

13. A motion to accept the bid of Busch Distributors, Inc. for 2017 fuel supply.

NOTES:

REQUEST FOR COUNCIL ACTION

For Meeting of: 12/20/16

ACTION REQUESTED:

Accept bid for 2017 fuel supply.

BACKGROUND:

See attached Staff Report No. 091.

RECOMMENDATION:

By motion, accept the bid from Busch Distributors, Inc. to furnish the City of Pullman's fuel for the year 2017.

FISCAL IMPACT:

	<u>\$535,500.00</u>	<u>\$4,650.00</u>
	<u>501.4800.548.65.31.10</u>	<u>401.4200.535.36.31.10</u>
	BARS Code Number	BARS Code Number

SUBMITTED BY:

ATTACHMENTS FOR COUNCIL REVIEW/ACTION:

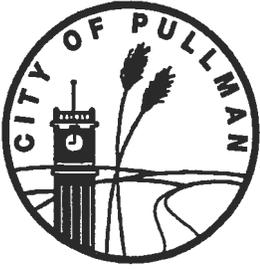
Name Kevin Gardes
 Title Public Works Director
 Dept. Public Works

1. Staff Report No. 091

REVIEWED BY:

Department Head
 City Supervisor
 City Attorney
 (As to Form)

Initial	Date
<u>KG</u>	<u>12-7-16</u>
<u>AA</u>	<u>12-13-16</u>
<u>lmj</u>	<u>12-14-2016</u>



CITY OF PULLMAN

Public Works and Planning Departments

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

(509) 338-3220 or (509) 338-3213 Fax (509) 338-3282

www.pullman-wa.gov

MEMORANDUM

TO: Mayor and City Council

FROM: Kevin Gardes, Public Works Director

FOR: December 20, 2016 City Council Meeting

Staff Report No. 091

One (1) bid was received and opened on December 6, 2016 for furnishing diesel and unleaded gasoline fuels to the City of Pullman for the year 2017. The request for bids was published on the Public Purchase website and in the Moscow-Pullman Daily News. Though they did not submit a bid, notice was given to Grange Supply Incorporated of the bid opportunity.

The contract is subject to the terms and conditions of the bid proposal, in effect between January 1, 2017 and June 30, 2017 with the option to renew the contract, by mutual consent, for up to one (1) additional six (6) month period. The agreement renews automatically after the initial six (6) month period unless cancelled by either party. The following terms and conditions apply:

The "bid price" only includes the value added amount (VAA) per gallon delivered to the City of Pullman. Therefore, the fuel dealer will charge the City based on the price reported in the daily publication, Oil Price Information Services (OPIS) for the date the product is delivered, plus all state tax requirements, plus the VAA per gallon. The charge for fuel delivered on non-reporting dates will be as reported in the daily publication, OPIS, for the most recent publishing date prior to the delivery date.

The City of Pullman will be the approving authority for adjustments to the contract price structure.

Fuel prices will be determined daily based on OPIS and the procedure listed above. The following is a summary of the bid received:

Bidder:	Unleaded \$/gal (VAA price only)	Diesel \$/gal (VAA price only)	Average Combined \$/gal (VAA price only)
Busch Distributors Inc.:	\$0.04	\$0.04	\$0.04

The estimated total fuel purchase for 2017 is approximately 181,500 gallons at a total cost of approximately \$540,150.00.

14. A motion to accept the WWTP Clarifier Stair Replacement project, Contract No. 16-10, as complete.

NOTES:

REQUEST FOR COUNCIL ACTION

For Meeting of: 12/20/16

ACTION REQUESTED:

Accept the WWTP Clarifier Stair Replacement contract as complete.

BACKGROUND:

The scope of contract 16-10, WWTP Clarifier Stair Replacement, included removing the existing stairs, platform, and landing on primary clarifier no. 1 at the city's wastewater treatment plant and replacing with new stairs, platform, and landing.

The contractor for the project was Mangum Construction. All work has now been completed in substantial conformance with the contract documents. The final contract amount is \$31,621.58, which is an increase from the original bid amount of \$30,086.98. There was one change order on this project, which included two items. A copy of the Final Estimate of Work Completed is attached for reference, which includes the change order items. This project was funded from the Sewage Treatment Plant budget of the Utility Fund.

RECOMMENDATION:

By motion, accept contract 16-10, WWTP Clarifier Stair Replacement, as complete.

FISCAL IMPACT:

\$31,621.58
401.4200.594.35.62.00
BARS Code Number

SUBMITTED BY:

ATTACHMENTS FOR COUNCIL REVIEW/ACTION:

Name Clayton Forsmann
Title Deputy Public Works Director
Dept. Public Works

- 1. Final Estimate of Work Completed

REVIEWED BY:

	Initial	Date
Department Head	<u>[Signature]</u>	<u>12-7-16</u>
City Supervisor	<u>[Signature]</u>	<u>12/13/16</u>
City Attorney (As to Form)	<u>[Signature]</u>	<u>12-14-2016</u>

CITY OF PULLMAN

WWTP Clarifier Stair Replacement

Contract Title: WWTP Clarifier Stair Replacement
 Contract No.: 16-10
 Contractor: Mangum Construction

Progress Payment No.: 3 (final)
 Month of: Oct. 2016
 P.O. No.: pw-82676

Item No.	Bid Item	Estimated Quantity	Unit Price	Amount	Previous Units to Date	Units This Month	Total Units to Date	Total Amount to Date
1	WWTP Clarifier Stair Replacement	1 L.S.	27,910.00	27,910.00	0.60	0.40	1.00	\$ 27,910.00
CO1	Additional Support Post & Footing	1 L.S.	700.00	700.00	0.60	0.40	1.00	\$ 700.00
CO2	Additional Stair	1 L.S.	723.56	723.56	-	1.00	1.00	723.56
PREVIOUS PAYMENTS:								
1			\$17,646.65				Total Work to Date	\$ 29,333.56
2			\$12,566.27				Less Retainage (5%)	-
3							7.8% sales tax	2,288.02
4							Due to Date	31,621.58
5							Less Previous Payments	30,212.92
6							Amount Due This Payment	\$ 1,408.66
Total Previous Payments: \$ 30,212.92								

BARS Code 401.4200.594.35.62.00

Checked: *Clayton Fur* Inspector Date: 10-26-16

Approved: *Clayton Fur* Engineer Date: 10-26-16

Approved: *Marshall Mangum* Contractor Date: 11-18-2016

15. A motion to recommend to the Pullman Community Advisory Committee of the Inland Northwest Community Foundation funding the Neill Public Library request of \$43,583 from the Shirrod Family Memorial Fund for Heritage Addition janitorial services, furnishings, and acquisition of items of historical interest.

NOTES:

REQUEST FOR COUNCIL ACTION

For Meeting of : December 20, 2017

ACTION REQUESTED:

Accept funding from the Shirrod Family Memorial Fund for 2017 janitorial services and furnishings in the Heritage Addition, and acquisition of content of historical interest for a local history program series for all ages.

BACKGROUND:

The Heritage Addition of Neill Public Library was funded by a generous donation from Ivan Shirrod. The Fund is administered by the Inland Northwest Community Foundation. The process used by the Foundation requires that the Pullman City Council recommend the expenditure of money from the Fund as per the library's funding proposal. Neill Public Library's request for \$43,583 includes \$21,583 for janitorial services, \$12,000 for furnishings, and \$10,000 for a local history program series for all ages.

RECOMMENDATION:

By motion, recommend to the Inland Northwest Community Foundation funding of \$43,583 from the Shirrod Family Memorial Fund for janitorial services, furnishings, and a history program series in the Heritage Addition of Neill Public Library.

FISCAL IMPACT: \$21,583 revenue to BARS Code Number 504.369.92.40.00
and \$22,000 to BARS Code Number 001.367.00.40.01

SUBMITTED BY:

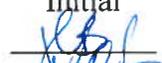
Name: Joanna Bailey
Title: Library Director
Department: Library

ATTACHMENTS FOR COUNCIL REVIEW/ACTION:

1. December 7, 2016 letter from Palouse Region/Pullman Community Advisory Committee
2. November 10, 2016 letter to Inland NW Community Foundation from Joanna Bailey

REVIEWED BY:

Department Head
City Supervisor
City Attorney
(As to Form)

Initial	Date
	<u>12/9/16</u>
	<u>12/13/16</u>
	<u>12-14-2016</u>

Palouse Region/Pullman Community Advisory Committee
A Committee of the Inland Northwest Community Foundation

December 7, 2016

City of Pullman
25 S.E. Paradise St.
Pullman, Washington 99163

Attention: Glenn Johnson, Mayor

Re: Neill Public Library Request for Shirrod Family Memorial Fund Distribution

Dear Mayor Johnson,

The Pullman-Palouse Region Partnership Council has reviewed the enclosed request from the Neill Public Library dated November 10, 2016 for use of funds available from the Shirrod Family Memorial Fund.

Under the terms of the fund agreement, which was developed in accordance with the terms of Mr. Ivan Shirrod's will, this request from the library requires a recommendation from the Advisory Committee and the Pullman City Council prior to action by the Board of Directors of the Inland Northwest Community Foundation.

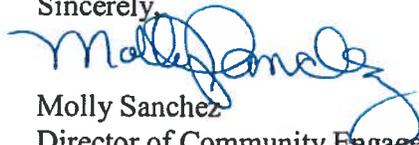
Accordingly, the Pullman-Palouse Region Partnership Council hereby recommends funding approval to the Pullman City Council for the following funding requests:

\$43,583 to cover janitorial services, furnishings, acquisition of items for historical interest for the Heritage Addition and a local history program.

Please consider this request from the library and forward your recommendation to the Inland Northwest Community Foundation. Distribution is contingent upon INWCF's determination that the proposed use of funds is in keeping with intent of the Shirrod Family Memorial Fund.

Should you have any questions, please do not hesitate to contact me at 509-624-2606.

Sincerely,



Molly Sanchez
Director of Community Engagement, INWCF

The Pullman City Council voted on _____ to ___ recommend / ___ not recommend funding the above referenced request from the Neill Public Library.

On behalf of the Pullman City Council

Signature, Title

When signed, please return the original to:

**Molly Sanchez, Director of Community
Engagement
Inland Northwest Community Foundation
421 West Riverside Avenue, Suite 606
Spokane, Washington 99201-0405**



NEILL PUBLIC LIBRARY

PH (509) 334-3595

210 N. GRAND AVENUE PULLMAN, WA 99163

FAX (509) 334-6051

November 10, 2016

Molly Sanchez, Director of Community Engagement
Inland Northwest Community Foundation
412 West Riverside Avenue, Suite 606
Spokane, WA 99201-0405

RE: Shirrod Family Memorial Fund

Dear Ms. Sanchez:

In cooperation with the Library Board and City of Pullman, I have developed our funding request for the Shirrod Family Memorial Fund. We believe this request is in keeping with the directives of this fund.

Proposed Distribution: \$43,583

1. Maintenance: janitorial services	\$21,583
2. Furnishings: chairs and tables	\$12,000
3. Acquisition of items of historical interest:	
- Develop and implement a local history program series for all ages	\$10,000
	<u>\$43,583</u>

Janitorial services: \$21,583

Funding of \$21,583 will provide annual janitorial services in the Heritage Addition. The following formula was used by the Public Works department for calculations: Building maintenance rates are calculated based on actual direct expenses and the actual salary expenses for the year beginning the previous July through the current June. Overhead is then distributed based on the percentage of hours worked for that department for the same time period. Funding requested reflects the cost of maintenance services specific to the Heritage Addition.

Furnishings: \$12,000

Budget breakdown

- Reading (lounge) chairs \$1,500 - \$2,500 ea
- Full sized tables \$700 - \$1,000 ea
- Side tables \$100 - \$200 ea
- Electrician services \$300 - \$500

Library visits have increased 4.8% percent since 2014 and seating in the Heritage Addition has become limited. In addition, more patrons are bringing their laptops and mobile devices to the Addition to read and work, reducing the availability of powered outlets and tables. By late afternoon all workspaces and outlets are in use, leaving incoming patrons without an option. To address these issues, we propose purchasing an assortment of chairs and tables (some with built-in powered outlets) and expanding the library's fixed outlets in viable wall and floor spaces. Offering wired furnishings improves mobility for the user, increasing flexibility of space. These furnishings would be located by the Palouse Heritage Collection for increased discoverability and better definition of this important collection.

Local History Program: \$10,000

Budget breakdown

- Contract fees for presenters/performers and equipment rental fees \$4,500
- Electronic and print literature and resources to add to library's collection \$1,000
- Program supplies \$3,000
 - Audio/visual (Microphone, projector, screen)
 - Printing and framing of digital photos
 - Miscellaneous (paper, refreshments, farming/food production materials)
- Marketing (print, radio, tv, social media): \$1,500

We propose the creation of a program series to bring Palouse history alive for all ages. Library staff will contract with local presenters, performers, and speakers; partner with local historical organizations; and purchase new electronic and print resources from Neill Public Library to implement a three-week educational and historical series related to life on the Palouse. In conjunction with the library's 2017 Summer Reading Program theme, "Build a Better World," this series will be entitled, "Build a Better World: Understanding Our History."

Each program will provide hands-on experiences to help solidify the knowledge shared by guest presenters. Poet John Keats' words, "Nothing ever becomes real until it's experienced," both encourage and remind us to provide informative, meaningful and historically-founded experiences such as the ones planned in this proposal. Our aim is to make real the history of the Palouse for every attendee.

For each of the planned programs, a particular aspect of early life on the Palouse will be explored. Presenters will share their areas of expertise with the attendees. In doing so, Neill Public Library will help all attendees better understand the fascinating and important history of our local area - and how that history helps build a better world for our future. Programs include:

Farming on the Palouse: From the Past to the Present

Speakers will share information about the history of farming on the Palouse, with an emphasis on wheat, lentil and chickpea crops. Vintage farm equipment, including tractors, will be on hand as well as photos of various aspects of farming on Palouse through the years. Children will enjoy a variety of hands-on activities as a part of this agriculturally focused program.

Stories of the Palouse

A professional storyteller will share Native American tales with participants of all ages, and provide hands-on activities related to the regional tales.

Social Events on the Palouse

An old-fashioned ice cream social will be enjoyed by all participants. Attendees will get hands-on experience by helping make the ice cream via crank ice cream makers. Participants will be encouraged to come dressed in the manner in which early Palouse pioneers would have dressed for a special social event. Supplies and directions will be provided so children can make and wear "fancy" paper hats during this social event.

A fiddling duo will perform for the attendees. Musicians will also share about the vital role music played in early pioneer life. Children will have the opportunity to make a musical instrument using simple everyday materials.

As a complement to the programs, staff will frame and display a selection of local historical photos recently digitized by staff. This visual art will stand as a tribute to our history, bringing the past forward to the present.

We propose utilizing any remaining funds from this program series to supplement the furnishings budget.

Thank you for considering Neill Public Library's funding request. We believe each component of our request supports Mr. Shirrod's directives for use of these funds.

Sincerely,

A handwritten signature in blue ink that reads "Joanna Bailey". The signature is written in a cursive style with a large, sweeping initial 'J'.

Joanna Bailey
Library Director
Neill Public Library

Cc: Mark Workman, City Supervisor
Kevin Gardes, Public Works Director
Elizabeth Blanks-Hindman, Chairman, Library Board of Trustees

16. RESOLUTION NO. R-78-16

A RESOLUTION DECLARING CERTAIN CITY EQUIPMENT TO BE EXCESS AND SURPLUS PROPERTY AND AUTHORIZING THE SALE THEREOF.

NOTES:

REQUEST FOR COUNCIL ACTION

For meeting of: December 20, 2016

ACTION REQUESTED

By resolution, declare certain items to be excess and surplus to the needs of the city of Pullman and authorize disposal of said items by direct sale to the public or via public bidding process.

BACKGROUND

The equipment listed for surplus sales is extremely old and broken with parts that after the costs of repairs are more expensive than purchasing a new unit. The service technician has stated that he cannot repair the items for any reasonable cost.

RECOMMENDATION

Approve the attached resolution.

FISCAL IMPACT

\$ _____

BARS Code Number

SUBMITTED BY

Name: Mike Heston
Title: Fire Chief
Department: Fire

ATTACHMENTS FOR COUNCIL REVIEW/ACTION

1. Resolution No. R- 78 -16

REVIEWED BY

	Initial	Date
Department Head	<u> MH </u>	<u> 12-10-16 </u>
City Supervisor	<u> [Signature] </u>	<u> 12/13/16 </u>
City Attorney (As to Form)	<u> [Signature] </u>	<u> 12-14-2016 </u>

RESOLUTION NO. R-78-16

A RESOLUTION DECLARING CERTAIN CITY EQUIPMENT TO BE EXCESS AND SURPLUS PROPERTY AND AUTHORIZING THE SALE THEREOF.

WHEREAS, the Fire Chief has determined that the following city equipment:

Honda generator EX1000, 120V 60Hz, 1,000 VA max,
-Serial Number EA4-1118760

Honda generator EM2200x, 120V 60Hz, 2.2 KVA max,
-Serial Number 3030262

Honda generator EM2200X, 120V 60Hz, 2.2KVA max,
-Serial Number 681935

is no longer needed for city purposes; and,

WHEREAS, the Fire Chief intends to get fair market value for each unit while minimizing the financial impact upon the city; and,

WHEREAS, the pieces of equipment each have a different level of marketability and/or public interest; and,

WHEREAS, the Fire Chief is seeking some flexibility in the method in which the equipment is disposed such that they can be sold directly to the public or offered for sale via public bidding process; now, therefore,

BE IT RESOLVED by the City Council of the city of Pullman that the city equipment heretofore described in this Resolution are declared to be excess and surplus property of the city of Pullman.

BE IT FURTHER RESOLVED that this Council finds that it would be in the best interests of the city of Pullman to attempt to dispose of said excess and surplus property.

BE IT FURTHER RESOLVED that the Fire Department Operations Officer is authorized to dispose of said equipment by direct sale to the public or via public bidding process.

BE IT FURTHER RESOLVED that the aforementioned city equipment be sold to the offeror or offerors presenting the highest acceptable cash offer to the city for the city equipment herein declared to be excess and surplus property, and such accepted offer or offers shall be considered the true and fair market value of said property herein declared to be excess and surplus property.

ADOPTED by the City Council of the city of Pullman at a regular meeting held on the _____ day of _____, 2016.

DATED this _____ day of _____, 2016.

Mayor Glenn A. Johnson

ATTEST:

Finance Director Leann L. Hubbard

Approved as to Form:

City Attorney

17. RESOLUTION NO. R-79-16

A RESOLUTION APPROVING THE EXECUTION OF A RELEASE OF EASEMENT FOR A PORTION OF A UTILITY EASEMENT ON LOT 21, MEADOW CREEK SUBDIVISION.

NOTES:

REQUEST FOR COUNCIL ACTION

For Meeting of: 12/20/2016

ACTION REQUESTED:

Release an easement no longer needed by the City of Pullman

BACKGROUND:

As part of the final plat for the Meadow Creek Subdivision, a public utility easement was established along the west edge of Lot 21. The intent at that time was to use this easement to provide a storm drain connection to the City main located to the north on Beck Drive. During home construction on Lot 21, this connection was made via another easement, also established during the final plat process, located along the south edge of Lot 21. The owners of Lot 21, Matthew and Suzette Kunkel, have since requested the release of the easement along the west edge of their lot, as it is no longer needed. Release of this easement will allow Matthew and Suzette Kunkel to construct a deck on the west side of the house. Said easement is no longer needed by the City of Pullman. A release of easement document has been prepared for that purpose for Council approval and authorization.

RECOMMENDATION:

Adopt the attached resolution approving the execution of a release of easement for a portion of a utility easement on Lot 21, Meadow Creek Subdivision and authorizing the Mayor and Finance Director to sign the release of easement.

FISCAL IMPACT:

BARS Code Number

SUBMITTED BY:

ATTACHMENTS FOR COUNCIL REVIEW/ACTION:

Name Clayton Forsmann
Title Deputy Public Works Director
Dept. Public Works

- 1. Resolution No. R-79-16
- 2. Release of Easement Exhibit

REVIEWED BY:

	Initial	Date
Department Head	<u>KA</u>	<u>12-9-16</u>
City Supervisor	<u>[Signature]</u>	<u>12/13/16</u>
City Attorney (As to Form)	<u>[Signature]</u>	<u>12-14-2016</u>

RESOLUTION NO. R-79-16

A RESOLUTION APPROVING THE EXECUTION OF A RELEASE OF EASEMENT FOR A PORTION OF A UTILITY EASEMENT ON LOT 21, MEADOW CREEK SUBDIVISION.

WHEREAS, the City Council has before it a Release of Easement related to an easement on Lot 21, Meadow Creek Subdivision, Section 31, Township 15N, Range 45E, W.M., attached hereto as Exhibit "A"; and,

WHEREAS the City Council has determined that it is in the best interests of the city of Pullman to execute the proposed Release of Easement; now, therefore,

IT IS HEREBY RESOLVED by the City Council of the City of Pullman that the Release of Easement attached hereto as Exhibit "A" is approved.

BE IT FURTHER RESOLVED that the Mayor and Finance Director are hereby authorized and directed to sign the Release of Easement.

ADOPTED by the City Council of the city of Pullman at a regular meeting held on the _____ day of _____, 2016.

DATED this _____ day of _____, 2016.

Mayor Glenn A. Johnson

ATTEST:

Finance Director Leann L. Hubbard

Approved as to Form:

City Attorney

RECORDED AT THE REQUEST OF and
AFTER RECORDING, RETURN TO:
City of Pullman
325 SE Paradise Street
Pullman, WA 99163

RELEASE OF EASEMENT

THIS RELEASE OF EASEMENT is made this ____ day of _____, 2016 by the City of Pullman, a municipal corporation formed under the laws of the State of Washington with reference to the following facts:

- A. The City of Pullman was granted a certain public utility easement over a parcel of property legally described as:

Lot 21, Meadow Creek Subdivision, recorded under Auditor's File Number 674027 located in the Northeast Quarter of Section 31, Township 15 North, Range 45 East, W.M., City of Pullman, Whitman County, Washington.

- B. A portion of said easement is described as:

COMMENCING at the Southwest corner of Lot 21 of said Subdivision;

Thence N02°28'41"W a distance of 20 feet along westerly line of Lot 21 of said Subdivision to **THE POINT OF BEGINNING**;

Thence continuing along said westerly lot line N02°28'41"W a distance of 83.99 feet to the northerly line of said lot;

Thence along said northerly line of said lot N87°30'48"E a distance of 10 feet;

Thence parallel with the westerly line of said lot S02°28'41"E a distance of 83.96 feet;

Thence parallel with the southerly line of said lot S87°21'40"W a distance of 10 feet to the **POINT OF BEGINNING**, said easement containing 840 square feet, more or less.

- C. The said easement is no longer needed to serve Lot 21, Meadow Creek Subdivision, because an easement along the south edge of this lot was used instead, such that the City of Pullman no longer has any interest in the portion of said easement referenced in Paragraph B above.

NOW THEREFORE, the City of Pullman hereby releases and terminates the portion of said easement described in Paragraph B above, which said portion of said easement shall have no further force or effect.

EXECUTED as of the date first set forth above.

City of Pullman, a municipal corporation of the
state of Washington

By: _____
Glenn A. Johnson, Mayor

Attest: _____
Leann L. Hubbard, Finance Director

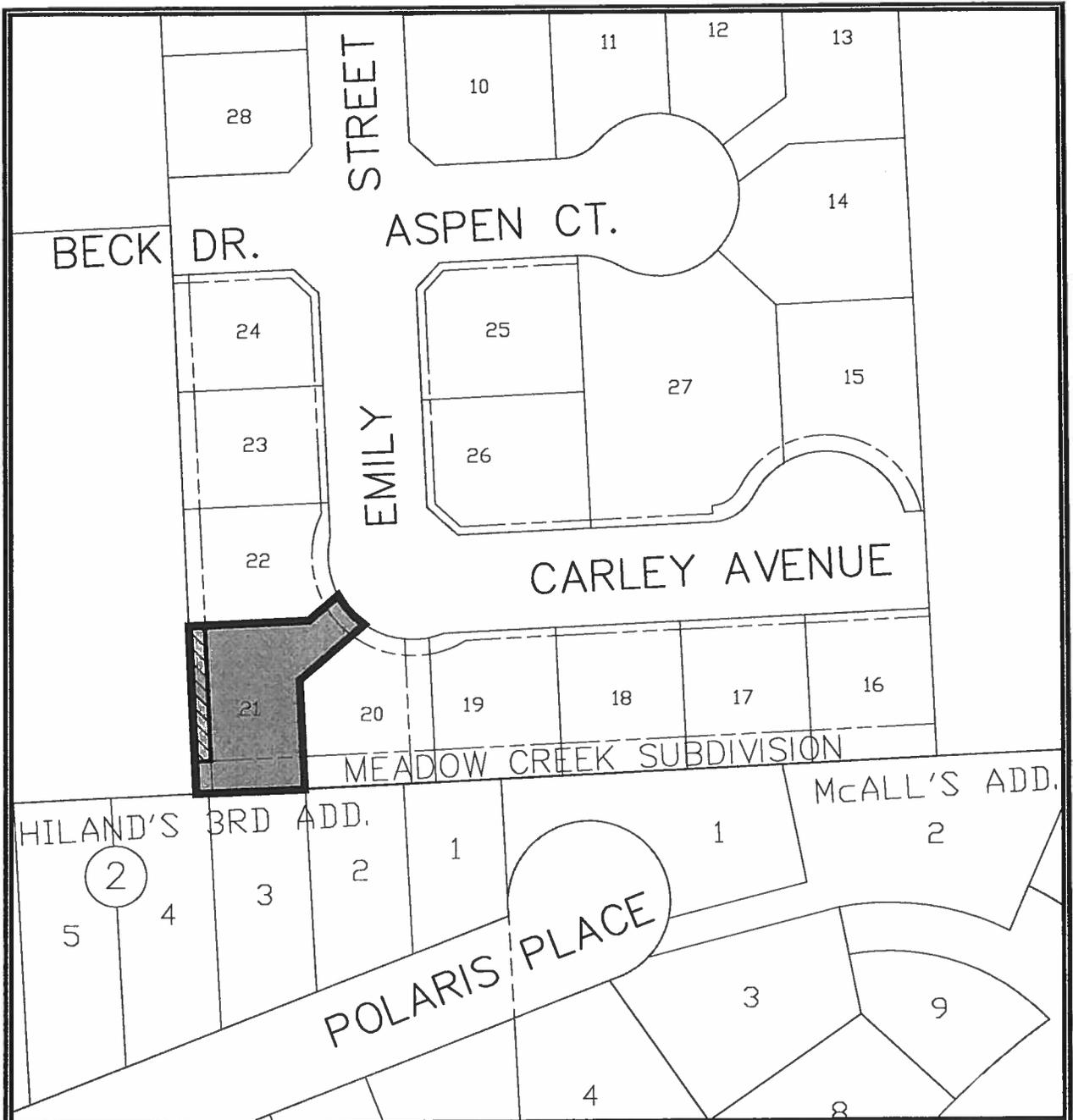
Exhibit "A"

STATE OF WASHINGTON)
) ss.
County of Whitman)

On this day personally appeared before me **Glenn A. Johnson, MAYOR**, and **Leann L. Hubbard, FINANCE DIRECTOR**, respectively for the CITY OF PULLMAN, A MUNICIPAL CORPORATION OF THE STATE OF WASHINGTON, the municipal corporation that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation, for the uses and purposes mentioned, and on oath stated that they are authorized to execute the said instrument, and that the seal affixed is the corporate seal of said municipal corporation.

GIVEN under my hand and official seal this ____ day of _____, 2016.

NOTARY PUBLIC in and for the State of
Washington.
My commission expires: _____



SUBJECT PROPERTY



PORTION OF EASEMENT TO BE RELEASED



EXISTING PUBLIC UTILITY EASEMENT

P:\Agreements\Easement Vacations\1505 NW Emily St easement vacation\1505 NW Emily.dwg



LOCATION MAP

RELEASE OF EASEMENT EXHIBIT

18. A RESOLUTION DECLARING BAD DEBTS

STAFF REPORT _____

QUESTIONS FROM COUNCIL ON STAFF REPORT _____

RESOLUTION NO. R-80-16

A RESOLUTION DECLARING CERTAIN ACCOUNTS RECEIVABLE DUE TO THE CITY OF PULLMAN TO BE BAD DEBTS AND REMOVING SAID ACCOUNTS FROM THE ACTIVE ACCOUNTING RECORDS OF THE CITY.

DISCUSSION _____

ACTION TAKEN _____

NOTES:

REQUEST FOR COUNCIL ACTION

For meeting of: December 20, 2016

ACTION REQUESTED

Council declaration of certain delinquent accounts owed to the City to be bad debts, authorizing the Finance Department to remove said debts from the City's active accounting records, and cease active collection efforts.

BACKGROUND

From time to time it is necessary to purge the City's accounts receivable files of those accounts which have not had a payment in at least twelve months or have been determined by staff to be uncollectible. Wherever possible, these accounts have been turned over to a collection agency for collection, and will remain in a collection status after action is taken by the Council. The write off total is \$82,630.71. The write off total consists of ambulance accounts of \$82,131.42 and other accounts of \$499.29.

The Council last wrote off bad debts on December 8, 2015.

RECOMMENDATION

Adoption of the attached resolution.

FISCAL IMPACT

\$ _____

BARS Code Number _____

SUBMITTED BY

ATTACHMENTS FOR COUNCIL REVIEW/ACTION

Name: Leann L. Hubbard

1. Resolution No. R- 80-16

Title: Finance Director

Department: Finance

REVIEWED BY

	Initial	Date
Department Head		<u>12/12/16</u>
City Supervisor		<u>12/13/16</u>
City Attorney (As To Form)		<u>12-14-2016</u>

RESOLUTION NO. R-80-16

A RESOLUTION DECLARING CERTAIN ACCOUNTS RECEIVABLE DUE TO THE CITY OF PULLMAN TO BE BAD DEBTS AND REMOVING SAID ACCOUNTS FROM THE ACTIVE ACCOUNTING RECORDS OF THE CITY.

WHEREAS, it has been made to appear to the City Council of the City of Pullman that there are certain Accounts Receivable owing to the City of Pullman which on the 8th day of December, 2015, were more than twelve months old or determined to be uncollectible; and,

WHEREAS, the Finance Director of the City of Pullman has advised this Council that she and members of City staff have made a diligent effort to collect payment on the aforementioned Accounts Receivable; and that it is the considered opinion of the Finance Director of the City of Pullman that to expend further effort to collect payment for the aforementioned Accounts Receivable would be futile and for naught; and that said accounts should be declared uncollectible and should be removed from the active accounting records of the City of Pullman; and,

WHEREAS, this Council believes that the aforementioned Accounts Receivable as more specifically set forth hereafter should be declared to be bad debts which are uncollectible and should be removed from the active accounting records of the City of Pullman; now, therefore,

IT IS HEREBY RESOLVED by the City Council of the City of Pullman that the Accounts Receivable listed in Exhibit "A" are hereby declared to be bad debts, which are uncollectible and are hereby removed from the active accounting records of the City of Pullman.

BE IT FURTHER RESOLVED that the aforementioned Accounts Receivable are still due and owing to the City of Pullman, but that the Finance Director and staff may now discontinue active efforts to collect said debts.

BE IT FURTHER RESOLVED that the Finance Director is authorized and directed to make the necessary accounting entries and transactions to effect the purpose of this Resolution.

ADOPTED by the City Council of the City of Pullman at a regular meeting held on the _____ day of _____, 2016.

DATED this _____ day of _____, 2016.

Mayor Glenn A. Johnson

ATTEST:

Finance Director Leann L. Hubbard

Approved as to Form:

City Attorney

<u>Account/Run #</u>	<u>Balance</u>	<u>Account/Run #</u>	<u>Balance</u>	<u>Account/Run #</u>	<u>Balance</u>
13- 367	669.60	13- 584	685.00	13- 528	865.40
13- 203	683.60	13- 1048	902.70	13- 978	428.90
13- 243	885.00	13- 276	823.80	13- 148	50.00
13- 156	689.20	13- 311	689.20	13- 140	50.00
13- 386	1,124.40	13- 586	686.40	13- 728	1,028.90
13- 469	1,019.60	13- 632	897.60	13- 166	217.88
13- 493	221.60	13- 492	880.80	11- 1123	268.55
13- 804	735.70	13- 727	884.00	15- 603	865.30
13- 220	88.50	13- 874	880.60	14- 421	694.10
13- 955	894.20	13- 795	745.90	15- 18	1,240.40
13- 656	940.10	13- 715	2,298.80	15- 558	906.10
13- 741	1,034.00	13- 82	889.20	15- 614	1,075.50
13- 550	894.80	13- 287	671.00	15- 905	43.26
13- 395	883.60	13- 283	1,050.40	14- 945	889.10
13- 645	1,089.10	13- 11	112.34	15- 63	1,752.20
13- 817	907.80	13- 759	885.70	13- 989	863.60
13- 41	694.80	13- 349	1,098.00	13- 431	1,030.80
13- 581	1,089.20	13- 915	221.00	13- 842	897.60
13- 142	700.40	13- 589	869.60	13- 760	451.49
13- 414	687.80	13- 750	1,044.20	13- 332	486.85
13- 250	893.40	13- 698	875.50	13- 844	1,035.70
13- 818	877.20	13- 392	137.18		
13- 751	855.10	13- 418	484.40	AIR- 10143	25.00
13- 305	682.20	13- 86	880.80	AIR- 10158	15.00
13- 1227	108.91	13- 390	829.40	AIR- 10174	60.00
13- 793	108.26	13- 917	877.20	AIR- 10180	50.00
13- 523	880.80	13- 306	1,714.00	AIR- 10213	15.00
13- 561	1,011.20	13- 316	744.40	AIR- 10225	60.00
13- 784	458.40	13- 298	1,087.80	CEM- 10380	70.00
13- 644	746.85	13- 302	1,914.00	GEN- 10338	204.29
13- 432	156.35	13- 718	183.25		
13- 695	878.90	13- 719	115.78		
13- 602	300.08	13- 363	1,837.40		
13- 223	77.56	13- 633	1,032.20		
13- 257	1,103.20	13- 211	1,861.20		
13- 479	696.20	13- 46	497.00		
13- 531	444.80	13- 447	899.00		
13- 554	644.80	13- 783	728.90		
13- 591	440.60	13- 39	1,102.20		
13- 461	226.33	13- 796	894.20		
13- 691	911.20	13- 512	882.20		
13- 530	886.40	13- 848	873.80		
				TOTAL	<u><u>82,630.71</u></u>

19. A RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT

STAFF REPORT _____

QUESTIONS FROM COUNCIL ON STAFF REPORT _____

RESOLUTION NO. R-81-16

A RESOLUTION AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF PULLMAN, WASHINGTON AND THE CITY OF MOSCOW, IDAHO FOR THE PURPOSE OF PROVIDING MUTUAL ASSISTANCE FOR INFORMATION SYSTEMS SERVICES.

DISCUSSION _____

ACTION TAKEN _____

NOTES:

REQUEST FOR COUNCIL ACTION

For Meeting of: December 20, 2016

ACTION REQUESTED

Execute an intergovernmental agreement between the city of Pullman and the city of Moscow for the purpose of providing mutual assistance for information systems services.

BACKGROUND

Staff is proposing the approval of an agreement with the City of Moscow for mutual assistance for Information Systems Services between the two cities. As municipal governments utilize and depend on electronic communications in their everyday work, the possibility of network or other outages may cause disruption in city business. The opportunity for collaboration in relation to electronic communications may also arise that may be beneficial to both cities. The purpose of this agreement is to allow both cities to be in a position to take advantage of each cities expertise to meet these challenges and opportunities. If an emergency event relating to fiber optic disruption effecting either the City of Pullman and/or the City of Moscow both parties will be in a position to provide aid to the other. This agreement spells out the responsibilities and expectations of each entity when requesting or responding to a request for assistance. This same agreement has been before the Moscow Public Works Finance Committee, and is on the Moscow City Council consent agenda for 12-19-2016.

RECOMMENDATION

Adopt the attached resolution authorizing the execution of an intergovernmental agreement.

FISCAL IMPACT

\$ N/A

BARS Code Number

SUBMITTED BY

ATTACHMENTS FOR COUNCIL REVIEW/ACTION

Wayne Brannock
Name
Information Systems Mgr.
Title
Info Systems Department
Department

1. Resolution No. R- 81- 16

REVIEWED BY

	Initial	Date
Department Head	<u>[Signature]</u>	<u>12-14-2016</u>
City Supervisor	<u>[Signature]</u>	<u>12-14-16</u>
City Attorney	<u> </u>	<u> </u>
(As To Form)		

RESOLUTION NO. R-81-16

A RESOLUTION AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF PULLMAN, WASHINGTON AND THE CITY OF MOSCOW, IDAHO FOR THE PURPOSE OF PROVIDING MUTUAL ASSISTANCE FOR INFORMATION SYSTEMS SERVICES.

WHEREAS, the City Council for the City of Pullman has before it an Intergovernmental Agreement entitled "Intergovernmental Agreement to Provide Mutual Assistance for Information Systems Services between City of Moscow, Idaho and City of Pullman, Washington" which is attached hereto and marked as Exhibit "A"; and,

WHEREAS, each Party is legally authorized to enter into this Agreement pursuant to Idaho Code § 67-2337(4) and RCW § 39.34.080; and,

WHEREAS, this Council believes it to be in the best interests of the City of Pullman to authorize the execution of said Intergovernmental Agreement; now, therefore,

IT IS HEREBY RESOLVED that the Mayor and the Finance Director be and they are hereby authorized and directed to execute the Agreement and to deliver an executed copy thereof to the City of Moscow, Idaho.

IT IS FURTHER RESOLVED that the Mayor and Finance Director are each hereby authorized and directed to take such further action as may be appropriate in order to effect the purpose of this Resolution and the Intergovernmental Agreement authorized thereby.

ADOPTED by the City Council of the city of Pullman at a regular meeting held on the _____ day of _____, 2016.

DATED this _____ day of _____, 2016.

Mayor Glenn A. Johnson

ATTEST:

Finance Director Leann L. Hubbard

Approved as to Form:

City Attorney

INTERGOVERNMENTAL AGREEMENT TO PROVIDE MUTUAL ASSISTANCE
FOR INFORMATION SYSTEMS SERVICES BETWEEN
CITY OF MOSCOW, IDAHO AND CITY OF PULLMAN, WASHINGTON

THIS INTERGOVERNMENTAL AGREEMENT TO PROVIDE MUTUAL ASSISTANCE TO INFORMATION SYSTEMS SERVICES (hereinafter "AGREEMENT"), is entered into between the City of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter "MOSCOW"), and the City of Pullman, Washington, a municipal corporation of the State of Washington, 325 SE Paradise Street, Pullman, Washington, 99163 (hereinafter "PULLMAN")

WITNESSETH:

WHEREAS, each Party hereto is legally authorized to enter into this Intergovernmental Agreement to Provide Mutual Assistance for Informations Systems Services (AGREEMENT), pursuant to Idaho Code § 67-2337(4) and RCW § 39.34.080; and

WHEREAS, each Party hereto has an interest in providing quality Information Systems Services; and

WHEREAS, each Party owns and maintains equipment and employs personnel who are employed to provide technical services; and

WHEREAS, in the event of a service outage, or based upon a particular situation or need, one of the Parties may provide assistance to the other Party to resolve technical problems or provide services, including, but not limited to, co-location of equipment, support services such as remote monitoring, failover recovery of services, shared services, and technical assistance; and

WHEREAS, each Party has sufficient equipment and personnel to enable it to provide such assisting Information Systems Services to the other Party;

NOW, THEREFORE, subject to the limitations of this AGREEMENT and in order to provide the above assistance between Parties, it is hereby agreed as follows:

1. DURATION OF AGREEMENT: This AGREEMENT becomes effective when it is approved by each City and shall continue in full force and effect for a period of five (5) years and thereafter, year to year, from the effective date of this AGREEMENT or until either Party at any time terminates this AGREEMENT by providing thirty (30) days' written notice to the other Party. Thereafter, this AGREEMENT shall automatically renew for an additional five (5) year term unless either Party gives written notice of intent not to renew no later than ninety (90) days prior to the expiration date of the initial term.
2. PURPOSE ASSISTANCE: The purpose of this AGREEMENT is to permit the Parties to cooperate to their mutual advantage, utilizing services and equipment to provide assistance to the other Party where one of the Parties may need the assistance of another Party. The

duty of each Party under this AGREEMENT is wholly discretionary, but each Party agrees that it will provide such assistance to the extent it determines that it has sufficient equipment and personnel to provide such assistance. Both Parties agree that it is not the purpose of this AGREEMENT to provide the normal operations and technical support. Each Party acknowledges that it has no right to demand of the other Party that it provide any specific assistance under any circumstances.

3. MANNER OF FINANCING AND BUDGET: There shall be no joint financing of activities under this AGREEMENT. No compensation shall be due and owing for services rendered and equipment furnished by a Party under this AGREEMENT. Each Party agrees to be responsible for the payment of compensation and benefits, including workers' compensation, for its employees who provide assistance under this AGREEMENT for the other Party. Each Party shall independently budget for expected expenses under this AGREEMENT.
4. REQUEST FOR ASSISTANCE: Any request for assistance under this AGREEMENT by a Party shall be made to the other Party's Information System department head. The request may be oral, which shall be confirmed in writing, and shall specify the time and place and the nature of the requested assistance, the equipment and the personnel requested.
6. RESPONSE TO REQUEST: Only the Information Systems department head of a responding Party may determine whether or not to respond to a request for assistance under this AGREEMENT and may convey that determination orally, which shall subsequently be confirmed in writing.
7. RESPONSIBILITIES OF THE PARTIES: Each Party shall be responsible for ensuring their own network security between other agencies, as deemed necessary by each Party. This requirement extends to protect confidentiality of the other connected party from any others outside this AGREEMENT, to the extent permitted by Idaho and Washington laws. Each Party will also assign a contact person to be available when addressing these issues.
8. LIABILITY: The original employing Party of any personnel who respond pursuant to this AGREEMENT shall have and assume complete liability for all of the acts of its personnel and of the operation of its equipment under this AGREEMENT.
9. MUTUAL HOLD HARMLESS: Each Party to this AGREEMENT agrees to indemnify and hold harmless the other from any injury, damage, or claim suffered by any person or property caused by the Party or its employee while performing under this AGREEMENT arising out of its sole negligence.
10. RETURN OF EQUIPMENT AND PERSONNEL: When the assistance requested is no longer required, the requesting Party shall notify the responding Party of the release of its equipment and personnel and such shall be returned to their normal place of operation.
11. PRE-PLANNING: The departments may, from time to time, mutually establish pre-incident plans which shall indicate the types and locations of potential problem areas where assistance may be needed. This AGREEMENT may be supplemented by lists of types of equipment

and personnel that would be available under certain circumstances. In addition, the Parties may engage in mutual training sessions to ensure the efficient operation of this AGREEMENT. The Parties agree to take such steps as are feasible to standardize the equipment and procedures used to provide assistant under this AGREEMENT.

12. SEVERABILITY: If any part of this AGREEMENT is held unenforceable, the remaining portions of this AGREEMENT will nevertheless remain in full force and effect.
13. PARTIES: The cities of Moscow, Idaho and Pullman, Washington hereby designate their authorized representatives and their respective successors to act on their behalf with respect to the services and responsibilities under this AGREEMENT. The following designated representatives are authorized to receive notices, transmit information and make decisions regarding Services on behalf of their respective Parties, except as expressly limited herein.

PULLMAN

City of Pullman, Washington
Wayne Brannock, IS Manager
325 SE Paradise Street
Pullman, WA 99163
(509) 338-3210

MOSCOW

City of Moscow, Idaho
Jesse Flowers, IS Director
206 East Third Street
Moscow, ID 83843
(208) 883-7121

IN WITNESS WHEREOF, the Parties hereto have set their hand this _____ day of _____, 2016.

CITY OF PULLMAN, WASHINGTON

CITY OF MOSCOW, IDAHO

Glenn A. Johnson, Mayor

Bill Lambert, Mayor

ATTEST:

ATTEST:

Leann L. Hubbard, Finance Director

Laurie M. Hopkins, City Clerk

APPROVED AS TO FORM:

Laura McAloon, City Attorney