



CITY COUNCIL MEETING AGENDA
Council Chambers, 1000 Laurel Street

December 7, 2015
Monday

Regular Meeting
7:00 p.m.

- 1. Call to Order and Flag Salute**
- 2. Roll Call of Councilmembers**
- 3. Additions/Deletions**
- 4. Citizen Participation**

Citizens may comment on any topic that is not on the Regular Agenda. To comment, please raise your hand to request recognition by the Chair. Once so recognized, please step to the podium and state your name and address for the record before making your comments. Also, please limit your comments to no more than three (3) minutes.

The public may comment on individual agenda items on the Regular Agenda prior to Council's action.

The public may also submit written communications, via letters or emails to dperry@cityofmilton.net. Any item received by noon on the day of the meeting will be distributed to Council.

5. Consent Agenda

A. Minutes

- i. 11/9/15 Special Meeting
- ii. 11/16/15 Regular Meeting
- iii. 11/23/15 Special Meeting

B. Claims Approval

- i. Approval of the checks/vouchers numbers 58009-58085 in the amount of \$706,255.44.

Council may add and take action on other items not listed on this agenda.

If you need ADA accommodations, please contact City Hall at (253) 517-2705 prior to the meeting.

Thank you.

- ii. Approval of the payroll disbursement of 11/20/15 and related checks numbered 3903-3909 and 57998-58008 in the amount of \$156,558.40.

C. Confirmation – Public Works Director Aaron Nix

D. Approval of Administrative Anti-Harassment Policy

6. Public Hearings

A. 2015 Budget Amendment

B. 2016 Budget – Final Public Hearing

7. Regular Agenda Items

A. Ordinance – 2015 Budget Amendment – 2nd Read/Adoption

B. Ordinance – 2016 Final Budget – 2nd Read/Adoption

C. Approval – Contract Extension with East Pierce Fire District

D. Authorization – City Hall Closure on December 24th

E. Authorization – Cancelling City Council Meetings of December 14 and 21

F. Authorization – Finance Department Processing of Vouchers through January 4, 2016

8. Council Reports

9. Director's Reports

10. Mayor's Report

11. Adjournment

Council may add and take action on other items not listed on this agenda.

If you need ADA accommodations, please contact City Hall at (253) 517-2705 prior to the meeting.

Thank you.



DRAFT CITY COUNCIL MINUTES

Special Meeting
Monday, November 9, 2015
7:00 p.m.

CALL TO ORDER

Mayor Perry called the meeting to order at 7:02 p.m., and led the flag salute.

ROLL CALL

Present: Mayor Pro Tem Zaroudny, Councilmembers Whalen, Bennest, Manley, Ott, Morton, and Johnson

Absent: None

STAFF PRESENT

Police Chief Hernandez, Finance Director Garrison, and Community Development Director Nix

ADDITIONS / DELETIONS

None.

CITIZEN PARTICIPATION

Speaker	Comments
Jacquelyn Whalen	Thanks to staff and council involved in the decision to improve the intersection at Oak Street/11 th /Milton Way.
Tom Boyle	Congratulations to the newly elected Councilmembers. Appreciated council comments to the fire chief at the last meeting. Regarding 2 nd reads of Ordinances – thinks it is important to allow the public time to consider and comment on items Regarding the police security yard – great idea, but wrong location Regarding the 911 Memorial – same as above, great idea, but wrong location Advocates for a website advisory board with citizens and staff both

PRESENTATIONS & PROCLAMATIONS

A. Marijuana Committee Report – Jason Wilson

Director Nix and Special Committee Chair Jason Wilson gave a presentation on the findings of the Marijuana Committee.

Mayor Perry called a recess from 7:50-8:10pm.

PUBLIC HEARINGS

A. 2016 Budget Revenue Sources

Director Garrison referred to the public hearing documents and explained the purpose of the hearing.

Mayor Perry opened the public hearing on the 2016 Budget Revenue Sources at 8:12 pm.

Speaker	Comments
Tom Boyle	Unhappy that the public hearings were not listed on the front page of the website – Mayor Perry clarified that it was on the Public Notices page of the website, as well as on the readerboard and in the newspaper.
Jacquelyn Whalen	Comfortable that Council is working very hard with the taxes entrusted to them, very comfortable with the 1% tax increase that is proposed in the 2016 budget, and applauds the efforts to find new ways to increase revenue.

Mayor Perry closed the public hearing on the 2016 Budget Revenue Sources at 8:15 pm.

B. 2016 Preliminary Budget

Director Garrison provided a brief introduction to the budget document.

Mayor Perry opened the public hearing on the 2016 Preliminary Budget at 8:17 pm.

Speaker	Comments
Tom Boyle	A couple wish list items: <ul style="list-style-type: none">• LED cross walk lights – glad to see this on its way – proposes two additional locations, at 15th/Milton Way and 15th/Taylor• Website improvements
Jacquelyn Whalen	Encourages Council to provide a healthy dose of funding in support of the Code Enforcement division – there has been significant measurable improvement to the quality of life in Milton from our award-winning Code Enforcement Officer. Sees folks working really hard in the city, people doing the jobs of three, especially in the planning department.

Mayor Perry closed the public hearing on the 2016 Preliminary Budget at 8:21 pm.

REGULAR MEETING

A. Ordinance – General Fund – Creating Asset Replacement Fund

Director Garrison handed out a first draft of a listing of the city's rolling stock with some preliminary value information.

She explained the ordinances in Regular Agenda Items A-H are presented at this meeting as second reads, having been reviewed at the November 2 meeting.

COUNCILMEMBER WHALEN MOVED, seconded by Councilmember Bennest, to adopt the proposed Ordinance to create a General Fund Asset Replacement Fund.

Director Garrison, in answering questions, said that the creation of the Strategic Reserve Fund will insure that the \$.375 of assessed valuations will always be maintained.

The motion was voted on and passed 7/0.

B. Ordinance – General Fund – Creating Capital Improvement Fund

Directors Garrison and Nix explained this fund and answered questions. Director Garrison referred to the auditor's BARS manual in explaining the stipulations for putting funds into this account.

COUNCILMEMBER MANLEY MOVED, seconded by Councilmember Bennest, to adopt the proposed Ordinance to create a General Fund Capital Improvement Reserve Fund. **Passed 7/0.**

C. Ordinance – General Fund – Creating Strategic Reserve Fund

COUNCILMEMBER MORTON MOVED, seconded by Councilmember Ott, to adopt the proposed Ordinance to create the Strategic Reserve Fund. Director Garrison answered questions and discussion ensued.

The motion was voted on and passed 7/0.

D. Ordinance – Stormwater Utility – Creating Asset Replacement Fund

COUNCILMEMBER BENNEST MOVED, seconded by Councilmember Manley, to adopt the proposed Ordinance to create a Stormwater Utility Asset Replacement Fund. **Passed 7/0.**

E. Ordinance – Water Utility – Creating Asset Replacement Fund

MAYOR PRO TEM ZAROUDNY MOVED, seconded by Councilmember Morton, to adopt the proposed Ordinance to create a Water Utility Asset Replacement Fund. **Passed 7/0.**

F. Ordinance – Water Utility – Creating Capital Improvement Fund

COUNCILMEMBER JOHNSON MOVED, seconded by Councilmember Bennest, to adopt the proposed Ordinance to create a Water Utility Capital Improvement Fund. **Passed 7/0.**

G. Ordinance – Electric Utility – Creating Asset Replacement Fund

COUNCILMEMBER MORTON MOVED, seconded by Councilmember Bennest, to adopt the proposed Ordinance to create an Electric Utility Asset Replacement Fund. **Passed 6/1.** (Ott)

H. Ordinance – Electric Utility – Creating Capital Replacement Fund

COUNCILMEMBER OTT MOVED, seconded by Councilmember Bennest, to adopt the proposed Ordinance to create an Electric Utility Capital Improvement Fund. **Passed 7/0.**

I. Ordinance – Tax Levy

Director Garrison explained the proposed ordinance, explaining it is presented as a first read and will come back for adoption at the November 16 meeting.

Some discussion ensued.

J. Ordinance & Resolution – Establishing Small Works Roster

Director Nix explained the purpose for this action and answered council's questions.

COUNCILMEMBER WHALEN MOVED, seconded by Councilmember Manley, to adopt the attached ordinance to repeal MMC Chapters 2.70, 2.72, and 3.32, and amend Chapter 3.52 to account for the implementation of a roster system hosted by MRSC and the adoption of purchasing policies by resolution. **Passed 5/2.** (Johnson/Ott)

COUNCILMEMBER WHALEN MOVED, seconded by Councilmember Manley, to adopt the attached resolution establishing a small public works roster process to award public works contract, a consulting services roster for architectural, engineering, and other professional services, a vendor roster for goods and services not related to public works contract, and adopting purchasing policies previously codified in MMC Chapter 3.52. **Passed 5/2.** (Johnson/Ott)

Councilmembers Johnson and Ott explained their no votes as a support for the second read process.

K. Resolution & Interlocal Agreement with City of Edgewood – Reciprocal Building Inspector Services

Director Nix explained the need for this agreement and the benefits of cooperating with a neighboring jurisdiction.

COUNCILMEMBER MANLEY MOVED, seconded by Councilmember Bennest, to approve the attached resolution allowing the Mayor to enter into an Interlocal Agreement with the City of Edgewood, in order for both cities to provide back-up services as needed related to both building inspection and plan review services, as outlined within the attached Interlocal Agreement.

Speaker	Comments
Tom Boyle	Expressed his concern over the lateness of this item – feels like it should be given a second read, even given the emergent nature in this case – puts undue pressure on council to make a decision under deadline

Councilmember Whalen referred to the difference between resolutions and ordinances.

Speaker	Comments
Jacquelyn Whalen	Encourages this be double-checked, referring to the debacle with the Jovita Boulevard project which cost a lot of money.

Mayor Perry noted that this is not a new agreement, as Milton has had a similar one with the City of Fife – they are too busy right now.

The motion was voted on and passed 7/0.

DISCUSSION ITEMS

A. 2016 Proposed Final Budget

Mayor Perry asked Council, who agreed, to suspend this discussion item.

DIRECTOR'S REPORTS

Chief Hernandez

- Handed out crime blotter and shared regarding a pursuit incident

Director Garrison

- The annual audit has commenced

Director Nix

- The coping pieces for the skate park are being shipped

COUNCIL REPORTS

Councilmember Ott reminded of the Veteran's Day service on the 11th

Councilmember Manley encouraged the green light bulb movement for veterans, and enjoyed seeing the new water department equipment

MAYOR'S REPORT

- Echoed the reminder of the Veteran's Day service, saying that Chief Hernandez will be speaking
- Invited council to attend an Event Committee meeting – Tree Lighting around the corner

ADJOURNMENT

Adjourned at 10:30 p.m.

Debra Perry, Mayor

ATTEST:

Katie Bolam, City Clerk



DRAFT CITY COUNCIL MINUTES

Regular Meeting
Monday, November 16, 2015
7:00 p.m.

CALL TO ORDER

Mayor Perry called the meeting to order at 7:08 p.m., and led the flag salute.

MINUTES OF 11/16/15

Call to order 7:08pm

Roll call - all present

ROLL CALL

Present: Mayor Pro Tem Zaroudny, Councilmembers Whalen, Bennest, Manley, Ott, Morton, and Johnson

Absent:

STAFF PRESENT

Police Chief Hernandez, Community Development/Interim Public Works Director Nix, Finance Director Garrison, IT Director Tiedeman, and City Clerk Bolam

ADDITIONS / DELETIONS

Mayor Perry added a presentation on the status of IT by Director Tiedeman to follow the Consent Agenda.

CITIZEN PARTICIPATION

Speaker	Comments
Jacquelyn Whalen	<ul style="list-style-type: none">• Reported on the Pierce County Conservation Futures program• Thanked City staff for the good work she sees getting done

CONSENT AGENDA

Approval of:

- A. Minutes
 - a. November 2, 2015 Regular Meeting
- B. Claims Approval
 - a. Vouchers numbered 57913, 57925-57997 in the amount of \$278,907.40.
 - b. Payroll for 11/5/15 and related check numbers 3897-3903 and 57909-57912, 57914-57924 in the amount of \$237,597,06.
- C. Final Approval – Well Study
- D. Final Approval – MAC Remodel

COUNCILMEMBER WHALEN MOVED, seconded by Councilmember Morton, to approve the Consent Agenda. **Passed 7/0.**

PRESENTATION – IT STATUS

Director Tiedeman provided an update on the city's IT infrasture, including the migrations of the city's email and website, the implementation of the HelpDesk, the upgraded phone system, and status of contract services.

REGULAR MEETING

A. Contract Approval – ReturnMeds Interlocal Agreement with King County

Chief Hernandez explained the purpose of this contract, saying this would be an ongoing project. The location of the drop-box would be in the lobby of the MAC, where only police personnel have access.

COUNCILMEMBER BENNEST MOVED, seconded by Councilmember Ott, to authorize the Mayor to enter into an Interlocal agreement with King County for Milton to operate as a collection site for the ReturnMeds program. **Passed 7/0.**

B. Ordinance Tax Levy – Second Read/Adoption

Director Garrison explained this item, that it received its first read at the last meeting.

MAYOR PRO TEM ZAROUDNY MOVED, seconded by Councilmember Whalen, to adopt the 2016 Tax Levy Ordinance.

Speaker	Comments
Jacquelyn Whalen	Referred to dollar amounts and the confusion of the related terminology – Director Garrison confirmed the accuracy of the document

The matter was voted on and passed 6/1. (Johnson)

C. Ordinance 2015 Budget Amendment #3 – First Read

Director Garrison explained the necessity of this amendment – to put Council's actions from the last meeting into effect, and to add the City Engineer position that Council approved to the budget. She answered Council's questions, and explained there will be a public hearing at the December 7 meeting on this item, and it will then be presented for second read and adoption.

DISCUSSION ITEMS

A. 2016 Budget

Director Garrison handed out two sets of pages – one, replacement pages (page numbers 3-17) to correct misprints identified since the last meeting; and two, allocation charts explaining differences since 2014. She answered Council's questions on allocations and on the AWC Red Flag checklist.

Council discussion then began on the budget spreadsheet line-by-line.

Mayor Perry recessed the meeting from 9:35-9:45 pm.

Council discussion ended after the Drug Seizure Fund, and discussion will begin with the Community Events Fund at the next meeting, which Council set as a Special Meeting for November 23 at 6:30 pm.

DIRECTOR'S REPORTS

Director Nix

- Reported on the power outage Friday night
- There was lowland flooding on 5th Street
- Working on finalizing a ROW issue on 27th, where it should have deeded over to the City years ago

Director Garrison

- The state's annual audit is now occurring

COUNCIL REPORTS

Councilmember Ott

- Requested a moment of silence in respect of the Paris event – Mayor Perry said she would call for that after reports

Councilmember Morton

- Requested the status of local businesses

Councilmember Johnson

- Referred to the traffic on 15th/16th during school hours

Mayor Pro Tem Zaroudny

- Likes the look of the front of City Hall

MAYOR'S REPORT

- Spoke to stormwater flooding and patterns
- Attended the Federal Way chamber event
- It was a great Veteran's Day event
- Milton's annual Tree Lighting is coming!

Mayor Perry called for a moment of silence in respect of the Paris event.

ADJOURNMENT

Adjourned at 11:00 p.m.

Debra Perry, Mayor

ATTEST:

Katie Bolam, City Clerk

DRAFT



Special Meeting
Monday, November 23, 2015
6:30 p.m.

CALL TO ORDER

Mayor Perry called the meeting to order at 6:38 p.m., and led the flag salute.

ROLL CALL

Present: Mayor Pro Tem Zaroudny, Councilmembers Whalen, Bennest, Manley, Ott (arrive 6:45), Morton, and Johnson

STAFF PRESENT

Community Development/Interim Public Works Director Nix, Finance Director Garrison, Sergeants Luckman and Hume, and City Clerk Bolam

ADDITIONS / DELETIONS – None

CITIZEN PARTICIPATION

Speaker	Comments
Jacquelyn Whalen	<ul style="list-style-type: none">• Compliments on the city hall exterior improvements – they look great – something to be proud of• Encourages Council to consider a raise for councilmembers – she doesn't remember a raise for council since she became involved in 2001• Thanks to Council for their diligence in holding this special meeting

PRESENTATIONS AND PROCLAMATIONS

A. Appointment to the Planning Commission

Mayor Perry referred to the application received from April Balsley, recommending her appointment to the Planning Commission.

COUNCILMEMBER WHALEN MOVED, seconded by Councilmember Bennest, to approve the Mayor's appointment of April Balsley to the Planning Commission. **Passed 7/0.**

DISCUSSION ITEMS

A. 2016 Proposed Budget

Director Garrison picked up the review of the budget where Council left off last meeting at the Community Events Fund. Council then discussed the remaining funds.

Director Garrison led the review of the IT fund, with Director Tiedeman available by phone for any questions.

Mayor Perry drew attention to the police car budget, saying an increase in that area may be needed.

9:35-9:50 – Recess

Mayor Perry explained the organizational chart, and asked for final comments on the budget document.

Director Garrison confirmed the major changes that Council has made through the budget review process and answered final questions.

Councilmembers reported individually on budget positions.

DIRECTOR'S REPORTS

Director Garrison

- Handed out the state auditor's report, saying that the auditor will be in the office each of the next two Wednesdays and councilmembers are encouraged to visit on those dates if they wish – the audit is expected to be completed on December 15

COUNCIL REPORTS

- Councilmember Johnson gave a shout-out to PW crews for the trail clean up after the storm
- Mayor Pro Tem Zaroudny reported on the 911 Memorial Committee status

ADJOURNMENT

Adjourned at 11:00 p.m.

Debra Perry, Mayor

ATTEST:

Katie Bolam, City Clerk

CITY OF MILTON
PAYROLL and CLAIMS VOUCHER APPROVAL
December 7th, 2015

I HEREBY CERTIFY THAT THE EXPENDITURES SHOWN BELOW REFLECT THE TRUE AND CORRECT EXPENDITURES TO THE BEST OF MY KNOWLEDGE. I FURTHER CERTIFY THE EXPENDITURES BELOW TO BE VALID AND CORRECT.

Finance Director			DATE		
Claim Vouchers:			Payroll Disbursements:		
Dates	Check #	Amount	Date	Check #	Amount
11/25/2015	58009-58019	\$ 362,762.94	11/19/2015	3904	\$ 181.44
12/7/2015	58020-58085	\$ 343,492.50	11/20/2015	ACH	\$ 86,865.65
			11/20/2015	3903-3909, 57998-58008	\$ 69,511.31

Total Accounts Payable: \$ 706,255.44 **Total Payroll:** \$ 156,558.40
 Voids
 Printer Error Checks

WE, THE UNDERSIGNED COUNCILMEMBERS OF THE CITY OF MILTON, WASHINGTON, DO HEREBY CERTIFY AND APPROVE THE PAYROLL AND CLAIM VOUCHERS FOR THE TOTAL AMOUNT OF:
\$862,813.84 Dated: **December 7th, 2015**

_____ COUNCILMEMBER	_____ COUNCILMEMBER
_____ COUNCILMEMBER	_____ COUNCILMEMBER

CHECK REGISTER

City Of Milton
MCAG #: 0590

11/15/2015 To: 12/31/2015

Time: 09:39:01 Date: 12/03/2015
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
7378	11/25/2015	Claims	1	E58009	BONNEVILLE POWERADMINISTRATION	166,698.00	Power
					401 - 533 50 33 000 - BPA-Electricity for Resale	166,698.00	Monthly Electricity
		APs	Amount		For		
		3153	166,698.00		Power		
7379	11/25/2015	Claims	1	58010	WA STATE DEPT OF EMPLOYMENT SECURITY	1,500.00	Unemployment
					107 - 521 20 20 000 - Personnel Benefits	1,500.00	Unemployment 3rd Quarter
		APs	Amount		For		
		3223	1,500.00		Unemployment		
7380	11/25/2015	Claims	1	E58011	WA STATE DEPT OF REVENUE	24,497.06	Excise Tax And Tax Owed
					107 - 521 20 31 000 - Office and Operating Supplie:	5.73	Tax Owed All Hands Fire Equipment S038224
					107 - 521 20 31 000 - Office and Operating Supplie:	1.07	Tax Owed Amazon 002-8837363-6679465
					107 - 521 20 35 000 - Small Tools and Equipment	8.52	Tax Owed Camlockbox 9491
					406 - 531 10 44 002 - Excise Tax	1,288.02	Excise Tax
					401 - 533 10 44 002 - Elect Excise Tax	11,333.01	Excise Tax
					403 - 534 10 44 002 - Water Excise Tax	11,860.71	Excise Tax
		APs	Amount		For		
		3157	24,497.06		Excise Tax And Tax Owed		
7381	11/25/2015	Claims	1	58012	WA STATE DEPT OF TRANSPORTATION	70,580.00	24th ST E To Milton Way Widening
					403 - 594 34 63 055 - SR 161 Construction	70,580.00	Milton Way Widening
		APs	Amount		For		
		2898	70,580.00		24th ST E To Milton Way Widening		
7382	11/25/2015	Claims	1	58013	DIRT WORKS SPECIALIST, INC.	16,794.04	Oak Street Demolition; Oak Street Demolition
					310 - 595 42 63 108 - Oak Street Repair Project	1,641.00	Demolition Of Curb, Gutter And Sidewalk On Oak Street
					310 - 595 42 63 108 - Oak Street Repair Project	15,153.04	Oak Street Demolition
		APs	Amount		For		
		3158	1,641.00		Oak Street Demolition		
		3184	15,153.04		Oak Street Demolition		
7383	11/25/2015	Claims	1	E58014	DISCOVERY BENEFITS	15.60	Discovery Benefits
					001 - 517 30 49 000 - FSA Plan Fees	15.60	FSA Administrative Fees
		APs	Amount		For		
		3146	15.60		Discovery Benefits		
7384	11/25/2015	Claims	1	58015	MILTON CITY OF	63,539.96	Utility Tax
					406 - 531 10 44 001 - Utility Taxes	7,728.14	Utility Tax October
					401 - 533 10 44 001 - Utility Tax	17,772.11	Utility Tax October
					403 - 534 10 44 001 - Utility Tax	21,381.30	Utility Tax October
					406 - 597 04 07 406 - Transfer to FUND 407/Capita	16,658.41	Utility Tax October
		APs	Amount		For		
		3156	63,539.96		Utility Tax		

CHECK REGISTER

City Of Milton
MCAG #: 0590

11/15/2015 To: 12/31/2015

Time: 09:39:01 Date: 12/03/2015
Page: 2

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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APs	Amount	For
7385 11/25/2015	Claims 1	58016 PIERCE CO BUDGET & FINANCE
		224.15 Court Remittance
		001 - 586 12 00 000 - Crime Victims Comp Fund
		224.15 Milton Court Remittance Crime Victims October 2015

APs	Amount	For
3163	224.15	Court Remittance

7386 11/25/2015	Claims 1	E58017 PIERCE COUNTY SEWER	210.39	Sewer; Sewer; Sewer; Sewer; Sewer
		001 - 518 30 47 000 - Public Utility Service	8.20	City Hall Sewer
		107 - 521 20 47 000 - Utilities	31.01	PD Sewer
		406 - 531 30 47 000 - Public Utility Services	4.44	City Hall Sewer
		406 - 531 30 47 000 - Public Utility Services	1.57	PW Shops Sewer
		401 - 533 50 47 000 - Public Utility Services	7.18	City Hall Sewer
		401 - 533 50 47 000 - Public Utility Services	9.81	PW Shops Sewer
		403 - 534 50 47 000 - Public Utility Services	7.52	City Hall Sewer
		403 - 534 50 47 000 - Public Utility Services	8.23	PW Shops Sewer
		101 - 542 30 47 000 - Utilities	0.68	City Hall Sewer
		001 - 558 50 47 000 - Public Utility Services	2.39	City Hall Sewer
		001 - 558 60 47 000 - Public Utilities	2.39	City Hall Sewer
		001 - 569 00 47 000 - Public Utilities-SC	31.00	MAC Sewer
		001 - 575 50 47 000 - Public Utilities Services	18.27	Community Building Sewer
		001 - 576 80 47 000 - Public Utility Service	1.38	City Hall Sewer
		001 - 576 80 47 000 - Public Utility Service	76.32	Parks Sewer

APs	Amount	For
3148	62.01	Sewer
3149	18.27	Sewer
3150	34.18	Sewer
3151	19.61	Sewer
3159	76.32	Sewer

7387 11/25/2015	Claims 1	E58018 SHELL FLEET PLUS	4,225.64	Shell Gas Card
		001 - 518 30 32 000 - Operating Supplies/Fuel	24.97	Fuel
		107 - 521 20 32 000 - Fuel	2,220.65	Fuel
		406 - 531 30 32 000 - Fuel	308.65	Fuel
		401 - 533 50 32 000 - Fuel	768.98	Fuel
		403 - 534 50 32 000 - Fuel	631.73	Fuel
		101 - 542 30 32 000 - Operating Supplies/Fuel	196.16	Fuel
		001 - 576 80 32 000 - Fuel	74.50	Fuel

APs	Amount	For
3164	4,225.64	Shell Gas Card

7388 11/25/2015	Claims 1	58019 WA STATE TREASURER	14,478.10	Milton Court Remittance & Building Code Fees
		001 - 586 00 00 001 - Building Code Fee	36.00	Building Code Fees October
		001 - 586 83 00 000 - Trama/Auto Theft/Brain Injur	1,368.68	Court Remittance
		001 - 586 88 00 000 - State General Fund 54 (PSEA	106.64	Court Remittance
		001 - 586 89 00 000 - Death Investigation Account	356.27	Court Remittance
		001 - 586 91 00 000 - State General Fund 40 (PSEA	6,458.14	Court Remittance
		001 - 586 92 00 000 - State General Fund 50 (PSEA	3,587.20	Court Remittance
		001 - 586 96 00 000 - Lab Blood/Breath	12.39	Court Remittance
		001 - 586 97 00 000 - JIS	2,149.39	Court Remittance
		001 - 586 99 00 000 - School Zone Safety	403.39	Court Remittance

CHECK REGISTER

City Of Milton
MCAG #: 0590

11/15/2015 To: 12/31/2015

Time: 09:39:01 Date: 12/03/2015
Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		APs	Amount	For			
		3162	14,478.10	Milton Court Remittance & Building Code Fees			
7418	12/07/2015	Claims	1	58020	A WORKSAFE SERVICE, INC.	104.00	Drug Testing
		001 - 518 30 41 000 - Professional Services				52.00	Drug Testing
		001 - 576 80 41 000 - Professional Services				52.00	Drug Testing
		APs	Amount	For			
		3175	104.00	Drug Testing			
7419	12/07/2015	Claims	1	58021	AHBL, INC	3,750.00	Plan Review Services
		001 - 558 60 41 000 - Professional Services				3,750.00	Planning Services
		APs	Amount	For			
		3214	3,750.00	Plan Review Services			
7420	12/07/2015	Claims	1	58022	AIR SYSTEMS INC.	13,981.65	Refrigerant Piping Repair; City Hall And PW Admin Roofing Project; City Hall And PW Admin Roofing Project
		310 - 594 18 62 105 - City Hall/PW Admin Roof Re				1,050.24	Refrigerant Piping Repair Roofing Project
		310 - 594 18 62 105 - City Hall/PW Admin Roof Re				9,119.58	City Hall And PW Admin Roofing Project #1
		310 - 594 18 62 105 - City Hall/PW Admin Roof Re				3,811.83	City Hall And PW Admin Roofing Project #3
		APs	Amount	For			
		3139	1,050.24	Refrigerant Piping Repair			
		3142	9,119.58	City Hall And PW Admin Roofing Project			
		3143	3,811.83	City Hall And PW Admin Roofing Project			
7421	12/07/2015	Claims	1	58023	ANNA'S PARTY RENTAL	777.45	Craft Bazaar Tent
		116 - 573 92 45 000 - Fall Bazaar - Rentals				777.45	Tent Rental Craft Bazaar
		APs	Amount	For			
		3152	777.45	Craft Bazaar Tent			
7422	12/07/2015	Claims	1	58024	DAN & CARRIE BERNIER	250.00	Facility Deposit Refund
		001 - 586 00 00 002 - Refund Facility Deposit				250.00	Facility Deposit Refund
		APs	Amount	For			
		3240	250.00	Facility Deposit Refund			
7423	12/07/2015	Claims	1	58025	BLUMENTHAL UNIFORMS & EQUIP.	861.44	Uniforms Credit; Uniforms; Uniforms
		107 - 521 20 20 002 - Uniforms				-52.46	Uniforms Credit
		107 - 521 20 20 002 - Uniforms				52.51	Uniforms
		107 - 521 20 20 002 - Uniforms				861.39	Uniforms
		APs	Amount	For			
		3173	-52.46	Uniforms Credit			
		3242	52.51	Uniforms			
		3243	861.39	Uniforms			
7424	12/07/2015	Claims	1	E58026	BONNEVILLE POWERADMINISTRATION	165,140.00	Electric Power
		401 - 533 50 33 000 - BPA-Electricity for Resale				165,140.00	Monthly Power

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		APs	Amount	For			
		3135	165,140.00	Electric Power			
7425	12/07/2015	Claims	1	58027	CASCADE RIGHT-OF-WAY SERVICES	2,990.00	Services For MW Pedestrian Improvements
			310 - 595 30 63 082 - Milton Way Ped Improv			2,990.00	MW Pedestrian Improvements
		APs	Amount	For			
		3183	2,990.00	Services For MW Pedestrian Improvements			
7426	12/07/2015	Claims	1	58028	CDW GOVERNMENT, INC.	4,394.69	IT Equipment; IT Maintenance; IT Materials; IT Material
			503 - 518 80 36 002 - Equipment - IT			209.46	Proline 1000 Base-SX
			503 - 518 80 36 002 - Equipment - IT			3,862.54	PCI/CJIS Compliance Hardware, Router, Cisco 28 Port
			503 - 518 80 36 002 - Equipment - IT			75.77	Internet Phone Connector
			503 - 518 80 48 000 - Repairs & Maintenance			246.92	Cisco SM Bus Pro Support 3 Year
		APs	Amount	For			
		3208	209.46	IT Equipment			
		3209	246.92	IT Maintenance			
		3245	3,862.54	IT Materials			
		3246	75.77	IT Material			
7427	12/07/2015	Claims	1	58029	CENTURYLINK	215.99	T1 Lines
			107 - 521 20 42 000 - Communication			71.99	
			401 - 533 10 42 000 - Communications			72.01	
			403 - 534 10 42 000 - Communication			71.99	
		APs	Amount	For			
		3206	215.99	T1 Lines			
7428	12/07/2015	Claims	1	58030	CHINOOK ROOFING & GUTTERS INC	37,410.13	City Hall & PW Admin Roof Improvements
			310 - 594 18 62 105 - City Hall/PW Admin Roof Re			37,410.13	City Hall & PW Admin Roof Improvements Pay Estimate #2
		APs	Amount	For			
		3137	37,410.13	City Hall & PW Admin Roof Improvements			
7429	12/07/2015	Claims	1	58031	CHUCKALS	73.07	Office Supplies PW Admin
			406 - 531 10 31 000 - Office and Operating Supplie:			24.36	Calendar, Tissue, Flags
			401 - 533 10 31 000 - Office and Operating Supplie:			24.35	Calendar, Tissue, Flags
			403 - 534 10 31 000 - Office and Operating Supplie:			24.36	Calendar, Tissue, Flags
		APs	Amount	For			
		3186	73.07	Office Supplies PW Admin			
7430	12/07/2015	Claims	1	E58032	CIT TECHNOLOGY (QDS)	649.86	Copier Lease City Hall And PW Admin; Copier Lease PD
			001 - 513 10 45 000 - Operating Rentals and Leases			49.12	Copier Lease City Hall & PW Admin
			001 - 514 20 45 000 - Operating Rentals and Leases			24.56	Copier Lease City Hall & PW Admin
			001 - 518 30 45 000 - Operating Rentals and Leases			4.91	Copier Lease City Hall & PW Admin
			001 - 518 90 45 000 - Operating Rentals and Leases			4.91	Copier Lease City Hall & PW Admin
			107 - 521 20 45 000 - Operating Rentals and Leases			158.64	Copier Lease PD
			406 - 531 10 45 000 - Operating Rentals and Leases			66.31	Copier Lease City Hall & PW Admin
			401 - 533 10 45 000 - Operating Rentals and Leases			147.36	Copier Lease City Hall & PW Admin
			403 - 534 10 45 000 - Operating Rentals and Leases			142.46	Copier Lease City Hall & PW Admin

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		101 - 542 30 45 000 - Operating Rentals and Leases			9.82	Copier Lease City Hall & PW Admin
		501 - 548 30 45 000 - Operating Rentals & Leases			12.28	Copier Lease City Hall & PW Admin
		001 - 558 50 45 000 - Operating Rentals and Leases			12.28	Copier Lease City Hall & PW Admin
		001 - 558 60 45 000 - Operating Rentals and Leases			12.28	Copier Lease City Hall & PW Admin
		001 - 576 80 45 000 - Operating Rentals and Leases			4.93	Copier Lease City Hall & PW Admin
<hr/>						
APs		Amount		For		
3165		491.22		Copier Lease City Hall And PW Admin		
3210		158.64		Copier Lease PD		
7431	12/07/2015	Claims	1	58033 CODE PUBLISHING COMPANY	278.38	Code Updates; Code Update
		001 - 511 30 41 000 - Offc'l Pub/Code Publishing			150.70	10/13/2015
		001 - 511 30 41 000 - Offc'l Pub/Code Publishing			127.68	Code Update 11/12/15
<hr/>						
APs		Amount		For		
3227		150.70		Code Updates		
3251		127.68		Code Update		
7432	12/07/2015	Claims	1	E58034 COMCAST	491.03	Cable; Phone & Internet Services
		001 - 513 10 42 000 - Communication			23.49	Phone Lines & Internet
		001 - 514 20 42 000 - Communication			23.49	Phone Lines & Internet
		001 - 518 30 42 000 - Communication			11.74	Phone Lines & Internet
		001 - 518 90 42 000 - Communication			11.74	Phone Lines & Internet
		107 - 521 20 42 000 - Communication			10.66	Cable
		107 - 521 20 42 000 - Communication			70.46	Phone Lines & Internet
		406 - 531 10 42 000 - Communication			46.97	Phone Lines & Internet
		401 - 533 10 42 000 - Communications			103.34	Phone Lines & Internet
		401 - 533 50 42 000 - Communication			5.33	Cable
		403 - 534 10 42 000 - Communication			108.03	Phone Lines & Internet
		403 - 534 50 42 000 - Communication			5.33	Cable
		101 - 542 30 42 000 - Communication			23.49	Phone Lines & Internet
		501 - 548 30 42 000 - Communications			11.74	Phone Lines & Internet
		001 - 558 50 42 000 - Communications			11.74	Phone Lines & Internet
		001 - 558 60 42 000 - Communication			11.74	Phone Lines & Internet
		001 - 576 80 42 000 - Communication			11.74	Phone Lines & Internet
<hr/>						
APs		Amount		For		
3170		21.32		Cable		
3171		469.71		Phone & Internet Services		
7433	12/07/2015	Claims	1	58035 COPY WRIGHTS INC	614.61	Copies; Printing; Copies
		001 - 513 10 49 003 - Misc/Outside Printing			65.64	Council Poster Tax Revenue
		001 - 513 10 49 003 - Misc/Outside Printing			51.37	Business Cards
		107 - 521 20 49 003 - Misc/Outside Printing			65.64	Council Poster Tax Revenue
		406 - 531 10 49 003 - Misc/Outside Printing			65.64	Council Poster Tax Revenue
		406 - 531 10 49 003 - Misc/Outside Printing			51.36	Business Cards
		401 - 533 10 49 003 - Misc/Outside Printing			65.64	Council Poster Tax Revenue
		403 - 534 10 49 003 - Misc/Outside Printing			65.64	Council Poster Tax Revenue
		403 - 534 10 49 003 - Misc/Outside Printing			51.36	Business Cards
		001 - 558 60 49 003 - Misc/Outside Printing			15.32	Copies
		001 - 558 60 49 003 - Misc/Outside Printing			65.64	Council Poster Tax Revenue
		001 - 558 60 49 003 - Misc/Outside Printing			51.36	Business Cards
<hr/>						
APs		Amount		For		
3145		15.32		Copies		
3222		393.84		Printing		
3226		205.45		Copies		

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7434	12/07/2015	Claims	1	58036	DATA BAR INCORPORATED	1,176.70	Utility Billing Statement Production & Mailing
					406 - 531 10 49 003 - Misc/Outside Printing	235.34	Utility Billing Print & Mail
					401 - 533 10 49 003 - Misc/Outside Printing	470.68	Utility Billing Print & Mail
					403 - 534 10 49 003 - Misc/Outside Printing	470.68	Utility Billing Print & Mail
		APs	Amount		For		
		3220	1,176.70		Utility Billing Statement Production & Mailing		
7435	12/07/2015	Claims	1	58037	GARY DUNHAM	46.00	Refund inactive customer credit balance
					401 - 343 30 00 000 - Electric Sales	-46.00	
		APs	Amount		For		
		3168	46.00		Refund inactive customer credit balance		
7436	12/07/2015	Claims	1	58038	GARY DUNHAM	28.51	Refund inactive customer credit balance
					401 - 343 30 00 000 - Electric Sales	-28.51	
		APs	Amount		For		
		3167	28.51		Refund inactive customer credit balance		
7437	12/07/2015	Claims	1	58039	GARY DUNHAM	44.32	Refund inactive customer credit balance
					401 - 343 30 00 000 - Electric Sales	-44.32	
		APs	Amount		For		
		3166	44.32		Refund inactive customer credit balance		
7438	12/07/2015	Claims	1	58040	FERGUSON ENTERPRISES, INC. #1539	10.00	Water Fee
					403 - 534 50 31 000 - Office and Operating Supplies	10.00	Water Service Fee
		APs	Amount		For		
		3201	10.00		Water Fee		
7439	12/07/2015	Claims	1	58041	FRED PRYOR SEMINARS	299.00	12 Month Training Membership
					001 - 513 10 49 002 - Misc/Trng, Registrations	299.00	12 Month Training Membership
		APs	Amount		For		
		3252	299.00		12 Month Training Membership		
7440	12/07/2015	Claims	1	58042	GRAY & OSBORNE INC	24,134.17	Engineering Services; Engineering Services; Engineering Services; Engineering Services; Engineering Services; Engineering Services; Engineering Services; Engineering Services; Engineering Services
					406 - 531 10 41 000 - Professional Services	2,061.35	PW Code And Standards Update
					406 - 531 10 41 000 - Professional Services	6,204.16	Stormwater Fee Audit
					101 - 542 90 41 000 - Professional Services	2,724.60	General Engineering - Streets
					101 - 542 90 41 000 - Professional Services	2,333.23	300 Birch Street Development Review
					631 - 586 00 00 005 - Using Deposit	4,227.27	Lakeside Estates
					631 - 586 00 00 005 - Using Deposit	1,124.60	Uptown Koffee Kafe
					631 - 586 00 00 005 - Using Deposit	195.94	Sager Property
					631 - 586 00 00 005 - Using Deposit	217.35	Meridian At Stone Creek ROW
					310 - 595 30 63 082 - Milton Way Ped Improv	5,045.67	MW Ped Improvements
		APs	Amount		For		
		3181	4,227.27		Engineering Services		

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		APs	Amount	For			
	3182		2,061.35	Engineering Services			
	3188		5,045.67	Engineering Services			
	3189		2,724.60	Engineering Services			
	3190		2,333.23	Engineering Services			
	3191		6,204.16	Engineering Services			
	3192		1,124.60	Engineering Services			
	3193		195.94	Engineering Services			
	3215		217.35	Engineering Services			
7441	12/07/2015	Claims	1	58043	HONEY BUCKET	451.97	Monthly Rental; Monthly Lease Credit; Monthly Rental; Delivery Fee 10/8/15
					001 - 576 80 45 000 - Operating Rentals and Leases	151.46	Monthly Rental
					001 - 576 80 45 000 - Operating Rentals and Leases	-78.74	Monthly Lease Credit
					001 - 576 80 45 000 - Operating Rentals and Leases	339.25	Monthly Rental
					001 - 576 80 45 000 - Operating Rentals and Leases	40.00	Delivery Fee For Monthly Rental
		APs	Amount	For			
	3194		151.46	Monthly Rental			
	3196		-78.74	Monthly Lease Credit			
	3235		339.25	Monthly Rental			
	3236		40.00	Delivery Fee 10/8/15			
7442	12/07/2015	Claims	1	58044	GARY IHLEN	249.50	Refund inactive customer credit balance
					406 - 343 10 00 000 - Storm Drainage Fees	-83.04	
					401 - 343 30 00 000 - Electric Sales	-36.43	
					403 - 343 40 10 000 - Water Sales	-130.03	
		APs	Amount	For			
	3121		249.50	Refund inactive customer credit balance			
7443	12/07/2015	Claims	1	58045	JENNINGS EQUIPMENT INC.	643.51	Fleet Materials
					501 - 548 30 34 000 - Parts	643.51	Fleet Materials #12 Kubota Mower
		APs	Amount	For			
	3203		643.51	Fleet Materials			
7444	12/07/2015	Claims	1	58046	KIMBALL MIDWEST	517.93	Fleet Materials
					501 - 548 30 31 000 - Office & Operating Supplies	517.93	Washers, Connectors, Fasteners, Fittings
		APs	Amount	For			
	3237		517.93	Fleet Materials			
7445	12/07/2015	Claims	1	58047	KING COUNTY FINANCE	8,208.09	Street Maintenance
					101 - 542 30 48 000 - Repairs and Maintenance	8,208.09	Annual Striping Maintenance
		APs	Amount	For			
	3197		8,208.09	Street Maintenance			
7446	12/07/2015	Claims	1	58048	KORUM AUTOMOTIVE GROUP	2,512.92	Vehicle Repair
					107 - 521 20 48 001 - Vehicle Repairs and Maintenance	2,467.02	Tire, Brakes, Wipers, Air Filter, Spark Plugs, Fluid Leak Repair, Cooling System Flush #779
					107 - 521 20 48 001 - Vehicle Repairs and Maintenance	45.90	Brake Service 2014 Dodge Charger

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		APs	Amount		For		
		3241	2,512.92		Vehicle Repair		
7447	12/07/2015	Claims	1	E58049	LAKEHAVEN UTILITY DISTRICT	921.70	Intertie Ready To Serve Fee
					403 - 534 51 47 001 - Public Utility Services	921.70	Intertie Ready To Serve Fee
		APs	Amount		For		
		3154	921.70		Intertie Ready To Serve Fee		
7448	12/07/2015	Claims	1	58050	LES SCHWAB FIFE	376.48	Fleet Materials
					501 - 548 30 34 000 - Parts	376.48	Turfsaver Tubeless, Trac Guard, Trim John Deere Mower 1565 #15
		APs	Amount		For		
		3204	376.48		Fleet Materials		
7449	12/07/2015	Claims	1	58051	MCCARTHY & CAUSSEAU, PS	280.00	Hearing Examiner Services
					631 - 586 00 00 005 - Using Deposit	280.00	Hearing Examiner Services - Hu
		APs	Amount		For		
		3140	280.00		Hearing Examiner Services		
7450	12/07/2015	Claims	1	58052	MILES RESOURCES	122.15	Street Materials
					101 - 542 30 31 000 - Office and Operating Supplie	122.15	Cold Mix For Pothole
		APs	Amount		For		
		3195	122.15		Street Materials		
7451	12/07/2015	Claims	1	58053	CITY OF MILTON - C/O RLI	11,143.91	City Utility Bills
					001 - 518 30 47 000 - Public Utility Service	42.77	Utility Bill
					107 - 521 20 47 000 - Utilities	924.08	Utility Bill
					406 - 531 30 47 000 - Public Utility Services	180.19	Utility Bill
					401 - 533 50 47 000 - Public Utility Services	782.21	Utility Bill
					403 - 534 51 47 001 - Public Utility Services	5,903.04	Utility Bill
					101 - 542 30 47 000 - Utilities	1,645.27	Utility Bill
					001 - 558 50 47 000 - Public Utility Services	53.80	Utility Bill
					001 - 558 60 47 000 - Public Utilities	53.80	Utility Bill
					001 - 569 00 47 000 - Public Utilities-SC	389.95	Utility Bill
					001 - 576 80 47 000 - Public Utility Service	1,168.80	Utility Bill
		APs	Amount		For		
		3253	11,143.91		City Utility Bills		
7452	12/07/2015	Claims	1	58054	MY PRINTING SERVICES	17.50	Officer Notebook Shipping Fees
					107 - 521 20 31 000 - Office and Operating Supplie	17.50	Shipping Fee For Officer Notebooks Paid On CK#57982
		APs	Amount		For		
		3250	17.50		Officer Notebook Shipping Fees		
7453	12/07/2015	Claims	1	58055	NATIONAL BUSINESS FURNITURE, LLC	2,964.91	Desks
					001 - 558 60 35 000 - Small Tools and Equipment	2,964.91	Electric Sit/Stand Desks
		APs	Amount		For		
		3141	2,964.91		Desks		

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APs		Amount		For		
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7454	12/07/2015	Claims	1	58056 NEWS TRIBUNE, THE	1,070.36	Legal Notices
		001 - 558 50 41 002 - Advertising			205.54	Hearing Notice 9/17
		001 - 558 50 41 002 - Advertising			318.10	Neighborhood Meeting
		001 - 558 50 41 002 - Advertising			309.02	Mitigated Determination Of Non-Significance 9/18 Oak Street
		001 - 558 50 41 002 - Advertising			237.70	Public Hearing September 9/17
<hr/>						
APs		Amount		For		
3144		1,070.36		Legal Notices		
<hr/>						
7455	12/07/2015	Claims	1	58057 NEWS TRIBUNE, THE	53.82	Legal Notifications
		001 - 511 60 41 002 - Advertising			53.82	Hearing Notice 12/7
<hr/>						
APs		Amount		For		
3169		53.82		Legal Notifications		
<hr/>						
7456	12/07/2015	Claims	1	58058 NEWS TRIBUNE, THE	328.06	Legal Notifications
		001 - 511 60 41 002 - Advertising			43.10	Legal Notice Special Meeting 11/23
		001 - 511 60 41 002 - Advertising			69.90	Legal Notice Special Meeting 11/9
		001 - 511 60 41 002 - Advertising			59.18	Legal Notice Public Hearings 11/9
		001 - 511 60 41 002 - Advertising			107.42	Legal Notice Ordinances 1872-1882
		001 - 511 60 41 002 - Advertising			48.46	Legal Notice Ordinances 1879
<hr/>						
APs		Amount		For		
3225		328.06		Legal Notifications		
<hr/>						
7457	12/07/2015	Claims	1	58059 NEWS TRIBUNE, THE	37.74	Legal Notice
		001 - 558 60 41 002 - Advertising			37.74	Planning Commission Meeting 11/18
<hr/>						
APs		Amount		For		
3249		37.74		Legal Notice		
<hr/>						
7458	12/07/2015	Claims	1	58060 NORTHWEST CUSTOM APPAREL	975.64	Uniforms
		406 - 531 30 20 002 - Uniforms			325.21	Uniforms
		401 - 533 50 20 002 - Uniforms			325.22	Uniforms
		403 - 534 50 20 002 - Uniforms			325.21	Uniforms
<hr/>						
APs		Amount		For		
3185		975.64		Uniforms		
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7459	12/07/2015	Claims	1	58061 PETE LEWIS CONSULTING	5,000.00	Consulting Services
		001 - 513 10 41 000 - Other Services and Charges			1,250.00	Consulting Services
		406 - 531 10 41 000 - Professional Services			1,250.00	Consulting Services
		401 - 533 10 41 000 - Professional Services			1,250.00	Consulting Services
		403 - 534 10 41 000 - Professional Services			1,250.00	Consulting Services
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APs		Amount		For		
3221		5,000.00		Consulting Services		
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7460	12/07/2015	Claims	1	58062 PIERCE CO BUDGET & FINANCE	499.30	Liquor Tax
		001 - 586 00 51 000 - Liquor Board Tax Remit			499.30	Liquor Excise & Profit Taxes 3rd Qtr
<hr/>						
APs		Amount		For		
3248		499.30		Liquor Tax		

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7461	12/07/2015	Claims	1	58063 PIERCE COUNTY COMMUNITY NEWSPAPER GROUP	600.00	Mailing Services November 2015															
		001 - 513 10 41 002 - Advertising			200.00	Mailing Services Nov 2015															
		116 - 573 92 41 002 - Fall Bazaar - Advertising			300.00	Mailing Services Nov 2015															
		116 - 573 93 41 000 - Tree Lighting - Prof Svcs			100.00	Mailing Services Nov 2015															
		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">APs</th> <th style="text-align: right;">Amount</th> <th style="text-align: left;">For</th> </tr> </thead> <tbody> <tr> <td>3224</td> <td style="text-align: right;">600.00</td> <td>Mailing Services November 2015</td> </tr> </tbody> </table>					APs	Amount	For	3224	600.00	Mailing Services November 2015									
APs	Amount	For																			
3224	600.00	Mailing Services November 2015																			
7462	12/07/2015	Claims	1	E58064 PITNEY BOWES INC.	42.76	Postage Supplies															
		001 - 513 10 31 000 - Office and Operating Supplies			1.71	Postage Tape															
		001 - 514 20 31 000 - Office and Operating Supplies			3.36	Postage Tape															
		107 - 521 20 31 000 - Office and Operating Supplies			6.58	Postage Tape															
		406 - 531 10 31 000 - Office and Operating Supplies			2.02	Postage Tape															
		406 - 531 10 31 000 - Office and Operating Supplies			4.20	Postage Tape															
		401 - 533 10 31 000 - Office and Operating Supplies			4.04	Postage Tape															
		401 - 533 10 31 000 - Office and Operating Supplies			8.41	Postage Tape															
		403 - 534 10 31 000 - Office and Operating Supplies			4.04	Postage Tape															
		403 - 534 10 31 000 - Office and Operating Supplies			8.40	Postage Tape															
		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">APs</th> <th style="text-align: right;">Amount</th> <th style="text-align: left;">For</th> </tr> </thead> <tbody> <tr> <td>3244</td> <td style="text-align: right;">42.76</td> <td>Postage Supplies</td> </tr> </tbody> </table>					APs	Amount	For	3244	42.76	Postage Supplies									
APs	Amount	For																			
3244	42.76	Postage Supplies																			
7463	12/07/2015	Claims	1	58065 PREFERRED COPIER SYSTEMS	1,162.02	Plotter Repair; Copier Maintenance; Copier Maintenance PW Admin; Copier Maintenance Finance															
		001 - 513 10 48 000 - Repairs and Maintenance			77.75	Copier Maintenance & Overages															
		001 - 514 20 48 000 - Repairs and Maintenance			38.87	Copier Maintenance & Overages															
		001 - 518 30 48 000 - Repairs & Maintenance			8.10	Copier Maintenance & Overages															
		503 - 518 80 48 000 - Repairs & Maintenance			164.10	Plotter Service Trip															
		001 - 518 90 48 000 - Repairs and Maintenance			8.10	Copier Maintenance & Overages															
		107 - 521 20 48 000 - Repairs and Maintenance			203.94	Copier Maintenance And Overages															
		406 - 531 10 48 000 - Repairs and Maintenance			40.52	Copier Maintenance & Overages															
		406 - 531 10 48 000 - Repairs and Maintenance			38.87	Copier Maintenance & Overages															
		401 - 533 10 48 000 - Repairs and Maintenance			125.62	Copier Maintenance & Overages															
		401 - 533 10 48 000 - Repairs and Maintenance			116.62	Copier Maintenance & Overages															
		403 - 534 10 48 000 - Repairs and Maintenance			125.62	Copier Maintenance & Overages															
		403 - 534 10 48 000 - Repairs and Maintenance			116.63	Copier Maintenance & Overages															
		101 - 542 30 48 000 - Repairs and Maintenance			20.26	Copier Maintenance & Overages															
		501 - 548 30 48 000 - Repairs & Maintenance			20.26	Copier Maintenance & Overages															
		001 - 558 50 48 000 - Repairs and Maintenance			20.26	Copier Maintenance & Overages															
		001 - 558 60 48 000 - Repairs and Maintenance			20.26	Copier Maintenance & Overages															
		001 - 575 50 48 000 - Repair & Maint -			4.05	Copier Maintenance & Overages															
		001 - 576 80 48 000 - Repair & Maintenance			12.19	Copier Maintenance & Overages															
		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">APs</th> <th style="text-align: right;">Amount</th> <th style="text-align: left;">For</th> </tr> </thead> <tbody> <tr> <td>3211</td> <td style="text-align: right;">164.10</td> <td>Plotter Repair</td> </tr> <tr> <td>3230</td> <td style="text-align: right;">203.94</td> <td>Copier Maintenance</td> </tr> <tr> <td>3231</td> <td style="text-align: right;">405.24</td> <td>Copier Maintenance PW Admin</td> </tr> <tr> <td>3232</td> <td style="text-align: right;">388.74</td> <td>Copier Maintenance Finance</td> </tr> </tbody> </table>					APs	Amount	For	3211	164.10	Plotter Repair	3230	203.94	Copier Maintenance	3231	405.24	Copier Maintenance PW Admin	3232	388.74	Copier Maintenance Finance
APs	Amount	For																			
3211	164.10	Plotter Repair																			
3230	203.94	Copier Maintenance																			
3231	405.24	Copier Maintenance PW Admin																			
3232	388.74	Copier Maintenance Finance																			
7464	12/07/2015	Claims	1	E58066 PUGET SOUND ENERGY	257.87	Natural Gas For MAC; Electric For Intertie															
		403 - 534 50 47 000 - Public Utility Services			143.35	Electric For Intertie															
		001 - 569 00 47 000 - Public Utilities-SC			114.52	Natural Gas For MAC															

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MCAG #: 0590

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		APs	Amount		For		
		3216	1,967.60		Animal Control		
7472	12/07/2015	Claims	1	58074	SUNNYSIDE, CITY OF	2,352.00	Jail Services
					107 - 523 60 51 000 - Intergov. Jail Services	2,352.00	Jail Services October
		APs	Amount		For		
		3239	2,352.00		Jail Services		
7473	12/07/2015	Claims	1	58075	TACOMA CITY TREASURER	210.00	Shooting Range Lease
					107 - 521 20 45 000 - Operating Rentals and Leases	210.00	Shooting Range Lease
		APs	Amount		For		
		3174	210.00		Shooting Range Lease		
7474	12/07/2015	Claims	1	58076	TACOMA SCREW PRODUCTS INC.	196.52	Fleet Materials
					501 - 548 30 31 000 - Office & Operating Supplies	196.52	Oil Pads, Rings And Elbows
		APs	Amount		For		
		3238	196.52		Fleet Materials		
7475	12/07/2015	Claims	1	58077	KEITH THOR	71.22	Refund inactive customer credit balance
					406 - 343 10 00 000 - Storm Drainage Fees	-23.70	
					401 - 343 30 00 000 - Electric Sales	-10.40	
					403 - 343 40 10 000 - Water Sales	-37.12	
		APs	Amount		For		
		3133	71.22		Refund inactive customer credit balance		
7476	12/07/2015	Claims	1	58078	KEITH THOR	11.89	Refund inactive customer credit balance
					401 - 343 30 00 000 - Electric Sales	-11.89	
		APs	Amount		For		
		3134	11.89		Refund inactive customer credit balance		
7477	12/07/2015	Claims	1	58079	TRAFFIC SAFETY SUPPLY CO INC	26,808.36	Flashing Crossing Signals
					310 - 595 30 63 000 - Roadway	26,808.36	Flashing Crossing Signals
		APs	Amount		For		
		3147	26,808.36		Flashing Crossing Signals		
7478	12/07/2015	Claims	1	58080	UNIFIRST CORPORATION	473.72	Uniforms; Uniforms; Uniforms; Uniforms
					001 - 518 30 20 002 - Uniforms	8.26	Uniforms
					001 - 518 30 20 002 - Uniforms	5.62	Uniforms
					406 - 531 30 20 002 - Uniforms	13.20	Uniforms
					406 - 531 30 20 002 - Uniforms	9.00	Uniforms
					401 - 533 50 20 002 - Uniforms	77.18	Uniforms
					401 - 533 50 20 002 - Uniforms	77.18	Uniforms
					403 - 534 50 20 002 - Uniforms	68.52	Uniforms
					403 - 534 50 20 002 - Uniforms	7.02	Uniforms
					403 - 534 50 20 002 - Uniforms	46.67	Uniforms
					403 - 534 50 20 002 - Uniforms	7.02	Uniforms
					101 - 542 30 20 002 - Uniforms	33.85	Uniforms
					101 - 542 30 20 002 - Uniforms	23.05	Uniforms

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City Of Milton
MCAG #: 0590

11/15/2015 To: 12/31/2015

Time: 09:39:01 Date: 12/03/2015
Page: 13

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		501 - 548 30 20 002 -		Uniforms	49.53	Uniforms
		501 - 548 30 20 002 -		Uniforms	33.74	Uniforms
		001 - 576 80 20 002 -		Uniforms	8.26	Uniforms
		001 - 576 80 20 002 -		Uniforms	5.62	Uniforms
<hr/>						
APs		Amount		For		
3176		181.62		Uniforms		
3177		84.20		Uniforms		
3178		123.70		Uniforms		
3179		84.20		Uniforms		
7479	12/07/2015	Claims	1	58081 UTILITIES UNDERGROUND LOC CENT	47.74	Monthly Locates
		401 - 533 50 41 000 -		Professional Services	23.87	Monthly Locates
		403 - 534 50 41 000 -		Professional Services	23.87	Monthly Locates
<hr/>						
APs		Amount		For		
3180		47.74		Monthly Locates		
7480	12/07/2015	Claims	1	E58082 VERIZON WIRELESS	2,790.73	Verizon Charges Flexnet Tower; Cell Phones; Cell Phones
		001 - 513 10 36 000 -		Small Assets/IT	54.14	Equipment (Cell Phone)
		001 - 513 10 42 000 -		Communication	83.36	Cell Phones
		001 - 514 20 42 000 -		Communication	5.86	Cell Phones
		001 - 518 30 42 000 -		Communication	34.68	Cell Phones
		001 - 518 30 42 000 -		Communication	19.33	Cell Phones
		001 - 518 90 42 000 -		Communication	3.22	Cell Phones
		107 - 521 20 36 000 -		Small Assets/IT	16.95	Equipment (Cell Phone)
		107 - 521 20 42 000 -		Communication	1,274.72	Cell Phones
		118 - 521 23 42 000 -		Communications	101.12	Cell Phones
		406 - 531 10 36 000 -		Small Assets/IT	9.02	Equipment (Cell Phone)
		406 - 531 10 42 000 -		Communication	104.70	Cell Phones
		406 - 531 10 42 000 -		Communication	26.41	Cell Phones
		406 - 531 30 42 000 -		Communication	82.33	Cell Phones
		401 - 533 10 36 000 -		Small Assets/IT	19.69	Equipment (Cell Phone)
		401 - 533 10 42 000 -		Communications	72.13	Verizon Charges Flexnet Tower
		401 - 533 10 42 000 -		Communications	103.48	Cell Phones
		401 - 533 10 42 000 -		Communications	68.29	Cell Phones
		401 - 533 50 42 000 -		Communication	92.92	Cell Phones
		403 - 534 10 36 000 -		Small Assets/IT	19.69	Equipment (Cell Phone)
		403 - 534 10 42 000 -		Communication	72.13	Verizon Charges Flexnet Tower
		403 - 534 10 42 000 -		Communication	103.48	Cell Phones
		403 - 534 10 42 000 -		Communication	52.18	Cell Phones
		403 - 534 50 42 000 -		Communication	68.61	Cell Phones
		101 - 542 30 36 000 -		Small Assets/IT	6.27	Equipment (Cell Phone)
		101 - 542 30 42 000 -		Communication	33.34	Cell Phones
		101 - 542 30 42 000 -		Communication	27.70	Cell Phones
		501 - 548 30 42 000 -		Communications	6.04	Cell Phones
		501 - 548 30 42 000 -		Communications	19.90	Cell Phones
		001 - 558 50 42 000 -		Communications	112.33	Cell Phones
		001 - 558 50 42 000 -		Communications	1.29	Cell Phones
		001 - 558 50 42 000 -		Communications	9.64	Cell Phones
		001 - 558 60 42 000 -		Communication	58.61	Cell Phones
		001 - 575 50 42 000 -		Communication -	0.69	Cell Phones
		001 - 575 50 42 000 -		Communication -	1.68	Cell Phones
		001 - 576 80 42 000 -		Communication	5.86	Cell Phones
		001 - 576 80 42 000 -		Communication	18.94	Cell Phones
<hr/>						
APs		Amount		For		
3212		144.26		Verizon Charges Flexnet Tower		



To: City Councilmembers
From: Mayor Perry
Date: December 7, 2015 Regular Session
Re: Public Works Director Confirmation of Appointment

ATTACHMENTS: A. None

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required

Recommendation/Action:

“I move to confirm the appointments of Public Works Director Aaron Nix.”

Fiscal Impact/Source of Funds: This position is included in the 2015 and 2016 budgets.

Issue: Milton Municipal Code 2.46 requires that the appointment of the Public Works Director be confirmed by a vote of the City Council.

Background: The Public Works Director position has been an approved and filled position for many years. Community Development Director Aaron Nix has been serving as the Interim director since September 1, 2015, and as the Acting director for a month prior to that. This will make his appointment permanent.



To: Mayor Perry and City Councilmembers
From: Finance Director Garrison and City Clerk Bolam
Date: December 7, 2015 Regular Meeting
Re: Approval – Update to the City's Administrative Anti-Harassment Policy

ATTACHMENTS: A. Anti-Harassment Policy

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: Approve the attached draft policy.

“I move to approve the attached updates to the Administrative Policies.”

Fiscal Impact/Source of Funds: None.

Issue: The City's Administrative Policies have been in place as a whole since 1998. Current staff is updating sections in accordance with current best practices and compliance with WCIA where applicable.



ANTI-HARASSMENT POLICY

EFFECTIVE DATE: December 8, 2015

SUPERCEDES: Chapter 1.5, City of Milton Policies and Procedure Manual, November 16, 1998

ANTI-HARASSMENT POLICY

It is the City's policy to provide a workplace free from all illegal forms of verbal, physical and visual harassment. All employees and volunteers are expected to be sensitive to and respectful of their co-workers and others with whom they come into contact while representing the City. All illegal forms of harassment are prohibited, whether due to sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed, religion, age, actual or perceived disability, political ideology, military service, or any other reason.

Examples of conduct that constitutes harassment the City prohibits include, but are not limited to:

- a. Epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts that are related to sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed, religion, age, military service, actual or perceived disability or political ideology.
- b. Written or graphic material displayed, possessed, or circulated in any City workplace (including vehicles) or on any City device that denigrates or shows hostility or aversion toward an individual or group because of their sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed, religion, age, military service, actual or perceived disability or political ideology.
- c. Intimidating, hostile, derogatory, contemptuous or otherwise offensive conduct or remarks that are directed at a person because of that person's sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed, religion, age, military service, actual or perceived disability or political ideology.
- d. Retaliatory behavior such as making slanderous or libelous statements, withholding communication, information, resources, employment benefits, or entitlements because of an individual or group's sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed, religion, age, military service, actual or perceived disability or political ideology.

DISABILITY DISCRIMINATION PROHIBITED

It is the policy of the City to comply with the Americans with Disabilities Act and the State of Washington statutes regarding handicap discrimination. The City will not discriminate against qualified applicants or employees with a sensory, physical or mental disability. The City will reasonably accommodate qualified individuals with disabilities provided the accommodation does not create an undue hardship for the City resources. To be qualified for employment with the City, a disabled person must be able to perform the essential job functions with reasonable accommodation. Employees whose disabilities require workplace accommodation are asked to seek the assistance of the City in order to initiate a mutual discussion of the employee's and City's needs. The City will determine reasonable accommodation to provide employment services, employ or continue the employment of a qualified individual with a disability, persons with a record of such impairment or persons regarded as having such impairment.

LIFE THREATENING/COMMUNICABLE DISEASES

Employees with life threatening illnesses or communicable diseases are treated the same as all other employees. They are permitted to continue working as long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers. The City will work to preserve the safety of all of its employees and reserves the right, to the extent allowed by law, to reassign employees or take other job actions, including discharge, when a substantial and unusual safety risk to fellow City employees or the public may exist.

SEXUAL HARASSMENT PROHIBITED

Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment is inappropriate and offensive and will not be tolerated by the City.

Sexual harassment is defined as intimidating, hostile, derogatory, and contemptuous or otherwise offensive conduct or remarks made because of sex, whether or not the remarks themselves are sexual in nature. The conduct or remarks may be directed at an individual, a group, or the work environment in general. Sexual harassment is also defined as unwelcome conduct of a sexual nature which is deliberate and/or repeated. Such behavior is prohibited if:

- a. Submission to such conduct is either a stated or suggested condition of employment;
- b. Acceptance or rejection of such conduct becomes part of a supervisor's employment decision (such as hiring, firing, promotion, or job assignment);
- c. Such conduct has the purpose or effect of interfering with a person's work; or
- d. The conduct creates an intimidating, offensive, or hostile work environment.

Examples of sexual harassment include, but are not limited to:

- a. Graphic or suggestive comments about someone's body or manner of dress.
- b. Gossip, questions, or comments about someone's sexual conduct or orientation.
- c. Vulgarity, leering, inappropriate touching and obscene or suggestive gestures.
- d. Display, possession, or circulation in the workplace of sexually suggestive photographs, cartoons, graffiti, e-mails and the like, or displaying, transmitting, or downloading of those types of inappropriate or offensive messages from the Internet.

- e. Unwelcome and repeated pressure for sexual activity, flirtations, requests for dates and the like by any employee.
- f. Unwelcome but apparently sanction-free sexual advances by a manager or supervisor to a subordinate or any other employee.
- g. Solicitation or coercion of sexual activity, dates or the like by the implied or express promise of rewards or preferential treatment by any employee.
- h. Solicitation or coercion of sexual activity, dates or the like by the implied or express threat of punishment by any employee.
- i. Sexual assault.
- j. Intimidating, hostile, derogatory, contemptuous or otherwise offensive conductor remarks that are directed at a person because of that person's sex, whether or not the remarks themselves are sexual in nature.
- k. Retaliation against an employee for refusing sexual or social overtures, for complaining about sexual harassment, or for cooperating with the investigation of a complaint.
- l. Stalking employees either on or off City premises or on or off work hours.

DISCRIMINATION / HARASSMENT REPORTING PROCEDURE

Employees Responsibilities:

Harassment, particularly sexual harassment, can be difficult to define. For this reason, the City requires employees to use the City's harassment reporting policy without worrying about whether the conduct involved would be considered harassment in a legal sense. If an employee considers the conduct to be harassment or the behavior to be inappropriate, the employee must report it promptly to a supervisor, a Department Director, Human Resources, the City Administrator or the Mayor. This guideline is intended to assist the City in addressing not only illegal harassment, but also any conduct that is offensive and inappropriate.

The City requires employees to report all incidents of harassment or inappropriate behavior as soon as possible. The City wants to provide employees with a pleasant and productive working environment, but it cannot do that if these issues are not brought to the City's attention.

If at any time an employee believes he/she is subjected to harassment, if any employee becomes aware of such conduct being directed at someone else, or if an employee believes another employee has received either more favorable or unfavorable treatment because of harassment, the employee must promptly notify a supervisor, a Department Director, Human Resources, the City Administrator or Mayor. This applies to harassment or discrimination caused by anyone with whom an employee comes into contact as part of the employee's job: supervisors, co-workers, customers, vendors, members of boards or commissions, or others.

Any employee who experiences or observes harassment, including sexual harassment, may, at his or her option, choose to confront and deal with the harassment to the best of his/her ability. However, no employee is required to do so under any circumstances. Even if an employee chooses to confront the situation directly, the harassment must still be reported to a supervisor, a Department Director, Human Resources, the City Administrator or the Mayor. This applies to harassment or discrimination caused by anyone with whom an employee comes into contact as part of the employee's job: supervisors, co-workers, customers, vendors, members of boards or commissions, or others.

Each employee is responsible for creating an atmosphere free of discrimination and harassment in any form. Each employee is responsible for respecting the rights of co-workers and others, including the citizens we serve.

Persons in a supervisory relationship are not permitted to have romantic or sexual relationships with each other. A supervisory relationship is one in which one of the individuals has the authority or practical power to supervise, hire, terminate, or discipline an employee, where one individual has decision making authority over an employee, or is responsible for auditing, evaluating, or reviewing the work of an employee.

Management and Supervisory Responsibilities:

Management and supervisory personnel of the City are responsible for being aware of the potential for harassment within their work unit and ensuring a work environment free from all types of harassment, including sexual harassment.

Because of the potential for miscommunication, effects on morale, abuses of authority, misunderstandings, and conflicts of interest, the City does not permit supervisors to have romantic or sexual relations with any person within their chain of supervision. This prohibition applies to all employees who have the authority or practical power to supervise, hire, terminate or discipline another employee, who have decision making authority over another employee, or who are responsible for auditing, evaluating, or reviewing the work of another employee.

When a supervisor or manager is confronted with a harassment complaint, he/she is required to:

- a. Inform their Department Director.
- b. Inform the City Administrator or the Mayor.
- c. Determine the nature and extent of the complaint.
- d. Co-ordinate with the Director to determine the most appropriate and effective response to the complaint.
- e. Take appropriate action to correct the problem including disciplinary action if warranted.

Investigating Reported Incidents:

All investigations will be conducted under the following guidelines:

All complaints will be kept confidential to the fullest extent possible. This means they will be disclosed only to witnesses and others as necessary to allow the City to investigate and respond to the complaint, to management, and others as may be required by law. Founded allegations of misconduct are public records, and the City is required, upon appropriate request, to release this information.

All employees are expected to cooperate fully with investigatory proceedings and answer all questions truthfully and completely in an investigation. Anyone who the City concludes has failed to cooperate fully, made evasive, misleading, inaccurate, incomplete, or false statements, or otherwise impeded an investigation in any way is subject to disciplinary action up to and including termination. The City will take whatever action it deems necessary to prevent an offense from being repeated.

The City will not permit retaliation against anyone who makes a good-faith complaint or who cooperates in good faith in an investigation. Anyone who the City concludes has engaged in retaliation is subject to disciplinary action up to and including immediate termination. Disciplinary action will depend on the gravity of the offense. The City will take whatever action it deems necessary to prevent an offense from being repeated.

COMPLAINT PROCEDURES

The City recognizes that sometimes situations arise in which employees feel that they have not been treated fairly or in accordance with City policies. For this reason, the City provides its employees with procedures for resolving complaints. These procedures apply for other than harassment or discrimination complaints.

Step 1: Employees should first try to resolve any problem or complaint with their supervisor.

Step 2: When normal communication between an employee and the supervisor is not successful, or when an employee disagrees with the application of City policies, the employee should attempt to resolve the problem with his/her Department Director. The Department Director will respond to the employee in writing within five (5) days after meeting with him/her, whenever possible.

Step 3: If the employee is not satisfied with the response from the Department Director, the employee may submit the problem, in writing, to the Mayor, City Administrator, or Human Resources. The written complaint must contain, at a minimum:

- a. A description of the problem;
- b. A specific policy or procedure which the employee believes has been violated or misapplied;
- c. The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
- d. The remedy sought by the employee to resolve the complaint.

The written complaint must be filed within ten (10) working days of the occurrence leading to the complaint, or ten (10) working days after the employee becomes aware of the circumstances.

The Mayor or Representative may meet with the parties, either individually or together, and will usually respond in writing to the aggrieved employee within ten (10) days of the meeting. The Mayor's response and decision shall be final and binding.

Certain employees may have more than one source of dispute resolution rights, i.e. the City's Civil Service rules, a collective bargaining agreement, if any, and this complaint process. Employees represented by a bargaining unit or who are covered under Civil Service rules should follow grievance procedures set out in their respective labor contracts or Civil Service rules, where applicable. In all other cases, the procedures described in this section shall be used. Under no circumstances shall an employee have the right to utilize both this process and any other complaint or appeal procedure that may be available to an employee.



To: Mayor Perry and City Council Members
From: Betty J. Garrison, Finance Director
Date: December 7, 2015
Re: Public Hearing for 2015 Budget Amendment No. 3

ATTACHMENTS: 2015 Budget Amendment Ordinance, Exhibit A, Exhibit B, Budget Changes Report

TYPE OF ACTION:

Information Only Discussion Action Public Hearing Expenditure

Issue: The 2015 Budget was adopted with Ordinance No. 1854 – 14 on November 17, 2014, amended with Ordinance No. 1860 - 15 on March 16, 2015 and with Ordinance 1868-15 on September 8, 2015.

This Ordinance for the third amendment of the 2015 is to incorporate changes needed to implement action taken by the Council setting up Asset Replacement Funds and Capital Improvement Funds. These funds provide for planning and preparing for future needs of the City.

This also incorporates changes Council made to the staffing level for the City – adding a City Engineer.

There are also changes to increase Revenue for un-anticipated income and to allocate funding for un-anticipated expenses.

The purpose of this Public Hearing is to allow the Citizens of Milton the opportunity to express their opinions and be heard.

**CITY OF MILTON
ORDINANCE XXXX-15**

AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON; AMENDING ORDINANCE NO. 1868-15 ADOPTED SEPTEMBER 8, 2015; WHICH AMENDED 1860-15, ADOPTED MARCH 16, 2015; WHICH AMENDED ORDINANCE NO. 1854-14, ADOPTED NOVEMBER 17, 2014 ADOPTING THE ANNUAL BUDGET OF THE CITY OF MILTON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2015; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Milton City Council adopted the 2015 budget pursuant to Ordinance No.1854-14; and

WHEREAS, the Milton City Council amended the 2015 budget pursuant to Ordinance No.1860-15; and

WHEREAS, the Milton City Council amended the 2015 budget pursuant to Ordinance No. 1868-15; and

WHEREAS, this amendment was brought before the City Council at a Regular Meeting on November 16th, 2015 and a Public Hearing was held for the purpose of accepting Public Comment on December 7th, 2015, and

WHEREAS, Council authorized changes in the adopted staffing in open Council meetings after the adoption of the 2015 Budget, and

WHEREAS, the budget is being amended to reflect changes due to the creation of Funds for Asset Replacement and Capital Improvements and Capital Improvement Reserves, and

WHEREAS, the City has received some un-anticipated revenue and wishes to include it in the 2015 Budget, and

WHEREAS, it is in the best interest of the City of Milton to amend the budget when there are changes being made in anticipated appropriations,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON, HEREBY DO ORDAIN AS FOLLOWS:

Section 1. The 2015 budget, as adopted in Ordinance 1868-15 is hereby amended as set forth in Exhibit A and B, attached hereto.

Section 2. **Severability.** Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or

otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by State or Federal law or regulations, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. **Effective Date.** This ordinance shall become effective and be in full force five (5) days after passage, approval, and publication as provided by law.

PASSED AND APPROVED at the regular meeting of the Council of the City of Milton, Washington, this 7th day of December, 2015.

Debra Perry, Mayor

Attest/Authenticated:

Katie Bolam, City Clerk

Approved as to form:

Kristin Eick, City Attorney

Date of Publication:

Effective Date:

Exhibit A : Ordinance XXXX-15
 2015 Budget Amendment No. 3

	Amendment #3 2015 Budget			
	Beginning Balance	Revenue	Expenditures	Ending Fund Balance
<u>General:</u>				
General Fund	\$ 2,658,181	\$ 4,482,675	\$ 6,578,038	\$ 562,818
Fire EMS	\$ (664)	\$ 664	\$ -	\$ -
GF Asset Replacement	\$ -	\$ 261,235	\$ -	\$ 261,235
Streets	\$ 69,957	\$ 541,180	\$ 579,588	\$ 31,549
Strategic Reserve	\$ 777,877	\$ 5,000	\$ 522,770	\$ 260,107
Drug Seizure	\$ 12,155	\$ 15,000	\$ 16,215	\$ 10,940
Criminal Justice	\$ (1,578,205)	\$ 4,343,805	\$ 2,681,312	\$ 84,288
Community Events	\$ 3,247	\$ 33,500	\$ 19,700	\$ 17,047
Police Reserve Officer	\$ 4,792	\$ 2,500	\$ 5,000	\$ 2,292
<u>Special Revenue Funds:</u>				
REET1	\$ 163,576	\$ 117,210	\$ 120,000	\$ 160,786
REET2	\$ 163,576	\$ 117,200	\$ 170,000	\$ 110,776
Traffic Impact Fees	\$ 106,679	\$ 6,150	\$ -	\$ 112,829
<u>Capital Projects Funds:</u>				
Capital Projects	\$ 234,736	\$ 5,290,254	\$ 5,402,880	\$ 122,111
Capital Improvement Resrve	\$ -	\$ 261,235	\$ -	\$ 261,235
<u>Enterprise Funds:</u>				
Electric	\$ 4,896,503	\$ 4,814,099	\$ 9,629,715	\$ 80,887
Electric Utility Capital		\$ 2,118,290		\$ 2,118,290
Electric Utility Asset Replacement		\$ 240,000		\$ 240,000
Water	\$ 3,186,066	\$ 2,456,836	\$ 5,523,927	\$ 118,975
Water Utility Capital		\$ 2,690,748		\$ 2,690,748
Water Utility Asset Replacement		\$ 200,000		\$ 200,000
Storm Water	\$ 1,018,200	\$ 864,400	\$ 1,132,185	\$ 750,415
Storm Water Capital	\$ 518,190	\$ 233,200	\$ 311,740	\$ 439,650
Storm Water Asset Replacement		\$ 60,000		\$ 60,000
<u>Internal Service Funds:</u>				
Vehicle Repair & Maint	\$ 881	\$ 197,000	\$ 184,565	\$ 13,316
IT Internal Service Fund	\$ -	\$ 376,600	\$ 368,000	\$ 8,600
<u>Agency Funds:</u>				
Trust Funds	\$ 15,360	\$ 115,000	\$ 115,000	\$ 15,360
Municipal Court Fund	\$ 11,356	\$ 500,000	\$ 511,000	\$ 356
Total	\$ 12,262,464	\$ 30,343,781	\$ 33,871,635	\$ 8,734,611
		\$ 42,606,245		\$ 42,606,245

Full Time Employees	2015 Proposed FTE	IBEW Grade	STEP A	STEP B	STEP C	STEP D	STEP E
Parks & Facilities Worker	-	12	\$ 3,307	\$ 3,496	\$ 3,675	\$ 3,858	\$ 4,049
Deputy City Clerk	1.00	13	\$ 3,496	\$ 3,675	\$ 3,847	\$ 4,049	\$ 4,251
Finance Technician I	3.00						
Maintenance Worker I	3.75						
Meter Reader	1.00						
Police Clerk	1.00						
PW Field Administrative Assistant	1.00	14	\$ 3,675	\$ 3,847	\$ 4,049	\$ 4,251	\$ 4,467
PW Administrative Assistant	1.00						
IT System Support Specialist	1.00						
Sr Admin Asst/Permit Tech w/License	1.00						
Mechanic	1.00	16	\$ 4,049	\$ 4,251	\$ 4,467	\$ 4,687	\$ 4,918
Maintenance II - Parks/Facilities	1.00						
Maintenance Worker II	2.00						
Finance Technician II	-						
Electric Equipment Operator	1.00	17	\$ 4,251	\$ 4,467	\$ 4,687	\$ 4,918	\$ 5,167
IT Systems Administrator	1.00	18	\$ 4,467	\$ 4,687	\$ 4,918	\$ 5,167	\$ 5,319
Senior Accountant	-						
Maintenance III - Lead	1.00	19	\$ 4,687	\$ 4,918	\$ 5,167	\$ 5,319	\$ 5,696
Utility Maintenance III/Water Treatment	1.00						
Journey Elec Lineman	3.00	23	\$ 5,696	\$ 5,982	\$ 6,282	\$ 6,595	\$ 6,925
Utility Supervisor	1.00						
Apprentice Lineman (varying % of LM)	-						
Building Official	1.00						
Electrical Foreman	1.00	26	\$ 6,595	\$ 6,925	\$ 7,274	\$ 7,634	\$ 8,015
Unformed Personnel			Academy	STEP A	STEP B	STEP C	STEP D
Police Officer	7.00		\$ 4,712	\$ 4,947	\$ 5,195	\$ 5,453	\$ 5,728
Code Enforcement Officer	1.00		\$ 4,712	\$ 4,947	\$ 5,195	\$ 5,453	\$ 5,728
Police Sergeant	3.00		\$ -	\$ 6,304	\$ 6,619	\$ 6,950	\$ 7,298
Detective	1.00		\$ 4,712	\$ 4,947	\$ 5,195	\$ 5,453	\$ 5,728
Exempt Positions - Directors			2015 Salary Range				
City Administrator	-		\$ 120,000	-----	-----	-----	\$ 126,000
Finance Director	1.00		\$ 75,600	-----	-----	-----	\$ 104,990
City Clerk	1.00		\$ 66,990	\$ 70,340	\$ 73,856	\$ 77,549	\$ 81,427
Public Works Director	-		\$ 75,600	-----	-----	-----	\$ 104,990
IT Director	1.00		\$ 75,600	-----	-----	-----	\$ 104,990
Police Chief	1.00		\$ 75,600	-----	-----	-----	\$ 104,990
Community Development Director	1.00		\$ 72,000	-----	-----	-----	\$ 104,990
Other Exempt Personnel			2015 Salary Range				
Police Lieutenant	-		\$ 68,400	-----	-----	-----	\$ 92,400
Senior Planner	-		\$ 66,990	\$ 70,340	\$ 73,856	\$ 77,549	\$ 82,241
Accounting Supervisor	-		\$ 66,990	\$ 70,340	\$ 73,856	\$ 77,549	\$ 82,241
City Engineer	1.00		\$ 68,400	-----	-----	-----	\$ 92,400
Storm Water Compliance Officer	1.00		\$ 66,990	\$ 70,340	\$ 73,856	\$ 77,549	\$ 82,241
P W Superintendent & Project Engineer	1.00		\$ 68,400	-----	-----	-----	\$ 92,400
Part-Time Employees							
Senior Program Coordinator	0	13	\$ 3,427	\$ 3,603	\$ 3,782	\$ 3,970	\$ 4,168
Civil Service Secretary	150 hrs		\$ 15.65	-----	-----	-----	-----
Clerical Pool	1,500 hrs		\$ 13.00	-----	-----	-----	\$ 18.00
Seasonal Public Works Crew	2780 hrs		\$ 11.00	-----	-----	-----	\$ 13.00
Elected Officials (Non FTE)							
Mayor	1						
Council	7						
FTE Summary	2015	2014	2013	2012	2011	2010	2009
Total Regular FTE's	47.75	41	40	42	41.25	47	51.5
Total Part-Time FTE's	2						

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001 General Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
<hr/>				
Expenditures	Original	Proposed	Difference	Remarks
<hr/>				
597 Interfund Transfers				
<hr/>				
597 50 10 001 Transfer Out - Vehicle R&M	0.00	10,000.00	10,000.00	0.0%
597 Interfund Transfers	0.00	10,000.00	10,000.00	0.0%
<hr/>				
999 Ending Balance				
<hr/>				
508 80 00 001 Fund Balance-Unreserved	310,653.81	300,653.81	(10,000.00)	96.8%
999 Ending Balance	310,653.81	300,653.81	(10,000.00)	96.8%
Fund Expenditures:	310,653.81	310,653.81	0.00	100.0%
Fund Excess/(Deficit):	(310,653.81)	(310,653.81)		

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002 Fire/EMS

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

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004 General Fund Asset Replacement Fund

Revenues	Original	Proposed	Difference	0.0%	Remarks
397 Interfund Transfers					
397 10 30 004 Transfer In - From Strategic Rese	0.00	261,235.00	261,235.00	0.0%	
397 Interfund Transfers	0.00	261,235.00	261,235.00	0.0%	
Fund Revenues:	0.00	261,235.00	261,235.00	0.0%	
Expenditures					
999 Ending Balance					
508 80 00 004 Ending Balance	0.00	261,235.00	261,235.00	0.0%	
999 Ending Balance	0.00	261,235.00	261,235.00	0.0%	
Fund Expenditures:	0.00	261,235.00	261,235.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

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101 Street Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
<hr/>				
Expenditures	Original	Proposed	Difference	Remarks
<hr/>				
597 Interfund Transfers				
<hr/>				
597 50 10 101 Transfers-Out - To Vehicle Repai	0.00	5,000.00	5,000.00	0.0%
597 Interfund Transfers	0.00	5,000.00	5,000.00	0.0%
<hr/>				
999 Ending Balance				
<hr/>				
508 80 00 101 Fund Balance-Unreserved	33,549.03	28,549.03	(5,000.00)	85.1%
999 Ending Balance	33,549.03	28,549.03	(5,000.00)	85.1%
Fund Expenditures:	33,549.03	33,549.03	0.00	100.0%
Fund Excess/(Deficit):	(33,549.03)	(33,549.03)		

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103 Strategic Reserve Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%

Expenditures	Original	Proposed	Difference	Remarks
597 Interfund Transfers				
597 00 40 103 Transfers-Out - Asset Replaceme	0.00	261,235.00	261,235.00	0.0%
597 31 40 103 Transfers-Out - Capital Improver	0.00	261,235.00	261,235.00	0.0%
597 Interfund Transfers	0.00	522,470.00	522,470.00	0.0%

999 Ending Balance

508 80 00 103 Fund Balance-Unreserved	782,577.00	26,010,700.00	25,228,123.00	*****%
999 Ending Balance	782,577.00	26,010,700.00	25,228,123.00	*****%
Fund Expenditures:	782,577.00	26,533,170.00	25,750,593.00	*****%
Fund Excess/(Deficit):	(782,577.00)	(26,533,170.00)		

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105 Drug Seizure Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Original	Proposed	Difference	Remarks
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

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107 Criminal Justice Fund

Revenues	Original	Proposed	Difference	Remarks
310 Taxes				
313 71 00 000 Local Criminal Justice	117,000.00	126,000.00	9,000.00	107.7%
310 Taxes	117,000.00	126,000.00	9,000.00	107.7%
360 Misc Revenues				
367 10 00 000 Donations - Police Dept	0.00	900.00	900.00	0.0%
360 Misc Revenues	0.00	900.00	900.00	0.0%
390 Other Revenues				
398 20 00 107 Insurance Recovery	0.00	6,900.00	6,900.00	0.0%
390 Other Revenues	0.00	6,900.00	6,900.00	0.0%
Fund Revenues:	117,000.00	133,800.00	16,800.00	114.4%

Expenditures	Original	Proposed	Difference	Remarks
521 Law Enforcement				
521 20 31 001 Ammunition	7,700.00	10,700.00	3,000.00	139.0%
521 20 35 000 Small Tools and Equipment	19,000.00	23,000.00	4,000.00	121.1%
521 20 43 000 Travel	3,600.00	6,100.00	2,500.00	169.4%
521 20 45 000 Operating Rentals and Leases	2,860.00	4,460.00	1,600.00	155.9%
521 20 48 001 Vehicle Repairs and Maintenance	100,000.00	130,000.00	30,000.00	130.0%
521 20 48 002 Facility Repairs and Maintenance	500.00	3,500.00	3,000.00	700.0%
521 20 49 001 Misc/Dues & Memberships	2,000.00	3,200.00	1,200.00	160.0%
521 Law Enforcement	135,660.00	180,960.00	45,300.00	133.4%
999 Ending Balance				
508 80 00 107 Fund Balance-Unreserved	84,288.00	55,788.00	(28,500.00)	66.2%
999 Ending Balance	84,288.00	55,788.00	(28,500.00)	66.2%
Fund Expenditures:	219,948.00	236,748.00	16,800.00	107.6%
Fund Excess/(Deficit):	(102,948.00)	(102,948.00)		

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116 Community Events Fund

Revenues	Original	Proposed	Difference		Remarks
340 Charges For Services					
347 90 20 000 Fall Bazaar-Vendor Fee	2,000.00	2,100.00	100.00	105.0%	
340 Charges For Services	2,000.00	2,100.00	100.00	105.0%	
360 Misc Revenues					
367 00 10 000 Donations - Milton Days	10,000.00	11,300.00	1,300.00	113.0%	
367 00 20 000 Donations - Fall Bazaar	0.00	600.00	600.00	0.0%	
367 00 30 000 Donations - Tree Lighting	0.00	100.00	100.00	0.0%	
360 Misc Revenues	10,000.00	12,000.00	2,000.00	120.0%	
Fund Revenues:	12,000.00	14,100.00	2,100.00	117.5%	

Expenditures	Original	Proposed	Difference		Remarks
573 Spectator & Community Events					
573 91 10 000 Milton Days Salaries & Wages	0.00	7,800.00	7,800.00	0.0%	
573 91 41 002 Milton Days - Advertising	0.00	150.00	150.00	0.0%	
573 91 45 000 Milton Days - Rentals	3,000.00	5,800.00	2,800.00	193.3%	
573 91 49 000 Milton Days - Misc Exp	0.00	1,200.00	1,200.00	0.0%	
573 92 10 002 Fall Bazaar - Overtime	150.00	1,850.00	1,700.00	*****%	
573 92 41 000 Fall Bazaar - Prof Svcs	200.00	600.00	400.00	300.0%	
573 92 41 002 Fall Bazaar - Advertising	0.00	800.00	800.00	0.0%	
573 92 45 000 Fall Bazaar - Rentals	0.00	1,100.00	1,100.00	0.0%	
573 93 10 002 Tree Lighting - Overtime	150.00	650.00	500.00	433.3%	
573 93 31 000 Tree Lighting - Supplies	300.00	800.00	500.00	266.7%	
573 93 41 000 Tree Lighting - Prof Svcs	100.00	300.00	200.00	300.0%	
573 93 49 000 Tree Lighting - Misc Exp	0.00	650.00	650.00	0.0%	
573 Spectator & Community Events	3,900.00	21,700.00	17,800.00	556.4%	
999 Ending Balance					
508 10 00 116 Fund Balance-Reserved	1,576.00	0.00	(1,576.00)	0.0%	clear to unrestricted
508 80 00 116 Fund Balance-Unreserved	15,471.00	1,347.00	(14,124.00)	8.7%	
999 Ending Balance	17,047.00	1,347.00	(15,700.00)	7.9%	

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116 Community Events Fund

Expenditures	Original	Proposed	Difference	Remarks
Fund Expenditures:	20,947.00	23,047.00	2,100.00	110.0%
Fund Excess/(Deficit):	(8,947.00)	(8,947.00)		

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118 Reserve Officer Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Original	Proposed	Difference	Remarks
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

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130 Municipal Improvement Fund (REET 1)

Revenues	Original	Proposed	Difference	Remarks
310 Taxes				
318 34 01 000 REET1 -	105,000.00	135,000.00	30,000.00	128.6%
310 Taxes	105,000.00	135,000.00	30,000.00	128.6%
Fund Revenues:	105,000.00	135,000.00	30,000.00	128.6%
Expenditures				
999 Ending Balance				
508 80 00 130 Fund Balance-Unreserved	155,165.00	185,165.00	30,000.00	119.3%
999 Ending Balance	155,165.00	185,165.00	30,000.00	119.3%
Fund Expenditures:	155,165.00	185,165.00	30,000.00	119.3%
Fund Excess/(Deficit):	(50,165.00)	(50,165.00)		

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131 Municipal Project Fund (REET 2)

Revenues	Original	Proposed	Difference	Remarks
310 Taxes				
318 35 01 000 REET2 -	105,000.00	135,000.00	30,000.00	128.6%
310 Taxes	105,000.00	135,000.00	30,000.00	128.6%
Fund Revenues:	105,000.00	135,000.00	30,000.00	128.6%
Expenditures				
999 Ending Balance				
508 80 00 131 Fund Balance-Unreserved	110,776.00	140,776.00	30,000.00	127.1%
999 Ending Balance	110,776.00	140,776.00	30,000.00	127.1%
Fund Expenditures:	110,776.00	140,776.00	30,000.00	127.1%
Fund Excess/(Deficit):	(5,776.00)	(5,776.00)		

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140 Traffic Impact Fee Fund

Revenues	Original	Proposed	Difference	Remarks
340 Charges For Services				
345 85 00 000 Transportation Impact Fees	6,000.00	10,000.00	4,000.00	166.7%
340 Charges For Services	6,000.00	10,000.00	4,000.00	166.7%
Fund Revenues:	6,000.00	10,000.00	4,000.00	166.7%
Expenditures				
999 Ending Balance				
508 80 00 140 Fund Balance-Unreserved	112,829.00	116,829.00	4,000.00	103.5%
999 Ending Balance	112,829.00	116,829.00	4,000.00	103.5%
Fund Expenditures:	112,829.00	116,829.00	4,000.00	103.5%
Fund Excess/(Deficit):	(106,829.00)	(106,829.00)		

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310 Capital Improvement Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Original	Proposed	Difference	Remarks
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

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314 Capital Improvement Reserve Fund

Revenues	Original	Proposed	Difference	Remarks
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397 Interfund Transfers

397 10 30 314 Transfer In - From Strategic Rese	0.00	261,235.00	261,235.00	0.0%
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397 Interfund Transfers	0.00	261,235.00	261,235.00	0.0%
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Fund Revenues:	0.00	261,235.00	261,235.00	0.0%
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Expenditures	Original	Proposed	Difference	Remarks
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999 Ending Balance

508 80 00 314 Ending Balance	0.00	261,235.00	261,235.00	0.0%
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999 Ending Balance	0.00	261,235.00	261,235.00	0.0%
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Fund Expenditures:	0.00	261,235.00	261,235.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00		
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401 Electric Utility Operations Fund

Revenues	Original	Proposed	Difference		Remarks
308 Beginning Balances					
308 80 00 401 BFB - Unreserved	3,723,125.14	3,723,125.14	0.00	100.0%	
308 Beginning Balances	3,723,125.14	3,723,125.14	0.00	100.0%	
320 Licenses & Permits					
322 12 00 000 Electrical Permits	1,000.00	3,000.00	2,000.00	300.0%	
320 Licenses & Permits	1,000.00	3,000.00	2,000.00	300.0%	
340 Charges For Services					
343 30 40 000 Sale Of Parts	0.00	10,000.00	10,000.00	0.0%	
340 Charges For Services	0.00	10,000.00	10,000.00	0.0%	
360 Misc Revenues					
367 01 00 000 BPA Incentive	50,000.00	115,000.00	65,000.00	230.0%	
360 Misc Revenues	50,000.00	115,000.00	65,000.00	230.0%	
Fund Revenues:	3,774,125.14	3,851,125.14	77,000.00	102.0%	
Expenditures	Original	Proposed	Difference		Remarks
597 Interfund Transfers					
597 40 20 401 Transfers-Out - Capital Improver	0.00	2,118,290.00	2,118,290.00	0.0%	
597 40 90 401 Transfers-Out - Asset Replaceme	0.00	240,000.00	240,000.00	0.0%	
597 50 10 401 Transfers-Out - Equipment Repai	0.00	20,000.00	20,000.00	0.0%	
597 Interfund Transfers	0.00	2,378,290.00	2,378,290.00	0.0%	
999 Ending Balance					
508 10 00 401 Fund Balance-Reserved	1,115,996.00	0.00	(1,115,996.00)	0.0%	moving to unreserved
508 80 00 401 Fund Balance-Unreserved	1,326,181.45	140,887.45	(1,185,294.00)	10.6%	
999 Ending Balance	2,442,177.45	140,887.45	(2,301,290.00)	5.8%	
Fund Expenditures:	2,442,177.45	2,519,177.45	77,000.00	103.2%	

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401 Electric Utility Operations Fund

Fund Excess/(Deficit):	1,331,947.69	1,331,947.69
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402 Electric Capital Improvement Fund

Revenues	Original	Proposed	Difference	Remarks
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397 Interfund Transfers

397 40 10 402 Transfer In - Operations	0.00	2,118,290.00	2,118,290.00	0.0%
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397 Interfund Transfers	0.00	2,118,290.00	2,118,290.00	0.0%
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Fund Revenues:	0.00	2,118,290.00	2,118,290.00	0.0%
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Expenditures	Original	Proposed	Difference	Remarks
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999 Ending Balance

508 80 00 402 Ending Balance	0.00	2,118,290.00	2,118,290.00	0.0%
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999 Ending Balance	0.00	2,118,290.00	2,118,290.00	0.0%
--------------------	------	--------------	--------------	------

Fund Expenditures:	0.00	2,118,290.00	2,118,290.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00		
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403 Water Utility Operations Fund

Revenues	Original	Proposed	Difference	Remarks
320 Licenses & Permits				
322 13 00 000 Water Permit	1,100.00	16,100.00	15,000.00	*****%
320 Licenses & Permits	1,100.00	16,100.00	15,000.00	*****%
340 Charges For Services				
343 49 00 000 Connection Charges	20,000.00	40,000.00	20,000.00	200.0%
340 Charges For Services	20,000.00	40,000.00	20,000.00	200.0%
360 Misc Revenues				
361 10 00 403 Investment Earnings	1,600.00	17,600.00	16,000.00	*****%
360 Misc Revenues	1,600.00	17,600.00	16,000.00	*****%
Fund Revenues:	22,700.00	73,700.00	51,000.00	324.7%

Expenditures	Original	Proposed	Difference	Remarks
597 Interfund Transfers				
597 40 40 403 Transfers-Out - Capital Improver	0.00	2,190,748.00	2,190,748.00	0.0%
597 40 50 403 Transfers-Out - Asset Replaceme	0.00	200,000.00	200,000.00	0.0%
597 50 10 403 Transfers-Out - Equipment Repai	0.00	15,000.00	15,000.00	0.0%
597 Interfund Transfers	0.00	2,405,748.00	2,405,748.00	0.0%
999 Ending Balance				
508 80 00 403 Fund Balance-Unreserved	2,577,187.38	222,439.38	(2,354,748.00)	8.6%
999 Ending Balance	2,577,187.38	222,439.38	(2,354,748.00)	8.6%
Fund Expenditures:	2,577,187.38	2,628,187.38	51,000.00	102.0%
Fund Excess/(Deficit):	(2,554,487.38)	(2,554,487.38)		

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404 Water Capital Improvement Fund

Revenues	Original	Proposed	Difference	0.0%	Remarks
397 Interfund Transfers					
397 10 30 404 Transfer In - Operations	0.00	2,190,748.00	2,190,748.00	0.0%	
397 Interfund Transfers	0.00	2,190,748.00	2,190,748.00	0.0%	
Fund Revenues:	0.00	2,190,748.00	2,190,748.00	0.0%	
Expenditures					
999 Ending Balance					
508 80 00 404 Ending Balance	0.00	2,190,748.00	2,190,748.00	0.0%	
999 Ending Balance	0.00	2,190,748.00	2,190,748.00	0.0%	
Fund Expenditures:	0.00	2,190,748.00	2,190,748.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2015 PROPOSED BUDGET CHANGES

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405 Water Utility Asset Replacement Fund

Revenues	Original	Proposed	Difference	0.0%	Remarks
397 Interfund Transfers					
397 40 10 405 Transfer In - From Operations	0.00	200,000.00	200,000.00	0.0%	
397 Interfund Transfers	0.00	200,000.00	200,000.00	0.0%	
Fund Revenues:	0.00	200,000.00	200,000.00	0.0%	
Expenditures					
999 Ending Balance					
508 80 00 405 Ending Balance	0.00	200,000.00	200,000.00	0.0%	
999 Ending Balance	0.00	200,000.00	200,000.00	0.0%	
Fund Expenditures:	0.00	200,000.00	200,000.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2015 PROPOSED BUDGET CHANGES

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406 Stormwater Operations Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
<hr/>				
Expenditures	Original	Proposed	Difference	Remarks
<hr/>				
597 Interfund Transfers				
<hr/>				
597 40 80 406 Transfers-Out -To Asset Replace:	0.00	60,000.00	60,000.00	0.0%
597 50 10 406 Transfers-Out - To Equipment Re	0.00	5,000.00	5,000.00	0.0%
597 Interfund Transfers	0.00	65,000.00	65,000.00	0.0%
<hr/>				
999 Ending Balance				
<hr/>				
508 80 00 406 Fund Balance-Unreserved	613,485.85	548,485.85	(65,000.00)	89.4%
999 Ending Balance	613,485.85	548,485.85	(65,000.00)	89.4%
Fund Expenditures:	613,485.85	613,485.85	0.00	100.0%
Fund Excess/(Deficit):	(613,485.85)	(613,485.85)		

2015 PROPOSED BUDGET CHANGES

City Of Milton
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407 Stormwater Capital Fund

Revenues	Original	Proposed	Difference	Remarks
330 State Generated Revenues				
334 03 10 000 Dept of Ecology	100,000.00	104,000.00	4,000.00	104.0%
330 State Generated Revenues	100,000.00	104,000.00	4,000.00	104.0%
397 Interfund Transfers				
397 04 06 407 TRF fr Storm Water Fund	132,000.00	141,000.00	9,000.00	106.8%
397 Interfund Transfers	132,000.00	141,000.00	9,000.00	106.8%
Fund Revenues:	232,000.00	245,000.00	13,000.00	105.6%
Expenditures	Original	Proposed	Difference	Remarks
999 Ending Balance				
508 80 00 407 Fund Balance-Unreserved	439,650.00	452,650.00	13,000.00	103.0%
999 Ending Balance	439,650.00	452,650.00	13,000.00	103.0%
Fund Expenditures:	439,650.00	452,650.00	13,000.00	103.0%
Fund Excess/(Deficit):	(207,650.00)	(207,650.00)		

2015 PROPOSED BUDGET CHANGES

City Of Milton
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408 Stormwater Utility Asset Replacement Fund

Revenues	Original	Proposed	Difference	0.0%	Remarks
397 Interfund Transfers					
397 40 60 408 Transfer In - From Operations	0.00	60,000.00	60,000.00	0.0%	
397 Interfund Transfers	0.00	60,000.00	60,000.00	0.0%	
Fund Revenues:	0.00	60,000.00	60,000.00	0.0%	
Expenditures					
999 Ending Balance					
508 80 00 408 Ending Balance	0.00	60,000.00	60,000.00	0.0%	
999 Ending Balance	0.00	60,000.00	60,000.00	0.0%	
Fund Expenditures:	0.00	60,000.00	60,000.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2015 PROPOSED BUDGET CHANGES

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409 Electric Utility Asset Replacement Fund

Revenues	Original	Proposed	Difference	Remarks
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397 Interfund Transfers

397 40 10 409 Transfer In - From Operations	0.00	240,000.00	240,000.00	0.0%
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397 Interfund Transfers	0.00	240,000.00	240,000.00	0.0%
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Fund Revenues:	0.00	240,000.00	240,000.00	0.0%
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Expenditures	Original	Proposed	Difference	Remarks
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999 Ending Balance

508 80 00 409 Ending Balance	0.00	240,000.00	240,000.00	0.0%
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999 Ending Balance	0.00	240,000.00	240,000.00	0.0%
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Fund Expenditures:	0.00	240,000.00	240,000.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00		
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501 Vehicle Repair & Maintenance Fund

Revenues	Original	Proposed	Difference	0.0%	Remarks
308 Beginning Balances					
308 10 00 501 BFB - Reserved	0.00	0.00	0.00	0.0%	should be zero
308 Beginning Balances	0.00	0.00	0.00	0.0%	
397 Interfund Transfers					
397 00 01 501 Transfer In - Gen'l Fund	0.00	10,000.00	10,000.00	0.0%	
397 10 10 501 Transfer In - Streets	0.00	5,000.00	5,000.00	0.0%	
397 40 10 501 Transfer In - Electric	0.00	20,000.00	20,000.00	0.0%	
397 40 30 501 Transfer In From Water	0.00	15,000.00	15,000.00	0.0%	
397 40 60 501 Transfer In - Storm	0.00	10,000.00	10,000.00	0.0%	
397 Interfund Transfers	0.00	60,000.00	60,000.00	0.0%	
Fund Revenues:	0.00	60,000.00	60,000.00	0.0%	
Expenditures	Original	Proposed	Difference	0.0%	Remarks
548 Municipal Vehicles/Equipment					
548 30 31 000 Office & Operating Supplies	5,000.00	10,000.00	5,000.00	200.0%	
548 30 34 000 Parts	40,000.00	45,000.00	5,000.00	112.5%	
548 30 35 000 Small Tools & Equipment	1,000.00	5,000.00	4,000.00	500.0%	
548 30 48 000 Repairs & Maintenance	5,000.00	13,000.00	8,000.00	260.0%	
548 Municipal Vehicles/Equipment	51,000.00	73,000.00	22,000.00	143.1%	
999 Ending Balance					
508 80 00 501 Fund Balance-Unreserved	1,316.00	39,316.00	38,000.00	*****%	
999 Ending Balance	1,316.00	39,316.00	38,000.00	*****%	
Fund Expenditures:	52,316.00	112,316.00	60,000.00	214.7%	
Fund Excess/(Deficit):	(52,316.00)	(52,316.00)			

2015 PROPOSED BUDGET CHANGES

City Of Milton
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503 Information Technology

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Original	Proposed	Difference	Remarks
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2015 PROPOSED BUDGET CHANGES

City Of Milton
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631 Trust / Suspense Funds

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Original	Proposed	Difference	Remarks
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2015 PROPOSED BUDGET CHANGES

City Of Milton
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632 Muni Court

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Original	Proposed	Difference	Remarks
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2015 PROPOSED BUDGET CHANGES

City Of Milton
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Fund Totals

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Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 General Fund	0.00	0.00	0.00	0.0%	310,653.81	310,653.81	0.00	100.0%
002 Fire/EMS	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
004 General Fund Asset Replacement Fu	0.00	261,235.00	261,235.00	0.0%	0.00	261,235.00	(261,235.00)	0.0%
101 Street Fund	0.00	0.00	0.00	0.0%	33,549.03	33,549.03	0.00	100.0%
103 Strategic Reserve Fund	0.00	0.00	0.00	0.0%	782,577.00	26,533,170.00	(25,750,593.00)	*****%
105 Drug Seizure Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
107 Criminal Justice Fund	117,000.00	133,800.00	16,800.00	114.4%	219,948.00	236,748.00	(16,800.00)	107.6%
116 Community Events Fund	12,000.00	14,100.00	2,100.00	117.5%	20,947.00	23,047.00	(2,100.00)	110.0%
118 Reserve Officer Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
130 Municipal Improvement Fund (REE)	105,000.00	135,000.00	30,000.00	128.6%	155,165.00	185,165.00	(30,000.00)	119.3%
131 Municipal Project Fund (REET 2)	105,000.00	135,000.00	30,000.00	128.6%	110,776.00	140,776.00	(30,000.00)	127.1%
140 Traffic Impact Fee Fund	6,000.00	10,000.00	4,000.00	166.7%	112,829.00	116,829.00	(4,000.00)	103.5%
310 Capital Improvement Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
314 Capital Improvement Reserve Fund	0.00	261,235.00	261,235.00	0.0%	0.00	261,235.00	(261,235.00)	0.0%
401 Electric Utility Operations Fund	3,774,125.14	3,851,125.14	77,000.00	102.0%	2,442,177.45	2,519,177.45	(77,000.00)	103.2%
402 Electric Capital Improvement Fund	0.00	2,118,290.00	2,118,290.00	0.0%	0.00	2,118,290.00	(2,118,290.00)	0.0%
403 Water Utility Operations Fund	22,700.00	73,700.00	51,000.00	324.7%	2,577,187.38	2,628,187.38	(51,000.00)	102.0%
404 Water Capital Improvement Fund	0.00	2,190,748.00	2,190,748.00	0.0%	0.00	2,190,748.00	(2,190,748.00)	0.0%
405 Water Utility Asset Replacement Fu	0.00	200,000.00	200,000.00	0.0%	0.00	200,000.00	(200,000.00)	0.0%
406 Stormwater Operations Fund	0.00	0.00	0.00	0.0%	613,485.85	613,485.85	0.00	100.0%
407 Stormwater Capital Fund	232,000.00	245,000.00	13,000.00	105.6%	439,650.00	452,650.00	(13,000.00)	103.0%
408 Stormwater Utility Asset Replaceme	0.00	60,000.00	60,000.00	0.0%	0.00	60,000.00	(60,000.00)	0.0%
409 Electric Utility Asset Replacement F	0.00	240,000.00	240,000.00	0.0%	0.00	240,000.00	(240,000.00)	0.0%
501 Vehicle Repair & Maintenance Func	0.00	60,000.00	60,000.00	0.0%	52,316.00	112,316.00	(60,000.00)	214.7%
503 Information Technology	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
631 Trust / Suspense Funds	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
632 Muni Court	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Excess/(Deficit):	4,373,825.14	9,989,233.14	5,615,408.00	228.4%	7,871,261.52	39,237,262.52	31,366,001.00	498.5%



To: Mayor Perry and City Council Members
From: Betty J. Garrison, Finance Director
Date: December, 7, 2015
Re: **2016 Final Budget Public Hearing**

ATTACHMENTS: A Final Budget Document will be provided.

TYPE OF ACTION:

Information Only Discussion Action Public Hearing

Recommendation/Action: Take public testimony on the 2016 Final Budget

Fiscal Impact/Source of Funds: Outlined in the budget document

Discussion:

November 9th, the City Council held Public Hearings for Public testimony on the Revenue Sources and the 2016 Preliminary Budget.

At the November 16th and 23rd meetings Council reviewed and discussed the Preliminary Budget as presented.

The final Budget has incorporated the changes Council requested and has updated some historical data for 2015.

The purpose of this Public Hearing is to formally take testimony from the Citizens of Milton; to allow a venue for citizen participation and for them to be heard.

**CITY OF MILTON
ORDINANCE XXXX-15**

AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON; ADOPTING THE BUDGET FOR THE FISCAL YEAR ENDING DECEMBER 31, 2016; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the tax estimates and budget for the City of Milton, Washington, for the 2016 calendar year have been prepared and filed as provided by the laws of the State of Washington; and

WHEREAS, the preliminary budget was printed for distribution and notice published in the official paper of the City of Milton, setting the time and place for hearing on the budget and stating that all taxpayers requesting a copy from the City Clerk would be furnished a copy of the preliminary budget to review; and

WHEREAS, the City Council of the City of Milton, having held public hearings on the preliminary budget on November 9 and December 7, 2015 as required by law, and having considered the public testimony presented;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON
DOES HEREBY ORDAIN AS FOLLOWS:**

Section 1. BUDGET AMOUNTS BY FUND

The annual budget of the City of Milton for the year 2016 is hereby authorized in the following amounts:

Fund	Revenues	Expenditures	Ending Fund Balance
General Fund	4,380,376	\$ 4,427,454	354,922
Street Fund	398,110	500,021	37,089
Strategic Reserve Fund	1,500	-	261,030
Drug Seizure Fund	5,000	1,400	6,000
Criminal Justice Fund	2,771,366	2,581,836	172,040
Community Events Fund	28,500	23,500	14,400
Reserve Officer's Fund	500	5,000	1,000
Asset Replacement Fund	1,500	-	262,735
Muni Improvements REET 1	87,200	-	327,200
Municipal Projects REET 2	87,175	-	302,175
Traffic Impact Fee Fund	10,150	-	127,150
Capital Improvement Fund	929,710	1,180,000	69,710
Capital Improv Reserve	1,500	-	262,735
Electric Utility Fund	4,562,620	5,442,330	1,205,390
Capital Improvement Fund	312,100	110,000	2,320,390
Asset Replacement Fund	128,400	175,000	193,400

Water Utility Fund	2,273,400	2,151,952	497,948
Capital Project Fund	160,600	100,000	2,751,348
Asset Replacement Fund	65,400	165,000	100,400
Storm Water Fund	857,100	1,313,585	244,515
Storm Water / Capital Fund	313,900	257,000	816,900
Asset Replacement Fund	24,267	-	84,267
Vehicle R&M Fund	250,000	246,035	4,265
IT Service Fund	360,000	352,068	8,932
Trust & Suspense Funds	115,000	115,000	15,360
Municipal Court Trust Fund	500,000	511,000	356
	\$ 18,625,374	\$ 19,698,271	\$ 10,441,556

Section 2. Administration. The Mayor shall administer the budget, and in doing so may authorize adjustments within the funds set forth in Section 1 above, to the extent that such adjustments are consistent with the budget approved in Section 1.

Section 3. Salaries and Compensation. The salaries and compensation for the City of Milton employees for the calendar year 2016 shall be as set forth in the "Supplementary Information" section of the 2016 Operating Budget document, or as the same may be amended by the Mayor as part of her administration of the budget pursuant to Section 2 above.

Section 4. Severability. The provisions of this ordinance are declared separate and severable. If any provision of this ordinance or its application to any person or circumstances is held invalid, the remainder of this ordinance or application of the provision to other persons or circumstances shall be unaffected.

Section 5. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

Section 6. Effective Date. This Ordinance shall take effect January 1, 2016.

PASSED AND APPROVED by the City Council of the City of Milton, Washington, at a regularly scheduled meeting this 7th day of December 2015.

Debra Perry, Mayor

Attest/Authenticated:

Approved as to Form:

Katie Bolam, City Clerk

Kristin Eick, City Attorney

Date of Publication:

Effective Date:



To: Mayor Perry and City Council Members
From: Betty J. Garrison, Finance Director
Date: December 7, 2015
Re: 2015 Budget Amendment No. 3

ATTACHMENTS: 2015 Budget Amendment Ordinance, Exhibit A, Exhibit B, Budget Changes Report

TYPE OF ACTION:

Information Only Discussion Action Public Hearing Expenditure

Issue: The 2015 Budget was adopted with Ordinance No. 1854 – 14 on November 17, 2014, amended with Ordinance No. 1860 - 15 on March 16, 2015 and with Ordinance 1868-15 on September 8, 2015. Before you today is a third Budget Amendment that incorporates the changes listed below:

- Formally allocates the Inter-fund Transfers from the Strategic Reserve to the Asset Replacement Fund and General Fund Capital Improvement Reserve Fund.
- Formally allocates the Inter-fund Transfers from the Electric Fund, Water Fund and Stormwater Fund to the Asset Replacement Funds for each Utility.
- Formally allocates the Inter-fund Transfers from the Electric Fund and Water Fund to the Capital Improvement Funds for each Utility.
- Formally establishes the position of City Engineer as approved by Council on September 21, 2015.
- Budgets for Inter-Fund Transfers to the Vehicle Repair and Replacement Fund in the event that transfers are required to keep this fund in the black at the end of the year.
- Adding to the Budget un-anticipated Revenue – State Shared Revenue for Criminal Justice, Donations to the Police Department, Insurance Recovery funding, Donations for Milton Days, Donations for the Fall Bazaar and the Tree Lighting, REET money, Traffic Impact Fees, Electric permits, Electrical Parts reimbursed, BPA Incentive payments, Water permits, Water Connection Fees, Investment Earnings and inter-fund transfers to Storm Capital Improvements.
- Allocating the additional funding for the following: Criminal Justice Expenses – Ammunition, Small Tools & Equipment, Travel, Operating Rentals & Leases, Vehicle Repairs & Maintenance, Facility Repairs & Maintenance, Dues & Memberships; Community Events Expenses – Milton Days, Fall Bazaar and Tree Lighting; Vehicle Repair & Maintenance Expenses – Supplies, Parts, Small Tools & Equipment and Repairs & Maintenance.

- Also included in this budget amendment is the corresponding changes to the ending balances.

Note – The Detailed report that is included only includes the changes made not the entire budget for each fund. The totals at the end of each fund report only calculate the changes that are proposed.

**CITY OF MILTON
ORDINANCE XXXX-15**

AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON; AMENDING ORDINANCE NO. 1868-15 ADOPTED SEPTEMBER 8, 2015; WHICH AMENDED 1860-15, ADOPTED MARCH 16, 2015; WHICH AMENDED ORDINANCE NO. 1854-14, ADOPTED NOVEMBER 17, 2014 ADOPTING THE ANNUAL BUDGET OF THE CITY OF MILTON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2015; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Milton City Council adopted the 2015 budget pursuant to Ordinance No.1854-14; and

WHEREAS, the Milton City Council amended the 2015 budget pursuant to Ordinance No.1860-15; and

WHEREAS, the Milton City Council amended the 2015 budget pursuant to Ordinance No. 1868-15; and

WHEREAS, this amendment was brought before the City Council at a Regular Meeting on November 16th, 2015 and a Public Hearing was held for the purpose of accepting Public Comment on December 7th, 2015, and

WHEREAS, Council authorized changes in the adopted staffing in open Council meetings after the adoption of the 2015 Budget, and

WHEREAS, the budget is being amended to reflect changes due to the creation of Funds for Asset Replacement and Capital Improvements and Capital Improvement Reserves, and

WHEREAS, the City has received some un-anticipated revenue and wishes to include it in the 2015 Budget, and

WHEREAS, it is in the best interest of the City of Milton to amend the budget when there are changes being made in anticipated appropriations,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON, HEREBY DO ORDAIN AS FOLLOWS:

Section 1. The 2015 budget, as adopted in Ordinance 1868-15 is hereby amended as set forth in Exhibit A and B, attached hereto.

Section 2. **Severability.** Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or

otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by State or Federal law or regulations, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. **Effective Date.** This ordinance shall become effective and be in full force five (5) days after passage, approval, and publication as provided by law.

PASSED AND APPROVED at the regular meeting of the Council of the City of Milton, Washington, this 7th day of December, 2015.

Debra Perry, Mayor

Attest/Authenticated:

Katie Bolam, City Clerk

Approved as to form:

Kristin Eick, City Attorney

Date of Publication:

Effective Date:

Exhibit A : Ordinance XXXX-15
 2015 Budget Amendment No. 3

Amendment #3 2015 Budget				
	Beginning Balance	Revenue	Expenditures	Ending Fund Balance
<u>General:</u>				
General Fund	\$ 2,658,181	\$ 4,482,675	\$ 6,578,038	\$ 562,818
Fire EMS	\$ (664)	\$ 664	\$ -	\$ -
GF Asset Replacement	\$ -	\$ 261,235	\$ -	\$ 261,235
Streets	\$ 69,957	\$ 541,180	\$ 579,588	\$ 31,549
Strategic Reserve	\$ 777,877	\$ 5,000	\$ 522,770	\$ 260,107
Drug Seizure	\$ 12,155	\$ 15,000	\$ 16,215	\$ 10,940
Criminal Justice	\$ (1,578,205)	\$ 4,343,805	\$ 2,681,312	\$ 84,288
Community Events	\$ 3,247	\$ 33,500	\$ 19,700	\$ 17,047
Police Reserve Officer	\$ 4,792	\$ 2,500	\$ 5,000	\$ 2,292
<u>Special Revenue Funds:</u>				
REET1	\$ 163,576	\$ 117,210	\$ 120,000	\$ 160,786
REET2	\$ 163,576	\$ 117,200	\$ 170,000	\$ 110,776
Traffic Impact Fees	\$ 106,679	\$ 6,150	\$ -	\$ 112,829
<u>Capital Projects Funds:</u>				
Capital Projects	\$ 234,736	\$ 5,290,254	\$ 5,402,880	\$ 122,111
Capital Improvement Resrve	\$ -	\$ 261,235	\$ -	\$ 261,235
<u>Enterprise Funds:</u>				
Electric	\$ 4,896,503	\$ 4,814,099	\$ 9,629,715	\$ 80,887
Electric Utility Capital		\$ 2,118,290		\$ 2,118,290
Electric Utility Asset Replacement		\$ 240,000		\$ 240,000
Water	\$ 3,186,066	\$ 2,456,836	\$ 5,523,927	\$ 118,975
Water Utility Capital		\$ 2,690,748		\$ 2,690,748
Water Utility Asset Replacement		\$ 200,000		\$ 200,000
Storm Water	\$ 1,018,200	\$ 864,400	\$ 1,132,185	\$ 750,415
Storm Water Capital	\$ 518,190	\$ 233,200	\$ 311,740	\$ 439,650
Storm Water Asset Replacement		\$ 60,000		\$ 60,000
<u>Internal Service Funds:</u>				
Vehicle Repair & Maint	\$ 881	\$ 197,000	\$ 184,565	\$ 13,316
IT Internal Service Fund	\$ -	\$ 376,600	\$ 368,000	\$ 8,600
<u>Agency Funds:</u>				
Trust Funds	\$ 15,360	\$ 115,000	\$ 115,000	\$ 15,360
Municipal Court Fund	\$ 11,356	\$ 500,000	\$ 511,000	\$ 356
Total	\$ 12,262,464	\$ 30,343,781	\$ 33,871,635	\$ 8,734,611
		\$ 42,606,245		\$ 42,606,245

Full Time Employees	2015 Proposed FTE	IBEW Grade	STEP A	STEP B	STEP C	STEP D	STEP E
Parks & Facilities Worker	-	12	\$ 3,307	\$ 3,496	\$ 3,675	\$ 3,858	\$ 4,049
Deputy City Clerk	1.00	13	\$ 3,496	\$ 3,675	\$ 3,847	\$ 4,049	\$ 4,251
Finance Technician I	3.00						
Maintenance Worker I	3.75						
Meter Reader	1.00						
Police Clerk	1.00						
PW Field Administrative Assistant	1.00	14	\$ 3,675	\$ 3,847	\$ 4,049	\$ 4,251	\$ 4,467
PW Administrative Assistant	1.00						
IT System Support Specialist	1.00						
Sr Admin Asst/Permit Tech w/License	1.00						
Mechanic	1.00	16	\$ 4,049	\$ 4,251	\$ 4,467	\$ 4,687	\$ 4,918
Maintenance II - Parks/Facilities	1.00						
Maintenance Worker II	2.00						
Finance Technician II	-						
Electric Equipment Operator	1.00	17	\$ 4,251	\$ 4,467	\$ 4,687	\$ 4,918	\$ 5,167
IT Systems Administrator	1.00	18	\$ 4,467	\$ 4,687	\$ 4,918	\$ 5,167	\$ 5,319
Senior Accountant	-						
Maintenance III - Lead	1.00	19	\$ 4,687	\$ 4,918	\$ 5,167	\$ 5,319	\$ 5,696
Utility Maintenance III/Water Treatment	1.00						
Journey Elec Lineman	3.00	23	\$ 5,696	\$ 5,982	\$ 6,282	\$ 6,595	\$ 6,925
Utility Supervisor	1.00						
Apprentice Lineman (varying % of LM)	-						
Building Official	1.00						
Electrical Foreman	1.00	26	\$ 6,595	\$ 6,925	\$ 7,274	\$ 7,634	\$ 8,015
Unformed Personnel			Academy	STEP A	STEP B	STEP C	STEP D
Police Officer	7.00		\$ 4,712	\$ 4,947	\$ 5,195	\$ 5,453	\$ 5,728
Code Enforcement Officer	1.00		\$ 4,712	\$ 4,947	\$ 5,195	\$ 5,453	\$ 5,728
Police Sergeant	3.00		\$ -	\$ 6,304	\$ 6,619	\$ 6,950	\$ 7,298
Detective	1.00		\$ 4,712	\$ 4,947	\$ 5,195	\$ 5,453	\$ 5,728
Exempt Positions - Directors			2015 Salary Range				
City Administrator	-		\$ 120,000	-----	-----	-----	\$ 126,000
Finance Director	1.00		\$ 75,600	-----	-----	-----	\$ 104,990
City Clerk	1.00		\$ 66,990	\$ 70,340	\$ 73,856	\$ 77,549	\$ 81,427
Public Works Director	-		\$ 75,600	-----	-----	-----	\$ 104,990
IT Director	1.00		\$ 75,600	-----	-----	-----	\$ 104,990
Police Chief	1.00		\$ 75,600	-----	-----	-----	\$ 104,990
Community Development Director	1.00		\$ 72,000	-----	-----	-----	\$ 104,990
Other Exempt Personnel			2015 Salary Range				
Police Lieutenant	-		\$ 68,400	-----	-----	-----	\$ 92,400
Senior Planner	-		\$ 66,990	\$ 70,340	\$ 73,856	\$ 77,549	\$ 82,241
Accounting Supervisor	-		\$ 66,990	\$ 70,340	\$ 73,856	\$ 77,549	\$ 82,241
City Engineer	1.00		\$ 68,400	-----	-----	-----	\$ 92,400
Storm Water Compliance Officer	1.00		\$ 66,990	\$ 70,340	\$ 73,856	\$ 77,549	\$ 82,241
P W Superintendent & Project Engineer	1.00		\$ 68,400	-----	-----	-----	\$ 92,400
Part-Time Employees							
Senior Program Coordinator	0	13	\$ 3,427	\$ 3,603	\$ 3,782	\$ 3,970	\$ 4,168
Civil Service Secretary	150 hrs		\$ 15.65	-----	-----	-----	-----
Clerical Pool	1,500 hrs		\$ 13.00	-----	-----	-----	\$ 18.00
Seasonal Public Works Crew	2780 hrs		\$ 11.00	-----	-----	-----	\$ 13.00
Elected Officials (Non FTE)							
Mayor	1						
Council	7						
FTE Summary	2015	2014	2013	2012	2011	2010	2009
Total Regular FTE's	47.75	41	40	42	41.25	47	51.5
Total Part-Time FTE's	2						

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001 General Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
<hr/>				
Expenditures	Original	Proposed	Difference	Remarks
<hr/>				
597 Interfund Transfers				
<hr/>				
597 50 10 001 Transfer Out - Vehicle R&M	0.00	10,000.00	10,000.00	0.0%
597 Interfund Transfers	0.00	10,000.00	10,000.00	0.0%
<hr/>				
999 Ending Balance				
<hr/>				
508 80 00 001 Fund Balance-Unreserved	310,653.81	300,653.81	(10,000.00)	96.8%
999 Ending Balance	310,653.81	300,653.81	(10,000.00)	96.8%
Fund Expenditures:	310,653.81	310,653.81	0.00	100.0%
Fund Excess/(Deficit):	(310,653.81)	(310,653.81)		

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002 Fire/EMS

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

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004 General Fund Asset Replacement Fund

Revenues	Original	Proposed	Difference	0.0%	Remarks
397 Interfund Transfers					
397 10 30 004 Transfer In - From Strategic Rese	0.00	261,235.00	261,235.00	0.0%	
397 Interfund Transfers	0.00	261,235.00	261,235.00	0.0%	
Fund Revenues:	0.00	261,235.00	261,235.00	0.0%	
Expenditures					
999 Ending Balance					
508 80 00 004 Ending Balance	0.00	261,235.00	261,235.00	0.0%	
999 Ending Balance	0.00	261,235.00	261,235.00	0.0%	
Fund Expenditures:	0.00	261,235.00	261,235.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

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101 Street Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
<hr/>				
Expenditures	Original	Proposed	Difference	Remarks
<hr/>				
597 Interfund Transfers				
<hr/>				
597 50 10 101 Transfers-Out - To Vehicle Repai	0.00	5,000.00	5,000.00	0.0%
597 Interfund Transfers	0.00	5,000.00	5,000.00	0.0%
<hr/>				
999 Ending Balance				
<hr/>				
508 80 00 101 Fund Balance-Unreserved	33,549.03	28,549.03	(5,000.00)	85.1%
999 Ending Balance	33,549.03	28,549.03	(5,000.00)	85.1%
Fund Expenditures:	33,549.03	33,549.03	0.00	100.0%
Fund Excess/(Deficit):	(33,549.03)	(33,549.03)		

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103 Strategic Reserve Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%

Expenditures	Original	Proposed	Difference	Remarks
597 Interfund Transfers				
597 00 40 103 Transfers-Out - Asset Replaceme	0.00	261,235.00	261,235.00	0.0%
597 31 40 103 Transfers-Out - Capital Improver	0.00	261,235.00	261,235.00	0.0%
597 Interfund Transfers	0.00	522,470.00	522,470.00	0.0%

999 Ending Balance

508 80 00 103 Fund Balance-Unreserved	782,577.00	26,010,700.00	25,228,123.00	*****%
999 Ending Balance	782,577.00	26,010,700.00	25,228,123.00	*****%
Fund Expenditures:	782,577.00	26,533,170.00	25,750,593.00	*****%
Fund Excess/(Deficit):	(782,577.00)	(26,533,170.00)		

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105 Drug Seizure Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Original	Proposed	Difference	Remarks
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

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107 Criminal Justice Fund

Revenues	Original	Proposed	Difference	Remarks
310 Taxes				
313 71 00 000 Local Criminal Justice	117,000.00	126,000.00	9,000.00	107.7%
310 Taxes	117,000.00	126,000.00	9,000.00	107.7%
360 Misc Revenues				
367 10 00 000 Donations - Police Dept	0.00	900.00	900.00	0.0%
360 Misc Revenues	0.00	900.00	900.00	0.0%
390 Other Revenues				
398 20 00 107 Insurance Recovery	0.00	6,900.00	6,900.00	0.0%
390 Other Revenues	0.00	6,900.00	6,900.00	0.0%
Fund Revenues:	117,000.00	133,800.00	16,800.00	114.4%

Expenditures	Original	Proposed	Difference	Remarks
521 Law Enforcement				
521 20 31 001 Ammunition	7,700.00	10,700.00	3,000.00	139.0%
521 20 35 000 Small Tools and Equipment	19,000.00	23,000.00	4,000.00	121.1%
521 20 43 000 Travel	3,600.00	6,100.00	2,500.00	169.4%
521 20 45 000 Operating Rentals and Leases	2,860.00	4,460.00	1,600.00	155.9%
521 20 48 001 Vehicle Repairs and Maintenance	100,000.00	130,000.00	30,000.00	130.0%
521 20 48 002 Facility Repairs and Maintenance	500.00	3,500.00	3,000.00	700.0%
521 20 49 001 Misc/Dues & Memberships	2,000.00	3,200.00	1,200.00	160.0%
521 Law Enforcement	135,660.00	180,960.00	45,300.00	133.4%
999 Ending Balance				
508 80 00 107 Fund Balance-Unreserved	84,288.00	55,788.00	(28,500.00)	66.2%
999 Ending Balance	84,288.00	55,788.00	(28,500.00)	66.2%
Fund Expenditures:	219,948.00	236,748.00	16,800.00	107.6%
Fund Excess/(Deficit):	(102,948.00)	(102,948.00)		

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116 Community Events Fund

Revenues	Original	Proposed	Difference		Remarks
340 Charges For Services					
347 90 20 000 Fall Bazaar-Vendor Fee	2,000.00	2,100.00	100.00	105.0%	
340 Charges For Services	2,000.00	2,100.00	100.00	105.0%	
360 Misc Revenues					
367 00 10 000 Donations - Milton Days	10,000.00	11,300.00	1,300.00	113.0%	
367 00 20 000 Donations - Fall Bazaar	0.00	600.00	600.00	0.0%	
367 00 30 000 Donations - Tree Lighting	0.00	100.00	100.00	0.0%	
360 Misc Revenues	10,000.00	12,000.00	2,000.00	120.0%	
Fund Revenues:	12,000.00	14,100.00	2,100.00	117.5%	

Expenditures	Original	Proposed	Difference		Remarks
573 Spectator & Community Events					
573 91 10 000 Milton Days Salaries & Wages	0.00	7,800.00	7,800.00	0.0%	
573 91 41 002 Milton Days - Advertising	0.00	150.00	150.00	0.0%	
573 91 45 000 Milton Days - Rentals	3,000.00	5,800.00	2,800.00	193.3%	
573 91 49 000 Milton Days - Misc Exp	0.00	1,200.00	1,200.00	0.0%	
573 92 10 002 Fall Bazaar - Overtime	150.00	1,850.00	1,700.00	*****%	
573 92 41 000 Fall Bazaar - Prof Svcs	200.00	600.00	400.00	300.0%	
573 92 41 002 Fall Bazaar - Advertising	0.00	800.00	800.00	0.0%	
573 92 45 000 Fall Bazaar - Rentals	0.00	1,100.00	1,100.00	0.0%	
573 93 10 002 Tree Lighting - Overtime	150.00	650.00	500.00	433.3%	
573 93 31 000 Tree Lighting - Supplies	300.00	800.00	500.00	266.7%	
573 93 41 000 Tree Lighting - Prof Svcs	100.00	300.00	200.00	300.0%	
573 93 49 000 Tree Lighting - Misc Exp	0.00	650.00	650.00	0.0%	
573 Spectator & Community Events	3,900.00	21,700.00	17,800.00	556.4%	
999 Ending Balance					
508 10 00 116 Fund Balance-Reserved	1,576.00	0.00	(1,576.00)	0.0%	clear to unrestricted
508 80 00 116 Fund Balance-Unreserved	15,471.00	1,347.00	(14,124.00)	8.7%	
999 Ending Balance	17,047.00	1,347.00	(15,700.00)	7.9%	

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116 Community Events Fund

Expenditures	Original	Proposed	Difference	Remarks
Fund Expenditures:	20,947.00	23,047.00	2,100.00	110.0%
Fund Excess/(Deficit):	(8,947.00)	(8,947.00)		

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118 Reserve Officer Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Original	Proposed	Difference	Remarks
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

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130 Municipal Improvement Fund (REET 1)

Revenues	Original	Proposed	Difference	Remarks
310 Taxes				
318 34 01 000 REET1 -	105,000.00	135,000.00	30,000.00	128.6%
310 Taxes	105,000.00	135,000.00	30,000.00	128.6%
Fund Revenues:	105,000.00	135,000.00	30,000.00	128.6%
Expenditures				
999 Ending Balance				
508 80 00 130 Fund Balance-Unreserved	155,165.00	185,165.00	30,000.00	119.3%
999 Ending Balance	155,165.00	185,165.00	30,000.00	119.3%
Fund Expenditures:	155,165.00	185,165.00	30,000.00	119.3%
Fund Excess/(Deficit):	(50,165.00)	(50,165.00)		

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131 Municipal Project Fund (REET 2)

Revenues	Original	Proposed	Difference	Remarks
310 Taxes				
318 35 01 000 REET2 -	105,000.00	135,000.00	30,000.00	128.6%
310 Taxes	105,000.00	135,000.00	30,000.00	128.6%
Fund Revenues:	105,000.00	135,000.00	30,000.00	128.6%
Expenditures				
999 Ending Balance				
508 80 00 131 Fund Balance-Unreserved	110,776.00	140,776.00	30,000.00	127.1%
999 Ending Balance	110,776.00	140,776.00	30,000.00	127.1%
Fund Expenditures:	110,776.00	140,776.00	30,000.00	127.1%
Fund Excess/(Deficit):	(5,776.00)	(5,776.00)		

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140 Traffic Impact Fee Fund

Revenues	Original	Proposed	Difference	Remarks
340 Charges For Services				
345 85 00 000 Transportation Impact Fees	6,000.00	10,000.00	4,000.00	166.7%
340 Charges For Services	6,000.00	10,000.00	4,000.00	166.7%
Fund Revenues:	6,000.00	10,000.00	4,000.00	166.7%
Expenditures				
999 Ending Balance				
508 80 00 140 Fund Balance-Unreserved	112,829.00	116,829.00	4,000.00	103.5%
999 Ending Balance	112,829.00	116,829.00	4,000.00	103.5%
Fund Expenditures:	112,829.00	116,829.00	4,000.00	103.5%
Fund Excess/(Deficit):	(106,829.00)	(106,829.00)		

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310 Capital Improvement Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Original	Proposed	Difference	Remarks
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

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314 Capital Improvement Reserve Fund

Revenues	Original	Proposed	Difference	Remarks
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397 Interfund Transfers

397 10 30 314 Transfer In - From Strategic Rese	0.00	261,235.00	261,235.00	0.0%
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397 Interfund Transfers	0.00	261,235.00	261,235.00	0.0%
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Fund Revenues:	0.00	261,235.00	261,235.00	0.0%
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Expenditures	Original	Proposed	Difference	Remarks
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999 Ending Balance

508 80 00 314 Ending Balance	0.00	261,235.00	261,235.00	0.0%
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999 Ending Balance	0.00	261,235.00	261,235.00	0.0%
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Fund Expenditures:	0.00	261,235.00	261,235.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00		
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401 Electric Utility Operations Fund

Revenues	Original	Proposed	Difference		Remarks
308 Beginning Balances					
308 80 00 401 BFB - Unreserved	3,723,125.14	3,723,125.14	0.00	100.0%	
308 Beginning Balances	3,723,125.14	3,723,125.14	0.00	100.0%	
320 Licenses & Permits					
322 12 00 000 Electrical Permits	1,000.00	3,000.00	2,000.00	300.0%	
320 Licenses & Permits	1,000.00	3,000.00	2,000.00	300.0%	
340 Charges For Services					
343 30 40 000 Sale Of Parts	0.00	10,000.00	10,000.00	0.0%	
340 Charges For Services	0.00	10,000.00	10,000.00	0.0%	
360 Misc Revenues					
367 01 00 000 BPA Incentive	50,000.00	115,000.00	65,000.00	230.0%	
360 Misc Revenues	50,000.00	115,000.00	65,000.00	230.0%	
Fund Revenues:	3,774,125.14	3,851,125.14	77,000.00	102.0%	
Expenditures	Original	Proposed	Difference		Remarks
597 Interfund Transfers					
597 40 20 401 Transfers-Out - Capital Improver	0.00	2,118,290.00	2,118,290.00	0.0%	
597 40 90 401 Transfers-Out - Asset Replaceme	0.00	240,000.00	240,000.00	0.0%	
597 50 10 401 Transfers-Out - Equipment Repai	0.00	20,000.00	20,000.00	0.0%	
597 Interfund Transfers	0.00	2,378,290.00	2,378,290.00	0.0%	
999 Ending Balance					
508 10 00 401 Fund Balance-Reserved	1,115,996.00	0.00	(1,115,996.00)	0.0%	moving to unreserved
508 80 00 401 Fund Balance-Unreserved	1,326,181.45	140,887.45	(1,185,294.00)	10.6%	
999 Ending Balance	2,442,177.45	140,887.45	(2,301,290.00)	5.8%	
Fund Expenditures:	2,442,177.45	2,519,177.45	77,000.00	103.2%	

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401 Electric Utility Operations Fund

Fund Excess/(Deficit):	1,331,947.69	1,331,947.69
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402 Electric Capital Improvement Fund

Revenues	Original	Proposed	Difference	Remarks
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397 Interfund Transfers

397 40 10 402 Transfer In - Operations	0.00	2,118,290.00	2,118,290.00	0.0%
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397 Interfund Transfers	0.00	2,118,290.00	2,118,290.00	0.0%
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Fund Revenues:	0.00	2,118,290.00	2,118,290.00	0.0%
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Expenditures	Original	Proposed	Difference	Remarks
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999 Ending Balance

508 80 00 402 Ending Balance	0.00	2,118,290.00	2,118,290.00	0.0%
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999 Ending Balance	0.00	2,118,290.00	2,118,290.00	0.0%
--------------------	------	--------------	--------------	------

Fund Expenditures:	0.00	2,118,290.00	2,118,290.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00		
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403 Water Utility Operations Fund

Revenues	Original	Proposed	Difference	Remarks
320 Licenses & Permits				
322 13 00 000 Water Permit	1,100.00	16,100.00	15,000.00	*****%
320 Licenses & Permits	1,100.00	16,100.00	15,000.00	*****%
340 Charges For Services				
343 49 00 000 Connection Charges	20,000.00	40,000.00	20,000.00	200.0%
340 Charges For Services	20,000.00	40,000.00	20,000.00	200.0%
360 Misc Revenues				
361 10 00 403 Investment Earnings	1,600.00	17,600.00	16,000.00	*****%
360 Misc Revenues	1,600.00	17,600.00	16,000.00	*****%
Fund Revenues:	22,700.00	73,700.00	51,000.00	324.7%

Expenditures	Original	Proposed	Difference	Remarks
597 Interfund Transfers				
597 40 40 403 Transfers-Out - Capital Improver	0.00	2,190,748.00	2,190,748.00	0.0%
597 40 50 403 Transfers-Out - Asset Replaceme	0.00	200,000.00	200,000.00	0.0%
597 50 10 403 Transfers-Out - Equipment Repai	0.00	15,000.00	15,000.00	0.0%
597 Interfund Transfers	0.00	2,405,748.00	2,405,748.00	0.0%
999 Ending Balance				
508 80 00 403 Fund Balance-Unreserved	2,577,187.38	222,439.38	(2,354,748.00)	8.6%
999 Ending Balance	2,577,187.38	222,439.38	(2,354,748.00)	8.6%
Fund Expenditures:	2,577,187.38	2,628,187.38	51,000.00	102.0%
Fund Excess/(Deficit):	(2,554,487.38)	(2,554,487.38)		

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404 Water Capital Improvement Fund

Revenues	Original	Proposed	Difference	0.0%	Remarks
397 Interfund Transfers					
397 10 30 404 Transfer In - Operations	0.00	2,190,748.00	2,190,748.00	0.0%	
397 Interfund Transfers	0.00	2,190,748.00	2,190,748.00	0.0%	
Fund Revenues:	0.00	2,190,748.00	2,190,748.00	0.0%	
Expenditures					
999 Ending Balance					
508 80 00 404 Ending Balance	0.00	2,190,748.00	2,190,748.00	0.0%	
999 Ending Balance	0.00	2,190,748.00	2,190,748.00	0.0%	
Fund Expenditures:	0.00	2,190,748.00	2,190,748.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2015 PROPOSED BUDGET CHANGES

City Of Milton
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405 Water Utility Asset Replacement Fund

Revenues	Original	Proposed	Difference	Remarks
<hr/>				
397 Interfund Transfers				
<hr/>				
397 40 10 405 Transfer In - From Operations	0.00	200,000.00	200,000.00	0.0%
397 Interfund Transfers	0.00	200,000.00	200,000.00	0.0%
<hr/>				
Fund Revenues:	0.00	200,000.00	200,000.00	0.0%
<hr/>				
Expenditures	Original	Proposed	Difference	Remarks
<hr/>				
999 Ending Balance				
<hr/>				
508 80 00 405 Ending Balance	0.00	200,000.00	200,000.00	0.0%
999 Ending Balance	0.00	200,000.00	200,000.00	0.0%
<hr/>				
Fund Expenditures:	0.00	200,000.00	200,000.00	0.0%
<hr/>				
Fund Excess/(Deficit):	0.00	0.00		

2015 PROPOSED BUDGET CHANGES

City Of Milton
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406 Stormwater Operations Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
<hr/>				
Expenditures	Original	Proposed	Difference	Remarks
<hr/>				
597 Interfund Transfers				
<hr/>				
597 40 80 406 Transfers-Out -To Asset Replace:	0.00	60,000.00	60,000.00	0.0%
597 50 10 406 Transfers-Out - To Equipment Re	0.00	5,000.00	5,000.00	0.0%
597 Interfund Transfers	0.00	65,000.00	65,000.00	0.0%
<hr/>				
999 Ending Balance				
<hr/>				
508 80 00 406 Fund Balance-Unreserved	613,485.85	548,485.85	(65,000.00)	89.4%
999 Ending Balance	613,485.85	548,485.85	(65,000.00)	89.4%
Fund Expenditures:	613,485.85	613,485.85	0.00	100.0%
Fund Excess/(Deficit):	(613,485.85)	(613,485.85)		

2015 PROPOSED BUDGET CHANGES

City Of Milton
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407 Stormwater Capital Fund

Revenues	Original	Proposed	Difference	Remarks
330 State Generated Revenues				
334 03 10 000 Dept of Ecology	100,000.00	104,000.00	4,000.00	104.0%
330 State Generated Revenues	100,000.00	104,000.00	4,000.00	104.0%
397 Interfund Transfers				
397 04 06 407 TRF fr Storm Water Fund	132,000.00	141,000.00	9,000.00	106.8%
397 Interfund Transfers	132,000.00	141,000.00	9,000.00	106.8%
Fund Revenues:	232,000.00	245,000.00	13,000.00	105.6%
Expenditures	Original	Proposed	Difference	Remarks
999 Ending Balance				
508 80 00 407 Fund Balance-Unreserved	439,650.00	452,650.00	13,000.00	103.0%
999 Ending Balance	439,650.00	452,650.00	13,000.00	103.0%
Fund Expenditures:	439,650.00	452,650.00	13,000.00	103.0%
Fund Excess/(Deficit):	(207,650.00)	(207,650.00)		

2015 PROPOSED BUDGET CHANGES

City Of Milton
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408 Stormwater Utility Asset Replacement Fund

Revenues	Original	Proposed	Difference	0.0%	Remarks
397 Interfund Transfers					
397 40 60 408 Transfer In - From Operations	0.00	60,000.00	60,000.00	0.0%	
397 Interfund Transfers	0.00	60,000.00	60,000.00	0.0%	
Fund Revenues:	0.00	60,000.00	60,000.00	0.0%	
Expenditures					
999 Ending Balance					
508 80 00 408 Ending Balance	0.00	60,000.00	60,000.00	0.0%	
999 Ending Balance	0.00	60,000.00	60,000.00	0.0%	
Fund Expenditures:	0.00	60,000.00	60,000.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2015 PROPOSED BUDGET CHANGES

City Of Milton
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409 Electric Utility Asset Replacement Fund

Revenues	Original	Proposed	Difference	Remarks
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397 Interfund Transfers

397 40 10 409 Transfer In - From Operations	0.00	240,000.00	240,000.00	0.0%
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397 Interfund Transfers	0.00	240,000.00	240,000.00	0.0%
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Fund Revenues:	0.00	240,000.00	240,000.00	0.0%
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Expenditures	Original	Proposed	Difference	Remarks
--------------	----------	----------	------------	---------

999 Ending Balance

508 80 00 409 Ending Balance	0.00	240,000.00	240,000.00	0.0%
------------------------------	------	------------	------------	------

999 Ending Balance	0.00	240,000.00	240,000.00	0.0%
--------------------	------	------------	------------	------

Fund Expenditures:	0.00	240,000.00	240,000.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00		
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2015 PROPOSED BUDGET CHANGES

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501 Vehicle Repair & Maintenance Fund

Revenues	Original	Proposed	Difference	0.0%	Remarks
308 Beginning Balances					
308 10 00 501 BFB - Reserved	0.00	0.00	0.00	0.0%	should be zero
308 Beginning Balances	0.00	0.00	0.00	0.0%	
397 Interfund Transfers					
397 00 01 501 Transfer In - Gen'l Fund	0.00	10,000.00	10,000.00	0.0%	
397 10 10 501 Transfer In - Streets	0.00	5,000.00	5,000.00	0.0%	
397 40 10 501 Transfer In - Electric	0.00	20,000.00	20,000.00	0.0%	
397 40 30 501 Transfer In From Water	0.00	15,000.00	15,000.00	0.0%	
397 40 60 501 Transfer In - Storm	0.00	10,000.00	10,000.00	0.0%	
397 Interfund Transfers	0.00	60,000.00	60,000.00	0.0%	
Fund Revenues:	0.00	60,000.00	60,000.00	0.0%	
Expenditures	Original	Proposed	Difference	0.0%	Remarks
548 Municipal Vehicles/Equipment					
548 30 31 000 Office & Operating Supplies	5,000.00	10,000.00	5,000.00	200.0%	
548 30 34 000 Parts	40,000.00	45,000.00	5,000.00	112.5%	
548 30 35 000 Small Tools & Equipment	1,000.00	5,000.00	4,000.00	500.0%	
548 30 48 000 Repairs & Maintenance	5,000.00	13,000.00	8,000.00	260.0%	
548 Municipal Vehicles/Equipment	51,000.00	73,000.00	22,000.00	143.1%	
999 Ending Balance					
508 80 00 501 Fund Balance-Unreserved	1,316.00	39,316.00	38,000.00	*****%	
999 Ending Balance	1,316.00	39,316.00	38,000.00	*****%	
Fund Expenditures:	52,316.00	112,316.00	60,000.00	214.7%	
Fund Excess/(Deficit):	(52,316.00)	(52,316.00)			

2015 PROPOSED BUDGET CHANGES

City Of Milton
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503 Information Technology

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Original	Proposed	Difference	Remarks
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2015 PROPOSED BUDGET CHANGES

City Of Milton
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631 Trust / Suspense Funds

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Original	Proposed	Difference	Remarks
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2015 PROPOSED BUDGET CHANGES

City Of Milton
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632 Muni Court

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Original	Proposed	Difference	Remarks
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2015 PROPOSED BUDGET CHANGES

City Of Milton
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Fund Totals

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Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 General Fund	0.00	0.00	0.00	0.0%	310,653.81	310,653.81	0.00	100.0%
002 Fire/EMS	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
004 General Fund Asset Replacement Fu	0.00	261,235.00	261,235.00	0.0%	0.00	261,235.00	(261,235.00)	0.0%
101 Street Fund	0.00	0.00	0.00	0.0%	33,549.03	33,549.03	0.00	100.0%
103 Strategic Reserve Fund	0.00	0.00	0.00	0.0%	782,577.00	26,533,170.00	(25,750,593.00)	*****%
105 Drug Seizure Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
107 Criminal Justice Fund	117,000.00	133,800.00	16,800.00	114.4%	219,948.00	236,748.00	(16,800.00)	107.6%
116 Community Events Fund	12,000.00	14,100.00	2,100.00	117.5%	20,947.00	23,047.00	(2,100.00)	110.0%
118 Reserve Officer Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
130 Municipal Improvement Fund (REE)	105,000.00	135,000.00	30,000.00	128.6%	155,165.00	185,165.00	(30,000.00)	119.3%
131 Municipal Project Fund (REET 2)	105,000.00	135,000.00	30,000.00	128.6%	110,776.00	140,776.00	(30,000.00)	127.1%
140 Traffic Impact Fee Fund	6,000.00	10,000.00	4,000.00	166.7%	112,829.00	116,829.00	(4,000.00)	103.5%
310 Capital Improvement Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
314 Capital Improvement Reserve Fund	0.00	261,235.00	261,235.00	0.0%	0.00	261,235.00	(261,235.00)	0.0%
401 Electric Utility Operations Fund	3,774,125.14	3,851,125.14	77,000.00	102.0%	2,442,177.45	2,519,177.45	(77,000.00)	103.2%
402 Electric Capital Improvement Fund	0.00	2,118,290.00	2,118,290.00	0.0%	0.00	2,118,290.00	(2,118,290.00)	0.0%
403 Water Utility Operations Fund	22,700.00	73,700.00	51,000.00	324.7%	2,577,187.38	2,628,187.38	(51,000.00)	102.0%
404 Water Capital Improvement Fund	0.00	2,190,748.00	2,190,748.00	0.0%	0.00	2,190,748.00	(2,190,748.00)	0.0%
405 Water Utility Asset Replacement Fu	0.00	200,000.00	200,000.00	0.0%	0.00	200,000.00	(200,000.00)	0.0%
406 Stormwater Operations Fund	0.00	0.00	0.00	0.0%	613,485.85	613,485.85	0.00	100.0%
407 Stormwater Capital Fund	232,000.00	245,000.00	13,000.00	105.6%	439,650.00	452,650.00	(13,000.00)	103.0%
408 Stormwater Utility Asset Replaceme	0.00	60,000.00	60,000.00	0.0%	0.00	60,000.00	(60,000.00)	0.0%
409 Electric Utility Asset Replacement F	0.00	240,000.00	240,000.00	0.0%	0.00	240,000.00	(240,000.00)	0.0%
501 Vehicle Repair & Maintenance Func	0.00	60,000.00	60,000.00	0.0%	52,316.00	112,316.00	(60,000.00)	214.7%
503 Information Technology	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
631 Trust / Suspense Funds	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
632 Muni Court	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Excess/(Deficit):	4,373,825.14	9,989,233.14	5,615,408.00	228.4%	7,871,261.52	39,237,262.52	31,366,001.00	498.5%



To: Mayor Perry and City Councilmembers
From: Finance Director Garrison
Date: December 7, 2015
Re: 2016 Budget Adoption

ATTACHMENTS: 2016 Budget provided under separate cover.

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommended Action:

“I move to adopt the 2016 Budget as presented.”

Issue: The 2016 Budget must be adopted prior to December 31, 2015.

Discussion: Council received the Proposed Preliminary Budget the first Monday in October along with the requests for funding from Department Directors. The first Monday in November Council received the Preliminary Budget presented by the Mayor. November 16th and November 23rd Council reviewed, discussed and debated changes.

The discussed changes were incorporated in this final draft.

Alternative: Continue Council discussion of the 2016 Budget, discussions and making changes through December, with a required goal of adoption sometime before December 31, 2015.

**CITY OF MILTON
ORDINANCE XXXX-15**

AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON; ADOPTING THE BUDGET FOR THE FISCAL YEAR ENDING DECEMBER 31, 2016; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the tax estimates and budget for the City of Milton, Washington, for the 2016 calendar year have been prepared and filed as provided by the laws of the State of Washington; and

WHEREAS, the preliminary budget was printed for distribution and notice published in the official paper of the City of Milton, setting the time and place for hearing on the budget and stating that all taxpayers requesting a copy from the City Clerk would be furnished a copy of the preliminary budget to review; and

WHEREAS, the City Council of the City of Milton, having held public hearings on the preliminary budget on November 9 and December 7, 2015 as required by law, and having considered the public testimony presented;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON
DOES HEREBY ORDAIN AS FOLLOWS:**

Section 1. BUDGET AMOUNTS BY FUND

The annual budget of the City of Milton for the year 2016 is hereby authorized in the following amounts:

Fund	Revenues	Expenditures	Ending Fund Balance
General Fund	4,380,376	\$ 4,427,454	354,922
Street Fund	398,110	500,021	37,089
Strategic Reserve Fund	1,500	-	261,030
Drug Seizure Fund	5,000	1,400	6,000
Criminal Justice Fund	2,771,366	2,581,836	172,040
Community Events Fund	28,500	23,500	14,400
Reserve Officer's Fund	500	5,000	1,000
Asset Replacement Fund	1,500	-	262,735
Muni Improvements REET 1	87,200	-	327,200
Municipal Projects REET 2	87,175	-	302,175
Traffic Impact Fee Fund	10,150	-	127,150
Capital Improvement Fund	929,710	1,180,000	69,710
Capital Improv Reserve	1,500	-	262,735
Electric Utility Fund	4,562,620	5,442,330	1,205,390
Capital Improvement Fund	312,100	110,000	2,320,390
Asset Replacement Fund	128,400	175,000	193,400

Water Utility Fund	2,273,400	2,151,952	497,948
Capital Project Fund	160,600	100,000	2,751,348
Asset Replacement Fund	65,400	165,000	100,400
Storm Water Fund	857,100	1,313,585	244,515
Storm Water / Capital Fund	313,900	257,000	816,900
Asset Replacement Fund	24,267	-	84,267
Vehicle R&M Fund	250,000	246,035	4,265
IT Service Fund	360,000	352,068	8,932
Trust & Suspense Funds	115,000	115,000	15,360
Municipal Court Trust Fund	500,000	511,000	356
	\$ 18,625,374	\$ 19,698,271	\$ 10,441,556

Section 2. Administration. The Mayor shall administer the budget, and in doing so may authorize adjustments within the funds set forth in Section 1 above, to the extent that such adjustments are consistent with the budget approved in Section 1.

Section 3. Salaries and Compensation. The salaries and compensation for the City of Milton employees for the calendar year 2016 shall be as set forth in the "Supplementary Information" section of the 2016 Operating Budget document, or as the same may be amended by the Mayor as part of her administration of the budget pursuant to Section 2 above.

Section 4. Severability. The provisions of this ordinance are declared separate and severable. If any provision of this ordinance or its application to any person or circumstances is held invalid, the remainder of this ordinance or application of the provision to other persons or circumstances shall be unaffected.

Section 5. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

Section 6. Effective Date. This Ordinance shall take effect January 1, 2016.

PASSED AND APPROVED by the City Council of the City of Milton, Washington, at a regularly scheduled meeting this 7th day of December 2015.

Debra Perry, Mayor

Attest/Authenticated:

Approved as to Form:

Katie Bolam, City Clerk

Kristin Eick, City Attorney

Date of Publication:

Effective Date:



To: Mayor Perry and City Council Members
From: Tony Hernandez, Chief of Police
Date: December 7, 2015
Re: Contract Extension – East Pierce Fire District

ATTACHMENTS: A. Proposed Contract

TYPE OF ACTION:

Information Only Discussion Action Public Hearing

Recommendation/Action:

“I move to approve the attached interlocal agreement with East Pierce Fire District, providing for a limited extension in order to complete discussions.”

Previous Council Review:

Issue: It has been over two years since the City and Fire District entered into an agreement regarding annexation of the City to the District, and outlined continuing service provisions by the District. The city has conducted a review of the terms of the Interlocal Agreement. In that review there have been a couple matters of concern.

Background:

RCW 52.04.061

Annexation of adjacent city or town—City or town in two counties—Procedure.

(1) A city or town lying adjacent to a fire protection district may be annexed to such district if at the time of the initiation of annexation the population of the city or town is 300,000 or less. The legislative authority of the city or town may initiate annexation by the adoption of an ordinance stating an intent to join the fire protection district and finding that the public interest will be served thereby. If the board of fire commissioners of the fire protection district shall concur in the annexation, notification thereof shall be transmitted to the legislative authority or authorities of the counties in which the city or town and the district are situated.

(2) When a city or town is located in two counties, and at least eighty percent of the population resides in one county, all of that portion of the city lying in that county and encompassing eighty percent of the population may be annexed to a fire protection district if at the time of the initiation of annexation the proposed area lies adjacent to a fire protection district, and the population of the proposed area is greater than five thousand but less than ten thousand. The legislative authority of the city or town may initiate annexation by the adoption of an ordinance stating an intent to join the fire protection district and finding that the public interest will be served thereby. If the board of fire commissioners of the fire protection district shall concur in the annexation, notification thereof must be transmitted to the legislative authority or authorities of the counties in which the city or town and the district are situated.

See attached exhibit: Interlocal Agreement.

Discussion: Summation of Concerns: The district agreed to provide fire prevention, fire investigation and code enforcement services within the boundaries of the city. Such services shall include but not necessarily be limited to the following: Development plan review and approval, fire investigations, testing of sprinkler systems and new construction, inspection, testing of fire alarm systems for certification in new construction and enforcement of fire code violations.”

The cities commercial properties, in accordance with standard practice in communities throughout the state, were typically inspected annually prior to annexation. This is no longer the case. The need for annual inspections is emphasized by the National Fire Protection Association (NFPA) standards for inspection of commercial properties by an Authority Having Jurisdiction (AHJ). While the NFPA and state fire code (International Fire Code) do not specify the frequency of inspections by AHJs, they do provide standards for the frequency of self-inspection of fire prevention systems and facilities. The City is the AHJ, adopting the Building and Fire Codes and enforcing their provisions through its permitting function.

These self-inspections are to be conducted by trained persons, either on staff or independent contractors. The Uniform Fire Code, Table 13.7.3.2.7 (Testing Frequencies) and NFPA Table 22 (reference Section 10.4.2.2) establish various testing frequencies for different sorts of equipment and facilities. These tables provide frequencies of monthly, quarterly, semi-annual and annual inspections. The City believes it is important to note that in no case should the testing frequency be longer than one year. One of the primary duties of the fire marshal is to review these records of these self-inspections which are kept for review by the “Authorities Having Jurisdiction”, in this case the Fire District.

The City wants the East Pierce Fire District to immediately take steps to reestablish annual commercial inspection. While the Washington Public Duty Doctrine acknowledges that a duty to everyone is a specific duty to no one, there is a well-recognized exception for ultra-hazardous activities. The failure of the District to conduct annual inspections under the Uniform Fire Code of commercial properties such as restaurants and of sprinkler systems is a troubling decision in an area of ultra-hazardous activity. The District’s failures could impose significant liability on the District and City. While the indemnity provision in our Agreement requires the District to indemnify the City from any loss attributable to its negligence or a contract breach by the District, the loss of life and property cannot be adequately compensated with money. The City believes that the District’s failure to timely provide the services required by our contract unnecessarily endangers the citizens and property of the City and of the District.

The City is aware that the District has indicated that it does not have the funds to provide the Fire Marshal service. We note that our Agreement provides for “reasonable pass-through,” “fire permit and plan review fees.” Therefore, there is a funding mechanism provided for in our agreement. The city also acknowledges the fire service has taken recent steps with the city to establish the fee for service so that these funds will become available to start providing these services in the near future.

Fire hydrant inspection and fire marker maintenance.

The District does not appear to be staffing the station. Previous reports show that the Milton Fire Station, as “unstaffed.”

Lease Agreement: The city needs to appropriately value and charge the fair market value for renting out the cities commercial property. The city should consider the different letting documents available so that the appropriate rights are given to the city without losing control of the property. This is a valuable public building and this building is central to the City’s campus, and the city needs to be assured that is being used to its most productive public use.

So an extension is appropriate until some of these issues can be resolved. To insure the city is getting the best public safety service possible.

EXTENSION OF AGREEMENT

WHEREAS, the City of Milton, Washington (hereinafter “the City”) and Pierce County Fire District No. 22 (hereinafter “Fire District”) are parties to an interlocal agreement which is due to expire on December 31, 2015; and

WHEREAS, the parties are in discussion and negotiation regarding the appropriate valuation of City assets utilized by the Fire District and services provided to the City and its citizens by the Fire District; and

WHEREAS, the parties wish to provide for a limited extension of their agreement in order to complete their discussions, the parties anticipating an extension of their existing interlocal agreement at the conclusion of such discussion, NOW, THEREFORE,

The City and Fire District agree as follows:

1. Extension. The interlocal agreement between the parties originally dated _____, 20__ is hereby extended for an indefinite term. This extension may be terminated by either party as provided herein.

2. Termination. This extension may be terminated by either party on thirty (30) days written notice from one party to another, addressed as provided in the underlying agreement.

3. Underlying Agreement. The purpose of this Extension of Agreement is to extend the current interlocal agreement on its own terms. Nothing herein shall be deemed to amend that agreement, except as specifically provided herein. This agreement may not be amended, except in writing, with the express written approval of both parties. This is the entire agreement between the parties, and any prior understandings, written or oral, are deemed merged with its provisions.

DONE this ____ day of _____, 20__.

CITY OF MILTON

PIERCE COUNTY FIRE PROTECTION DISTRICT NO. 22

By: _____
Mayor Debra Perry

By: _____
Commissioner

APPROVED AS TO FORM:

By: _____
Commissioner

By: _____
City Attorney

By: _____
Commissioner



To: City Council Members
From: Mayor Debra Perry
Date: December 7, 2015
Re: Christmas Eve 2015 Designated as a Day Off for Non-essential Personnel

ATTACHMENTS: A. Letter of Understanding with IBEW Local 483

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: “I move to approve the Letter of Understanding with IBEW Local 483 and authorize the Mayor to execute the terms.”

Background: Recent past practice is for the City to close its offices to all non-essential work on the day of Christmas Eve. The attached LOU formalizes this past practice for the IBEW Local 483 personnel for the year 2015.

The City Council is authorized to approve negotiating parameters between the City and its labor unions. The attached LOU is recommended for Council’s approval.

LETTER OF UNDERSTANDING

WHEREAS, the City of Milton, Washington (the “City”), and the International Brotherhood of Electrical Workers Local 483 (“IBEW”), are parties to a Collective Bargaining Agreement (“CBA”) expiring December 31, 2015,

WHEREAS, the parties are now conducting negotiations for a new contract period, NOW, THEREFORE,

IN CONSIDERATION of the mutual benefits to be derived, the parties agree as follows:

1. Signing Bonus. As a onetime signing bonus, and only for December 24, 2015, all nonessential union personnel will have the day off. “Non-essential personnel” shall be determined at the discretion of the Mayor. Union employees required to work will be provided a day off within the next calendar year. The City Council expresses its appreciation for everything its public employees do.

4. Entire Agreement. This is the entire agreement and understanding between the parties. The underlying CBA between the parties remains in full force and effect except for the amendment of Appendix A in accordance with this Letter of Understanding.

DONE this _____ day of _____, 2015.

CITY OF MILTON

Mayor Debra Perry

ATTEST/AUTHENTICATED

Katie Bolam, City Clerk

APPROVED AS TO FORM:

OGDEN MURPHY WALLACE, PLLC

W. Scott Snyder
City Attorney

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, Local 483

Alice A. Phillips, Business Manager



To: City Council Members
From: Mayor Perry
Date: December 7, 2015
Re: **Cancellation of Council Meetings – Monday, December 14 and Monday, December 21, 2015**

ATTACHMENTS:

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: “I move to cancel the December 14 and December 21, 2015, City Council Meetings.”

Fiscal Impact/Source of Funds: NA

Previous Council Review: N/A

Discussion: Council needs to officially cancel any meetings by passing a motion.

If Council passes the budget items presented as Items 7A and 7B and concludes its regular business for the year, Council may choose to cancel the meetings for December 14 and December 21, 2015.

With this approval, the next meeting of City Council will be on Monday, January 4, 2016.



To: Mayor Perry and City Council Members
From: Betty J. Garrison, Finance Director
Date: December 7, 2015
Re: Authorization to Process Vouchers

ATTACHMENTS: None.

TYPE OF ACTION:

Information Only Discussion Action Public Hearing Expenditure

Recommendation/Action: “I move to authorize the Finance Department to process operating expenses for payment, with the Mayor’s approval, during the extended holiday period between Regular Council Meetings.”

Background: Council voted to cancel the Regular Meeting of December 21, 2015. The next regular Council Meeting where Vouchers will be presented for approval prior to payment is scheduled for January 4, 2016.

Issue: Operating expenses and payroll continue to require payment. To avoid late fees and past-due notices, the Finance Department would like to process payments as necessary for regular operations during this gap in meetings.

Alternatives: The choices to continue making payments and avoid late fees and past-due notices are:

- Authorize the Finance Department to process operating expenses for payment with the Mayor’s approval. Under this alternative, all payments that are processed during this time will come before Council for review and ratification at the first regular meeting of 2016. If any Council member would like to review payments being made, the Finance Department would be happy to provide the paperwork for review at any time.
- Authorize the Finance Committee to approve payments during this time. Under this alternative, the Finance Department would schedule a meeting for the Finance Committee to come into the office to approve payments as they are processed. A quorum of the Finance Committee is two members.