CITY OF PULLMAN | COUNCIL MEETING | APRIL 24, 2012
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 _____Derrick Skaug

_____Jeff Hawbaker _____Nathan Weller

_____Fritz Hughes _____Pat Wright

_____Bill Paul

B. Announcements

C. Reports

Architecture Students Project on Davis Way
Public Works 2011 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 April 10, 2012, and approve them as submitted.

2. A motion to refer a Claim for Damages submitted by Evan Oliver for the sum of $200.00 to the Washington Cities Insurance Authority (WCIA).

Resolutions

3. Resolution No. R-24-12 - A RESOLUTION DECLARING CERTAIN EQUIPMENT AND TOOLS TO BE EXCESS AND SURPLUS PROPERTY AND AUTHORIZING THE SALE THEREOF.

4. Resolution No. R-25-12 - A RESOLUTION SETTING A DATE FOR A PUBLIC HEARING TO CONSIDER AND TAKE ACTION ON ROUTE CHANGES FOR SUMMER 2012 PULLMAN TRANSIT SERVICE.

E. Regular Agenda

Public Hearing

5. Pullman 2020

Discussions

6. Current Economic Conditions

7. First-Quarter Financial Summary

8. City Council Board and Commission Assignments

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

H. Tentative Council Agenda for May 1, 2012 - Canceled

Tentative Council Agenda for May 8, 2012
Public Hearing - Transit Summer Rate Changes

Tentative Planning Commission Agenda for May 23, 2012

No business scheduled at this time.

Tentative Board of Adjustment Agenda for May 21, 2012

Garage Setback Variance (825 High Street)

Election of Officers

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.

DEPARTMENT OF PUBLIC WORKS

2011 Annual Report

I. OVERVIEW

In 2011 the Public Works Department prepared 100 City Council agenda items and staff attended several meetings related to the Palouse Basin Aquifer Committee (PBAC), as well as continued to track the Total Maximum Daily Load (TMDL) development process for the South Fork of the Palouse River.

II. DIVISIONAL ACTIVITIES

A. Engineering Division

In 2011 engineering services were provided for the construction of the following major projects:

Project:	Valuation:
Grand Avenue Widening – Nye to Ritchie	$ 1,301,025.62
ERD Expansion	$ 966,753.48
Accelerated Street Resurfacing 2011	$ 792,351.10
Tank 9 Painting	$ 206,437.00
Central Business District Lighting Upgrades	$ 128,550.17
Pioneer Center/Fire Station No. 2 window wall upgrade	$ 122,174.45
Itani Park Sewer Access	$ 107,391.78
Manhole Rehabilitation 2011	$ 92,544.38
Bleasner Drive Waterline	$ 88,536.31
B-Street Sidewalk –Alpha to Michigan	$ 38,746.00
Sidewalks 2011	$ 35,611.00

Inspection of the construction of the public works improvements for the following developments:

SEL Solutions Delivery Center
Decagon Addition
Village Green Apartments
Tomason Place Apartments – Phase 2
Avista North Pullman Temporary Substation (east of Grand Avenue)
Avista North Pullman Substation (west of Grand Avenue)
King Drive Medical Office
Pullman-Moscow Regional Airport – ARFF Building Expansion

Other significant activities include:

- Bid and initial construction for WWTP Disinfection Upgrades
- Design and bid WWTP – Secondary Process Improvements project

B. Protective Inspections Division

Activity in the Protective Inspections division was mixed:

- Inspections were down in 2011 with 1,765 inspections made compared to 2,702 in 2010.
- Permit activity was also down with 540 permits issued in 2011 for work valued at a total of $33,279,815 and $321,589.57 in fees collected compared to 640 permits for work valued at a total of $17,482,408 and $209,247.17 in fees collected in 2010.
- 12 housing complaints were received:
  - 9 have been resolved
  - 3 are still open and in the process of being resolved with the owners
- 5 housing complaints active from previous years were carried over into 2011
  - 1 was resolved
  - 4 are still open and in the process of being resolved with the owners

Major building activity included the following:

- SEL Solutions Delivery Center
- Decagon addition
- Permits were issued for:
  - 24 new single family homes
  - 1 duplex
  - 2 28-unit apartment buildings
  - 253 building remodels and additions
- The 2010 College Hill Safety Survey update:
  - 3 deficiencies were carried over from 2010; 1 has been resolved and we continue to work on the remaining 2
  - One additional building with deficiencies was noted; this deficiency should be resolved through demolition or repair of the building in the near future.

C. Stormwater Services Division

2011 was another year of significant progress in developing a stormwater management program to facilitate compliance with the Phase II Municipal Stormwater Permit. Notable activities included:

- Continued management of and compliance with the city's NPDES Phase II Municipal Stormwater Permit.
- Continued education and outreach efforts via website, news media, direct mailings and personal interaction with the public including a presentation at the Pullman Kiwanis. Also, the city partnered with the Palouse-Clearwater Environmental Institute (PCEI), Pullman School District, and private schools to provide stormwater related information to Pullman's 5th, 8th and 10th grade classrooms.
- Sponsored the 7th Annual Stream Clean-up event in April. 100 volunteers spent 300+ hours cleaning Pullman streams by removing an estimated 12 cubic yards of trash and recyclables.
- Launched the Pullman Adopt-A-Stream Program.

- Identified and eliminated 8 private illicit sanitary connections to the storm drain system.
- Completed initial inventory of stormwater detention ponds.
- Continued development of a pet waste management program, including applying for a grant to build and install 75 pet waste stations in and along Pullman's parks and trails.
- Conducted 113 documented construction related erosion control inspections.
- Facilitated Council adoption of a Construction/Post-Construction Ordinance (PCC 10.32).
- Managed and ensured compliance with the city's NPDES Construction Stormwater Permit, including CESCL duties for the North Grand Widening – Nye to Ritchie project.
- Participated in development of the Eastern Washington Erosion & Sediment Control Field Guide.
- Continued management of the city's NPDES Industrial Stormwater Permit for the Pullman Transit facility, including reporting, inspections, water sampling and staff training.
- Successfully completed and closed 3 Washington Department of Ecology grants totaling $268,809. The grants were used for the Missouri Flat Creek Channel Improvements project and NPDES Phase II permit implementation including purchase of a new jet-vactor truck for performing maintenance on the city's storm drain system.
- Continued participation in the SFPR Fecal Coliform Bacteria TMDL process.
- Implemented the Stadium Way Basin Fecal Coliform Investigation Study.
- Continued participation in the Eastern Washington NPDES Coordinators Forum.
- Sponsored several WSU graduate student interns including an MBA, 2 Engineering students and one Communications student.

D. Transit Division

Fixed-Route:

Total ridership on the Fixed-Route was 1,529,380. This is an increase of 112,416, or 7.9%, from2010.

Fixed-Route ridership for 2011 compared to 2010 is as follows:

	Jan – May	June – Aug	Sept – Dec	TOTAL
2010	643,417	137,510	639,221	1,420,148
2011	681,301	159,758	688,321	1,529,380

Dial-A-Ride:

Ridership for Dial-A-Ride service was 17,783. This is an increase of 1,423, or 8.7% from 2010.

Dial-A-Ride ridership for 2011 compared to 2010 is as follows:

	Jan - May	June – Aug	Sept – Dec	TOTAL
2010	6,878	3,833	5,599	16,310

2011	7,606	4,137	5,990	17,783

Transit – Operating Statistics:

Population	27,920
Fixed-Route	
Passenger Service Hours	25,179
Passenger Service Miles	333,509
Passenger Trips	1,529,380
Employees (FTEs)	25.50
Passenger Trips/Service Hour	60.7
Passenger Trips/Service Mile	4.6
Service Hours/Employee	987.4
Demand-Response (Dial-A-Ride)	
Passenger Service Hours	7,307
Passenger Service Miles	68,492
Passenger Trips	17,783
Employees (FTEs)	7.10
Passenger Trips/Service Hour	2.4
Passenger Trips/Service Mile	0.26
Service Hours/Employee	1.029.2
Fixed-Route	
Operating Cost	$ 2,637,167.61
Operating Cost/Vehicle Service Hour	$ 104.74
Operating Cost/Passenger Trip	$ 1.72
Farebox Revenues	$ 1,691,709.16
Farebox Recovery Ratio	64.1%
Demand-Response (Dial-A-Ride)	
Operating Cost	$ 634,092.50
Operating Cost/Vehicle Service Hour	$ 86.78
Operating Cost/Passenger Trip	$ 35.66
Farebox Revenues	$ 6,408.68
Farebox Recovery Ratio	1.0%

E. Maintenance & Operations Division

- Seven hundred twenty-nine underground utility locates requests were completed.

Streets:

- Crews spent just over 1,450 hours sweeping city streets.
- Labor hours expended on storm drain maintenance numbered 2,341.
- Over 116,196 lineal feet (22 miles) of street centerline, fogline, curb, crosswalk, and bike lane painting was maintained; which involved 1,382 labor hours.

- Crews used a demonstration grinder for grinding and paving work on Bishop Boulevard (10'X900'), Wawawai Road (3'X300'), ruts were filled on Terre View Drive (8'X300') and a portion of Merman Drive was overlaid (3'X400').
- Crews spent 786 hours inventorying street lights, maintaining traffic signals and providing traffic control.
- Snow and ice control operations involved 1,942 labor hours.
- Sign work orders numbered 719, which included upgrading 587 signs to current retroreflective standards. The other 132 work orders were for miscellaneous reasons such as new installations, vandalism and/or damage. Labor hours totaled 1,378 related to sign work.

Water:

- A communications upgrade project was completed, replacing all telephone line communications with microwave radio links for the water telemetry system.
- Twenty-three instrumentation and control related work orders were completed including four calibration certifications, nine corrective work orders, four for preventative maintenance, two for routine maintenance, one informational and three upgrades.
- M&O crews completed a total of 1,405 work orders for water related assets.
- The water asset related work order summary follows:
    - Water Meters
        - New installations 38
        - Age related meter only replacements 288
        - Age related meter & register replacements 307
        - Register replacements only 5
        - Replace radio read transmitters 99
        - Large meter tests 98
        - Miscellaneous activities 16
        - Monthly labor 12
    - Water Service Lines
        - Repairs 6
        - Replacements 38
        - Miscellaneous 4
    - Fire Hydrants
        - Storz adapters installed 96
        - Repairs 3
        - Removal 1
        - Replacement 1
        - General maintenance 3
    - Water Mains
        - Repair 10
        - Miscellaneous 1
    - Backflow Assemblies
        - Remove 1
        - Repair 9
        - New installations 5
    - Hydrant Meters
        - Tracking water use 45
    - Operations Facilities
        - Booster stations, wells, reservoirs

- Seventy-seven monthly work orders were completed to track labor for the general activities related to water assets including safety meetings, meter reading, water testing and utility locates.
- Nearly 376 hours were spent maintaining city backflow assemblies, testing city assemblies, and new installations.
- As part of the on-going backflow testing program, 874 backflow tests were performed on city, commercial, and private residential devices. City personnel performed 185 tests while outside contractors performed the other 689 tests.
- Crews spent just over 4,329 labor hours maintaining city water tanks, wells, reservoirs, booster stations, and their grounds.
- The number of routine water samples taken was 328. There were 59 new construction samples and one repair sample taken. There were also 25 investigation samples taken.
- The existing 101.25 miles of water mains were increased by .12 miles to 101.37 miles.

Water Operations Statistics:

Water pumped		878,053,000 gallons
Water metered (sold)		820,367,000 gallons
Water accounted for (not sold)		4,822,000 gallons
Total accounted for		825,189,000 gallons
Percentage of water accounted for		93.98%
Daily average		2.406 million gallons
Average daily usage per capita (based on 24,749 population)		91.3 gallons
High day usage – August 20		5,798,000 gallons
Low day usage – November 23		435,000 gallons
Total number of active services		5009 (+7)
Number of services by user code:		
01 Single-Family	3,460	
02 Duplex	506	
03 Multi-Family	407	
04 Business/Commercial	365	
05 Group	48	
06 Schools	15	
07 Irrigation	181	
08 Mobile Homes	42	

Total chlorine used	53,900 pounds (salt)
	371 gallons (liquid Cl_2)
Chlorine cost	$10,012
Total hydrofluosilicic acid used	22,000 pounds
Fluoride cost	$15,620
Total chemical cost	$25,632
	$0.0279 /kgal
Electrical consumption cost	$214,118
New water meter installations	38
Service line replacements/repairs	44
Age-related water meter replacements	282
Water meter repairs	10

Water meter tests.....	98
Water main breaks	10

ADDRESS	PIPE SIZE & TYPE	DATE
455 NW Irving	6" cast iron	02/27/11
700 block N Grand Avenue	12" cast iron	05/02/11
1000 block SE Latah Street	8" cast iron	05/18/11
700 block SE Dilke Street	2" cast iron	06/20/11
1200 block SE Latah Street	8" cast iron	08/11/11
700 block SE Dilke Street	2" cast iron	08/18/11
SW Monta Vista	6" cast iron	09/14/11
400 block SE Crestview Street	6" cast iron	09/15/11
200 block SW Kimball Court	8" cast iron	11/12/11
N. Grand & Turner	8" cast iron	12/21/11

Sewer System:

- Crews completed 1,465 sewer asset related work orders. Jet and/or vac maintenance was performed on 228,862 lineal feet of sewer main lines. Power rodding was performed on 46,364 lineal feet of sewer main lines. Over 5,957 lineal feet of sewer main lines were televised. Sixty-four field inspection tests were performed on sewer lift stations.
- Sewer dye tests were performed on 41 new or altered connections to sewer main lines.
- All sewer main lines on Sunnyside Hill were jetted and all of the interceptor line manholes were visually inspected.
- The existing 91.16 miles of sewer main lines were not increased.
- Put into service the Wawawai Lift Station which replaced the Colfax Lift Station.

Emergency Callouts:

- Seven M&O employees participated in the Weekend/Holiday On-Call Program for a total of 3,804 on-call hours.
- Forty-one of the 89 total callouts were handled by on-call personnel. Twenty-three callouts were not handled by on-call personnel as the callouts occurred when no one is scheduled to be on call; that is Monday thru Thursday between 4:00 pm and 7:30 am. Five callouts were a result of on-call personnel calling out other maintenance personnel for additional assistance. The other 20 callouts were during on-call times, but were handled by personnel not on call.
- On-call maintenance personnel responded to 11 of 22 street related emergency callouts which included traffic signal issues, downed trees, snow and ice problems or signage issues. Two call outs resulted from on call personnel calling for additional assistance. Nine callouts were handled by personnel not on call.
- On-call maintenance personnel responded to 11 of the 19 water related emergency call outs which included problems such as water main breaks, service line leaks, and water meter related issues. Six callouts occurred during the work week when no one is scheduled to be on call. The other two call outs resulted from on call personnel calling for additional assistance.
- On-call maintenance personnel responded to 8 of the 11 sanitary sewer related emergency call outs. Two callouts occurred during the work week when no one is scheduled to be on call. The other one call out resulted from on call personnel calling for additional assistance.