

**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: \_\_\_\_\_ Mayor Glenn A. Johnson

Councilmembers

\_\_\_\_\_ Jeff Hawbaker  
\_\_\_\_\_ Fritz Hughes  
\_\_\_\_\_ Eileen Macoll  
\_\_\_\_\_ Ann Parks

\_\_\_\_\_ Al Sorensen  
\_\_\_\_\_ Nathan Weller  
\_\_\_\_\_ Pat Wright

B. Announcements

C. Confirmation of Appointment - City Supervisor Adam Lincoln

D. Reports -  
City Council Goal Status  
Wellness Report

E. 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.

1. Dispense with the reading of the minutes of the regular meeting of October 25, 2016, and approve them as submitted.
2. Dispense with the reading of the minutes of the regular meeting of November 1, 2016, and approve them as submitted.
3. A motion to approve Accounts Payable Checks, Payroll Checks, and Electronic Transfers for October 25, 2016, through November 7, 2016.
4. A motion to transfer \$105,815 of retail sales tax revenue to the Restricted CIP Reserve Fund.

F. Regular Agenda

**Public Hearing**

5. Final 2017 Budget Hearing on All Funds

**Ordinance**

6. Ordinance No. 16-16 - AN ORDINANCE AMENDING THE ZONE CLASSIFICATION FROM C3 TO C2 FOR THE REAL ESTATE HEREIN DESCRIBED CONSISTING OF APPROXIMATELY 33,600 SQUARE FEET LOCATED AT 305 N GRAND AVENUE.

**Resolutions**

7. Resolution No. R-71-16 - A RESOLUTION APPROVING THE PRELIMINARY PLAT OF SUNNYSIDE HEIGHTS ADDITION NO. 10.
8. Resolution No. R-72-16 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PULLMAN, WHITMAN COUNTY, WASHINGTON, APPROVING MEANINGFUL PARTICIPATION IN A LOW-INCOME APARTMENT PROJECT PLANNED BY THE COMMUNITY ACTION CENTER.

**Motion**

9. A motion to upgrade a 4/5-time Records Specialist position to full-time.

**Discussion**

10. Joint Meeting with State Legislators

G. 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.

H. Tentative Agenda for November 22

Joint meeting w/ Whitman County Commissioners  
Amend current budget  
Adopt final budget  
Approve ESA w/ Parametrix for N. Bypass Preliminary  
Alignment Study  
Authorize ATM Agreement

Tentative Agenda for November 29, 2016 - Cancelled

Tentative Agenda for December 5, 2016

Senior Assn. Van Agreement  
Parks & Recreation Fee Schedule  
Confirmation of Reappointments - Boards, Commissions and  
Committees

THE COUNCIL CHAMBERS ARE ACCESSIBLE TO PERSONS WITH DISABILITIES. PERSONS REQUIRING SPECIAL ACCOMMODATION SHOULD CONTACT THE FINANCE DEPARTMENT BEFORE 5 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

## Administration/Finance

325 S.E. Paradise Street, Pullman, WA 99163

(509) 338-3208 Fax (509) 334-2751

[admin@pullman-wa.gov](mailto:admin@pullman-wa.gov)

### MEMORANDUM

TO: Council Councilmembers

FROM: Glenn A. Johnson, Mayor

RE: Confirmation of Appointment of City Supervisor

DATE: November 15, 2016

I am recommending for council confirmation the appointment of Adam Lincoln, as the new City Supervisor effective December 30, 2016.

Adam comes to Pullman from the City of Lakewood, Washington where he has worked as assistant to the City Manager John Caulfield since 2013.

Lincoln worked for the City of SeaTac as a city management analyst before his position in Lakewood. He also brings experience in public policy from his time working on oral health policy issues and as an intern with the U.S. House of Representatives. Lincoln also has experience working in Olympia as a policy intern with the Washington State Senate.

He earned his Masters of Public Administration degree from the Daniel J. Evans School of Public Policy and Governance at the University of Washington and a BA in political Science from Western Washington University.

He is an active member of the Washington City Managers Association (WCMA) and the International City Managers Association (ICMA) and in 2015 was a member of the team that organized the ICMA conference in Seattle. He has been involved in research projects on municipal issues for the Municipal Research Service Center, based in Seattle.

You are requested, by motion, to approve the appointment of Adam Lincoln as City Supervisor.

FOR IMMEDIATE RELEASE  
Friday, November 04, 2016

Mayor Glenn A. Johnson  
(509) 432-6894 (cell)

***PULLMAN NAMES NEW CITY SUPERVISOR  
Lakewood Wash City manager assistant selected***

PULLMAN—Pullman Mayor Glenn Johnson announced today that he has selected Adam Lincoln, who has served as assistant to the city manager of Lakewood, Wash., as the new Pullman city supervisor.

The appointment will go to the City Council for confirmation at the Nov. 15 meeting. Lincoln, who will assume the new position on Dec. 30, will fill the position of Mark Workman who is retiring at the end of November. Workman has been city supervisor for the past three years and prior to that was the public works director for Pullman. He has been with the city for over 30 years.

Lincoln has been with Lakewood since 2013 working directly with City Manager John Caulfield on a variety of city projects including being a member of the economic development task force for that city. Caulfield said: "Adam Lincoln has proven himself to be a dedicated local government leader with a passion for public service. Throughout his tenure with Lakewood, Adam has developed a reputation for approaching issues in a thoughtful and deliberative manner and has demonstrated outstanding leadership and communication skills. I am confident he will be a great asset to the Pullman community."

"I'm very excited and humbled to be selected to be a part of the Pullman team," Lincoln said.

Johnson said that Lincoln was exceptional during his interviews with the panel and with individual department heads. "There was strong consensus on the choice. We feel that Adam was the ideal candidate who comes to Pullman with excellent preparation for our current and future challenges and opportunities."

Lincoln worked for the City of SeaTac as a city management analyst before his position in Lakewood. He also brings experience in public policy from his time working on oral health policy issues and as an intern with the U.S. House of Representatives. Lincoln also has experience working in Olympia as a policy intern with the Washington State Senate.

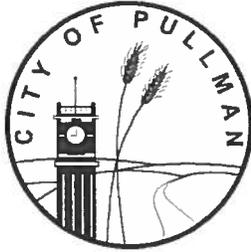
He earned his Masters of Public Administration degree from the Daniel J. Evans School of Public Policy and Governance at the University of Washington and a BA in political Science from Western Washington University.

He is an active member of the Washington City Managers Association (WCMA) and the International City Managers Association (ICMA) and in 2015 was a member of the team that organized the ICMA conference in Seattle. He has been involved in research projects on municipal issues for the Municipal Research Service Center, based in Seattle.

Lincoln, 32, is married and has an 18-month-old daughter. His wife, Kim, is a licensed speech therapist and a graduate of Washington State University.

He is a Spokane Valley native and graduated from University High School. His father, Bob Lincoln, has a Ph.D. in political science from WSU and worked with Prof. Nick Lovrich. He is the director of the Spokane Regional Emergency Communications Systems.

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admin@pullman-wa.gov

## MEMORANDUM

**TO:** Mayor and City Council  
**FROM:** Mark Workman, City Supervisor MW  
**RE:** 2016 Goals  
**DATE:** November 15, 2016

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In response to the Mayor's request, suggestions for Council goals were accepted through the month of January 2016 from citizens, organizations, and employees. A special meeting retreat was held on March 12 for the Council to consider the submitted suggestions and a subsequent special meeting was held with department heads on April 12 for the same purpose. At the regular meeting on April 26, Council adopted ten goals. In addition, nineteen administrative items were identified for follow up action by staff. Over the remaining course of the year, the goals and administrative items have been considered and addressed to varying extent. Status reports for both the adopted goals and the identified administrative items are attached. Following past practice, the 2017 goal setting process will be initiated in January.

**2016 CITY COUNCIL GOALS  
November 15 Status Report**

1. Continue to support the Pullman-Moscow Regional Airport Runway Realignment project and efforts to secure funding for the local match, including Pullman's commitment of \$2.5 million.

*Local funding secured for the project to date is as follows:*

<i>City of Pullman</i>	<i>\$1,900,000</i>
<i>City of Moscow</i>	<i>1,000,000</i>
<i>Whitman County</i>	<i>250,000</i>
<i>Schweitzer Engineering Laboratories</i>	<i>1,000,000</i>
<i>Ed and Beatriz Schweitzer</i>	<i>1,000,000</i>
<i>WSDOT</i>	<i>250,000</i>
<i>Latah County</i>	<i>100,000</i>

*Additional funding is pending from the City of Pullman, the City of Moscow, and WSDOT. The Port of Whitman County has also committed \$250,000 to the project, although none of that funding has been received to date. The project has progressed with the beginning of construction in July and land acquisition in various stages of completion. Negotiations have been completed with all land owners with the exception of WSU; that negotiation is the most complicated but is proceeding with a favorable outcome anticipated.*

2. Continue to pursue the wastewater reuse project, including irrigation of City park grounds, Pullman School District grounds, and WSU green spaces and industrial applications.

*Based on previous discussion with Ecology Director Bellon, staff pursued positioning the water reuse project for possible Ecology grant funds. As recommended by Ecology, additional work was completed by our consultant on water rights and South Fork Palouse summer flow rates, analyzing in particular the last ten years when stream flows have appeared to trend down due to changing climate patterns.*

*In May, Public Works Director Gardes explored funding alternatives at an infrastructure workshop in Ritzville hosted by Ecology, Department of Health, Commerce, etc. The only potential grant options identified at the workshop were Ecology Centennial funds; however the maximum population size to be eligible for a grant is 25,000. Ecology was asked to make a firm decision on whether Pullman could qualify for a grant based on*

*population size, with a rationale that much of Pullman's population is transient. In June, Ecology notified city staff that Pullman would not qualify for a forgivable principal loan or grant funding for our wastewater reuse project, which means the City and WSU would need to fund the entire project cost, currently estimated at \$20 million. A single family residence in Pullman currently pays \$38.15 per month for sewer. Assuming WSU contributes 36.4% of the total project cost, the estimated monthly bill for Pullman single family rate payers would need to increase to the \$60/month range to fund the remainder of the project.*

*In late 2015, PBAC began work on an Alternative Water Supply study. Some of the regional water supply projects that are being considered in that study, based on regional cost sharing, would likely have a similar impact on Pullman citizen's water bills, but have the potential to provide significantly more water than reuse. At this time, it seems prudent to wait for the final PBAC study to be presented and possible follow-up engineering work to be completed in order to choose an alternative water supply project with the best cost-benefit ratio.*

3. Continue to promote economic development opportunities to increase the retail sales tax base and job creation through a broad range of initiatives in partnership with various agencies, groups, and entities. Hold joint meetings annually with the Whitman County Commissioners and District 9 State Legislators; meet in both spring and fall semesters with ASWSU; meet in an informal setting with Moscow City Council.

*City staff has limited time available to work on economic development. However, the planning department supports SEWEDA financially and attends SEWEDA-sponsored meetings from time to time. Staff assists the Chamber of Commerce in its efforts to retain and recruit business in the community. Planning and public works staff frequently coordinate with real estate professionals and developers to facilitate business activity in Pullman. The Mayor has attended the Shopping Center Convention in Las Vegas at his own expense on behalf of the City, providing recruit materials to potential retail businesses for Pullman with subsequent follow up letters and phone calls.*

*ASWSU hosted a joint meeting on campus on February 17 and the City hosted a joint meeting with ASWSU on October 18. A joint meeting with Moscow City Council was held in Moscow on July 20. A joint meeting with the County Commissioners is scheduled for November 22. A joint meeting with the State Legislators is scheduled for December 20.*

4. Continue to improve bicycle and pedestrian trails, including appropriate recommendations from Civic Trust, the WSU Bicycle and Pedestrian Plan, and others. Continue to enhance bicycle accommodations in the downtown corridor and other commercial areas. Encourage WSDOT to explore alternatives to abandoning the

Pullman-to-Colfax and the Pullman-to-Fallon railroad corridors, most particularly as that relates to the continued existence of the railbanked Bill Chipman Trail.

*A pedestrian signal has been funded and is being constructed on Grand Avenue at Ritchie Street. The resurfacing of the Terre View Bridge included a new striping scheme that provided for a bike lane and a sharrow lane to accommodate bicycles. A paved path connection was constructed on the west side of Grand Avenue from Terre View Drive to Autobody Super Center. The gravel maintenance access on the west side of Grand Avenue from Autobody Super Center to Albion Road was paved. The recreational loop trail at the City Playfield was resurfaced. City representatives are participating in a facilitated effort sponsored by Pullman Civic Trust to identify challenges, opportunities, and potential solutions to developing the Colfax-to-Albion-to-Pullman rail corridor as a trail.*

5. In recognition of the importance of Pullman Regional Hospital to the City, work closely with the hospital in support of its Community Health 2020 Campaign in addressing the broad health needs of the community and the impacts of the Affordable Care Act, including any and all state funding that can contribute to that effort. Support increased funding for physician residency training programs in eastern Washington, recognize the importance of planning for elder care, and support community paramedicine endeavors in the community.

*Two Councilmembers, Fritz Hughes and Pat Wright, continue to be active members serving on the Pullman Regional Hospital Foundation Board. City of Pullman representatives consistently participate in health forums sponsored by PRH. City Council legislative priorities consistently include support for PRH and the elements of this Council goal.*

6. Continue to evaluate our information systems to meet the demands of technology. Consider promoting programs and successes using social media, taking into account Public Records Act implications. Incorporate feedback strategies to evaluate how useful and friendly the website is for our citizens. Promote the website through notices with utility bills and otherwise.

*Efforts to expand and improve the content of the Pullman Police Department website and social media pages continued in 2016. Webpages continue to be added on a variety of new topics of interest to the Pullman community. Social media was used to share information including press releases, road closures, safety tips, and awareness events, as well as to drive traffic to the Police Department website for more detailed information.*

*The Police Department Facebook page "Likes" saw a 56% increase from the end of 2015 to October 2016, from 2,444 to 3,824. The weekly reach and engagement numbers continue to increase dramatically, enabling the delivery of messages to thousands of*

people at the click of a button. On September 16, 2016, Facebook Live was leveraged to provide a live streaming video feed of the press conference held to announce the results of an investigation into a July assault case involving members of the WSU Football team. This video reached more than 40,400 users, with more than 3,500 views. There was also an increase in the number of people who “follow” the Police Department on Twitter during this time period, from 2,158 at the close of 2015 to 2,806 in October 2016, an increase of 30%.

The Pullman Police Department launched two additional programs in 2016 which are intended to increase communication with members of the Pullman Community. The MyPD mobile app is a free download that provides the user with important resources, contact information, and other law enforcement tools on their mobile device. Users can submit tips, report crime, commend officers, or contact staff effortlessly while on the move. In addition to the mobile app, Pullman Police began using the Nextdoor online community to send information directly to specific neighborhoods within the service area. This web-based program uses neighborhood watch mentality to provide targeted information to specific geographical areas. It also encourages real-life neighbors to communicate about events, crime, safety, and other topics that impact them. As of October, 196 households were active on the Nextdoor platform. Participation within both of these new programs will continue to be encouraged as part of an ongoing effort to provide improved communication.

<b>Social Media</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016 YTD</b>
Facebook “Likes”	254	821	1,281	2,444	3,824
Twitter Followers	608	1,233	1,824	2,158	2,806
MyPD Mobile App	-	-	-	-	512
Nextdoor	-	-	-	-	196

In addition, Police Officers and Code Enforcement Officers have been issued smart phones that allow them to leverage technology to be more effective and efficient. Code Enforcement Officers use an app on their phones to write parking tickets that print out on a portable printer connected to their phones via Bluetooth. Management staff utilizes the Active911 app to receive notification when high priority calls are dispatched. Officers use apps to manage their phone messages and phone calls with parties involved in criminal investigations and to record phone calls with suspects (when lawful). The smart

*phones are also used as evidence cameras and have allowed the phase out of stand-alone field evidence cameras. An app allows officers to upload evidence photos to secure storage in the cloud. Body-worn camera video can be reviewed and tagged using a smart phone app to prepare for upload, keeping officers in the field for longer periods of time.*

*Concerning feedback strategies, data and statistics are collected using Google Analytics which could be used to analyze website information. However, Information Services does not have the staff to perform this analysis on a regular basis; such analysis has only been done when a specific request has been made.*

*The City's root website address ([www.pullman-wa.gov](http://www.pullman-wa.gov)) is being added to utility bills in conjunction with a project Finance is working on with Eden, our finance/billing software provider.*

7. Continue efforts to fund and construct the Welcome Park on Davis Way. Continue to promote the value of our community's diversity. Support ways to increase understanding of our City's unique groups.

*The Welcome Park is an estimated \$125,000 project. \$25,000 has been budgeted in the street fund and the Mayor continues to lobby appropriate groups for assistance in securing the remaining financing. Once that is secured, the project will be constructed.*

8. Complete the update of the City's ADA Transition Plan and present it for public review. At the completion of that review period, develop a final document. Pursue the recommendations in the final plan as funding and resources allow. Continue to support the development of Mary's Park and the inclusion of accessible playground equipment and other ADA features to the extent practicable.

*The draft ADA Transition Plan was completed in early August and distributed for public review and comment through December 2. Comments received will be considered and a final plan developed. Funding is included in the Government Buildings and Parks budgets to address selected ADA projects. \$130,040 is included in the 2017 budget for Mary's Park improvements. It is also proposed to include funding in a 2017 Parks and Paths bond for the construction of a paved parking lot, playground components, and a restroom/shelter structure at Mary's Park.*

9. Start the process of placing a bond issue on the 2017 November General Election ballot to replace the expiring 2007 Proposition 1 voter-approved bond.

*At the Council meeting on September 27, eight projects were presented for consideration of inclusion in a 2017 Parks and Paths bond for a total estimated cost of \$2,400,000. It was also proposed to consider the purchase of a multipurpose building and property from Encounter Ministries for \$1,500,000 with another \$1,000,000 for improvements.*

*Council concurred with the proposed projects, including the multipurpose building, with the suggestion that \$250,000 also be provided for sidewalk infill projects.*

10. Pursue next step options for promoting the South Bypass to become a reality.

*The South Bypass was originally envisioned as one built by developers, with perhaps some key sections being constructed by the City; relying on developers to dedicate right-of-way. Currently one section of the South Bypass has been completed with the Palouse Business Center subdivision. Another section to the east is in the preliminary planning stage with a Community Action Center project. In order for the City to take on a project of this magnitude it would likely require a TIGER grant, which is a competitive federal grant. The minimum award for a TIGER grant is \$5 million dollars. Unfortunately, TIGER grants do not fund planning or design. If the City is to take on designing and building the road, one of the first steps would be right-of-way acquisition. Due to federal requirements, this would need to be done through WSDOT as the City does not have anyone qualified for that task. Guidelines for right-of-way acquisition are very detailed and if not done properly, could result in a project not being eligible for federal construction grants. There would be significant cost and staff time required to proceed with right-of-way acquisition. One issue that may come up if right-of-way is acquired ahead of development is that it may limit the flexibility of a particular developer to develop a parcel as is most advantageous to him/her. While we have a planned route as part of the original study, it is open to modification on a development-by-development basis as long as the original intent is maintained. Another ongoing task related to the bypass is potential revisions in the area of Mary's Park. A consultant is currently investigating a few route changes to see if impacts to Mary's Park can be reduced.*

**Goal Setting 2016/Administrative Items  
November 15 Status Report**

1. Develop a plan and budget for removing the juniper vegetation along the north side of Stadium Way from Valley Road/B Street to Orchard Drive and replacing it with other appropriate landscaping.

*Public Works and Parks are cooperating on this project with Public Works performing the initial juniper and debris removal and Parks performing the final excavation, backfill, and landscape replacement. This project is being done a block at a time as these departments can fit this project into their work queues. Work has been completed down Stadium Way to Lybecker Road. The work will continue in 2017.*

2. Promote pride in Pullman. Encourage all who associate with the City in any regard to see Pullman as their City. Through collaboration with various groups and organizations, continue to promote the improvement and beautification of Pullman.

*The Parks Department continues to work on various beautification projects with The Greenway Committee (Greenway Grove and the Entrance Sign), Civic Trust (Three Forks Wayside improvements), and Public Works (Stadium Way planter strip and the Bishop Boulevard/Klemgard Avenue intersection landscaping). WSU and various volunteer groups continue to assist Parks staff with city-wide leaf and litter cleanups utilizing over 450 volunteers. Additionally, the WSU LA 367 class designed, built and installed the initial musical components (xylophone and chimes) at the Mary's Park ADA playground.*

*Neill Public Library, as the department liaison to the Pullman Arts Commission, provided administrative support for ArtWalk and for the City's first wrapped utility box at the intersection of Grand Avenue and Main Street. The Library also provides display space inside its facility to showcase the talents of local artists of all age levels.*

*The Planning department has added a proposed chapter for the current Comprehensive Plan Update entitled "Community Design," which so far addresses such matters as the appearance of commercial districts, residential neighborhoods, streetscapes, and City entryways; street tree preservation; building maintenance; displays of public art; economic well-being; enhancements to the farmer's market and similar community activities; and historic preservation.*

3. Investigate the suggestion that incidents of harassment and sexual harassment are occurring and take appropriate action.

*Department heads were directed to communicate to their staff the seriousness of these types of incidents and strongly encouraged them to be proactive in reporting issues to them and/or Human Resources. Department heads did so and no concerns have been raised to the supervisors or Human Resources Manager regarding harassment issues.*

4. Consider activities, such as open houses and tours that would improve relationships with citizens. Consider coordinating with Palouse Discovery Science Center on a tour of the Waste Water Treatment Plant.

*A City tour is held mid-year for employees and members of the public with participation by several City departments. Neill Public Library regularly conducts library tours for daycare and childcare providers, WSU international student groups, and elementary schools. The Palouse Discovery Science Center was invited by the Waste Water Treatment Plant Supervisor to tour the treatment plant. The response was that the Center does not typically take kids out for tours. Tours of the treatment plant are provided when requested by school classes or others.*

5. Investigate the feasibility and efficacy of signing an alternate truck route using Olsen and Kamiaken instead of Grand Avenue for eastbound traffic.

*In order to evaluate this alternate truck route, a comparison was made to the current route, which generated the following list of pros and cons.*

*Pros:*

- A. *The turning movements required for large trucks traveling on this alternate route (east on Olsen Street, then south on Kamiaken Street, and finally turning east onto Paradise Street) are better when compared to the current route (south on Grand Avenue, then east on Paradise). This is especially evident when comparing the turn from Grand Avenue east onto Paradise vs. the turn from Kamiaken Street east onto Paradise. The alternate route is better because this is a flat, 90-degree intersection versus the much sharper intersection with an uphill climb from Grand Avenue onto Paradise which has at times been a problem for large trucks to navigate, especially in the winter months when the roads are slick.*
- B. *Diverting truck traffic to the alternate route would reduce the total traffic volume on Grand Avenue, thereby providing some relief for a congested area.*
- C. *Trucks move slower and take up more space which can create problems with the coordinated movements on Grand Avenue between Davis Way and Paradise Street. Without the trucks, traffic would flow better through this area.*

Cons:

- A. *Truck routes require a heavy duty roadway section to handle the heavier loads. This would typically consist of at least 5 inches of asphalt over 19 inches of crushed surfacing. Moving trucks off of the state highway onto these City streets will negatively affect these City streets. Olsen Street and Kamiaken Street were not originally built to handle these heavier loads. If all trucks were to use this route, a rapid degradation to the roadway surface is expected. Reconstruction of these streets to a heavy duty section would be required either before implementing the alternate truck route or after the streets became distressed. This will be a costly endeavor.*
- B. *The current route places trucks on Grand Avenue, which is a state highway. The state highway department is responsible for the pavement on state highways, such as Grand Avenue and Paradise Street. By moving truck traffic off of the state highway system and onto City streets, additional cost liability is added to the City due to the negative effects these trucks would have on Olsen Street and Kamiaken Street.*
- C. *Southbound truck traffic on Grand Avenue would have a difficult time turning left onto Olsen Street as there are not many gaps available during certain times of the day. Facilitating this truck turning movement would require a dedicated left turn signal which would inhibit northbound traffic progression. Therefore, these southbound trucks would need to continue south on Grand Avenue and turn at Paradise.*
- D. *Many more trucks would pass through an area of downtown that currently does not see that many truck trips.*
- E. *It appears that the cons outweigh the pros of an alternate truck route using Olsen and Kamiaken instead of Grand Avenue. However, if there is a desire to further pursue this idea, the following is recommended:*
  1. *Run computer model simulations with an engineering consultant to estimate the queues that would develop on Olsen Street and Kamiaken Street.*
  2. *Prepare a cost estimate to reconstruct the pavement section to support truck traffic.*
  3. *A preliminary determination from WSDOT is that specific approval from WSDOT would not be required; this should be confirmed.*

6. Research how other Pullman entities handle sick leave (WSU, SEL, PSD, etc.) and how those might be applicable for Pullman.

*The three entities identified in the goal have different policies that fit their particular institution. Since they are all structured differently, it is very difficult to try to make one policy fit into the City's system. However, there are two suggestions that have been repeatedly raised relating to sick leave; sick-leave buy back and sick-leave sharing.*

*Concerning sick-leave buy back, it has recently been held in federal court that sick leave buyback programs are considered to be a bonus. Any bonus that is received by employees is considered income and therefore increases the employee's hourly rate. This development opens the door to discrimination complaints as well as having employees paid at different rates, making it practically impossible for payroll to track. Discrimination occurs when you have an employee that for health reasons cannot accumulate the levels of sick leave necessary to qualify for the buyback program making it impossible for them to receive the same bonuses as other employees only because of their health issues or disability. This is a recent decision that will play its way through the various appellate courts, but it is not in the best interest of the City to enter into a program that has already been determined to have significant side effects and could lead to many negative issues in the future.*

*Concerning shared sick leave, staff is currently looking at such a program. This is a very complex issue and would require significant staff time to administer. It is important that we develop a policy that benefits employees but is not impossible to appropriately administer. Some of the questions that will need to be addressed include:*

- A. *What is the value of the leave that is donated; is it hour for hour, dollar for dollar, etc.? If the City Supervisor donates 100 hours of leave to the bank, can a Custodian use that leave for 100 hours at the hourly value of that leave, which at a wage of a custodian would be significantly more than 100 hours, or is the leave donated on an hour-for-hour exchange.*
- B. *Can employees donate only to those that they wish to donate to or do they donate to a bank for use by those who need it. If it is selective, there is more potential for discrimination complaints from those that do not get any leave donated for their serious health condition. If the employee is a member of a protected class and requests leave from other employees and no one offers that leave (for whatever reason), the employee could make a claim that it is because of his/her protected class.*

- C. *What qualifies as eligible leave? Does it have to meet the requirements for a serious health condition? The federal Family Medical Leave Act clearly defines what constitutes a serious health condition. Applying that standard would be the most appropriate threshold to meet before being eligible to use shared leave.*
- D. *What happens to leave that is donated that is not used? Does the leave go back to the person that donated the leave? Does the leave stay in the bank for others to use, even if it was donated for a specific person?*
- E. *Whose budget pays for hours used? Does the budget of the individual donating the leave have the value subtracted from their budget since it is a liability under that budget line or does the budget of the employee using the leave absorb the cost, which would become an unanticipated expense to the budget of the person receiving the leave.*
- F. *The City has a maximum cap of 800 hours on sick leave accruals. Employees that continue to accrue over the maximum lose any hours over the 800 hour cap. Those employees who have 800 hours on the books are more likely to be willing to donate the eight hours per month that they are currently losing. This would create an additional expense to the City. Those eight hours would have just gone away if they were not used, but if they are donated there is an additional cost to the City for the use of the hours.*

*These are just a few of the issues that will need to be addressed before such a program can be implemented. Although they are not insurmountable, they are significant in the big picture.*

7. Address HVAC and air quality issues at the Pullman Aquatic and Fitness Center.

*Labor and Industries performed an inspection at the Aquatics Center on April 13, 2016, and found no air quality hazards or violations. Council approved an Interagency Agreement with the Washington State Department of Enterprise Services for contracting with an energy services company (Apollo Solutions Group) to evaluate HVAC systems in existing city buildings and develop rough order-of-magnitude costs for recommended improvements to said buildings. A preliminary estimate of \$923,475 was provided by the consultant for the Aquatics Center. The estimate includes installation of a new dehumidification unit for the natatorium, which would replace the existing air handling unit (AHU) that provides heating, cooling and dehumidification; control upgrades for the entire building and lighting improvements. This estimate seems quite high. The proposed work would result in energy efficiency savings, but is mainly needed because the existing*

*AHU is near the end of its useful life. Estimated energy savings are relatively small and available rebates are limited, so the majority of the cost will need to be funded locally by the City, with possible contribution from the Pullman School District. Additional evaluation work is needed.*

8. Revisit traffic/pedestrian warning signals on Riverview Street near the City Playfields.

*Riverview Street has parking on both sides of the street. For those parking on the east side of the street, there is no designated crosswalk to travel across Riverview to the City Playfields. Instead, pedestrians basically cross at any given point along a 500-foot length of Riverview Street during recreation activities at the playfields. One approach would be to add a high visibility crosswalk with supplemental warning signs somewhere along Riverview Street and try to direct pedestrians to it. However, expecting pedestrians to walk the extra distance and always use this crosswalk is unrealistic. Therefore, a marked crosswalk is not really considered a viable solution.*

*If there is not a marked crossing, traffic control devices can do little to resolve this type of problem. However, using unconventional signs can sometimes help; staff has looked at the following possibilities:*

- 1. Using larger signs.*
- 2. Supplementing signs with flags.*
- 3. Installing signs on both the left and right side of the road.*
- 4. Installing a flashing warning beacon*
- 5. Using signs with a flashing LED lighted border*
- 6. Using stencils to paint a message on the asphalt*
- 7. Installing removable pylons/flexible bollards in the street; this turned out to not be advisable according to the Manual on Uniform Traffic Control Devices.*

*Public Works is still coordinating with Recreation staff on the preferred alternative. Currently, the thought is to use a warning sign with an appropriate custom message installed in advance of the pedestrian activity at each end of Riverview. In addition, a supplemental advisory speed sign (20 mph) would be added below the sign. One of the methods noted above, such as a flashing LED lighted border, will be used to make this sign more visible to drivers. Temporary, removable speed bumps are also being considered as an added level of speed deterrent.*

*A flashing LED lighted border to the sign would be powered by a solar panel. This would be a new product to the City and staff is currently working on pricing options. Preliminary values are coming in around \$5,000 for the two signs.*

9. Investigate the difficulties experienced by drivers turning from Grand to Ritchie and Ritchie to Grand due to sight distance/speed issues.

#### Turning from Grand to Ritchie

*This was analyzed for vehicles on Grand Avenue trying to turn left from the northbound turn lane. This can be difficult to judge when opposing traffic (two lanes) is approaching at 35 miles per hour (mph). A speed study was recently completed on Grand Avenue at Ritchie. This study revealed that vehicles traveling southbound on Grand Avenue directly north of the intersection were traveling an average at 33.6 mph. Therefore, it is appropriate to analyze this turning movement against opposing traffic traveling at the 35 mph speed limit. The stopping distance needed for a vehicle traveling at this speed is 250 feet. For vehicles turning left, there is clear line of sight of oncoming vehicles for 350 feet before the slight curve on Grand Avenue blocks sight lines of oncoming vehicles in the outside southbound lane. This is often referred to as decision sight distance, which must be greater than the required stopping sight distance for oncoming traffic to give the driver a margin for error. In this case, plenty of sight distance is allowed for a left-turning vehicle to decide to make this turn and complete it safely. To account for speeders, the stopping sight distance for a vehicle traveling at 40 mph is 305 feet, which is still less than the clear line of sight distance available (350 feet).*

#### Turning from Ritchie to Grand

*The intersection sight distance for this movement was checked against our city design standards. This checks a vehicles clear line of sight against the stopping distance needed for vehicles traveling on Grand Avenue. This was done from the stop bar on Ritchie Street, for both the right-turn lane and the left-turn lane. The results of this indicated that the intersection meets the sight distance criteria for both right-turning and left turning vehicles. However, during the field work it was noticed that the sight distance could be improved slightly for left-turning vehicles by pruning some branches from a nearby tree. Parks staff was advised of this and they performed the pruning. Also, the signal cabinet to be installed for the new pedestrian signal at this location will be located well behind the sidewalk, which is outside of the clear line of sight for these left-turning vehicles.*

*In addition, there have been no accidents related to these turning movements at this intersection for at least the last ten years.*

10. Consider options for creating additional traffic lanes through downtown on Grand; perhaps by narrowing the sidewalk on the west side of the street.

*If the sidewalk was narrowed on the west side of Grand Avenue, between Davis Way and Paradise Street, to allow for two 11-foot wide south-bound lanes and still maintain parking on the west side of Grand Avenue, the resulting sidewalk width would only be approximately 2-3 feet wide. The minimum width for sidewalks on city arterials is seven feet. Narrowing the sidewalk on the west side would also impact existing street trees, light poles, sign poles, awnings and marquees. Establishing two south-bound lanes to address traffic queues will likely require the elimination of parking on the west side of Grand Avenue through this section, or possibly parking restrictions during peak traffic periods, which would be problematic to enforce.*

11. Investigate options to provide more frequent speed control in residential areas.

*Police Sergeants have been directed to document "Extra Patrol" cases in Spillman (the computer aided dispatch and records management system) when specific traffic complaints are received from the public. These "Extra Patrol" cases then show up on a separate briefing sheet which is printed out and available at shift briefings. The Sergeants then assign officers to work those identified areas in a targeted fashion. Officers also conduct targeted traffic enforcement based on their own observations. Through September, officers have provided targeted traffic enforcement for speed and stop sign violations in the following areas:*

- *NE Terre View Dr.*
- *SE Sunny Mead Way*
- *NE Merman Dr.*
- *SW Wawawai Rd.*
- *NW State St.*
- *NW Fisk St.*
- *SW Elm St.*
- *NW Harrison St.*
- *NW Thomas St.*
- *NE Monroe St.*
- *NW True St.*
- *SE Professional Mall Blvd.*
- *NW Kenny St.*
- *NW Golden Hills Dr.*
- *SW Panorama Dr.*
- *SE Latah St.*

12. Investigate options to reduce congestion in the vicinity of Sunnyside School.

*A thorough analysis of this issue was performed by Public Works, following on similar work performed in 2013. Discussion with the Sunnyside Elementary Principal, Councilmembers, and City staff pursued on-site options, but these were determined to not be viable. The identified solution was to remove more parking from strategic locations on the street and this was done.*

13. Revisit options for proactively addressing vegetation issues; possibly by hiring an additional Parks staff person to focus on this issue.

*A top goal at the outset of the 2017 budget process was to fund one additional staff person for Parks with a priority of proactively addressing vegetation issues. However, with projected expenditures exceeding anticipated revenue in 2017 by over \$1 million, requiring the use of general fund reserves to balance the budget, it was not deemed advisable to fund this position at this time.*

*In response to this goal, Planning staff has redoubled its efforts to act on obvious vision clearance obstructions when it notices them.*

14. Pursue informal chat sessions with employee groups with the Mayor, City Supervisor, and one or two Councilmembers on a rotating basis.

*Implementation of this goal was delayed through June. Chats were held with Parks staff on July 20, with Public Works staff on August 30, and with Library staff on September 26. Other chats remain to be scheduled.*

15. Pursue needed improvements to address the deficiencies in the City Hall HVAC system.

*Council approved an Interagency Agreement with the Washington State Department of Enterprise Services for contracting with an energy services company (Apollo Solutions Group) to evaluate HVAC systems in existing City buildings and develop rough order-of-magnitude costs for recommended improvements to said buildings. A preliminary estimate of \$3,018,895 was provided by the consultant for City Hall to replace existing boilers, ventilation, and cooling systems in order to improve energy efficiency and replace equipment that is past its rated useful service life. Discussions are continuing with the consultant to determine if a viable smaller project can be developed that would provide an acceptable combination of grant funding, energy and maintenance savings, utility rebates, and City funding. A project is being evaluated that would encompass boiler replacement at City Hall and the Police Station along with lighting improvements.*

*These project elements were selected because of their potential to score well on a grant application of up to \$350,000.*

16. Pursue options to beautify the retaining wall at the Davis Way parking lot and the retaining wall on Stadium Way at Lake Street, taking into account ownership and Council concurrence.

*Arts Commission achievements this year included the facilitation of another successful annual ArtWalk event and the first wrapped City utility box. Realizing these projects first before committing to new goals was a priority. The Commission is aware of this Council goal and is excited to begin researching options in 2017 to beautify the identified spaces.*

17. Support the installation of electric vehicle charging stations in Pullman.

*Avista has proposed constructing two electrical vehicle charging stations on City-owned property near the WSU Visitor Center off of Spring Street as part of a pilot program they are planning in their Eastern Washington service area. These charging stations would be completely funded by Avista. A lease agreement for locating the stations on City property is expected to come before Council for approval at a future meeting.*

*Recent building code updates adopted by the State of Washington (WAC 51-50-0427) require electrical vehicle charging stations in parking lots for some new building types such as hotels and motels, apartments, dormitories, fraternities, sororities, boarding houses, banks, outpatient clinics, professional services, and educational occupancies for students above the 12<sup>th</sup> grade (this is only a partial list). Council adopted the new (2015) building codes, along with state amendments, in July of this year.*

18. Encourage the installation of pollinators in the parks.

*The Parks department has worked with WSU on the gardening component, orchard trees, and pollinators at Mary's Park. Parks staff also worked with the Koppel Farm Community Gardens to determine appropriate locations for possible bee hives.*

19. Pursue the Smart Cities Initiative.

*The Smart Cities Initiative was researched and determined to not be something the City should pursue at this time. A memorandum with background information was distributed to the Mayor, Council, and Department Heads on August 2.*