

MINUTES OF THE CITY COUNCIL
OF THE CITY OF PULLMAN
AUGUST 14, 2012

Roll Call

A regular meeting of the City Council of the City of Pullman was held on August 14, 2012, at 7:30 p.m. in Council Chambers, City Hall, Pullman, Washington with the following present:

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| Glenn A. Johnson | Mayor |
| Bill Mulholland | Finance Director |
| Francis Benjamin | Councilmember |
| Jeff Hawbaker | 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.

Announcements

There were six announcements.

ORDER OF BUSINESS

Approval of Recommendations of Consent Agenda Items

CONSENT AGENDA

Mayor Johnson reviewed the items on the Consent Agenda with the Council and audience. He stated that items listed on the Consent Agenda are considered to be routine in nature and will be enacted by a single motion of the Council without separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by Council request. Councilmember Wright moved, Councilmember Benjamin seconded to read the Consent Agenda.

Motion Carried.

City Attorney McAloon read the items on the Consent Agenda by title only. Mayor Johnson asked if there were any requests for removal of items from the Consent Agenda from the Council. There were none. Councilmember Benjamin moved, Councilmember Weller seconded to adopt the Consent Agenda as presented.

Motion Carried.

Motions

Minutes - July 31, 2012

1. The Council dispensed with the reading of the minutes of the regular meeting of July 31, 2012, and approved them as submitted.

Accounts Payable, Payroll, and Electronic Transfers - August, 2012

2. The Council approved disbursements represented by accounts payable checks numbered _____ through _____ totaling \$ _____ inclusive, payroll checks numbered _____ through _____ totaling \$ _____ inclusive, and electronic transfers totaling _____ and directed that they be paid upon approval of the Auditing Officer and Audit Committee.

- Football Agree- 3. The Council approved a Football Agreement with
ment with WSU Washington State University Athletics for the 2012
football season.
- Airport Grant 4. The Council approved in advance the acceptance of
an indeterminate grant offer, not to exceed
\$2,920,708 from the U.S. Department of
Transportation, Federal Aviation Administration
through the Airport Improvement Program (AIP) for
the Pullman-Moscow Regional Airport.
- Claim for Dam- 5. The Council referred a Claim for Damages submitted
ages - Sobotka by Mattie Sobotka for an undetermined amount to
the Washington State Transit Insurance Pool
(WSTIP).

Resolutions

- Resolution No. 6. Resolution No. R-47-12
R-47-12 - Holbrook
Waterline
A RESOLUTION ACCEPTING THE BID OF ACE ELLIOTT LAND
FOR HOLBROOK WATERLINE AND DELIVERY OF THE CONTRACT
FOR SAID PROJECT.

Resolution No. R-47-12 was adopted unanimously.

- Resolution No. 7. Resolution No. R-48-12
R-48-12 - Daily
News
A RESOLUTION ACCEPTING THE BID OF THE
MOSCOW-PULLMAN DAILY NEWS FOR LEGAL PUBLICATIONS
AND AUTHORIZING THE DESIGNATION OF THE
MOSCOW-PULLMAN DAILY NEWS AS THE OFFICIAL
NEWSPAPER OF THE CITY OF PULLMAN.

Resolution No. R-48-12 was adopted unanimously.

- Resolution No. 8. Resolution No. R-49-12
R-49-12 - GSI Water
Solutions
A RESOLUTION AUTHORIZING THE EXECUTION OF A
PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY
OF PULLMAN AND GSI WATER SOLUTIONS, INC. FOR THE
PURPOSE OF UPDATING THE CITY'S WELLHEAD PROTECTION
PLAN.

Resolution No. R-49-12 was adopted unanimously.

- Resolution No. 9. Resolution No. R-50-12
R-50-12 - WSU/
Transit Service
A RESOLUTION AUTHORIZING THE EXECUTION OF AN
AGREEMENT BETWEEN THE CITY OF PULLMAN AND
WASHINGTON STATE UNIVERSITY FOR THE PURPOSE OF
PROVIDING PUBLIC TRANSPORTATION SERVICES TO STAFF,
STUDENTS, FACULTY AND RETIREES FOR THE 2012-2013
SCHOOL YEAR.

Resolution No. R-50-12 was adopted unanimously.

REGULAR AGENDA

Ordinance

- Ordinance No. 10. Mayor Johnson announced that an ordinance has been
12-13 - General prepared increasing certain fines. Police Chief
Penalties Jenkins gave a brief overview of why they are
looking at increasing the penalties for civil
infractions, which have not been changed since
1990. City Attorney McAloon mentioned that the

City had exchanged the use of the Council Chambers as a court room by not having filing fees for these violations.

Councilmember Wright wanted to know how many civil infractions were encountered on a yearly basis. Police Chief Jenkins referred to Police Commander Chris Tennant, who said there were approximately 50 in the 1 to 3 category.

Ordinance No. 12-13 by title only reads as follows:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PULLMAN, WHITMAN COUNTY, WASHINGTON, RELATING TO TITLE 1, ADMINISTRATION AND PERSONNEL, AMENDING CHAPTER 1.02, GENERAL PENALTIES, PULLMAN CITY ORDINANCES NOS. 82-6 §3 (1982), 85-30 §1 (1985), 90-2 §2 (1990) AND 90-9 §1 (1990) AND OTHER MATTERS PROPERLY PERTAINING THERETO.

Councilmember Hughes moved, Councilmember Hawbaker seconded to adopt Ordinance No. 12-13. The motion carried unanimously.

Resolutions

Resolution No. 11. Mayor Johnson announced that a resolution has been prepared adopting a consolidated fee schedule for services provided by the Police Department. Police Chief Jenkins went through the department fee schedule and the changes made to better reflect the cost to provide the services. There were no questions.

R-51-12 - Fee
Schedule for Police

Resolution No. R-51-12 by title only reads as follows:

A RESOLUTION ADOPTING A CONSOLIDATED FEE SCHEDULE FOR SERVICES PROVIDED THROUGH PULLMAN POLICE DEPARTMENT; SUPERSEDING RESOLUTION NOS. R-82-96 (1996) (part), R-67-08, R-78-08, R-91-08 (2008) AND R-33-10 (2010).

Councilmember Wright moved, Councilmember Hughes seconded to adopt Resolution No. R-51-12. The motion carried unanimously.

Resolution No. 12. Mayor Johnson announced that a resolution has been prepared adopting a social media policy. Information Systems Manager Bailey presented the staff report and went through his Request for Council Action. Councilmember Hughes wanted to know if there had to be changes, would they have to come to Council to change it. Information Systems Manager Bailey said that the policy was very broad, so it should not happen. Councilmember Weller wanted to know if new media arrived, was it adaptable to unforeseen new media. Information Systems Manager Bailey said possibly, but he might have to come back to Council to have it included.

R-52-12 - Social
Media

Resolution No. R-52-12 by title only reads as follows:

A RESOLUTION RELATING TO CITY DEPARTMENTS AND

SOCIAL MEDIA; ADOPTING A POLICY ENTITLED CITY OF PULLMAN SOCIAL MEDIA USE POLICY.

Councilmember Hughes moved, Councilmember Weller seconded to adopt Resolution No. R-52-12. The motion carried unanimously.

Discussion

- 2012 Budget
13. Mayor Johnson announced that a discussion on balancing the 2012 budget is scheduled. City Supervisor Sherman went through his memo. He noted that on June 5, 2012, a public discussion was held on a motion to adopt proposed cuts in the adopted 2012 budget in the amount of approximately \$414,928. He said that in 2010 City Council adopted three specific goals relating to the strategy to be followed in addressing our budget challenges.
1. Within the scope of budget constraints, make every effort to keep present City employees fully employed during this recessionary period.
 2. Use any year-end savings to maintain a 13 percent General Fund reserve.
 3. Document long-term capital needs and establish a plan to fund priority projects.

He proceeded to examine where we stood in respect to these three adopted goals. We have been able to avoid layoffs. We were not able to maintain a 13 percent reserve and we have to establish a plan to fund priority projects. He listed six questions in relation to employees and he had three questions related to General Fund cash reserves.

He went through revenues of some of the contracts with other entities. He mentioned the interlocal agreement for joint planning between the City of Pullman and Whitman County and the interlocal between the City of Pullman and Whitman County for misdemeanor gross misdemeanor prosecution. He said that Police Chief Jenkins, Officer Chris Engle, and City Attorney McAloon were spearheading that project to review the costs. The interlocal agreement with Whitcom for dispatching, the interlocal agreement with WSU for fire and EMS services, the interlocal agreement for paramedic services with Pullman Regional Hospital, the interlocal agreement with Palouse Fire District No. 4 and with Fire District No. 12, and the interlocal agreement with Pullman School District were mentioned. In the conversation with Paul Sturm, he recommended that a committee be created comprised of two elected officials from the City plus appropriate staff and two elected School Board Members plus appropriate staff. The Committee's responsibility is to review the agreements that exist between the City and the School District. He mentioned the contract with K&L Gates for legal services, the contract with Whitman County Humane Society, and the interlocal agreement for the Pullman-Moscow Regional Airport. He also pointed out the salary and benefit information from

2006 to 2012 as well as information on wage percentage increases for various union and non-union groups were in the material. He addressed the question that Councilmember Benjamin had asked at a previous Council meeting, if the department heads wanted to set a percentage amount for cuts or for the Council to set an amount for each department.

City Supervisor Sherman said that the majority of the department heads that have responded thus far have expressed a preference for the City Council to tell them what amount they want to cut and then allow them to recommend how to achieve the targeted dollars reduction. Another item that the Council at the July 28 meeting asked to explore was other revenue options. City Supervisor Sherman said we looked at resetting the EMS levy and the Metropolitan Park up to \$.50 per thousand as it would generate \$123,313 in revenue. Raising the regular property tax to \$3.60 with voter approval would generate \$889,477 in new revenue. One of the other options touched on in the Neill Public Library's report on levels of services was the option of a Library District levy. Library Director Bailey said that the annexation and the tax rate of .495 per thousand could be levied and turned over to the Whitman County Library District for the operation expense of Neill Public Library. Currently that rate would yield \$660,601, half of their current annual budget. City Supervisor Sherman brought up Finance Director Mulholland and County Assessor Joe Reynold's discussion on creating a Library District and the impact. He said to form a Library District or join one the City's \$.50 Library levy would come out of the \$3.60. He did not feel it was a good idea. For EMS and Metropolitan Park, doing a levy lift would not be a problem.

City Supervisor Sherman brought up the Council's authority to raise utility tax on the water, sewer, stormwater, and solid waste without voter approval. He pointed out to them the report prepared by Finance Director Mulholland showing the effect of the increase which would be a 1 percent increase worth \$543,143 revenue to the General Fund. He also pointed out a memo Mulholland had written on the Airport loan about transferring it from the General Fund to a utility. He also pointed out the spreadsheet that was prepared showing salaries and overtime benefits which had been requested by Councilmember Hawbaker and also the spreadsheet that was prepared showing the amount of return by the various departments over a six-year period.

Mayor Johnson opened the public discussion. The first speaker was Anna Inger who did not want to see any cuts to the Aquatic Center.

Ingrid Johansen thought the Library was essential and there should be not cuts.

Next was Helena Belzer, who enjoyed the pools as well as the lap pool which she thought should be saved and also that Council should consider a

slide.

Muriel Slattan wanted no cuts to the Senior Center because of the services provided to a lot of senior ladies.

Jamie Brush and Isabelle De La Garza were in support of Neill Public Library and wanted it kept at least at current levels or increased.

Colleen MacDonald has children on the swim team and wants to keep the lap pool.

Karen Aberth thanked the Council for all they do and did not want the City to become bankrupt.

Alex Hammond thought that an increase in property taxes would be taken by the citizens as something that needed to be done.

Dave Gibney did not want to see the lap pool eliminated.

Sally Arthurs wanted the lap pool retained.

Steve Bell, Senior Center Supervisor, spoke for a lot of the seniors stating that this was a good part of their lives and they are very active in the Center.

City Supervisor Sherman then started through the questions.

1. Do you want to continue to stay with the 2010 adopted goal in the scope of budgetary constraints to keep every effort to keep present City employees fully employed?

Councilmember Paul said that we should only use layoffs after we consider everything else and as a last resort. Mayor Johnson summarized that the feeling of the Council was to keep everyone employed as long as possible and only cut positions as a last resort.

2. Do you want to defer filling selected positions as they become vacant?

City Supervisor Sherman, in his memo, had stated that the Council had deferred filling some positions at the June 5 Council meeting. The difference in this approach is that vacancies would be permanent unless Council chose to approve the positions at some future date. The City Council will need to approve the filling of future vacancies. Councilmember Skaug thought the action was appropriate. Councilmember Hawbaker and Hughes agreed. Councilmember Benjamin was encouraged by the open review and the cuts would be driven by department heads and Council as needed. Councilmember Wright said that some of the deferred positions would still have to be not filled for the coming year. Mayor Johnson wanted to see the impact of overtime with deferring these positions.

3. Do you want to consider reducing certain positions from full time to part time?

Councilmember Skaug thought that decision should be deferred to department heads, that he didn't feel that he and the Council were really qualified to make that decision. Councilmember Benjamin wanted to know if there are the same restrictions with full time reducing to part time as there were with furloughs. City Supervisor Sherman said no, the furloughs had to be bargained with the appropriate unions. Councilmember Wright was concerned with the impact of overtime.

Councilmember Weller agreed with Councilmember Skaug that it possibly would be better to take two full-time positions and eliminate one position rather than knocking down two to half time because they would probably end up leaving anyway. Mayor Johnson summed it up that the Council wanted department head recommendations rather than the Council making the recommendation on any full-time to part-time change.

4. Mayor Johnson stated that since furloughs had been covered in the previous conversation, they were going to go to the next item.

Councilmember Paul said that his son had experienced furloughs with the City of Seattle and he thought that those should be an option if it came down to having to eliminate positions or putting people on furloughs to reduce costs. That might be an option that the employees might consider.

5. Do you want to consider shifting certain legally eligible positions from the General Fund to other funds and if you do than that should be deferred to the conversation of August 28?

Councilmember Hughes said that we need to make some hard decisions to get to the money. It really comes down to personnel somewhere down the line; that is where the money is. Mayor Johnson interjected that as Finance Director Mulholland had said, 75 percent of our costs are personnel.

6. Rather than adopting any staff reductions or options that would reduce the efficiency of existing General Fund operations, do you want reset the organization by deciding what level of services you are going to provide with adequate staffing levels?

Council was unanimous that they did not want to do that.

1. What level of cash are they comfortable with for year-end 2012?

Councilmember Benjamin wanted to know if loans for other funds would reduce the amount

of cash that we needed. Finance Director Mulholland went through an explanation of why that was not the case. Finance Director Mulholland pointed out to the Council the adopted goal of 13 percent would be totally unrealistic to think we could achieve this year. The 9.8 percent would be achieved with the additional \$500,000 and it was determined that they would leave that as a goal for 2012. What level of General Fund reserve would you like to establish for 2013?

2. Councilmember Benjamin was looking at moving from a 9 to 11 percent range for 2013. City Supervisor Sherman pointed out, we would have to see what the revenue forecast is when presented on October 9, before we can figure where the cash would be.
3. Should we switch the Airport Interfund loan from the General Fund to the Utilities?

Councilmember Hughes thought that we should and the other Councilmembers concurred.

Finance Director Mulholland mentioned that there had been a lot of deferrals on the Capital Improvement Program because of cash. City Supervisor Sherman thought that going forward we could put together, in 2013, a list of CIP projects that we could bundle and go to the voters for approval on.

City Supervisor Sherman then moved on to contracts. City Supervisor Sherman mentioned that something that wasn't on the list was the tax-sharing agreement that they are working on and which will be discussed next week. Mayor Johnson also brought up that City Attorney McAloon, Officer Engle, and Police Chief Jenkins are looking at the interlocal agreement with Whitman County and City of Pullman for misdemeanor and gross misdemeanor prosecution. City Supervisor Sherman also wanted to bring up the discussion he had with Paul Sturm in relation to a joint committee and if they wanted to recommend that a committee be created compressing two elected officials and would they be willing to do that. The Council responded in the affirmative.

City Supervisor Sherman mentioned in relation to salary and benefits for the General Fund that we have no settled contracts, so we need to keep that in mind.

City Supervisor Sherman mentioned that salary overtime and benefits in the budget are about the only area we really have to look at because there is not really that much there with the rest of the budgets.

Councilmember Paul would like recommendations from the department heads. Councilmember Wright wanted to know what the bottom line approach is with the \$500,000 and how was it going to be apportioned among the various departments. City Supervisor Sherman wanted clarification that any

positions that come open that weren't covered in the original deferrals, that they would need Council approval to be filled. Council affirmed that is what they wanted to do.

Councilmember Paul mentioned that from some of his constituents he had heard that they would be willing to pay more for services rather than giving them up. Councilmember Weller mentioned that when he was working for NASA they were also strapped and had a "Pennies for NASA" campaign. He wanted to know if there are any legal constraints from us doing a "Pennies for Pullman". City Attorney said there is no problem with making donations to the City. Mayor Johnson said there are many donation by groups like Friends of the Neill Library and Care to Share and DARE. Most of the donations like the Shirrod Addition have also produced operating grants, \$18,000 in the case of Shirrod, and Lawson Gardens is set up to receive funding for operational costs.

NEW BUSINESS

Mayor Johnson asked if there was any new business from either the Council or audience. There was none.

EXECUTIVE SESSION

At 9:43 p.m., Mayor Johnson announced that the Council would adjourn for a five-minute recess and then conduct an Executive Session for the purpose of:

To discuss the strategy or position to be taken by the City during the course of collective bargaining or grievance proceedings.

The City Council will reconvene in open session at approximately 10:00 p.m. If it becomes necessary to extend the Executive Session, someone will return to announce the time at which the City Council will reconvene.

If any action is to be taken as a result of discussions in the Executive Session, that action will occur at the open public session.

The regular meeting was reconvened at 10:03 p.m.

ADJOURNMENT

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

Motion Carried.

Mayor Johnson adjourned the regular meeting of the City Council at 10:03 p.m.