding

Idaho Housing and Finance Association (IHFA) is the recipient of federal resources to serve households earning less than 30% Area Median Income. Funding is made available from the US Department of Housing and Urban Development (HUD).

Eligible activities include:

- Acquisition
- Rehabilitation
- New Construction

Ineligible activities include:

- Homeownership

Eligible costs include:

- Hard costs related to construction
- Soft costs related to construction
- Administrative costs

IHFA has available the following resources for Community Development Block Grant (CDBG) Entitlement Communities. Funds are to increase/preserve affordable rental housing for extremely low-income households (30% AMI): *HTF funds do not trigger Davis Bacon.*

Program Year	Amount	Commitment Deadline	Expenditure Deadline	Section 3	BABA
2023	\$2,209,771	June 16, 2025	June 16, 2028	Yes	No
2024	\$2,830,350	September 5, 2026	September 5, 2029	Yes	Yes
2025	\$2,700,000	~August 2027	~August 2030	Yes	Yes

Request for Funding Requirements:

Narrative of project: **This project would include the site development (demolition and clearing) of the property located at 429 Washington Street for the construction of up to 4 affordable housing units. The property is located on the Old Alameda Townsite in the Alameda Neighborhood of Pocatello. The neighborhood is characterized as residential and includes several single-family dwellings. The project site is on .75 acres and would be able to accommodate multiple new units to serve as affordable housing.**

The project property is owned by the City of Pocatello and historically has been a number of uses including: a Fire Station in the 1920s, the Pocatello Free Clinic, and Big Momma's House – a local non-profit providing case management and temporary overnight shelter services.

The City proposes demolition of the existing structure at 429 Washington Ave., as it has gone to disrepair, recently suffered flood damage, and contains asbestos and lead based paint. The City recently used its EPA Brownfield Assessment Grant funding to conduct a Phase I Environmental Assessment as well as Regulated Building Materials (RBM) survey of the property with the goal of identifying the potential environmental hazards on the property and potential for redevelopment and reuse. With this information, the City is poised to return this lot to a use that is needed in the community, specifically addressing housing. Through the HTF, the City would subdivide the existing lot into 4 individual lots upon which the units could be constructed in either a townhouse or single-family dwelling style. This project would include soft costs of site clearance and demolition, architectural plans for the units, and

construction of the units. Staff would oversee the project and utilize a 10% administrative cost to do so.

of expected units: up to 6

Address of project: 429 Washington Ave., Pocatello, ID 83201

Lot #/Parcel:

N/A – see

attached Deed

Scope of Work:

- Procure Demolition & Site Clearance contractor
- Complete demo and clearance
- Procurement of Architectural/Engineering services to develop plans
- Plan and Bid Package Development
- Procurement of Construction Services
- Construction of Units

Anticipated start/completion date for project: July 2025

Amount requested: \$1.05M

Will the project hire a General Contractor, or will the City act as the General Contractor?

Non-related GC ☒ City ☐

Does the City have the ability to comply with Section 3 reporting requirements?

Yes ☒ No ☐

Does the City have the ability to comply with BABA requirements? Yes ☒ No ☐

Does the City have the ability to comply with required cross-cutting regulations?

Yes ☒ No ☐

For Program Year 2023 funds, does the City have the ability to be under a Loan and Regulatory Agreement prior to June 15, 2025?

Yes ☒ No ☐

Will the City be the Property Manager of the project?

Yes ☐ No ☒

If no, who will be?

The City intends to enter into an agreement with the Housing Alliance and Community Partnership (the Pocatello Housing Authority) or a local property manager such as NeighborWorks Pocatello to manage the lease and 30-year restriction requirement.

Does the City have the ability to manage a waitlist?

Yes ☒ No ☐

If the City is going to request administrative support, what would be the most likely:

Direct Salaries/Benefits for staff working on project ☐ OR

10% De Minimis ☒ OR

Federally negotiated indirect cost ☐ OR

No administrative support ☐

Program Regulations

HTF regulations are found at: [§24 CFR 93](#)

HTF Environmental Review: [§24 CFR 93.301\(f\)](#)

IHFA rehabilitation standards: [2025 Administrative Plan](#)

IHFA rental activities: [2025 Administrative Plan](#)

Fund Requirements

HTF funds are required to have a compliance period for 30 years

HTF funds will be provided at 0% interest and due on sale or transfer of the property/project

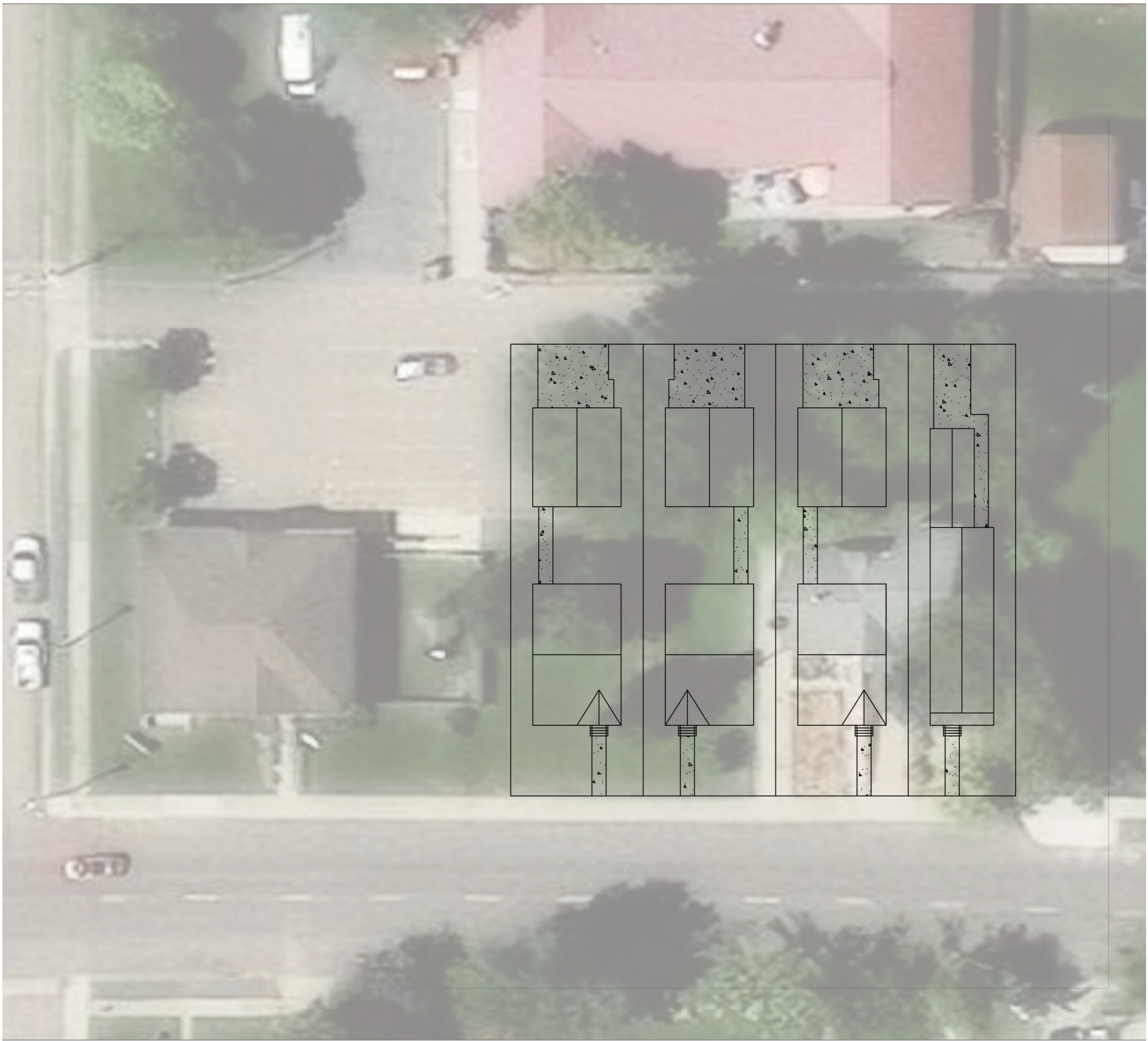
HTF funds will require a Memorandum of Restrictive Covenant (MORC), Loan and Regulatory Agreement, Deed of Trust, and Promissory Note.

Due Date: August 2025

Please send response to HOMEMF@ihfa.org

Concept to Demonstrate Site Layout

Prototypical Styles



429 Washington Ave.
Concept

- 3 Larger Lots**
- 2 units per lot
 - 1 unit facing street, 1 unit above alley-facing garage

- Smaller Lot**
- 1 unit with attached garage access in the alley

Alley-facing Garage
w/ unit above



Property Layout Example



TO: MAYOR BLAD & CITY COUNCILMEMBERS
FROM: RYAN O'HEARN
SUBJECT: TRANSITION TO NEW RECORDS MANAGEMENT SYSTEM – ADOPTION OF FIRST DUE PLATFORM
DATE: JUNE 12, 2025
CC: KONNI KENDELL

Background:

The Pocatello Fire Department currently reports incident data using the National Fire Incident Reporting System (NFIRS), a legacy platform that has been in place since 1975. The U.S. Fire Administration has announced that this system will be phased out in favor of a new platform, the **National Emergency Response Information System (NERIS)**. NERIS is designed to take an all-hazards approach to emergency reporting and will significantly improve the quality and comprehensiveness of incident reporting.

NERIS Implementation Deadline:

In **October 2025**, Idaho is scheduled to transition to NERIS. Beginning **January 1, 2026**, all fire departments must report data using NERIS. Our current fire reporting system will not be compatible with this new requirement, necessitating a transition to a compliant platform.

Opportunity for System Consolidation:

This required change presents an opportunity to consolidate our various operations and records systems into a **single, integrated platform**. Currently, we use **multiple separate platforms** for:

- Scheduling
- Training Records
- Events
- Patient Care Reporting
- Fire Inspections
- Fire Investigations
- Maintenance
- Fire Reporting

Proposed Solution: First Due Platform

The **First Due** platform offers a unified solution that encompasses all the above functions, while also providing additional capabilities including:

- **Incident Command Board** – Enhanced incident command and personnel tracking
- **Asset Management** – Improved tracking of vehicle maintenance, PPE, and other capital assets
- **Cross-module Data Sharing** – Facilitates better operational insights and decision-making

- **NERIS Compliance** – Ensures we meet national reporting requirements by the mandated deadline

Financial Impact:

- Current annual cost for multiple platforms: **\$53,433**
- Proposed annual cost with First Due: **\$52,050 (Includes support from County)**
- **Estimated annual savings: \$1,400**
- One-time implementation cost: **\$24,812.50** (includes 3 months of dual-platform access and data migration support from First Due)
- Funding would be split between Fire & Ambulance budgets

Conclusion:

Transitioning to First Due will allow the Pocatello Fire Department to:

- Maintain compliance with the upcoming NERIS reporting requirements
- Streamline operations by consolidating platforms
- Improve data quality, resource tracking, and reporting capabilities
- Reduce the number of vendors and contracts under management
- Achieve long-term cost savings and operational efficiencies

We are seeking support to initiate the transition process promptly to ensure ample time for implementation, data migration, training, and testing prior to the October transition and January 2026 compliance deadline.