CITY OF PULLMAN | COUNCIL MEETING | APRIL 12, 2011
COUNCIL CHAMBERS | AGENDA | 7:30 p.m.

City Motto: HIGH Tech, **HIGHER** Education, **HIGHEST** Quality of Life

City Mission Statement: The mission of the City of Pullman is to provide the highest quality of life through essential infrastructure, public safety, recreation, and welcoming growth within the constraints of fiscally responsible government.

The Pullman City Council welcomes you to tonight's meeting. The Council appreciates and encourages public participation. For regular agenda items, an opportunity for public comment is usually provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations will be placed on the time allowed for comments. Citizens wishing to comment on business which is not on the agenda will be provided the opportunity to do so under NEW BUSINESS. If you plan to address the Council, you will find a list of "Tips for Addressing the Council" on the public information table in the City Council Chambers. Thank you for your interest in City government.

A. Roll Call: _____Francis Benjamin _____Barney Waldrop

_____Keith Bloom _____Nathan Weller

_____Jeff Hawbaker _____Pat Wright

_____Bill Paul

B. Announcements

C. Reports

2010 Police Department Annual Report
2010 Fire Department Annual Report

D. Consent Agenda

The items listed under 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 action.

Motions

1. Dispense with the reading of the minutes of the regular meeting of March 29, 2011, and approve them as submitted.

2. A motion to approve Accounts Payable Checks, Payroll Checks, and Electronic Transfers for April, 2011.

3. A motion to accept as complete Contract No. 10-06, Street Crackfill 2010.

4. A motion to set May 3, 2011, as the date for simultaneous public hearings to consider draft amendments to the Pullman Comprehensive Plan and Zoning Code related to a proposed expansion of the City's urban growth area.

Resolutions

5. Resolution No. R-20-11 - A RESOLUTION REJECTING THE BIDS FOR CONTRACT NO. 08-17, WWTP DISINFECTION UPGRADES.

6. Resolution No. R-21-11 - A RESOLUTION SETTING A DATE FOR A PUBLIC HEARING FOR THE ADOPTION OF A SIX-YEAR TRANSIT DEVELOPMENT PLAN FOR 2011-2016 AND 2010 TRANSIT ANNUAL REPORT FOR THE CITY OF PULLMAN.

7. Resolution No. R-22-11 - A RESOLUTION AUTHORIZING THE EXECUTION OF AN ENGINEERING SERVICES AGREEMENT BETWEEN THE CITY OF PULLMAN AND CH2M HILL FOR WWTP SECONDARY PROCESS IMPROVEMENTS SERVICES DURING CONSTRUCTION (SDC).

E. Regular Agenda

Discussions

8. Current Economic Conditions

9. Financial Updates
   a. 2010 Year-End Financial Report
   b. 2011 First-Quarter Financial Summary

10. Joint Comprehensive Emergency Management Plan Discussion

F. New Business

Members of the public may bring items of new business to the attention of the Council under this agenda item. However, we strongly encourage advising the Mayor or City Supervisor of your intention prior to the meeting to ensure the item is properly an item of new business and, if not, if the matter could be addressed in some other manner.

G. Executive Session - Labor Negotiations and Performance Evaluations

H. Tentative Council Agenda for April 19, 2011 - Canceled

Tentative Council Agenda for April 26, 2011 - Special Meeting starting at 6:30 p.m. in the Large Conference Room for goal setting. At 7:30 p.m., the Council will move to the Council Chambers for a WSU Master Plan presentation after which they will move back to the Large Conference Room to complete the goal-setting process.

Tentative Planning Commission Agenda for April 27, 2011
Guy Street Zone Change

Tentative Board of Adjustment Agenda for April 18, 2011
Canceled

THE COUNCIL CHAMBERS ARE ACCESSIBLE TO PERSONS WITH DISABILITIES. PERSONS REQUIRING SPECIAL ACCOMMODATIONS, SHOULD CONTACT THE FINANCE DEPARTMENT BEFORE 5:00 P.M. THE MONDAY PRECEDING THE COUNCIL MEETING. THE FINANCE DEPARTMENT IS LOCATED ON THE FIRST FLOOR OF CITY HALL, 325 SE PARADISE STREET, PULLMAN, WA 99163. TELEPHONE NUMBER 338-3209 or 338-3208, FAX NUMBER 334-2751, ADD NUMBER 7-1-1.

CITY OF PULLMAN
WASHINGTON

260 SE Kamiaken St., Pullman, WA 99163-2664

Police Department
Gary Jenkins, Chief of Police
Police Business (509) 334-0802
Police Fax (509) 332-0829
police@pullman-wa.gov
www.pullman-wa.gov/departments/police

MEMORANDUM

To: Mayor Glenn Johnson and the Pullman City Council

From: Gary Jenkins, Chief of Police

Subject: Police Department Annual Report 2010

Date: April 12, 2011

The Pullman Police Department provides a variety of basic and enhanced public safety services to residents, businesses and visitors on a daily basis. The delivery of these services comes in many forms including emergency response, general patrol and pro-active crime suppression, investigations, traffic and parking enforcement, animal control, code enforcement, dispute mediation, community outreach and education programs, and emergency preparedness. The Pullman Police Department embraces the Community Policing model of active community engagement and cooperation.

The Police Department is staffed by quality men and women who are committed to this community. Every day, the civilian and commissioned members of the Pullman Police Department earn the distinction of 'Pullman's Finest.' The nature of police work often exposes employees to the worst and most dangerous of circumstances. Yet, day in and day out, employees remain committed to doing their best so that others may enjoy a safe community and highest quality of life.

SIGNIFICANT EVENTS

January Residential Burglaries

On January 3rd, Pullman Police investigated a residential burglary and developed a suspect. Further intense investigations by Detectives later uncovered multiple burglaries to include seven burglary locations and 32 separate victims linked to these suspects. Stolen property valued at over $32,000 was documented and over $11,000 worth of property was recovered. This case resulted in a guilty plea by the two suspects to multiple felonies in February.

Stolen Vehicles and Vehicle Prowls

In February the Spokane Police Department recovered a car which was stolen from Pullman. This developed into a three-month investigation encompassing five stolen cars from Pullman and WSUPD jurisdiction, and numerous car prowls throughout the

community. Two suspects were later arrested for these crimes and the case is still pending adjudication.

Summer Commercial Burglaries
During the first week of August, Pullman experienced a string of commercial burglaries and thefts; victims included Ace Hardware, Rite Aid, and the Walmart construction site. Officers set up surveillance in the area and identified a suspect. After serving numerous search warrants an arrest was made. Further investigation identified stolen property totaling more than $100,000 from cases in numerous other jurisdictions including Whitman County SO, Tumwater PD, Kittitas County SO, Mount Vernon PD, Lewis County SO, Bremerton PD, Auburn PD, and Piece County SO. The case culminated in October with a plea agreement resulting in a guilty plea to four felony burglary charges locally. Detective Bill Orsborn received an award from the Construction Industry Crime Prevention Program for his investigative work and leadership in this case.

Home Invasion Armed Robbery
An armed home invasion robbery occurred in the early morning hours of August 10th at a private residence in Pullman. The suspects fled and were later apprehended in Spokane after being identified by the victim as drug related acquaintances. Both men were found guilty of residential burglary.

Dumpster Fires
Between August 13th and August 16th, there were five dumpster fires reported on College Hill. No structures were damaged as a result of the "fully engulfed" dumpsters, but a nearby vehicle was damaged in one instance. No cause of the fires was identified and no suspects were connected to the suspicious fires.

Weapons Offense
During the evening of September 25th, Pullman Police received several reports of "shots fired" in the area of D Street on College Hill. Officer's located seven spent rifle casings in the 1000 Block of D street. There were several parties in the area at the time and considerable foot traffic. No suspects were identified and no property damage or injuries was reported

DUI/Collision in Paradise Creek
On October 10th, a Whitman County Sheriff's Deputy attempted to make a traffic stop which resulted in a high speed pursuit in the city limits of Pullman. The suspect vehicle subsequently crashed into Paradise Creek near Pullman Building Supply. The vehicle was upside down in the creek for several minutes with the driver submerged and trapped inside. With the assistance of numerous Pullman Police and Fire officers, the driver was successfully extracted from the vehicle and survived the incident. The suspect later pled guilty to eluding a police officer and his family sent a thank you letter to the Pullman Police Department for the officers involved in saving his life.

Fall Commercial Burglaries
Multiple commercial office burglaries on the southeast portion of town resulted in a lengthy investigation by the Police Department that included a surveillance of a potential

suspect. An arrest has been made and the case is still pending in the Whitman County Prosecutor's Office.

CITY ORDINANCES

Fireworks

A new fireworks ordinance took effect in April 2006. The Police and Fire departments have been working together to provide both education and enforcement. Below is the result of the enforcement efforts during Fourth of July holiday periods (7 AM June 28 to 7 AM July 6). Overall, even though the total number of police calls for service was up from last year, the July 4th Holiday Weekend was relatively quiet from a police perspective, and the trend of fireworks related calls are still on the decline.

Year	Total police Calls	Total fireworks Calls	Dispositions			
			Unable to locate	Unfounded	Enforcement action taken	Other (warning, etc.)
2003	202	27	17	2	0	8
2004	196	46	28	7	1	10
2005	207	52	26	14	6	7
Fireworks Ordinance Adopted April 2006						
2006	221	47	23	6	8	11
2007	232	28	16	4	1	7
2008	219	32	17	1	5	9
2009	175	29	12	3	1	13
2010	200	24	11	6	1 (3)*	6

**This represents one case, but three individuals cited for illegal possession of fireworks.*

Open Container in Public

In 2007 the City Council adopted an ordinance prohibiting any person to consume any alcohol or have in their possession any opened alcohol containers on any sidewalks, streets or public place within the city or in any vehicle on public streets. This was in response to recognition that alcohol abuse is directly related to community safety issues including assaults, disorderly conduct, and citizen disputes. The first violation results in a fine of no less than $250 and a fine for a second and subsequent violation is no less than $500.

Year	Open Container Infractions Issued
2007	11
2008	21
2009	23
2010	29

Fighting

The "Fighting Ordinance" was adopted by the City Council in April 2008. The ordinance created a civil infraction for causing, involving or engaging in any fight, brawl or other violent or threatening behavior. In addition the ordinance prohibits any act which tends

to create or incite, or in fact creates or incites, either a violent response and/or an immediate breach of peace. First offenders are fined $250; subsequent offenses require a mandatory court appearance and carry a minimum $500 fine and a maximum $1,000 fine.

We utilize a number of variables to measure the impact of our effort to control fighting. Those variables are reported assaults, disorderly conduct incidents, and citizen dispute incidents.

Year	Assault	Disorderly Conduct	Citizen Disputes	Total	*Infractions Issued*
2000	95	96	99	290	NA
2001	97	91	81	277	NA
2002	105	125	86	344	NA
2003	133	165	64	344	NA
2004	115	134	55	303	NA
2005	114	174	68	376	NA
2006	134	203	81	418	NA
2007	134	203	100	437	NA
Fighting Ordinance Adopted April 2008					
2008	115	190	99	404	15
2009	106	146	67	319	13
2010	97	129	122	348	21

Residential Rental & Commercial Business Registration
The ordinances requiring residential rental unit and commercial business registration with the Police Department became effective January 1. Managing these programs has required many additional labor hours from Records and Code Enforcement personnel.

Type of Registration	2010 Registrations
Residential Rental Units	1,121
Commercial Businesses	322

Taxi Licensing
The ordinance requiring taxicab owners and operators to obtain a license from the City was implemented in 2010. Taxicab license applicants are subject to a background investigation and a license can be denied or revoked based upon criteria specified in the ordinance. During 2010, three owner and twenty-three operator licenses were issued; two were denied.

Downtown Free Parking Zone
In September the City Council passed an ordinance authorizing the Chief of Police to waive parking limitations in the downtown free parking zone for special events such as the National Lentil Festive, Crazy Days, and First Down Friday. The provisions of this ordinance have not yet been utilized.

GRANTS

Washington Association of Sheriffs and Police Chiefs (WASPC)
The Police Department applied for, and was awarded, a WASPC Traffic Safety Equipment grant in December, 2010. We received $2,000 to purchase two radar units.

Services Training Officers Prosecutors (STOP)
The Police Department is a sub-grantee of the STOP grant issued to Alternatives to Violence of the Palouse by the Department of Justice, Office of Violence Against Women. During 2010, we received $5,878 in reimbursements for overtime costs associated with the investigation of domestic violence and sexual assaults involving adult female victims.

Department of Justice Drug Task Force
The Police Department is a sub-grantee of a Department of Justice Grant that reimbursed us $28,697 in salary, benefits, and other costs associated with the assignment of a detective to the Quad Cities Drug Task Force.

Washington State Traffic Safety Committee (WSTSC)
The Police Department received $4,173 in 2010 as reimbursement for overtime costs to fund DUI and seat belt emphasis patrols, and for a department trained Drug Recognition Expert (DRE) to conduct under the influence of drugs evaluations.

PERSONNEL

Commissioned Police Officers

Officer Alex Gordon was hired in January to fill a vacant police officer position.

During the first half of 2010 the three officers assigned to College Hill were Officers Brock Germer, Scott Kirk, and Don Heroff. In July, Officers Germer and Kirk rotated back to normal patrol duties and were replaced by Officers Ruben Harris and Chris Engle.

Ted Weatherly retired in June after serving as Pullman's Chief of Police for 30 years. Gary Jenkins was hired as the new Chief of Police and assumed the duties at the end of July. Commander Chris Tennant served as acting Chief during the interim. Chief Jenkins completed the Washington State Criminal Justice Training Commission Equivalency Academy in November.

The following officers earned promotions during 2010:

- Promoted to Senior Police Officer: Doug Anderson, Todd Dow, and Brock Germer
- Promoted to Officer 1st Class: Wade Winegardner
- Promoted to Officer 2nd Class: Chris Engle and Brandon Koe
- Promoted to Officer 3rd Class: Brian Chamberlin, Shane Emerson, and Ryan McNannay
- Promoted to Officer 4th Class: Alex Gordon

Support

Laura Dunning, a 4/5th position Records Specialist, resigned effective July 8, 2010 to pursue other opportunities. That position remained vacant during the remainder of 2010 while two separate recruitments were conducted to locate and hire a replacement.

Sally Tomasino and Emily Brashear successfully completed their one-year probationary periods as Records Specialists I in September & October, respectively.

Training

Commissioned officers are required to obtain a minimum of twenty-four hours of in-service training per year. The total number of in-service training hours received by the 28 commissioned Pullman officers in 2010 was 3,385; 720 of those hours are attributed to Officer Gordon attending the police academy. The remaining training hours reflect an average of 95 hours of in-service training per officer. Support staff received a total of 151 in-service training during 2010 for an average of 11.5 hours for each of the 13 support staff personnel.

RESERVE OFFICER PROGRAM

Three applicants were selected to attend the Whitman County Reserve Officer Academy that began in October, 2010. One of the applicants has since dropped out. Derek Lambert and Dennis Pratt remain in the academy and are scheduled to graduate in May, 2011. The Reserve Officer program was implemented at no cost to the City; all costs are borne by the applicants.

ACTIVITY

Calls for Service

Police calls for service include officer-initiated calls with the exception of routine traffic activity and miscellaneous citizen contacts. Listed below are the total and most frequent calls for service for 2005 through 2010.

Calls for Service	2005	2006	2007	2008	2009	2010
TOTAL Calls for Service	10,034	10,731	10,443	10,626	10,309	10,805
Disturbance/Disorderly/Dispute	752	887	689	879	787	817
Airport Security	NA	275	366	363	518	739
Noise Complaint	811	878	786	804	654	684
Animal Related	690	764	697	648	840	683
Suspicious Persons/Circumstances	470	527	477	482	451	530
Alcohol/Intoxicated Related	642	561	501	549	584	463
Parking Problems	558	541	450	552	434	446
Traffic Collisions	540	479	509	541	467	437
Malicious Mischief	311	337	361	289	272	363

Investigations, Arrests, Citations, and Infractions

Activity	2005	2006	2007	2008	2009	2010
Officer Case Reports	2,202	1,973	2,544	2,114	2,118	2,001
Physical Custody Arrests	756	581	720	802	725	691
Criminal Citations	333	304	283	549	368	283
Cases Submitted to Prosecutor	527	408	456	346	335	352
City Code Violation Investigations	52	46	88	139	170	164
Notices of Infractions	730	687	740	773	1,280	1,023
Traffic Warnings	3,299	3,117	3,395	3,197	6,576	5,645

Quad Cities Drug Task Force (QCDTF)

The agencies participating in the Quad Cities Drug Task Force are Pullman PD, Colfax PD, Clarkston PD, Whitman County SO, Moscow PD, Lewiston PD, and Latah County SO.

QCDTF cases in Pullman during 2010 resulted in 28 arrests for drug and narcotics violations. The Task Force opened 127 cases and closed 109 cases. There were 37 cases that resulted in 1 arrest each, 31 cases that resulted in more than 1 arrest each, and 2 cases that resulted in 6 and 7 arrests each; those 2 cases occurred in Pullman.

Types of Cases Investigated	Cases in 2010
Marijuana Delivery/Possession	36
Methamphetamine Delivery/Possession	44
Prescription Diversion	21
Marijuana Grow	8
Cocaine Delivery/Possession	4
MDMA Delivery/Possession	3
Heroin Delivery/Possession	3
Methamphetamine Labs	3
LSD	2
Steroids	1

Drugs Seized	Amount
Marijuana	7,983.36 g (17.6 lbs)
Methamphetamine	2,363.5 g (5.2 lbs)
Cocaine	38 g
Prescription Drugs	946 units
MDMA	265 units
Marijuana Plants	315 plants
Heroin	0 g

Parking Enforcement

Parking Enforcement	2008	2009	2010
Notices of infractions issued	5,493	5,613	4,792
Overtime downtown	1,441	2,152	1,846
Excluding downtown & College Hill	1,217	811	593
3 AM to 6 AM	305	401	468
168 hour incidents	145	74	42
Chain parking downtown	23	24	41
Fire lane violations	39	12	11
168 hour impounds	24	19	6
Private property junk vehicles	3	11	2
Public property junk vehicles	0	0	0
Wheel locks	3	0	0
Hearings			
Mitigation hearings	136	141	87
Contested hearings	73	66	63
Total Hearings	211	237	148
Parking Permits Sold			
Residential	151	150	210
Downtown	93	88	81
Revenue			
Infraction	$129,700	$111,900	$90,735
Permit	$6,535	$6,351	$6,783
Total Parking Revenue	$136,235	$118,251	$97,518

Prescription Drug Collection Program

A prescription drug drop box was installed in the Police Department lobby in June. The prescription drug collection program is funded by a Washington State Attorney General Prescription Drug Abuse Grant negotiated by Sigrid Gauger of Palouse River Counseling and is part of the Whitman County Prescription and Over-the-Counter Drug Disposal Plan. The amount of prescription drugs collected and destroyed from June through December was 30.98 pounds.

Emergency Management

The City is required to develop and maintain a Comprehensive Emergency Management Plan (CEMP). The Chief of Police is the City's Disaster Emergency Coordinator whose responsibilities include review and update of the Comprehensive Emergency Management Plan. The CEMP must be updated at least every four years for review by the Washington State Emergency Management Division. The 2009 update that was submitted to the State was returned in August 2010 with revision requirements. We are currently working on updates to the CEMP to meet State and

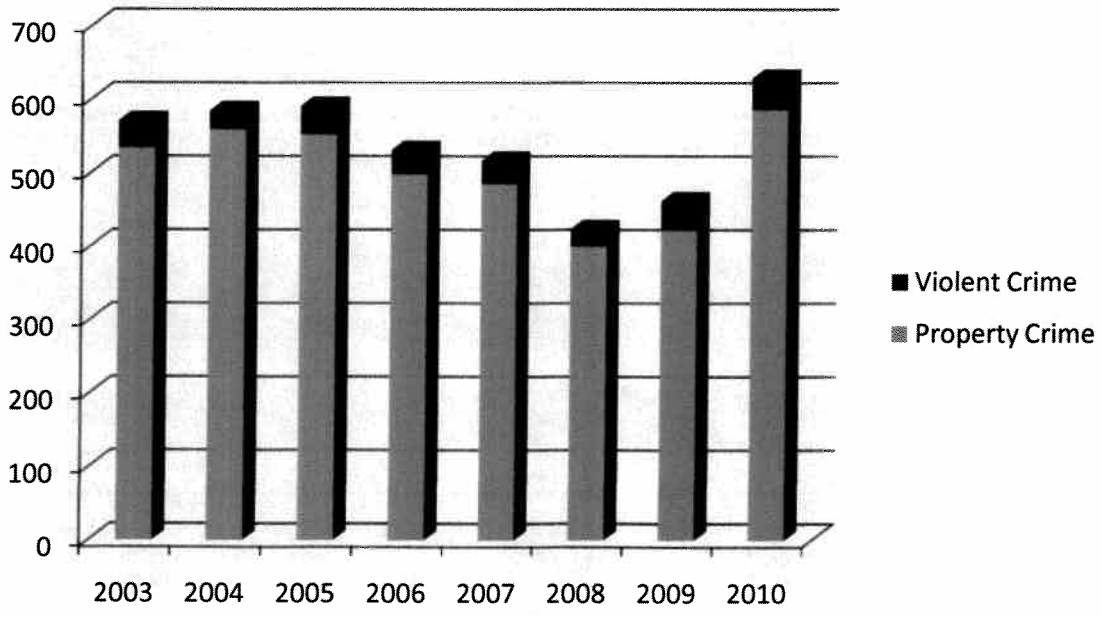
Federal requirements and exploring the possibility of creating a joint CEMP with Whitman County and Washington State University.

A table-top emergency exercise was conducted at the Pullman-Moscow Regional Airport in August. A county-wide emergency management functional exercise was conducted in October involving law enforcement, fire and EMS, and the health care community.

CRIME STATISTICS

Part 1 Crimes	**2003**	**2004**	**2005**	**2006**	**2007**	**2008**	**2009**	**2010**
Murder	0	0	2	0	0	0	0	0
Forcible Rape	16	9	13	9	10	5	7	10
Robbery	4	5	3	3	5	2	2	9
Aggravated Assault	16	11	20	20	16	16	30	23
TOTAL Violent Crime	**36**	**25**	**38**	**32**	**31**	**23**	**39**	**42**
Burlgary	111	98	102	96	131	114	91	189
Larceny/Theft	407	415	431	384	339	275	315	380
Auto Theft	14	32	16	15	10	10	14	16
Arson	2	14	3	3	5	1	2	1
TOTAL Property Crime	**534**	**559**	**552**	**498**	**485**	**400**	**422**	**586**

Part 1 Crimes



POLICE ADVISORY COMMITTEE

Since its formation in 1992, the Pullman Police Advisory Committee has met regularly to represent and communicate the public safety concerns of the Pullman community to the Chief of Police. The Police Advisory Committee is an important resource to the Chief. The Committee constantly strives to find new and better ways to connect with, and represent, their constituencies and to provide education about policing issues in the City of Pullman.

Committee Membership

Constituency	Primary Member	Alternate Member
College Hill	Barbara Hammond	KNona Liddle
Military Hill	Marcus Crossler	None
Pioneer Hill	Richard Hume	Greg Wilson **
Business Community	Mike Lowery	Al Sorensen
Multicultural Community	Kim Barrett	DaVina Hoyt
WSU Faculty/Staff	Arlene Parkay *	Zach Hays
ASWSU	Josh Meyer	Riley Myklebust
Pullman School District	Dan Hornfelt	None
Pullman High School Parent	Bill Hawbaker	None
Pullman High School Student	Daniel Hawbaker	None
Lincoln Middle School Parent	None	None

* *Committee Chair*
** *Committee Vice-chair*

Committee Meetings

In 2010, the Pullman Police Advisory Committee met on the following dates:

- Monday, January 11, 2010
- Monday, February 8, 2010
- Monday, March 8, 2010
- Monday, April 12, 2010 (Joint meeting with WSU Police Advisory Board)
- Monday, May10, 2010
- Monday, June 14, 2010
- No meeting in July
- Monday, August 9, 2010
- Monday, September13, 2010
- Monday, October 11, 2010 (Joint meeting with WSU Police Advisory Board)
- Monday, November 8, 2010
- Monday, December 13, 2010

At the 2010 meetings, the Committee discussed many topics, including the following of special concern to Pullman citizens:

- Taxicab Ordinance
  - The Committee drafted a recommendation for consideration by the City Council regarding a city ordinance for the licensing of taxicab operators, including provisions for the display of the license and fares, background checks on drivers, and vehicle safety inspections. The ordinance was passed and is currently active.
- Pullman Chief of Police search
- Launch of NIXLE
- Issues regarding the impact of mixing energy drinks and alcohol
- Police response to incidents during Mom's Weekend
- Washington's new cell phone laws
- Responsibilities of Pullman Police College Hill beat officers
- Animal noise issues
- College Hill shooting incident
- Pullman Police Department web page updates
- WSU Police Advisory Board Face-to-Face public forums
- Pullman Police Reserve Officer program
- Bicycle/skateboard/pedestrian safety issues
- Rental property registration and emergency notification procedures
- Traffic concerns around the new Walmart
- Creation of Pullman Police Advisory Committee Mission, Guidelines and Committee Procedures document
- Procedures for handling graffiti around Pullman

2010 Lentil Festival

For the past four years, the Committee has sponsored an information booth at the annual Lentil Festival. This provides the Committee with an opportunity to be more visible to members of the community; to solicit citizen comments, suggestions and concerns; and to provide educational materials of interest to Pullman citizens. In 2009 and 2010, the Committee joined with the Washington State University Police Advisory Board at the Lentil Festival community fair. Questions and suggestions received at the Lentil Festival were addressed on the Committee's web site and/or by email.

Committee Service

Committee members served on several interview and oral review boards during 2010, including the interview panel for the Chief of Police search, the oral board for a new School Resource Officer, and an oral board for a Detective assignment selection.

Special Recognition
During 2010, the Committee held a special recognition for the following people:

- Committee members contributed to a fund for a gift and cake, which were presented to retiring Chief of Police William T. Weatherly upon his retirement. Chief Weatherly has served the City of Pullman as Chief of Police for over 30 years.

- The Committee presented a certificate of appreciation to Karen Kiessling for her 18 years of service to the Committee. As a founding member of the Committee, Ms. Kiessling has represented several constituencies during her tenure and has been an exemplary committee member.

2010 Fire Department Annual Report

Prepared By: Mike Heston, Operations Officer

Overview

2010 was once again a restricted budget year. The department's priority was to maintain daily operations and services with limited staffing resources. One firefighter vacancy, shift adjustments, injuries and an incessant cold and flu season combined with limited staffing levels created overtime challenges for the department and its budget. Maintaining minimum staffing consumed 57% of the overtime budget with sick leave and injury as the most common causes. Emergency calls for service contributed 26% to the overtime.

Total calls for service of 2697 were down about 300 calls from the previous year. Multiple and continuous back-to-back calls continue to challenge the department in the provision of essential services with limited staffing.

The department received two grants in 2010. The first was a $5000 grant from the Fireman's Fund Insurance through the participation of the local Denny's restaurant for a thermal imaging camera. The other was a $152,000 FEMA Assistance to Firefighter's grant for a vehicle exhaust system for both stations and an air compressor system for station 1 to fill Self Contained Breathing Apparatus (SCBA) bottles. Both systems will be installed in 2011.

Emergency Medical Services

The department had 2218 medical responses which totaled 75% of the total calls for service. This was the same level as 2009. The department transported 65% of the time with 80% of the responses were dispatched as Advanced Life Support. The percentage breakdowns for medical responses were as follows: NE quadrant – 25%, SE quadrant – 18%, NW quadrant – 17%, WSU campus – 15%, SW quadrant – 10%, Pullman Regional Hospital transports – 6%, Palouse – 5%, and WCFD 12 – 4%.

Fire Suppression

The department responded to 679 fire calls for service which was down from the previous year. Of the 679 calls, 88 involved smoke and/or fire conditions for an estimated fire loss of $636,175. Eighty-one calls were to hazardous conditions and 510 calls resulted in non-emergent fire situations (e.g., false fire alarms, system malfunctions, accidental/unintentional activations, malicious alarms or good intent and service calls). The percentage breakdowns for fire responses were as follows: NE quadrant - 44%, WSU campus – 26%, SE quadrant – 15%, NW quadrant – 11%, and SW quadrant – 4 %.

Fire Prevention

In 2010 the Prevention Office activities mirrored the economy with only 10 site plans and 14 building plan reviews for the year. There were 369 general business inspections and 28 installation inspections consisting of 18 automatic fire sprinkler systems, 4 fire alarm systems and 6 kitchen hood systems for the year. Fire permits increase slightly to 34 and generated $3,360 in total revenue for the year.

Public Education

The department conducted 21 First Aid/CPR and 10 basic CPR classes in 2010. The use of an automatic electronic defibrillator (AED) was also taught in several of these classes improving the skill level of 213 citizens. The department continued to provide public education through tours at the fire station, fire extinguisher classes, fire alarm drills and safety talks at the sororities and fraternities and the residence halls at Washington State University. The department participated in the community activities of National Emergency Medical Services Week, 4th of July Celebration, Lentil Festival, Fire Prevention Week, Holiday tree lighting, and the Parks and Recreation annual Egg Hunt and the Halloween party.

Training

The past year has been an exciting adventure for the training division. Locally the department increased the total number of training hours to the highest it has been in the past 3 years. Combining the state of the economy with the importance of valuable outside training, the department was economical in its efforts to access outside talent. The addition of six new members to the department was finalized in July with a high intensity course held at the state fire academy. Utilizing department instructors to offset costs, those in attendance withstood the '*trial by fire*' training that commenced for 3 days. After becoming a recognized Training Site by the American Heart Association, for the first time ever the department held and trained all of the Paramedics in Advance Cardiac Life Support. The benefit of not having to hire outside instructors was immediately seen. In the Fall the EMS Cadre delivered a First Responder course that provided instruction to the newest members as well as 4 other agencies in Whitman County. Training within the department will continue to explore various opportunities in order to accomplish departmental goals. Furthering the sharing of resources between neighboring departments as well as mutual training sessions is of benefit to all communities and will be explored even further in 2011.

MINUTES OF THE CITY COUNCIL
OF THE CITY OF PULLMAN
MARCH 29, 2011

Roll Call

A regular meeting of the City Council of the City of Pullman was held on March 29, 2011, at 7:30 p.m. in Council Chambers, City Hall, Pullman, Washington with the following present:

Glenn A. Johnson	Mayor
William F. Mulholland	Finance Director
Francis Benjamin	Councilmember
Bill Paul	Councilmember
Barney Waldrop	Councilmember
Nathan Weller	Councilmember

Call to Order

Mayor Johnson called the regular meeting to order at 7:30 p.m. Councilmember Paul moved, Councilmember Benjamin seconded to excuse Councilmembers Bloom, Hawbaker, and Wright from the meeting.

Motion Carried.

Announcements

Mayor Johnson made four announcements and Councilmember Weller made one announcement.

Confirmation of Appointments

Mayor Johnson announced that he had appointed Vicki Leeper to a term on the Arts Commission expiring December 31, 2013.

Councilmember Waldrop moved, Councilmember Benjamin seconded to confirm this appointment. The motion carried unanimously.

Mayor Johnson announced he had appointed John Anderson, Tom Handy, and Anita Hornback to terms on the Historic Preservation Commission expiring December 31, 2014. Robert R. McCoy and Allison Munch-Rotolo to terms on the Historic Preservation Commission expiring December 31, 2013. Matthew J. Root and Ned Warnich to terms on the Historic Preservation Commission expiring December 31, 2012.

Councilmember Paul moved, Councilmember Weller seconded to confirm these appointments. The motion carried unanimously.

Report

Public Works 2010 Annual Report

Mayor Johnson announced that the Public Works 2010 Annual Report was the next item of business. Public Works Director Workman went through his report highlighting several areas. Transit had a total ridership on the fixed routes of 1,420,148 which was an increase of 87,970 or 6.6 percent from 2009. Dial-A-Ride decreased a total of 230 to 16,310 or 1.4 decrease. He notated that water operations had pumped 834,684,000 gallons in 2010 and in 2009 they pumped 894,000,000 gallons. He attributed the reduced pumping to the weather; 2010 was a little wetter than the previous years so not as much irrigation was used. The other contributing factor was conservation efforts pushed by the City to change to water-saving toilets. He also emphasized the discharge permit violation and indicated that disinfection upgrades planned for this year will definitely help reduce some of the DCBM violations.

Councilmember Waldrop thanked the Public Works Department with keeping the streets cleared during this past winter. He mentioned he had recently been in both Spokane and Missoula whose streets were just loaded with potholes, something that we don't have here. He also wanted clarification of Mark's report. There is an indication of 20 housing complaints and he wanted to know what that involved. Public Works Director Workman indicated that they were building code violations reported by the renters.

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 Benjamin moved, Councilmember Paul seconded to read the items on the Consent Agenda by title only.

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. There were none. Councilmember Waldrop moved, Councilmember Benjamin seconded to adopt the Consent Agenda as presented.

Motion Carried.

Motions

Minutes - February 23, 2011	1.	The Council dispensed with the reading of the minutes of the special meeting of February 23, 2011, and approved them as submitted.
Minutes - March 1, 2011	2.	The Council dispensed with the reading of the minutes of the regular meeting of March 1, 2011, and approved them as submitted.
Minutes - March 3, 2011	3.	The Council dispensed with the reading of the minutes of the special meeting of March 12, 2011, and approved them as submitted.
Claim for Damages - Blevins	4.	The Council referred a Claim for Damages submitted by Diana Blevins for an undetermined amount to the Washington Cities Insurance Authority (WCIA).
Claim for Damages - Fendley	5.	The Council referred a Claim for Damages submitted by Patrick Fendley for the sum of $2,000 to the Washington Cities Insurance Authority (WCIA).
Claim for Damages - State Farm for Katherine Garcia	6.	The Council referred a Claim for Damages submitted by State Farm for Katherine Garcia for the sum of $22,999.12 to the Washington Cities Insurance Authority (WCIA).
Claim for Damages - Keeton	7.	The Council referred a Claim for Damages submitted by Angela Keeton for an undetermined amount to the Washington Cities Insurance Authority (WCIA).
Agreement with WSU to Submit a Grant	8.	The Council authorized an agreement with Washington State University to participate as a sub-grantee in a grant application with the U.S. Department of Justice, Office on Violence Against Women.
Smart Policing Initiative Application	9.	The Council authorized an application for a "Smart Policing Initiative" grant with the U.S. Department of Justice, Bureau of Justice Assistance for crime analysis, statistics, and performance measures.

Transit Break Facility Complete

10. The Council accepted as complete Contract No. 10-08, Transit Break Facility.

Agreement with Beasley Real Estate

11. The Council authorized an agreement with Beasley Real Estate Company for the purpose of stationing City personnel at Beasley's "Home Sweet Home" Spring Workshop.

Resolutions

Resolution No. R-15-11 - Motorola as a Sole Source Provider

12. Resolution No. R-15-11

A RESOLUTION DESIGNATING MOTOROLA, INC. AS A SOLE SOURCE SUPPLIER FOR MOBILE TWO-WAY RADIOS FOR THE CITY OF PULLMAN.

Resolution No. R-15-11 was adopted unanimously.

Resolution No. R-16-11 - Radio Equipment Purchase

13. Resolution No. R-16-11

A RESOLUTION AUTHORIZING THE EXECUTION OF A MUNICIPAL EQUIPMENT LEASE-PURCHASE AGREEMENT BETWEEN THE CITY OF PULLMAN AND MOTOROLA SOLUTIONS, INC. FOR THE PURPOSE OF SECURING RADIO EQUIPMENT FOR PULLMAN POLICE AND FIRE DEPARTMENTS.

Resolution No. R-16-11 was adopted unanimously.

Resolution No. R-17-11 - Manhole Rehabilitation

14. Resolution No. R-17-11

A RESOLUTION ACCEPTING THE BID OF SUN COAST ENVIRONMENTAL NW, INC. FOR THE MANHOLE REHABILITATION 2011 PROJECT AND AUTHORIZING EXECUTION AND DELIVERY OF THE CONTRACT FOR SAID PROJECT.

Resolution No. R-17-11 was adopted unanimously.

Resolution No. R-18-11 - WWTP Head End Study

15. Resolution No. R-18-11

A RESOLUTION AUTHORIZING THE EXECUTION OF AN ENGINEERING SERVICES AGREEMENT BETWEEN THE CITY OF PULLMAN AND CH2M HILL FOR THE PURPOSE OF DEVELOPING THE WWTP HEAD END STUDY.

Resolution No. R-18-11 was adopted unanimously.

Resolution No. R-19-11 - Microwave Radio System Design

16. Resolution No. R-19-11

A RESOLUTION ACCEPTING THE BID OF FIRST STEP INTERNET, LLC FOR THE MICROWAVE RADIO SYSTEM DESIGN AND INSTALLATION PROJECT AND AUTHORIZING

EXECUTION AND DELIVERY OF THE CONTRACT FOR SAID PROJECT.

Resolution No. R-19-11 was adopted unanimously.

Ordinance

Ordinance No. 11-6 - Albion Road

17. Ordinance No. 11-6

AN ORDINANCE RENAMING PULLMAN-ALBION ROAD WITHIN THE CITY OF PULLMAN AS ALBION DRIVE.

Ordinance No. 11-6 was adopted unanimously.

REGULAR AGENDA

Discussions

Bishop Boulevard Presentation

18. Mayor Johnson announced that a discussion is scheduled on Bishop Boulevard. Public Works Director Workman talked about the project briefly and then turned it over to Ron Pace with Taylor Engineering. He presented a PowerPoint presentation on various segments and stretches of Bishop Road and the expansion to two lanes in each direction with median and sidewalks which will fill up virtually the whole 88 foot easement right-of-way. In the report it was mentioned that small slivers of land would have to be purchased for the easement or they could avoid this by putting up retaining walls. Councilmember Weller also wanted to make certain that sidewalks were planned for the south side which gets pretty muddy during the winter.

Councilmember Paul wanted to know if there were any restrictions for people riding bikes on the 6-foot sidewalk. Public Works Director Workman indicated all he was aware of were the restrictions on riding on sidewalks downtown. Councilmember Paul indicated maybe a portion of the sidewalk could be dedicated to bicyclists. Public Works Director Workman did not seem to think there was problem due to the fact there is not a whole lot of walkers in that area to begin with.

Pullman-Moscow Regional Airport Presentation

19. Mayor Johnson announced that a discussion is scheduled on the Pullman-Moscow Airport. Airport Manager Parish gave an airport update. He indicated that the Pullman population from 2000 to 2010 had increased by 20.8 percent. The Pullman-Moscow Regional Airport enplanements had a solid decrease from 2000 to 2004 of 37.1

percent, but from 2004 to 2007 a decrease of 68.8 percent and since 2007 they have had a compound annual growth rate of 14 percent. He indicated the long-term plans were replacement of runway, terminal improvements, and new ARFF facilities which are Aircraft, Rescue, Firefighting facilities. He indicated they do have a new ARFF Firefighting vehicle that they received this week. Also they need new aircraft rescue firefighting facilities. The Runway Project Master Plan should be completed by the end of 2011, an environmental assessment from 2011 to 2013, design from 2014 to 2015, and construction from 2015 to 2016. The runway project has been approved for 7,100 feet with plans for 8,000 feet, and all-weather landing and lighting systems. Long-term plans include terminal improvements to the terminal, which was built twenty years ago and they are running out of room. As for airport all-weather reliability, changes to the landing system coming up will enable flights to land in weather with ceilings below 200 feet and visibility of a half-mile which will greatly improve the number of landings that will not have to be canceled.

Councilmember Waldrop wanted to know how early somebody needed to arrive at the airport. Airport Manager Parish indicated, unlike a lot of the other airports, if you have your boarding pass and carry-on you need to be there at least a half-hour ahead of time and if you have bags to check or need a boarding pass then at least a little over an hour to take care of that. He also indicated that the daily parking was only $4.00 a day which is almost half what Spokane charges.

2011 Property Tax

20. Mayor Johnson announced that a discussion is scheduled on 2011 Property Tax. Finance Director Mulholland went through his statistical information charts and graphs. Councilmember Benjamin wanted to know which of the levies were voter approved. The voter approved ones for the City are the G.O. Bond, EMS Levy, and the Metropolitan Park Levy as well as the General City Tax Levy. He also indicated that all the levies are below the maximum we could have. The rate for 2011 is at $2.9106 for the General Levy and that can go up to $3.60. Metropolitan Park and EMS Levy were initially approved for $.50 and they are both at $.4044. School Districts, of course, are voter approved and the Port and Hospital were initially approved, but there has

been no update or mandate that they be periodically reviewed.

Second Goal Setting Retreat

21. Mayor Johnson announced that a discussion is scheduled on the second Goal-Setting Retreat. City Supervisor Sherman proposed April 26 as the date. He also wanted to expand the special session to include a presentation that Bobbie Ryder, WSU Capital Planning & Development, had requested.

NEW BUSINESS

Mayor Johnson announced that since the Transit contract was settled on Sunday they had the labor contract between the City and Amalgamated Transit Union Local 1015 for 2011. Staff recommended to approve the contract. The Mayor requested a motion. Councilmember Weller moved, Councilmember Waldrop seconded. There was no discussion and Councilmember Weller voted aye and Councilmembers Benjamin, Waldrop, and Paul voting nay. The contract was not approved.

Jo Mark wanted to ask some questions about the Bishop project. Public Works Director Workman answered part of her questions and held over until after the meeting to complete the rest of the conversation.

ADJOURNMENT

Councilmember Benjamin moved, Councilmember Paul seconded to adjourn the regular meeting of the City Council.

Motion Carried.

Mayor Johnson adjourned the regular meeting of the City Council at 8:54 p.m.

_____
Mayor

ATTEST:

_____
Finance Director

REQUEST FOR COUNCIL ACTION

For Meeting of: April 12, 2011

ACTION REQUESTED

Motion approving disbursements represented by accounts payable checks numbered _____ through _____ totaling $_____ inclusive, payroll checks numbered _____ through _____ totaling $_____ inclusive, and electronic transfers totaling $_____ and direct that they be paid upon approval of the Auditing Officer and Audit Committee.

BACKGROUND

Motion will approve payment of claims, wages, and transfers for April, 2011.

RECOMMENDATION

Passage of the motion.

FISCAL IMPACT

$_____ Budgeted Expenditures

_____
BARS Code Number

SUBMITTED BY

William F. Mulholland
Name

Finance Director
Title

Finance
Department

ATTACHMENTS FOR COUNCIL REVIEW/ACTION

1. None

REVIEWED BY

	Initial	Date
Department Head	MJM	4/7/11
City Supervisor	MJM FOR JS	4/8/11
City Attorney (As To Form)	maj	4-7-11

3. A motion to accept as complete Contract No. 10-06, Street Crackfill 2010.

NOTES:

REQUEST FOR COUNCIL ACTION

For Meeting of: 04/12/11

ACTION REQUESTED:

Accept the Street Crackfill 2010 contract as complete.

BACKGROUND:

The scope of contract 10-06, Street Crackfill 2010, provided for crackfilling various streets as an annual maintenance project. The streets included in this project were:

1. Upper Drive from Lybecker Road to Juniper Way
2. Nicole Court from Golden Hills Drive to both ends
3. Casey Court from Golden Hills Drive to East Cul-de-sac
4. Terre View Drive from North Grand Avenue to Hopkins Court
5. Terre View Drive from Dillon Street to Ridge Line
6. Ridge Line from Terre View Drive to Robert Street
7. Robert Street from Turner Drive to Terre View Drive

The contractor for this project was BCV, Inc. and all work was completed in substantial conformance with the contract documents. The final contract amount was $18,330.24 for a total of 38,188 lineal feet of crackfill applied. Funding for this project was from the Street Fund.

RECOMMENDATION:

By motion, accept contract 10-06, Street Crackfill 2010, as complete.

FISCAL IMPACT:

$18,330.24

105.4300.542.30.48.00

BARS Code Number

SUBMITTED BY:

Name Mark Workman
Title Public Works Director
Dept. Public Works

ATTACHMENTS FOR COUNCIL REVIEW/ACTION:

REVIEWED BY:

	Initial	Date
Department Head	MW	3/28/11
City Supervisor	for JS	4/8/11
City Attorney (As to Form)	maj	3-28-11

S.R. #027

4. A motion to set May 3, 2011, as the date for simultaneous public hearings to consider draft amendments to the Pullman Comprehensive Plan and Zoning Code related to a proposed expansion of the City's urban growth area.

NOTES:

REQUEST FOR COUNCIL ACTION

For Meeting of : 4/12/11

ACTION REQUESTED:

Set a date by motion for simultaneous public hearings to consider draft amendments to the Pullman Comprehensive Plan and Zoning Code related to a proposed expansion of the city's urban growth area.

BACKGROUND:

At the direction of the City Council, planning staff has been working with the Planning Commission recently to reevaluate the city's urban growth area for the purpose of providing an adequate supply of land for future development in this community. The urban growth area (UGA) is defined as the property, both inside and outside the city limits, into which the community expects to grow over a certain time frame.

On March 23, 2011, the Planning Commission conducted simultaneous public hearings to consider proposed revisions to the Comprehensive Plan and Zoning Code regarding this matter. The proposal, as presented to the Commission at the hearings, was to expand the city's existing 7,850-acre UGA by about 6,755 acres around the periphery of the city to accommodate urban growth to the year 2060. The proposal involves amendments to the Land Use Plan Map and text of the Comprehensive Plan, and modifications to the Official Prezone Map established by the Zoning Code. After receiving public comment at the hearings, the Commission made minor adjustments to the proposal, and unanimously recommended approval of the Comprehensive Plan and Zoning Code amendments as adjusted.

For matters involving changes to prezone designations, state law requires that the City Council hold two public hearings at least 30 days apart. Planning staff suggests that the first of these sets of hearings be conducted on May 3, 2011.

RECOMMENDATION:

By motion, set the date for simultaneous public hearings on this matter for May 3, 2011.

FISCAL IMPACT: $_____

BARS Code Number

SUBMITTED BY:

Name Pete Dickinson PD

Title Planning Director

Dept. Planning

ATTACHMENTS FOR COUNCIL REVIEW/ACTION:

REVIEWED BY:	Initial	Date
Department Head	PD	4/7/11
City Supervisor	for JS	4/8/11
City Attorney (As to Form)	maj	4-7-11

S.R. #31

5. RESOLUTION NO. R-20-11

A RESOLUTION REJECTING THE BIDS FOR CONTRACT NO. 08-17, WWTP DISINFECTION UPGRADES.

NOTES: