

MINUTES OF THE CITY COUNCIL  
OF THE CITY OF PULLMAN  
MAY 22, 2012

**Roll Call**

A special meeting of the City Council of the City of Pullman was held on May 22, 2012, at 6:30 p.m. in City Council Chambers, City Hall, Pullman, Washington with the following present:

Glenn A. Johnson	Mayor
Bill Mulholland	Finance Director
Francis Benjamin	Councilmember
Fritz Hughes	Councilmember
Bill Paul	Councilmember
Derrick Skaug	Councilmember
Nathan Weller	Councilmember
Pat Wright	Councilmember

**Call to Order**

Mayor Johnson called the regular meeting to order at 7:30 p.m. Councilmember Wright moved, Councilmember Weller seconded to excuse Councilmember Hawbaker.

Motion Carried.

**REGULAR AGENDA**

**Workshop**

2012 Budget Cuts

City Supervisor Sherman went through his memo and highlighted that the point of this discussion is to come up with some 2012 General Fund reduction treatment options. He had five that he had listed.

1. Consider additional reductions within the adopted 2012 General Fund budget. Department heads had prepared memos regarding potential cuts. Council will go through and make recommendations to either accept or reject.
2. Recommend that the employer paid medical insurance premiums be reduced for non-union employees effective July 1, 2012. City Supervisor Sherman said that this had been taken care of at the previous meeting when they voted to approve it.
3. Keep the General Fund portion of the Capital Improvement Program to a minimal level for 2013 and see if there are any 2012 payoffs that could be deferred.
4. In the Administrative/Finance goals, City Supervisor Sherman suggested considering using money from the Capital Improvement Program reserve to help fund the local share of the new fire engine. Also we need to consider placing a cap on the CIP reserve.
5. To decide to what extent the Council wants to conduct an in-depth levels of service and priorities process.

Finance Director Mulholland went through his May 21 memo. If the proposed cuts were accepted cash would be at \$1,018,646 at the end of 2012, which

is at 6.4 percent of 2012 expenditures. He recommended cutting an additional \$500,000, which would give us room to absorb increases in medical premium and pension increases as well as any mandated interest arbitration increases for 2013.

City Supervisor Sherman went through the Finance/Administration possible reductions. His reductions included \$1,300 in City Council salary and services. The salary was \$300 and other services were \$1,000. Savings from delaying filling the City Supervisor vacancy at \$10,000 and Finance had a savings of \$15,000.

Information Systems Manager Bailey presented his savings which was deferring some replacement of equipment and readjusting his rates will reduce the effect on the General Fund by \$13,787.

Councilmember Paul asked about the smart phones and Information Systems Manager Bailey thought that all were not necessary.

Councilmember Weller wanted to know about the replacement schedule. Information Systems Manager Bailey indicated that the longer the equipment waited to be replaced the more costly it was to repair.

Human Resource Manager Sires gave her possible budget reduction which was \$2,500 for deferring the pay and reclassification review by BDPA. Councilmember Weller asked about a four-day week and telecommuting with both Human Resources Manager Sires and Information Systems Manager Bailey. Information Systems Manager Bailey stated that there could be some savings, but it wouldn't be all that much.

Councilmember Benjamin asked about walk-in traffic. City Attorney McAloon did note that by State law the clerk has to be available five days a week, we would not really achieve any great savings.

Police Chief Jenkins proposed savings of \$115,601 which entailed maintaining one police officer vacancy through December 31, 2012, and keeping one Records Specialist vacancy for 2012. He also requested moving one of the 4/5-time Records Specialist to full time which would probably help in recruiting and as he stated, he would leave the other vacancy open. He was asked if licensing had slowed. Police Chief Jenkins said that it had not because they still have to repeat every year. Councilmember Skaug asked if, during the summer months with students gone, we could lay employees off during that time. Police Chief Jenkins stated that is primarily when they are trying to take vacations.

Fire Chief LaVielle proposed savings of \$129,000. Not filling a position the rest of the year has savings anywhere between \$24,500 to \$30,000. Finance Director Mulholland said we need to hold off on that decision as there are some errors in the calculations. During high-impact weekends, to cut two positions per shift would save \$24,000; pulling back part of the uniform budget, \$15,000. Holding off on some equipment changes would save \$50,000 which included \$20,000 for fire hydrant and coupling replacements. Reduce the travel

budget by \$10,000. Councilmember Skaug asked if there was a safety factor with not replacing the equipment. Fire Chief LaVielle said no. Councilmember Benjamin was concerned that deferring the proposed change of promoting a lieutenant to a captain and then filling the position later would just incur more costs. Fire Chief LaVielle said that they would hold off on any additions to see financially where they are at. He also asked about closing one of the stations. Fire Chief LaVielle said this would affect response time. Councilmember Weller asked about the resident volunteer program that they have in Moscow, if they could do that here. Fire Chief LaVielle said that they did not have a dorm room to be able to do that.

Parks Superintendent Davis had a reduction of \$6,000 for weed control and encouraging volunteers to take over for Parks & Rec staff for festivals which would save \$15,231. He also had closing Reaney Pool for the 2012 season, but since it will be closed in 2013 that was left off for consideration. He also came up with some additional adjustments of uniforms for \$3,860. They purchased some additional equipment at a much lower cost which saves \$2,440. Councilmember Wright asked about using Lodging Tax dollars. Parks Superintendent Davis explained that they had submitted applications before for some of these events and had received some funding for Lentil Festival but not for the 4<sup>th</sup> of July. Councilmember Hughes asked if the volunteers were covered by L&I. Human Resources Manager Sires mentioned that yes, they would be. Councilmember Paul said that a lot of them would also be covered by their own homeowners insurance or an umbrella that they might have. Councilmember Weller asked if there was a problem with weed control. Parks Superintendent Davis said that they hit the major problem areas first so he did not foresee any problems.

Recreation Superintendent Dahmen gave his report. Some of his proposals included closing Reaney Pool one-hour early during the summer and eliminating the Reaney Pool daycare rentals. Daycare centers are offering to pay more to be able to continue the program. Closing the Aquatic Center one-hour earlier, Monday through Thursday, would save \$1,800. Closing the Aquatic Center on Sunday saves \$3,000. Reducing the water aerobics program and eliminating miscellaneous senior programs, \$2,500; eliminating some staff training at \$1,500; reducing the youth sports officials \$3,000; and combining programs at Pioneer Center to reduce open hours. The \$2,500 for the Senior Center is primarily eliminating some of the free transportation that they provide for such as the walking program, grocery shopping, and some special events. Councilmember Paul noted that with our Transit system and Dial-A-Ride, we really don't need that program. Councilmember Weller questioned closing the Aquatic Center for two months in the summer. Recreation Director Dahmen said that is when they have the swimming classes and it is filled up, so right now, it would not be a good option. Councilmember Benjamin asked about the composition of full to part-time staff at the Aquatic Center. Recreation Superintendent Dahmen said they only have one full-time position. With all the part timers they have probably about

5.5 FTEs. Councilmember Wright asked about the proposed water aerobics cuts. Recreation Superintendent Dahmen said some of the programs are full while others are partially filled and do not cover the costs. They plan to consolidate into fewer programs and will be able to save money and have better attendance. By combining the programs at the Pioneer Center, they could reduce supervisor hours which would create a \$2,500 savings. Councilmember Paul asked about user fees for parks. Recreation Superintendent Dahmen indicated that they had already raised the rates this year by about 20 percent to increase revenues. He also said since they will not be doing the tiles in the Pioneer Center, saving \$6,600 for lighting.

Library Services Director Bailey proposed to come up with \$22,000 in cuts by deferring part-time positions in Youth Services, two timeslip employees in Adult Services until September, and filling a one-time slip in shelving and one in circulation in May. The savings on that is an additional \$600 for the positions that weren't filled in May and would be filled in June. Mayor Johnson asked about volunteers and what they had done to obtain more. Councilmember Wright wanted to know if the fines go to them, which they do. Councilmember Paul asked about their hours of operation. Councilmember Weller commented on the Library's visioning process.

Deputy Public Works Director Gardes went through the adjustments for Engineering, which included reducing Engineering overtime, travel and training, minor capital, and miscellaneous software. For Protective Inspections limiting overtime to \$2,433 and supplies of \$3,204 as well as inspection training expenditures of \$600. He also noted that the second floor addition could be restructured differently so it could be charged back by governmental buildings which would save \$21,000.

Councilmember Benjamin asked about ambulance billings. Finance Director Mulholland answered the question. Councilmember Weller questioned the cost of the code books. Deputy Public Works Director Gardes stated that they are proprietary and not something they could replace with another source. He also asked about WSU helping with code inspections.

Planning Director Dickinson said he could save \$1,470 in overtime, \$1,300 in travel, \$500 in printing on the "Welcome to College Hill", and \$325 in minor equipment for a total of \$3,595. Councilmember Benjamin asked about putting off the Comprehensive Plan. Planning Director Dickinson said it has already been put off and they really do need to work on that. Councilmember Weller wanted to know if the College Hill or Landlord-Tenant Association could pick up the cost. Planning Director Dickinson said that is something they will look into. Councilmember Wright questioned whether interns could be used for some of the historical preservation projects that they have going. Planning Director Dickinson said they could.

The Councilmembers approved the list with no changes, which was No. 1 on City Supervisor Sherman's list. At the June 5 meeting, we will

have a public hearing on the proposed cuts. No. 2, the medical insurance reduction, they had already approved. No. 3, City Supervisor Sherman had asked for a lift or a suspension for the requirement to put one half of the access earnings into the CIP fund. City Attorney McAloon stated it could be done by ordinance and then we could go back to the original proposal where a quarterly review decides whether to put in or how much to put into the CIP fund. Council agreed that was acceptable. Finance Director Mulholland requested uncommitting some of the funds, which they agreed to. They will leave \$178,000 of funds in the CIP for the fire truck in 2013 and additional \$58,000 and uncommit \$100,000 which will be done by ordinance at the next meeting.

The Council decided that they would move with the next meeting to conduct an in-depth levels of service and priorities process.

**ADJOURNMENT**

Councilmember Wright moved, Councilmember Skaug seconded to adjourn the special meeting of the City Council.

Motion Carried.

Mayor Johnson adjourned the special meeting of the City Council at 9:11 p.m.