



**CITY COUNCIL MEETING AGENDA**  
**Council Chambers, 1000 Laurel Street**

**August 1, 2016**  
**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 Mayor. 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](mailto:dperry@cityofmilton.net). Any item received by noon on the day of the meeting will be distributed to Council.

**5. Appointments to Committee**

- A. Lodging Tax Advisory Committee

**6. Consent Agenda**

- A. Minutes – Approval of the minutes of:

- i. 07-18-2016 Regular Meeting

- B. Claims Approval:

- i. Approval of the checks/vouchers numbers 59701, 59704-59769 in the amount of \$ 301,481.02

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.

- Approval of the payroll disbursement of 4010-4012 and  
ii. 59693-59700, and 59702-59703 for 7/20/16 in the amount of  
\$217,988.21

**7. Regular Agenda**

- A. Ordinance 1<sup>st</sup> Read – Transportation Impact Fees
- B. Ordinance 1<sup>st</sup> Read – School Impact Fees
- C. Project Acceptance – ADA Parking Lots
- D. Project Acceptance – Police Department Security Yard
- E. Contract Addendum – Black Diamond IT Services Agreement
- F. Personnel Policy Manual Update
- G. Resolution – Exempt Personnel Policy Update
- H. Stormwater Utility Analysis – Residential Properties
- I. Stormwater Utility Analysis – Undeveloped Properties

**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**

---

**Regular Meeting**  
**Monday, July 18, 2016**  
**7:00 p.m.**

**CALL TO ORDER**

Mayor Perry called the Regular Meeting to order at 7:00 p.m., and led the flag salute.

**ROLL CALL**

Present: Councilmembers Whalen, Bennest, Manley, Ott, and Johnson

Absent: Mayor Pro Tem Zaroudny and Councilmember Morton – **MOTION TO EXCUSE** (Manley/Ott) – **Passed 5/0.**

**STAFF PRESENT**

Police Chief Hernandez, Finance Director Garrison, Interim Public Works Director Howlett, and City Clerk Bolam

**ADDITIONS / DELETIONS**

**CITIZEN PARTICIPATION**

<b>Speaker</b>	<b>Comments</b>
Rod Ash	He is offended by the lack of respect shown to the Park and the Memorial – understands there's a small group objecting to the 9-11 Memorial, saying it's ugly and twisted – yes, it is, like the perpetrators of 9-11 – it's a shame a sign is necessary to tell people to be respectful around a memorial
Rob MacDonald	Heard there were complaints about a handmade sign at the VFW Memorial – humbly apologize to City and neighbors – just trying to keep kids from using it as a jungle gym – requests the city to place more than one sign in a place where it might be read – also wonders how inappropriate it is that some of our schools don't say the pledge of allegiance, even if they remove the word "God" – how inappropriate is it to not remove a hat at the appearance of the flag in parades and such – provided a list of some local veterans' names  About the park being closed at dusk – we have two officers patrolling – I see vehicles parking at all hours of the day/night right under the No

	<p>Parking sign, and pedestrians and those with strollers having to pull around the parked cars – continual; even after officers come to send one group away, five minutes later there's another group</p> <p>Bottom line – requests signs at the park about park closing at dusk and to keep off the memorial</p>
Jacquelyn Whalen	<p>Understand why that sign went up – saw truck with tailgate up against the Arlington Oak protection grate</p> <p>Love to see speed limit reduced on Milton Way and Porter Way to 25 mph</p> <p>Hope there will be discussion on the attorney contract tonight – wonders about a conflict with Fife</p> <p>Participated in the clean up on Pacific Hwy – great turn out; even with bright T-shirts and reflective vests provided, still needed police protection – thanks to Sergeant Luckman!</p>
Jack Chandler	<p>Not here to defend the hand-made sign, but agrees it is necessary to remind the public that the memorial is a place of respect</p> <p>Also would like to see additional signage that is easily visible reminding the public that the park is closed at dusk</p> <p>Requests the city to contact Nintendo and have the Memorial removed from the Pokemon game – people sitting on the wall and the fountain at 9:10 pm – officer suggests this Nintendo contact – gamers are forming teams and applying graffiti as a means of game identification to other teams</p>
Heather Popp	<p>Pokemon Go game is a community-building game – everyone she has spoken to have been very respectful – there are people looking at the memorial who would have never stopped to look at it</p> <p>The 911 memorial – my concern is that, to me, it glorifies the destruction that it represents – our park is going to be used by kids – if the memorial doesn't wish to attract kids, another location might be best considered</p>
Tom Boyle	<p>Was unable to participate in the clean-up – saw the results and it is amazing what a small group of people can do in such a small period of time – thanks to all volunteers, police, and city staff – encourage participation in future events – guarantee I will be there</p> <p>Kudos for the message sign for motorists on Milton Way, as well as crosswalk signals</p> <p>Volunteering for Milton Days again – look forward to seeing everyone</p> <p>Thanks to entire Milton PD – we all know what's going on around the country – disheartening to see – expects to see additional training costs to support the safety of our officers</p>
Rob MacDonald	<p>Just to clarify, no problem with the Pokemon Go game – would like to see the rest of the park used instead of just the memorial</p>
Heather Popp	<p>The graffiti tagging that was mentioned is virtual tagging – as a player, I have yet to see physical graffiti</p>

## **CONSENT AGENDA**

Approval of:

- A. Minutes
  - i. June 11, 2016 Special Meeting
- B. Voucher and Payroll Approval
  - i. Approval of the checks/vouchers numbered 59655-59692 in the amount of \$409,782.67.

**COUNCILMEMBER MANLEY MOVED**, seconded by Councilmember Whalen, to approve the Consent Agenda. **Passed 5/0.**

## **REGULAR MEETING**

Mayor Perry reordered the agenda, to allow for Attorney Olbrechts to leave the meeting.

- A. Contract Approval – Land Use Attorney Services – Olbrechts & Associates, PLLC

Director Howlett introduced Phil Olbrechts, providing his city and regional background and credentials; Mr. Olbrechts added to this information. Explained his involvement as the Hearings Examiner for Fife, which is not a conflict of interest issue, just an appearance of fairness issue, which is easily handled by a subcontractor.

Council asked some clarifying questions:

- Milton's Hearings Examiner is Steven Causseaux, Jr.
- Once contracted, Mr. Olbrechts doesn't change his rate.

**COUNCILMEMBER MANLEY MOVED**, seconded by Councilmember Ott, to approve the attached contract for Land Use Attorney services with Oblrechts and Assocaites, PLLC.

Councilmembers expressed support for the land-use specialty work within the legal field.

**The motion was voted on and passed 5/0.**

- B. Ordinance – Inattentive Driving

Chief Hernandez explained this proposed action and the need for it.

Council expressed support, and some discussion ensued.

**COUNCILMEMBER OTT MOVED**, seconded by Councilmember Whalen, to approve the addition of Section 10.18.010 "Inattentive Driving" to the Milton Municipal Code.

<b>Speaker</b>	<b>Comments</b>
Tom Boyle	Citizen participation is an important part of items being considered by Council.

**The motion was voted on and passed 4/1 (Manley).**

C. Grant Acceptance – School Zone LIDAR and Radar Units

Chief Hernandez explained this repeat grant opportunity and award.

**COUNCILMEMBER BENNEST MOVED**, seconded by Councilmember Johnson, to accept the Washington Traffic Safety Commission grant in an amount of up \$2,625.00 for the purchase of (1) LIDAR unit and (1) Moving Radar to support school zone enforcement.

Council expressed appreciation for the staff's grant-writing successes like this one.

**The motion was voted on and passed 5/0.**

D. Position Approval – Police Officer

Chief Hernandez handed out a draft document detailing staffing needs, and discussion ensued, including the financial impact and budget planning. Chief Hernandez expressed support for the many varied needs of the city as a whole, and this proposal is an attempt to cover just one of those needs, that of public and officer safety.

**COUNCILMEMBER BENNEST MOVED**, seconded by Councilmember Whalen, to approve an additional Police Officer position for the Milton Police Department, authorize the appropriate budget amendment, and authorize the Mayor to fill the position. **Passed 5/0.**

Lower Ballfield Renaming Discussion

Mayor Perry asked Council for direction regarding this issue presented during citizen participation last week.

Council discussion ensued, and Council expressed the following points:

- Renaming a city park is not right for the city at this time
- Little League is encouraged to consider a memorial bench or other such item at the park
- Very difficult thing to contemplate – there are other ways to bring recognition

Mayor Perry added:

- That ball field is sinking every year – nothing is going to remove the natural destruction of the ball field
- Fife-Milton-Edgewood naming of many places that Milton is supporting – the petition signatures from the City of Milton are the only names that can be considered
- Supports the T-ball program whole-heartedly
- Very supportive of another form of honor for Carson

**STAFF REPORTS**

Director Howlett

- Progress report on Milton Way pedestrian improvement project – all underground so far, but curb and sidewalk coming soon
- Thanks to all who helped with the clean-up day

- Planning Commission meeting next week, looking at low-impact development, sign code, nuisance code, and street standards

## **COUNCIL REPORTS**

### Councilmember Johnson

- Participated in the clean-up day – great event
- Adopt-a-street/Adopt-a-site ordinance – encourage to bring that alive
- Attended Fife music event
- Drone rules needed to protect our city
- Swales/ditches – how does the city inform a property owner of their responsibility (ie. two trees growing on Yuma and 8<sup>th</sup>)
- City website – saw ILAs on website and didn't see Normandy Park/IT contract
- Interested in banners added to the budget to line Milton Way
- Would like to get the school area crosswalks artistically painted
- Would like council meeting audio on the website

### Councilmember Ott

- Would like to see matching light fixtures up Milton Way (confirmed by Director Howlett)

### Councilmember Manley

- Participated in the clean-up day – great event – huge difference
- Disturbed by the mess on tribal property left for volunteers to clean up
- Attended Heather Hills barbecue – council attendance appreciated
- Looking at the purchase of a drone
- It's a good thing that people are coming to our park and seeing the memorial

### Councilmember Bennest

- Attended Edgewood picnic – huge success – different layout
- Light at Safeway/ 28<sup>th</sup> – 5-minute wait – would like to see that fixed
- Pokemon Go – whole new generation – encourages everyone to adjust

### Councilmember Whalen

- Thanks to Tom Boyle for returning to Milton Days
- Everyone looks at Pokemon differently – not everyone sees it as a benefit
- Kemper Play Field – watched a dog on a leash defecating on play equipment – proposes dogs are not allowed there
- Enjoyed providing historical knowledge on past city actions
- WSDOT wants to work with one permitting agency – would like to see that be Milton

## **MAYOR'S REPORT**

- Reminder that for an item to be added to a future agenda, at least two councilmembers need to request it
- Event Committee working very hard – very organized – things are ahead of schedule – another car wash this Saturday at Les Schwab – need hard-working bodies to help
- Happy to attend the clean-up effort – amazing the difference – then to go to the other side of Porter and see clearly where it stopped – so important for us to dictate

what happens in that area – possibly pursuing grants from the “historical highway” program

- Heather Hills barbecue was a wonderful time – they have a breakfast once a month – they love to see council attend
- There’s nothing for the tweens and teens here – the Pokemon phenom is a good thing, even if the message of respect does need to get out
- 9-11 Memorial needs to be an education piece – if it isn’t a teaching monument, there’ll be no connection and the respect will be harder to garner
- Brent is doing a great job taking care of the flowers at the top of the park
- Attended Relay for Life event – the city helped bring the event to life and does have a team with collecting happening – no one from neighboring cities, even while called the FME Relay
- Shared an email received today from Mayor Pro Tem Zaroudny, resigning her position – she, and we, are brokenhearted
- Next meeting we will discuss filling the vacant council position

Cancelling the August 15 Council Meeting

Mayor Perry announced that she will be out of town on this date, and there is not currently a Mayor Pro Tem.

**COUNCILMEMBER BENNEST MOVED**, seconded by Councilmember Manley, to cancel the August 15 Council meeting. **Passed 5/0.**

ADJOURNMENT

Adjourned at 9:30 p.m.

ATTEST:

\_\_\_\_\_  
Katie Bolam, City Clerk

\_\_\_\_\_  
Debra Perry, Mayor

2016

CONSENT AGENDA ITEM #

CITY OF MILTON  
**PAYROLL and CLAIMS VOUCHER APPROVAL**  
August 1, 2016

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
7/20/2016	59701	513.88	7/19/2016	ACH	4,911.74
7/27/2016	59704-59741	94,362.48	7/19/2016	4010-4012	7,718.14
7/28/2016	59742-59752	1,056.38	7/20/2016	ACH	101,941.49
7/29/2016	59753	9,044.01	7/20/2016	59693-59700, 59702	94,692.70
8/1/2016	59754-59769	196,504.27	7/21/2016	ACH	7,283.87
			7/21/2016	59703	1,440.27

**Total Accounts Payable:** \$ 301,481.02    **Total Payroll:** \$ 217,988.21  
 Voids - none  
 Printer Error Checks - 4007-4009

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:  
**\$ 519,469.23**    Dated: **August 1, 2016**

_____ COUNCILMEMBER	_____ COUNCILMEMBER
_____ COUNCILMEMBER	_____ COUNCILMEMBER



# CHECK REGISTER

City Of Milton  
MCAG #: 0590

07/19/2016 To: 08/01/2016

Time: 09:24:48 Date: 07/28/2016  
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
<b>4548</b>	<b>07/20/2016</b>	<b>Claims</b>	<b>1</b>	<b>59701</b>	<b>ESCROW NW</b>	<b>513.88</b>	<b>603 5th Ave Purchase</b>
					407 - 594 31 61 115 - Land Aquisition	513.88	603 5th Ave Purchase
<b>4645</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59704</b>	<b>ALTEC INDUSTRIES INC.</b>	<b>1,661.05</b>	<b>Electric Material</b>
					401 - 533 50 41 000 - Professional Services	1,661.05	#21 Winch Repair On Basket Truck
<b>4646</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59705</b>	<b>BIG JOHN'S TROPIES INC</b>	<b>35.22</b>	<b>Name Plate; Name Plates</b>
					001 - 558 60 31 000 - Operating Supplies	12.96	Engraved Name Plate
					001 - 558 60 31 000 - Operating Supplies	22.26	Name Plate - Gillespie & Howlett
<b>4647</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59706</b>	<b>CHUCKALS</b>	<b>350.94</b>	<b>PW Office Supplies; PW Office Supplies Returned; Central Store Office Supplies; Central Store Office Supplies</b>
					001 - 518 50 31 000 - Office Supplies - Central Sto	192.80	Folder, Markers, Binder Clips & Tape
					001 - 518 50 31 000 - Office Supplies - Central Sto	154.95	Desk Organizers & White Board Cleaner
					406 - 531 30 31 000 - Operating Supplies	10.53	Note Pads & Pop Up Flags
					406 - 531 30 31 000 - Operating Supplies	-10.05	Note Pads Returned
					401 - 533 50 31 000 - Operating Supplies	24.57	Note Pads & Pop Up Flags
					401 - 533 50 31 000 - Operating Supplies	-23.46	Note Pads Returned
					403 - 534 50 31 000 - Office and Operating Supplie	24.58	Note Pads & Pop Up Flags
					403 - 534 50 31 000 - Office and Operating Supplie	-23.46	Note Pads Returned
					101 - 542 30 31 000 - Office and Operating Supplie	10.53	Note Pads & Pop Up Flags
					101 - 542 30 31 000 - Office and Operating Supplie	-10.05	Note Pads Returned
<b>4648</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>E59707</b>	<b>COLUMBIA BANK</b>	<b>3,749.98</b>	<b>Service Charges</b>
					001 - 512 50 41 000 - Professional Services	104.83	Service Charges June
					001 - 514 20 41 000 - Professional Services	14.22	Service Charges June
					107 - 521 20 41 000 - Professional Services	907.82	Service Charges June
					406 - 531 10 41 000 - Professional Services	907.82	Service Charges June
					401 - 533 10 41 000 - Professional Services	907.82	Service Charges June
					403 - 534 10 41 000 - Professional Services	907.47	Service Charges June
<b>4649</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59708</b>	<b>KIM DERICKSON</b>	<b>250.00</b>	<b>Bldg Rental Deposit Refund</b>
					001 - 586 00 00 002 - Refund Facility Deposit	250.00	Bldg Rental Deposit Refund
<b>4650</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59709</b>	<b>CITY OF FIFE</b>	<b>1,872.69</b>	<b>Jail Services</b>
					107 - 523 60 51 000 - Intergov. Jail Services	1,872.69	Jail Services - May 2016
<b>4651</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59710</b>	<b>GRAINGER INC</b>	<b>507.11</b>	<b>Fleet Material; Electric Material</b>
					401 - 533 50 31 000 - Operating Supplies	403.42	Wire Spool Cart
					501 - 548 30 31 000 - Office & Operating Supplies	103.69	O-Rings
<b>4652</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59711</b>	<b>ICMARC</b>	<b>250.00</b>	<b>Quarterly Plan Fee</b>
					401 - 533 10 20 000 - Personnel Benefits	250.00	Quarterly Benefit Fee
<b>4653</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59712</b>	<b>KORUM AUTOMOTIVE GROUP</b>	<b>385.64</b>	<b>Vehicle Repair</b>
					107 - 521 20 48 001 - Vehicle Repairs and Mainten:	385.64	#118 Vehicle Detail
<b>4654</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59713</b>	<b>LLOYD ENTERPRISES, INC.</b>	<b>108.96</b>	<b>PW Material</b>
					406 - 531 30 31 000 - Operating Supplies	108.96	Rock For Park Culvert
<b>4655</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59714</b>	<b>LOGICTREE IT SOLUTIONS, INC.</b>	<b>2,099.00</b>	<b>Police Software</b>
					107 - 521 20 36 000 - Small Assets/IT	2,099.00	Mobile App Annual Subscription & Set Up
<b>4656</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59715</b>	<b>MCFARLAND CASCADE HOLDINGS</b>	<b>3,788.70</b>	<b>Electric Material</b>
					401 - 533 50 31 000 - Operating Supplies	3,788.70	Cedar Poles
<b>4657</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59716</b>	<b>MOTOROLA SOLUTIONS, INC.</b>	<b>1,093.52</b>	<b>Police Material</b>

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

07/19/2016 To: 08/01/2016

Time: 09:24:48 Date: 07/28/2016  
Page: 2

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		107 - 521 20 35 000 - Small Tools and Equipment			1,093.52	Radio Earpieces & Accessories (3)
<b>4658</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59717 MULTICARE CTRS OF OCCUPATIONAL MEDICINE</b>	<b>320.00</b>	<b>DOT Exams</b>
		001 - 518 30 20 000 - Personnel Benefits			96.00	DOT Exams
		406 - 531 30 20 000 - Personnel Benefits			16.00	DOT Exams
		403 - 534 50 20 000 - Personnel Benefits			40.00	DOT Exams
		101 - 542 30 20 000 - Personnel Benefits			24.00	DOT Exams
		001 - 575 50 20 000 - Personnel Benefits -			48.00	DOT Exams
		001 - 576 80 20 000 - Personnel Benefits			96.00	DOT Exams
<b>4659</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59718 NATIONAL BARRICADE CO., LLC</b>	<b>1,244.36</b>	<b>Electric Material</b>
		401 - 533 50 31 000 - Operating Supplies			1,244.36	Reflective Traffic Signs
<b>4660</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59719 NAVIA BENEFIT SOLUTIONS</b>	<b>504.00</b>	<b>FSA Claims; FSA Claims</b>
		631 - 586 00 00 008 - Discovery Benefits			10.00	FSA Claims
		631 - 586 00 00 008 - Discovery Benefits			494.00	FSA Claims
<b>4661</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59720 NEWS TRIBUNE, THE</b>	<b>60.82</b>	<b>Legal Notice</b>
		001 - 558 50 41 002 - Advertising			60.82	Public Hearing Transportation Impact Fee Deferral
<b>4662</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59721 NORTHSTAR CHEMICAL</b>	<b>362.99</b>	<b>Water Material</b>
		403 - 534 51 31 000 - Office and Operating Supplie			362.99	Sodium Hypochlorite
<b>4663</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59722 PETE LEWIS CONSULTING</b>	<b>5,000.00</b>	<b>Consulting Services</b>
		001 - 513 10 41 000 - Other Services and Charges			2,500.00	Consulting Services
		001 - 558 60 41 000 - Professional Services			2,500.00	Consulting Services
<b>4664</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>E59723 PITNEY BOWES INC.</b>	<b>466.59</b>	<b>Quarterly Postage Lease</b>
		001 - 513 10 42 000 - Communication			18.68	Postage Machine Lease
		001 - 514 20 42 000 - Communication			36.71	Postage Machine Lease
		107 - 521 20 42 000 - Communication			71.79	Postage Machine Lease
		406 - 531 10 42 000 - Communication			22.03	Postage Machine Lease
		406 - 531 10 42 000 - Communication			45.86	Postage Machine Lease
		401 - 533 10 42 000 - Communications			44.05	Postage Machine Lease
		401 - 533 10 42 000 - Communications			91.71	Postage Machine Lease
		403 - 534 10 42 000 - Communication			44.05	Postage Machine Lease
		403 - 534 10 42 000 - Communication			91.71	Postage Machine Lease
<b>4665</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59724 CITY OF PUYALLUP</b>	<b>15,782.69</b>	<b>Court Services; Jail Services</b>
		001 - 512 50 41 000 - Professional Services			6,102.69	Court Services - 1st Qtr 2016
		107 - 523 60 51 000 - Intergov. Jail Services			9,680.00	Jail Services - May 2016
<b>4666</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59725 SCORE</b>	<b>6,908.00</b>	<b>Jail Services</b>
		107 - 523 60 51 000 - Intergov. Jail Services			6,908.00	Jail Services - June 2016
<b>4667</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59726 SEATTLE UNIVERSITY</b>	<b>199.00</b>	<b>Training</b>
		107 - 521 40 49 002 - Misc/Trng, Registrations			199.00	Criminal Justice Leadership Academy - Takiguchi
<b>4668</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>E59727 SHELL FLEET PLUS</b>	<b>4,339.30</b>	<b>Fuel</b>
		001 - 518 30 32 000 - Operating Supplies/Fuel			52.78	Fuel
		107 - 521 20 32 000 - Fuel			2,453.73	Fuel
		406 - 531 30 32 000 - Fuel			310.09	Fuel
		401 - 533 50 32 000 - Fuel			594.02	Fuel
		403 - 534 50 32 000 - Fuel			608.10	Fuel
		101 - 542 30 32 000 - Operating Supplies/Fuel			165.21	Fuel
		001 - 576 80 32 000 - Fuel			155.37	Fuel

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

07/19/2016 To: 08/01/2016

Time: 09:24:48 Date: 07/28/2016  
Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
<b>4669</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59728</b>	<b>SHRED-IT USA LLC</b>	<b>66.94</b>	<b>Shredding Services</b>
					001 - 514 20 41 000 - Professional Services	22.09	Shredding Services Finance
					107 - 521 20 41 000 - Professional Services	44.85	Shredding Services Police
<b>4670</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59729</b>	<b>SUNNYSIDE, CITY OF</b>	<b>2,058.00</b>	<b>Jail Services</b>
					107 - 523 60 51 000 - Intergov. Jail Services	2,058.00	Jail Services - June 2016
<b>4671</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59730</b>	<b>SUPPLYWORKS</b>	<b>144.80</b>	<b>Facility Supplies</b>
					001 - 518 30 31 000 - Operating Supplies	144.80	Mop, Cleaner, Liner & Febreze
<b>4672</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59731</b>	<b>TACOMA SCREW PRODUCTS INC.</b>	<b>420.20</b>	<b>Fleet Material</b>
					501 - 548 30 34 000 - Parts	420.20	Air Compressor Parts
<b>4673</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59732</b>	<b>U.S. GEOLOGICAL SURVEY</b>	<b>3,970.00</b>	<b>USGS</b>
					403 - 534 50 41 000 - Professional Services	3,970.00	Expenses To Construct & Calibrate Groundwater Flow In Puyallup River Watershed
<b>4674</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59733</b>	<b>UNIFIRST CORPORATION</b>	<b>468.38</b>	<b>Uniforms; Uniforms; Uniforms; Uniforms</b>
					001 - 518 30 20 002 - Uniforms	6.78	Uniforms
					001 - 518 30 20 002 - Uniforms	6.78	Uniforms
					406 - 531 30 20 002 - Uniforms	10.85	Uniforms
					406 - 531 30 20 002 - Uniforms	10.85	Uniforms
					401 - 533 50 20 002 - Uniforms	77.94	Uniforms
					401 - 533 50 20 002 - Uniforms	77.94	Uniforms
					403 - 534 50 20 002 - Uniforms	7.09	Uniforms
					403 - 534 50 20 002 - Uniforms	56.27	Uniforms
					403 - 534 50 20 002 - Uniforms	56.27	Uniforms
					403 - 534 50 20 002 - Uniforms	7.09	Uniforms
					101 - 542 30 20 002 - Uniforms	27.83	Uniforms
					101 - 542 30 20 002 - Uniforms	27.83	Uniforms
					501 - 548 30 20 002 - Uniforms	40.65	Uniforms
					501 - 548 30 20 002 - Uniforms	40.65	Uniforms
					001 - 576 80 20 002 - Uniforms	6.78	Uniforms
					001 - 576 80 20 002 - Uniforms	6.78	Uniforms
<b>4675</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59734</b>	<b>UNIVAR USA INC</b>	<b>604.45</b>	<b>Water Material</b>
					403 - 534 51 31 000 - Office and Operating Supplie	604.45	Chemicals
<b>4676</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59735</b>	<b>UTILITIES UNDERGROUND LOC CENT</b>	<b>75.46</b>	<b>Monthly Locates</b>
					401 - 533 50 41 000 - Professional Services	37.73	Monthly Locates
					403 - 534 50 41 000 - Professional Services	37.73	Monthly Locates
<b>4677</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59736</b>	<b>WA CITIES INSURANCE AUTHORITY</b>	<b>50.00</b>	<b>Training</b>
					107 - 521 40 49 002 - Misc/Trng, Registrations	50.00	Training Registration
<b>4678</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>E59737</b>	<b>WA DEPT OF L&amp;I</b>	<b>29,812.60</b>	<b>2nd Qtr L&amp;I Tax</b>
					001 - 518 30 20 000 - Personnel Benefits	26.74	2nd Qtr L&I Tax
					107 - 521 20 20 000 - Personnel Benefits	267.20	2nd Qtr L&I Tax
					001 - 575 50 20 000 - Personnel Benefits -	44.80	2nd Qtr L&I Tax
					001 - 576 80 20 000 - Personnel Benefits	26.74	2nd Qtr L&I Tax
					001 - 589 00 00 999 - Payroll Clearing	29,447.12	2nd Qtr L&I Tax
<b>4679</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59738</b>	<b>WA DEPT OF LABOR &amp; INDUSTRIES</b>	<b>129.00</b>	<b>Boiler/Pressure Vessel</b>
					001 - 518 30 41 000 - Professional Services	129.00	Inspection Water Heaters & Air Tanks

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

07/19/2016 To: 08/01/2016

Time: 09:24:48 Date: 07/28/2016  
Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
<b>4680</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59739</b>	<b>WASHINGTON TRACTOR</b>	<b>562.37</b>	<b>Fleet Material; Fleet Material; Fleet Material</b>
					501 - 548 30 34 000 - Parts	170.15	#15 Discharge Shoot
					501 - 548 30 34 000 - Parts	250.93	#15 Gauge & Blade
					501 - 548 30 34 000 - Parts	141.29	#15 Gasket, Thermostat & Radiator Hose
<b>4681</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59740</b>	<b>WESTERN MACHINE WORKS, INC</b>	<b>4,587.76</b>	<b>Fleet Material; Fleet Repair</b>
					501 - 548 30 48 000 - Repairs & Maintenance	950.38	#24 Grind Knives For Chipper
					501 - 548 30 48 000 - Repairs & Maintenance	3,637.38	#47 Weld Cracks & Replace Cover Door Including Hinge
<b>4682</b>	<b>07/27/2016</b>	<b>Claims</b>	<b>1</b>	<b>59741</b>	<b>WILLIAMS OIL FILTER SERVICE</b>	<b>71.96</b>	
					501 - 548 30 34 000 - Parts	71.96	#21 Hose Assembly & Air-Layed Pad
<b>4683</b>	<b>07/28/2016</b>	<b>Claims</b>	<b>1</b>	<b>59742</b>	<b>RONALD CHAMBERS</b>	<b>149.53</b>	<b>Refund inactive customer credit balance</b>
					401 - 343 30 00 000 - Electric Sales	-32.74	
					403 - 343 40 10 000 - Water Sales	-116.79	
<b>4684</b>	<b>07/28/2016</b>	<b>Claims</b>	<b>1</b>	<b>59743</b>	<b>LAWRENCE &amp; TERRI CULP</b>	<b>10.86</b>	<b>Refund inactive customer credit balance</b>
					406 - 343 10 00 000 - Storm Drainage Fees	-40.32	
					401 - 343 30 00 000 - Electric Sales	44.98	
					403 - 343 40 10 000 - Water Sales	-30.52	
					401 - 369 91 00 401 - Misc Revenue	15.00	
<b>4685</b>	<b>07/28/2016</b>	<b>Claims</b>	<b>1</b>	<b>59744</b>	<b>ROBERT &amp; SANDRA GUILY</b>	<b>78.19</b>	<b>Refund inactive customer credit balance</b>
					406 - 343 10 00 000 - Storm Drainage Fees	-29.03	
					401 - 343 30 00 000 - Electric Sales	-6.10	
					403 - 343 40 10 000 - Water Sales	-58.06	
					401 - 369 91 00 401 - Misc Revenue	15.00	
<b>4686</b>	<b>07/28/2016</b>	<b>Claims</b>	<b>1</b>	<b>59745</b>	<b>MIKE HARMON</b>	<b>100.05</b>	<b>Refund inactive customer credit balance</b>
					406 - 343 10 00 000 - Storm Drainage Fees	-15.21	
					401 - 343 30 00 000 - Electric Sales	-10.82	
					403 - 343 40 10 000 - Water Sales	-89.02	
					401 - 369 91 00 401 - Misc Revenue	15.00	
<b>4687</b>	<b>07/28/2016</b>	<b>Claims</b>	<b>1</b>	<b>59746</b>	<b>STEPHEN M HILL</b>	<b>53.67</b>	<b>Refund inactive customer credit balance</b>
					406 - 343 10 00 000 - Storm Drainage Fees	-36.85	
					401 - 343 30 00 000 - Electric Sales	1.58	
					403 - 343 40 10 000 - Water Sales	-53.40	
					001 - 359 10 00 000 - Penalties	35.00	
<b>4688</b>	<b>07/28/2016</b>	<b>Claims</b>	<b>1</b>	<b>59747</b>	<b>FRED LEENSTRA</b>	<b>105.04</b>	<b>Refund inactive customer credit balance</b>
					406 - 343 10 00 000 - Storm Drainage Fees	-34.73	
					401 - 343 30 00 000 - Electric Sales	-15.39	
					403 - 343 40 10 000 - Water Sales	-54.92	
<b>4689</b>	<b>07/28/2016</b>	<b>Claims</b>	<b>1</b>	<b>59748</b>	<b>NEAL PRENOVOST</b>	<b>50.49</b>	<b>Refund inactive customer credit balance</b>
					406 - 343 10 00 000 - Storm Drainage Fees	-28.96	
					401 - 343 30 00 000 - Electric Sales	1.18	
					403 - 343 40 10 000 - Water Sales	-37.71	
					401 - 369 91 00 401 - Misc Revenue	15.00	
<b>4690</b>	<b>07/28/2016</b>	<b>Claims</b>	<b>1</b>	<b>59749</b>	<b>HELENA SMITH</b>	<b>87.08</b>	<b>Refund inactive customer credit balance</b>
					406 - 343 10 00 000 - Storm Drainage Fees	-28.79	
					401 - 343 30 00 000 - Electric Sales	-12.76	
					403 - 343 40 10 000 - Water Sales	-45.53	

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

07/19/2016 To: 08/01/2016

Time: 09:24:48 Date: 07/28/2016  
Page: 5

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
<b>4691</b>	<b>07/28/2016</b>	<b>Claims</b>	<b>1</b>	<b>59750 MICHAEL &amp; SUZANNE STEIN</b>	<b>242.05</b>	<b>Refund inactive customer credit balance</b>
		406 - 343 10 00 000 - Storm Drainage Fees			-116.60	
		401 - 343 30 00 000 - Electric Sales			29.35	
		403 - 343 40 10 000 - Water Sales			-169.80	
		401 - 369 91 00 401 - Misc Revenue			15.00	
<b>4692</b>	<b>07/28/2016</b>	<b>Claims</b>	<b>1</b>	<b>59751 SURPRISE LAKE SQUARE</b>	<b>131.40</b>	<b>Refund inactive customer credit balance</b>
		401 - 343 30 00 000 - Electric Sales			-11.34	
		403 - 343 40 10 000 - Water Sales			-120.06	
<b>4693</b>	<b>07/28/2016</b>	<b>Claims</b>	<b>1</b>	<b>59752 PHILIP WALDNER</b>	<b>48.02</b>	<b>Refund inactive customer credit balance</b>
		403 - 343 40 10 000 - Water Sales			-48.02	
<b>4695</b>	<b>07/29/2016</b>	<b>Claims</b>	<b>1</b>	<b>E59753 US BANK PROCUREMENT CARD</b>	<b>9,044.01</b>	
		001 - 511 60 43 000 - Travel			30.15	AWC Conference Meal - Johnson & Manley
		001 - 511 60 43 000 - Travel			42.54	AWC Conference Meal - Johnson & Manley
		001 - 511 60 43 000 - Travel			177.81	AWC Conference Lodging - Johnson
		001 - 511 60 43 000 - Travel			177.81	AWC Conference Lodging - Manley
		001 - 511 60 43 000 - Travel			45.00	AWC Conference Meal
		001 - 511 60 43 000 - Travel			28.47	AWC Conference Meal
		001 - 511 60 43 000 - Travel			266.24	AWC Conference Lodging & Meals
		001 - 511 60 43 000 - Travel			267.83	AWC Conference Lodging & Meals
		001 - 511 60 43 000 - Travel			50.00	SCA Dinner - Manley
		001 - 513 10 31 000 - Office and Operating Supplie			58.29	All Day Union Mtg Snacks
		001 - 513 10 31 000 - Office and Operating Supplie			136.75	Glow Sticks - Memorial & Milton Days
		001 - 513 10 43 000 - Travel			45.00	SCA Network Dinner - Mayor
		001 - 513 10 43 000 - Travel			30.15	AWC Conference Meal - Mayor & Bolam
		001 - 513 10 43 000 - Travel			42.53	AWC Conference Meal - Mayor & Bolam
		001 - 513 10 43 000 - Travel			45.17	AWC Conference Meal
		001 - 513 10 43 000 - Travel			25.48	AWC Conference Meal
		001 - 513 10 43 000 - Travel			5.56	AWC Conference Meal
		001 - 513 10 43 000 - Travel			430.02	AWC Conference Lodging - Mayor
		001 - 513 10 43 000 - Travel			467.67	AWC Conference Lodging - Bolam
		001 - 517 90 31 000 - Supplies - Employee Wellnes			65.12	Poker Walk Supplies & Prizes
		001 - 517 90 31 000 - Supplies - Employee Wellnes			123.72	Wellness Grant
		001 - 517 90 31 000 - Supplies - Employee Wellnes			86.51	Wellness Grant
		001 - 517 90 31 000 - Supplies - Employee Wellnes			8.87	Poker Walk Food
		001 - 517 90 31 000 - Supplies - Employee Wellnes			184.10	Poker Walk Food
		001 - 517 90 31 000 - Supplies - Employee Wellnes			32.10	Poker Walk Food
		001 - 517 90 31 000 - Supplies - Employee Wellnes			12.55	Poker Walk Ice
		001 - 518 30 20 002 - Uniforms			98.46	Boot Allowance - Magana-Bedolla
		001 - 518 30 31 000 - Operating Supplies			10.93	Cleat For City Hall Flag
		001 - 518 30 31 000 - Operating Supplies			844.70	Printer Toner
		001 - 518 30 31 000 - Operating Supplies			164.82	Irrigation Hose Parts For City Hall
		001 - 518 30 31 000 - Operating Supplies			97.95	Fans & Toilet Handle
		001 - 518 30 31 000 - Operating Supplies			22.91	Shims
		001 - 518 30 31 000 - Operating Supplies			15.24	Shelving Material
		001 - 518 30 31 000 - Operating Supplies			75.01	Connectors, Spring Facet & Caps
		001 - 518 30 31 000 - Operating Supplies			6.01	Rain Panchos
		001 - 518 30 31 000 - Operating Supplies			33.98	Line Trimmer String & Pre-Mix 2 Cycle
		001 - 518 30 31 000 - Operating Supplies			102.38	WIndow Blinds PW Admin
		001 - 518 30 31 000 - Operating Supplies			32.47	Ant Control
		001 - 518 30 31 000 - Operating Supplies			6.56	Plastic Bottles For Automatic Window Box Watering

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

07/19/2016 To: 08/01/2016

Time: 09:24:48 Date: 07/28/2016  
Page: 6

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 518 30 35 000		Small Tools and Equipment	10.94	Saw
		001 - 518 30 35 000		Small Tools and Equipment	60.41	Hose, Hole Punch & Hose Timer
		001 - 518 30 35 000		Small Tools and Equipment	162.61	Shelves
		001 - 518 30 48 000		Repairs & Maintenance	18.18	Shelf & Brackets For Park Restroom
		503 - 518 80 43 000		Travel	35.00	Fuel
		001 - 518 90 49 000		Misc/Other Exp	9.70	Name Plate - Howlett
		107 - 521 20 31 000		Office and Operating Supplie	17.23	Zip Lock Bags For Evidence
		107 - 521 20 31 000		Office and Operating Supplie	3.28	Dog Food For Rogue Dogs
		107 - 521 20 32 000		Fuel	39.39	Fuel
		107 - 521 20 32 000		Fuel	229.94	Fuel
		107 - 521 20 32 000		Fuel	103.00	Fuel
		107 - 521 20 32 000		Fuel	44.46	Fuel
		107 - 521 20 35 000		Small Tools and Equipment	12.03	Paint For Collision Team
		107 - 521 20 41 000		Professional Services	25.00	Investigative Services
		107 - 521 20 41 000		Professional Services	19.95	Mobilelock
		107 - 521 20 41 001		Professional Services - IT	26.15	Adobe Software
		107 - 521 20 43 000		Travel	70.62	Officer Mtg With Pierce County Prosecutor Food
		107 - 521 20 48 001		Vehicle Repairs and Mainten:	5.00	Car Wash
		107 - 521 20 48 001		Vehicle Repairs and Mainten:	294.29	#849 Windshield
		107 - 521 20 48 001		Vehicle Repairs and Mainten:	21.00	Car Wash
		107 - 521 20 48 001		Vehicle Repairs and Mainten:	13.11	#514 Head Lamp
		107 - 521 20 49 000		Miscellaneous	15.86	Range - Griffin
		107 - 521 20 49 001		Misc/Dues & Memberships	26.00	Monthly Survey Subscription
		406 - 531 10 41 000		Professional Services	29.80	Notary Fees - Mercer
		406 - 531 30 20 002		Uniforms	15.63	Bib Overalls - Miller
		406 - 531 30 20 002		Uniforms	13.04	Bib Overalls - Russell
		406 - 531 30 31 000		Operating Supplies	49.18	Straw For Erosion Control
		406 - 531 30 32 000		Fuel	22.47	Fuel
		406 - 531 30 32 000		Fuel	4.18	Fuel
		401 - 533 10 41 000		Professional Services	59.60	Notary Fees - Mercer
		401 - 533 50 31 000		Operating Supplies	38.31	Seat Covers - To Be Returned
		401 - 533 50 31 000		Operating Supplies	-38.31	Seat Covers - Returned
		401 - 533 50 32 000		Fuel	70.00	Fuel
		401 - 533 50 32 000		Fuel	9.73	Fuel
		401 - 533 50 35 000		Small Tools and Equipment	414.52	#25 Winch Cable Replacement
		401 - 533 50 41 000		Professional Services	156.00	CDL License Renewal - Bronson
		401 - 533 50 41 000		Professional Services	6.00	DOL Service Fee
		401 - 533 50 41 000		Professional Services	94.00	Annual CDL Physical
		401 - 533 50 42 000		Communication	17.92	Postage Return Safety Videos
		401 - 533 50 43 000		Travel	15.00	Overtime Meal - Lee
		401 - 533 50 43 000		Travel	16.00	Overtime Meals - Zumach
		403 - 534 10 41 000		Professional Services	59.60	Notary Fees - Mercer
		403 - 534 50 20 002		Uniforms	32.61	Bib Overalls - Miller
		403 - 534 50 20 002		Uniforms	32.61	Bib Overalls - Russell
		403 - 534 50 31 000		Office and Operating Supplie	27.34	Fan For PW Shop
		403 - 534 50 32 000		Fuel	27.26	Fuel
		403 - 534 50 32 000		Fuel	9.73	Fuel
		403 - 534 50 35 000		Small Tools and Equipment	52.49	Shovel & Shears
		403 - 534 50 42 000		Communication	6.47	Certified Mail
		403 - 534 50 43 000		Travel	369.63	Lodging Water Distr Mgr Exam Review - Baker
		403 - 534 50 43 000		Travel	13.53	Water District Mgr Exam Review Meal - Russell
		403 - 534 50 43 000		Travel	9.50	Water District Mgr Exam Review Meal - Russell

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

07/19/2016 To: 08/01/2016

Time: 09:24:48 Date: 07/28/2016  
Page: 7

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		403 - 534 50 43 000		Travel	23.00	Water District Mgr Exam Review Meal - Russell
		403 - 534 50 43 000		Travel	13.85	Water District Mgr Exam Review Meal - Russell
		403 - 534 50 43 000		Travel	13.00	Water District Mgr Exam Review Meal - Russell
		403 - 534 50 43 000		Travel	23.00	Water District Mgr Exam Review Meal - Russell
		403 - 534 50 43 000		Travel	10.44	Water District Mgr Exam Review Meal - Russell
		403 - 534 50 43 000		Travel	10.28	Water District Mgr Exam Review Meal - Russell
		403 - 534 50 43 000		Travel	16.98	Water District Mgr Exam Review Meal - Russell
		403 - 534 50 49 002		Misc/Trng, Registrations	98.00	Water District Mgr Exam Review Registration - Russell
		403 - 534 51 31 000		Office and Operating Supplie	13.11	Batteries For Well Meter
		403 - 534 51 48 000		Water Utilities - Repairs & M	80.48	Well #3 Wire
		403 - 534 51 48 000		Water Utilities - Repairs & M	33.12	Well #3 Pipe Fitting & Dryer Vent Hood
		403 - 534 51 48 000		Water Utilities - Repairs & M	19.26	Well #3 Wire
		403 - 534 51 48 000		Water Utilities - Repairs & M	87.59	Well #3 Battery Back Up
		101 - 542 30 20 002		Uniforms	20.67	Bib Overalls - Miller
		101 - 542 30 20 002		Uniforms	19.56	Bib Overalls - Russell
		101 - 542 30 32 000		Operating Supplies/Fuel	21.26	Propane
		101 - 542 30 32 000		Operating Supplies/Fuel	39.80	Propane
		101 - 542 30 32 000		Operating Supplies/Fuel	1.39	Fuel
		501 - 548 30 32 000		Fuel	54.02	Fuel
		501 - 548 30 32 000		Fuel	2.78	Fuel
		501 - 548 30 34 000		Parts	154.41	#23 Supplies To Prepare The Vehicle For Resale
		501 - 548 30 34 000		Parts	62.32	#27 Emergency Cable & Connector
		501 - 548 30 34 000		Parts	190.35	#39 Replace Rear Windshield
		501 - 548 30 34 000		Parts	94.05	#19 Parts For Car Trailer
		501 - 548 30 35 000		Small Tools & Equipment	136.99	#2 Cub Cadet Utility Cart
		001 - 558 50 31 000		Office and Operating Supplie	3.77	Postage
		001 - 558 50 32 000		Fuel	39.59	Fuel
		001 - 558 50 49 002		Misc/Trng, Registrations	15.00	Certification Combination - Reeves
		001 - 558 60 31 000		Operating Supplies	3.77	Postage
		001 - 558 60 49 002		Misc/Trng, Registrations	15.00	Certification Combination - Reeves
		001 - 576 80 20 002		Uniforms	98.45	Boot Allowance - Magana-Bedolla
		001 - 576 80 31 000		Operating Supplies	5.17	Mounting Hardware
		001 - 576 80 31 000		Operating Supplies	14.22	Batteries, Timers & Clocks
		001 - 576 80 31 000		Operating Supplies	6.01	Rain Panchos
		001 - 576 80 31 000		Operating Supplies	33.97	Line Trimmer String & Pre-Mix 2 Cycle
		001 - 576 80 31 000		Operating Supplies	32.46	Moss Control
		001 - 576 80 35 000		Small Tools and Equipment	136.99	#2 Cub Cadet Utility Cart
		001 - 576 80 35 000		Small Tools and Equipment	10.94	Saw
		001 - 576 80 35 000		Small Tools and Equipment	159.34	Storage Equipment
		001 - 576 80 35 000		Small Tools and Equipment	162.61	Shelves
		001 - 586 00 00 003		Misc Non-Expenditure	23.94	Accidental Personal Charges BL
		631 - 586 00 00 006		Credit Card Fraud Issues	-98.67	Fraudulent Charges Reversed
		631 - 586 00 00 006		Credit Card Fraud Issues	-51.01	Fraudulent Charges Reversed
		631 - 586 00 00 006		Credit Card Fraud Issues	-101.10	Fraudulent Charges Reversed
<b>4703</b>	<b>08/01/2016</b>	<b>Claims</b>	<b>1</b>	<b>E59754 BONNEVILLE</b>	<b>178,438.00</b>	<b>Monthly Power</b>
<b>POWERADMINISTRATION</b>						
		401 - 533 50 33 000		BPA-Electricity for Resale	178,438.00	Monthly Power - June 2016

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

07/19/2016 To: 08/01/2016

Time: 09:24:48 Date: 07/28/2016  
Page: 8

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
<b>4704</b>	<b>08/01/2016</b>	<b>Claims</b>	<b>1</b>	<b>E59755 CAPITAL ONE COMMERCIAL</b>	<b>60.43</b>	<b>Council Supplies</b>
				001 - 511 60 31 000 - Operating Supplies	60.43	Council Snacks
<b>4705</b>	<b>08/01/2016</b>	<b>Claims</b>	<b>1</b>	<b>59756 CENTURYLINK</b>	<b>224.05</b>	<b>T1 Lines</b>
				107 - 521 20 42 000 - Communication	74.68	T1 Lines
				401 - 533 10 42 000 - Communications	74.70	T1 Lines
				403 - 534 10 42 000 - Communication	74.67	T1 Lines
<b>4706</b>	<b>08/01/2016</b>	<b>Claims</b>	<b>1</b>	<b>E59757 CIT TECHNOLOGY (QDS)</b>	<b>491.22</b>	<b>Copier Lease Fin/PW</b>
				001 - 513 10 45 000 - Operating Rentals and Lease	49.12	Copier Lease City Hall & PW Admin
				001 - 514 20 45 000 - Operating Rentals and Lease	24.56	Copier Lease City Hall & PW Admin
				001 - 518 30 45 000 - Operating Rentals and Lease	4.91	Copier Lease City Hall & PW Admin
				001 - 518 90 45 000 - Operating Rentals and Lease	4.91	Copier Lease City Hall & PW Admin
				406 - 531 10 45 000 - Operating Rentals and Lease	66.31	Copier Lease City Hall & PW Admin
				401 - 533 10 45 000 - Operating Rentals and Lease	147.36	Copier Lease City Hall & PW Admin
				403 - 534 10 45 000 - Operating Rentals and Lease	142.46	Copier Lease City Hall & PW Admin
				101 - 542 30 45 000 - Operating Rentals and Lease	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 Lease	12.28	Copier Lease City Hall & PW Admin
				001 - 558 60 45 000 - Operating Rentals and Lease	12.28	Copier Lease City Hall & PW Admin
				001 - 576 80 45 000 - Operating Rentals and Lease	4.93	Copier Lease City Hall & PW Admin
<b>4707</b>	<b>08/01/2016</b>	<b>Claims</b>	<b>1</b>	<b>E59758 RON DUNCAN</b>	<b>75.00</b>	<b>CDL License</b>
				001 - 518 30 41 000 - Professional Services	30.00	CDL Licensing & Testing
				001 - 575 50 49 000 - Misc/Other Exp -	15.00	CDL Licensing & Testing
				001 - 576 80 41 000 - Professional Services	30.00	CDL Licensing & Testing
<b>4708</b>	<b>08/01/2016</b>	<b>Claims</b>	<b>1</b>	<b>59759 FIDELITY SOLUTIONS, INC.</b>	<b>1,450.02</b>	<b>Police Fleet</b>
				107 - 521 20 48 001 - Vehicle Repairs and Mainten:	410.25	#118 Radar Install
				107 - 521 20 48 001 - Vehicle Repairs and Mainten:	547.39	#140 VHF Install
				107 - 521 20 48 001 - Vehicle Repairs and Mainten:	410.25	#650 Radar Install
				107 - 521 20 48 001 - Vehicle Repairs and Mainten:	82.13	#779 CDM1250 Inoperative
<b>4709</b>	<b>08/01/2016</b>	<b>Claims</b>	<b>1</b>	<b>E59760 GATEWAY SERVICES</b>	<b>5.00</b>	<b>Web Payment Services</b>
				401 - 533 10 41 000 - Professional Services	5.00	Web Payment Services
<b>4710</b>	<b>08/01/2016</b>	<b>Claims</b>	<b>1</b>	<b>E59761 LAKEHAVEN UTILITY DISTRICT</b>	<b>921.70</b>	<b>Intertie Ready To Serve Fees</b>
				403 - 534 51 47 001 - Public Utility Services	921.70	Intertie Ready To Serve Fee
<b>4711</b>	<b>08/01/2016</b>	<b>Claims</b>	<b>1</b>	<b>59762 CITY OF MILTON</b>	<b>10,919.95</b>	<b>City Utility Bills</b>
				001 - 518 30 47 000 - Public Utility Service	46.29	City Utility Bill
				107 - 521 20 47 000 - Utilities	543.40	City Utility Bill
				406 - 531 30 47 000 - Public Utility Services	178.27	City Utility Bill
				401 - 533 50 47 000 - Public Utility Services	593.50	City Utility Bill
				403 - 534 51 47 001 - Public Utility Services	6,124.06	City Utility Bill
				101 - 542 30 47 000 - Utilities	1,241.66	City Utility Bill
				001 - 558 50 47 000 - Public Utility Services	71.57	City Utility Bill
				001 - 558 60 47 000 - Public Utilities	44.32	City Utility Bill
				001 - 569 00 47 000 - Public Utilities-SC	470.33	City Utility Bill
				001 - 576 80 47 000 - Public Utility Service	1,606.55	City Utility Bill
<b>4712</b>	<b>08/01/2016</b>	<b>Claims</b>	<b>1</b>	<b>59763 MT. VIEW EDGEWOOD WATER CO.</b>	<b>417.48</b>	<b>Water Intertie</b>
				403 - 534 51 47 001 - Public Utility Services	417.48	Water Intertie
<b>4713</b>	<b>08/01/2016</b>	<b>Claims</b>	<b>1</b>	<b>59764 PREFERRED COPIER SYSTEMS</b>	<b>1,023.46</b>	<b>Police Copier Overage; Copier Maintenance; Copier Maintenance</b>

# CHECK REGISTER

City Of Milton  
MCAG #: 0590

07/19/2016 To: 08/01/2016

Time: 09:24:48 Date: 07/28/2016  
Page: 9

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 513 10 48 000		- Repairs and Maintenance	74.03	Copier Maintenance & Overages
		001 - 514 20 48 000		- Repairs and Maintenance	37.01	Copier Maintenance & Overages
		001 - 518 30 48 000		- Repairs & Maintenance	8.60	Copier Maintenance & Overages
		001 - 518 90 48 000		- Repairs and Maintenance	8.60	Copier Maintenance & Overages
		107 - 521 20 48 000		- Repairs and Maintenance	223.55	Copier Maintenance Police
		406 - 531 10 48 000		- Repairs and Maintenance	42.98	Copier Maintenance & Overages
		406 - 531 10 48 000		- Repairs and Maintenance	37.01	Copier Maintenance & Overages
		401 - 533 10 48 000		- Repairs and Maintenance	133.23	Copier Maintenance & Overages
		401 - 533 10 48 000		- Repairs and Maintenance	111.04	Copier Maintenance & Overages
		403 - 534 10 48 000		- Repairs and Maintenance	133.23	Copier Maintenance & Overages
		403 - 534 10 48 000		- Repairs and Maintenance	111.05	Copier Maintenance & Overages
		101 - 542 30 48 000		- Repairs and Maintenance	21.49	Copier Maintenance & Overages
		501 - 548 30 48 000		- Repairs & Maintenance	21.49	Copier Maintenance & Overages
		001 - 558 50 48 000		- Repairs and Maintenance	21.49	Copier Maintenance & Overages
		001 - 558 60 48 000		- Repairs and Maintenance	21.49	Copier Maintenance & Overages
		001 - 575 50 48 000		- Repair & Maint -	4.30	Copier Maintenance & Overages
		001 - 576 80 48 000		- Repair & Maintenance	12.87	Copier Maintenance & Overages
<b>4714</b>	<b>08/01/2016</b>	<b>Claims</b>	<b>1</b>	<b>E59765 PUGET SOUND ENERGY</b>	<b>81.86</b>	<b>Natural Gas</b>
		107 - 521 20 47 000		- Utilities	24.56	Police Natural Gas
		001 - 569 00 47 000		- Public Utilities-SC	57.30	MAC Natural Gas
<b>4715</b>	<b>08/01/2016</b>	<b>Claims</b>	<b>1</b>	<b>E59766 PUGET SOUND ENERGY</b>	<b>146.39</b>	<b>Electric Intertie</b>
		403 - 534 50 47 000		- Public Utility Services	146.39	Electric Intertie
<b>4716</b>	<b>08/01/2016</b>	<b>Claims</b>	<b>1</b>	<b>E59767 VERIZON WIRELESS</b>	<b>194.21</b>	<b>PW Cell Phone</b>
		001 - 518 30 42 000		- Communication	16.53	Cell Phones
		001 - 518 90 42 000		- Communication	1.94	Cell Phones
		406 - 531 30 42 000		- Communication	23.82	Cell Phones
		401 - 533 50 42 000		- Communication	53.32	Cell Phones
		403 - 534 50 42 000		- Communication	34.03	Cell Phones
		101 - 542 30 42 000		- Communication	19.93	Cell Phones
		501 - 548 30 42 000		- Communications	20.33	Cell Phones
		001 - 558 50 42 000		- Communications	0.97	Cell Phones
		001 - 575 50 42 000		- Communication -	7.78	Cell Phones
		001 - 576 80 42 000		- Communication	15.56	Cell Phones
<b>4717</b>	<b>08/01/2016</b>	<b>Claims</b>	<b>1</b>	<b>E59768 VERIZON WIRELESS</b>	<b>1,910.88</b>	<b>Smart Phones</b>
		001 - 513 10 42 000		- Communication	112.25	Cell Phones
		001 - 514 20 42 000		- Communication	1.68	Cell Phones
		001 - 518 30 42 000		- Communication	154.39	Cell Phones
		503 - 518 80 42 503		- Communications	30.74	Cell Phones
		001 - 518 90 42 000		- Communication	14.70	Cell Phones
		107 - 521 20 42 000		- Communication	1,024.65	Cell Phones
		118 - 521 23 42 000		- Communications	97.15	Cell Phones
		406 - 531 10 42 000		- Communication	27.67	Cell Phones
		406 - 531 30 42 000		- Communication	107.68	Cell Phones
		401 - 533 10 42 000		- Communications	40.69	Cell Phones
		401 - 533 50 42 000		- Communication	74.08	Cell Phones
		403 - 534 10 42 000		- Communication	40.69	Cell Phones
		403 - 534 50 42 000		- Communication	70.67	Cell Phones
		101 - 542 30 42 000		- Communication	19.27	Cell Phones
		501 - 548 30 42 000		- Communications	0.84	Cell Phones
		001 - 558 50 42 000		- Communications	58.79	Cell Phones
		001 - 558 60 42 000		- Communication	4.20	Cell Phones
		001 - 575 50 42 000		- Communication -	0.27	Cell Phones
		001 - 576 80 42 000		- Communication	30.47	Cell Phones





**To:** Mayor Perry and City Council Members  
**From:** Mark Howlett, P.E., City Engineer/Interim Public Works Director  
**Date:** August 1, 2016  
**Re:** Ordinance 1<sup>st</sup> Read – Transportation Impact Fee Modifications and Deferral

---

**ATTACHMENTS:** Ordinance

---

**TYPE OF ACTION:**

Information  Discussion  Action  Public Hearing  Expenditure

**Recommendation/Action:** This Ordinance is presented as a first read. This item will come back to the Council for a public hearing and adoption at the next Council Meeting.

**Fiscal Impact Statement:** \_\_\_\_\_

---

**Issue:** Chapter 16.84 of the Milton City Code is in need of revision in order implement new state law, as well as update the code to make it better conform with other portions of the code. This will be a first reading of the proposed revisions.

**Discussion:**

This item has three parts.

- A. In accordance with City Code, the Transportation Impact Fee is to be adjusted annually by applying the Engineering News Record Annual Construction Cost Index. This year the increase is 1-percent. This adjustment will raise the amount from \$3,941 to \$3,980.
- B. Staff also recommends that Council consider moving MMC Chapter 16.85 (Transportation Impact Fee Program) to a more appropriate location in the municipal code. Currently, this chapter is housed in the City's subdivision regulations, despite the fact that transportation impact fees apply to more development activities than subdivisions. Moving MMC 16.85 to Title 13 (Public Services) will make it clear that transportation impact fees apply to all development activities, not just subdivisions. In addition, moving transportation impact fees in Title 13 will eliminate confusion for users looking for impact fees who may not look in Title 16 (Title 13 already contains school impact fees and utility rates).
- C. In 2015 the Washington State Legislature passed a bill (ESB 5923) which requires counties, cities and towns to adopt a deferral system for the collection of Transportation Impact Fees for new single-family detached and attached residential construction. The deadline for the implementation of this deferral system is September 1, 2016.

Under this bill the impact fee payment will be deferred until the time of either:

1. Final Inspection;
2. Issuance of the certificate of occupancy or equivalent certification; and/or
3. Closing of the first sale of the property.

Staff recommends that the Council selects option 1, which is a deferral until final inspection.

A Public Hearing will be held at the next Council meeting to gather input from the public.

**ORDINANCE NO. \_\_\_\_**

AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON, REPEALING CHAPTER 16.84 OF THE MILTON MUNICIPAL CODE, AND ADDING CHAPTER 13.45, AS IT RELATES TO THE COLLECTION OF TRANSPORTATION IMPACT FEES; ENTERING LEGISLATIVE FINDINGS; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

---

WHEREAS, the Milton Municipal Code provides for an annual increase in the peak hour trip impact fee; and

WHEREAS, the Citizens of Milton will be better served if Chapter 16.84 of Milton Municipal Code was moved to Chapter 13; and

WHEREAS, the Washington State Legislature passed a bill requiring the City of Milton to adopt a deferral system for the collection of Transportation Impact Fees: NOW THEREFORE,

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

**Section 1. Findings.** The recitals set forth above are hereby adopted as the Milton City Council's findings in support this ordinance.

**Section 2.** Chapter 16.84 of the Milton Municipal Code is hereby repealed, and Chapter 13.45 created, as follows:

**Chapter ~~16.84~~ 13.45**

**TRANSPORTATION IMPACT FEE PROGRAM**

Sections:

- ~~16.84~~ 13.45.010 Transportation impact fee program established.
- ~~16.84~~ 13.45.020 Purpose.
- ~~16.84~~ 13.45.030 Definitions.
- ~~16.84~~ 13.45.040 Establishment of service area.

- 16.84** 13.45.050 Imposition of impact fee on development activity.
- 16.84** 13.45.060 Disposition of impact fee revenues.
- 16.84** 13.45.065 Impact fees – Calculation.
- 16.84** 13.45.070 Refunds.
- 16.84** 13.45.080 Appeals.
- 16.84** 13.45.090 Reimbursement agreements authorized.
- 16.84** 13.45.100 Deferral of impact fees.

**16.84 13.45.010 Transportation impact fee program established.**

There is established, subject to provisions of this chapter, a transportation impact fee program. (Ord. 1869 § 1, 2015; Ord. 1521 § 2, 2002).

**16.84 13.45.020 Purpose.**

It is the purpose of this transportation impact fee ordinance to:

- A. Ensure that adequate transportation facilities are available to serve new growth and development.
- B. Promote orderly growth and development by establishing citywide standards by which new growth and development pay a fair and proportionate share of the cost of citywide transportation facilities necessary to serve new growth and development.
- C. Ensure that impact fees are imposed through established procedures and criteria so that specific development does not pay arbitrary fees or duplicative fees for the same impact. (Ord. 1869 § 1, 2015).

**16.84 13.45.030 Definitions.**

Unless the context otherwise requires, the terms defined in this section shall, for all purposes of this chapter, have the meanings specified in this section, with words importing the singular number including the plural number and vice versa:

“Act” means the sections of the Washington State Growth Management Act, codified as Chapter 36.70A RCW, as now in existence, or as hereinafter amended.

“Building permit” means any written authorization from the city which authorizes the commencement of development activity.

“Capital facility plan” means the capital facilities plan element of the city’s comprehensive plan, as now in existence or as hereinafter amended.

“City” means the city of Milton, Washington.

“City comprehensive plan” means the city’s comprehensive land use plan, adopted pursuant to the Act.

“Development activity” means any construction or expansion of a building or structure that creates additional demand on and/or the need for public facilities.

“Fair market value” means the price in terms of money that a property will bring in a competitive and open market under all conditions of a fair scale, the buyer and seller each prudently knowledgeable and assuming the price is not affected by undue stimulus.

“Fund” means, for purposes of this chapter, a group of accounts that maintains information about and accounts for receipt of impact fees and payment of qualifying costs and expenses.

“Impact fee” means a payment of money imposed by the city upon development activity as a condition of development activity approval to pay for public facilities needed to serve new growth and development, and to mitigate the impacts of the development activity on the transportation facilities of the city, but does not include any permit or application fee.

“LID agreement” means an agreement under RCW 35.43.182 to participate in and not protest formation of a local improvement district for construction of transportation and related improvements.

“Owner” means the owner of record of real property; although real property is being purchased under a real estate contract, the purchaser shall be considered the owner of real property if the contract is recorded.

“Public facilities” refers to public streets, roads, and rights-of-way owned or operated by the city for other governmental entities, including trails, paths, bikeways, other transportation facilities and all attendant improvements.

“Reimbursement contract” or “latecomer agreement” means an agreement under Chapter 35.72 RCW to provide for construction or improvement of street projects which the owner of real estate elects to install as a result of ordinances that require the projects as a prerequisite to further property development.

“Service area” means the boundaries within which transportation impact fees shall be imposed, collected and expended pursuant to this chapter and is coextensive with the city’s corporate limits and shall include all areas annexed to the city after the effective date of the ordinance codified in this section as provided in MMC 13.45.040.

“System improvements” means public facilities that are included in the city’s capital facilities plan.

“Transportation facilities” means and refers to streets and roads, but includes all publicly owned streets, roads, alleys, and rights-of-way within the city and street services, traffic control devices, curbs, gutters, sidewalks, and related facilities and improvements.

“Transportation impact fee study” means the 2015 transportation impact fee study that identifies the transportation impact fee cost per trip to implement the comprehensive plan and to address city transportation needs.

“Transportation plan” means the transportation plan element of the city’s comprehensive plan, the city’s six-year transportation improvement program (six-year transportation improvement plan), 2015 transportation impact fee study, and such other transportation programs, plans and studies adopted by the city. (Ord. 1869 § 1, 2015; Ord. 1521 § 2, 2002. Formerly 16.84.020).

**16.84 13.45.040 Establishment of service area.**

The city establishes as the service area for development impact fees the city of Milton, including all property located within the corporate limits of the city. The scope of the service area is hereby found to be reasonable and established on the basis of sound planning and engineering principles. (Ord. 1869 § 1, 2015; Ord. 1521 § 2, 2002. Formerly 16.84.030).

**16.84 13.45.050 Imposition of impact fee on development activity.**

A. The city authorizes the assessment and collection of impact fees on development activity within the city, at the rate established in MMC 13.45.065. It is declared that such impact fees shall:

1. Only be imposed for transportation system improvements that are reasonably related to new development;
2. Not exceed a proportionate share of the cost of the system improvements, including the costs of previously constructed system improvements, reasonably related to new development;
3. Be used for system improvements that will reasonably benefit new development;
4. Not be imposed to make up for deficiencies in any previously constructed system improvements. Such impact fee schedule is based upon the formula for calculating the proportionate share of the cost of the system improvements, including the costs of previously constructed system improvements, necessitated by new development to be borne by impact fees. The formula is described in the 2015 transportation impact fee study, which is adopted herein by this reference.

B. The impact fee imposed pursuant to this chapter shall be paid in whole as a condition of approval of future residential developments and binding site plans; and, for all other development activities, at the time of issuance of the building permit. Impact fees shall be assessed and paid at those rates in effect at the time of payment, and not at time of development activity application.

C. Failure to pay the impact fees for a given development activity at the time of assessment shall result in denial of the development activity approval and/or building permit for which the owner has applied.

D. If, as a condition of approval of development activity, the owner dedicates land, or constructs system improvements, in excess of the proportionate share of system improvements attributable to the owner's development activity as set out in the city's development regulations, the developer shall be eligible for a credit towards the transportation impact fees otherwise payable under this chapter. The amount of such credit shall be calculated based on the predevelopment fair market value of such land or improvements required in excess of the owner's share and shall be deducted from the transportation impact fees charged under this chapter. Credits that are granted may not exceed the total amount of the fee due.

E. The public works director may adjust the amount of the impact fee otherwise imposed in this chapter with respect to specific development activity upon determining that:

1. Unusual circumstances require such adjustments to ensure that such impact fees are imposed fairly; and
2. Studies and data submitted by the owner regarding the impacts of such owner's proposed development activity require such adjustment to ensure that such impact's fees are imposed fairly. Impact fees shall not be deemed unfair unless such unusual circumstances and studies and data support a finding that the impact fees otherwise imposed in this chapter allocate to the specific project in question vehicle trips and resulting share of the cost of the systems improvements reasonably related to new development activities that are greater than or substantially less than such development activity's allocable proportionate share of such trips and resulting costs. (Ord. 1869 § 1, 2015; Ord. 1545 § 1, 2002; Ord. 1521 § 2, 2002. Formerly 16.84.040).

**~~16.84~~ 13.45.060      Disposition of impact fee revenues.**

- A. A fund is hereby created for receipt of impact fees.
- B. The impact fees collected pursuant to the provisions of this chapter shall be deposited into the fund. Pending application as provided in this chapter, the moneys deposited in the accounts of the fund shall be invested in any investment authorized for the investment of city funds. All interest and profits derived from the investments of moneys in each account in the impact fee fund shall be retained in such account.
- C. The impact fees deposited in the fund, and the interest and profit received from the investments therefrom, shall be expended only for public facilities of the type for which such impact fees were collected, in conformity with the city's comprehensive plan, capital facilities plan element, and 2015 transportation impact fee study and expended or encumbered within 10 years of receipt by the city, unless written findings by the city council identify an extraordinary and compelling reason for the city to hold the fees for a longer time. The city shall account for annual expenditures and shall comply with this section in successive comprehensive plans, transportation plans and capital facilities plans as appropriate.
- D. The city shall prepare an annual report on the fund which shows the source and amount of all moneys collected, earned or received and the public facilities that were financed in whole or in part by impact fees. (Ord. 1869 § 1, 2015; Ord. 1865 § 3, 2015; Ord. 1521 § 2, 2002. Formerly 16.84.050).

**~~16.84~~ 13.45.065      Impact fees – Calculation.**

- A. The impact fee for each p.m. peak hour trip, as set forth in the 2015 transportation impact fee study and adjusted in accordance with Section 13.45.B, is \$3,980. Each development activity shall be subject to and pay an impact fee based on the p.m. peak hour trips attributable to the development activity.
- B. The fees provided in the transportation impact study are based on 2015 cost estimates. The fees are to be adjusted annually by applying the Engineering News Record annual construction cost index to the cost per trip fee amount. Calculation of the construction cost index adjustment shall be included with the annual transportation improvement program update and adopted by resolution.

- C. Development traffic volumes shall be calculated by the forecast method set out in the ITE Trip Generation Manual. A development will provide a traffic trip generation study that identifies weekday total volumes and p.m. peak hour volumes. The development traffic study shall be provided by a practicing Washington traffic engineer.
- D. The impact fees will be calculated by multiplying the p.m. peak hour volume times the transportation impact fee cost per trip. (Ord. 1869 § 1, 2015; Ord. 1521 § 2, 2002. Formerly 16.84.055).

**16.84 13.45.070 Refunds.**

- A. The city shall refund, to the current owners of property on which an impact fee has been paid, any impact fees paid with respect to such property that have not been expended or encumbered for public facilities of the type of which such impact fees were collected within 10 years from the date of receipt or such longer period of time as is established in the event that the city council finds that an extraordinary or compelling reason exists to hold the fees longer than 10 years as provided in MMC 13.45.060. Impact fees shall be considered encumbered on a first-in, first-out basis. The city shall notify potential refund claimants by first class mail deposited within the United States Postal Service at the last known address of the claimants.
- B. The city shall also refund to the current owner of property on which an impact fee has been paid all impact fees paid with respect to such property if the development activity for which the impact fee was imposed did not occur within 10 years from the date of receipt or such longer period of time as is established and no impact has resulted; provided, that if some, but not all, of the development activity for which the impact fee was imposed occurred, the impact will be deemed to have occurred, and no refund shall be available under this section.
- C. Owners seeking a refund of impact fees must submit a written request for a refund of impact fees to the city clerk or designee within one year of the date of the right to claim the refund arises, which, for purposes of refund claims authorized pursuant to subsection B of this section only, shall be the date of voluntary or involuntary abandonment of the building permit, or the date that notice is given as provided in subsection A of this section, whichever occurs later. Refunds of impact fees shall include interest and any profits earned on the impact fees from the date of their receipt to the date of refund, as a percentage of the interest/profits earned by the fund on an annual basis. Any impact fees not expended within the time limitations described in MMC 13.45.060 and for which no application for a refund has been made within the one-year claim period shall be retained by the city and expended on public facilities of the type for which such impact fees were initially collected, without further limitation as to the time of expenditure.
- D. In the event a refund is made by the city pursuant to this section, the city may, but is not required to, review the original approval or authorization for which the impact fees had been paid under this chapter. Refund of the impact fees shall be deemed to be a change in conditions which allows for review of the development activity for which approval was previously given. Review of such development activity shall be governed by the provisions of local and state law. (Ord. 1869 § 1, 2015; Ord. 1865 § 4, 2015; Ord. 1521 § 2, 2002. Formerly 16.84.060).

**16.84 13.45.080 Appeals.**

- A. An owner may pay an impact fee imposed pursuant to this chapter under protest in order to obtain development activity approval and after such payment may file an appeal regarding the amount of such impact fee in accordance with this section. Pending the completion of the appeal process as set forth herein, no building permits shall be issued for any development activity for which the impact fees about which appeal is being sought were imposed.
- B. The determination of the public works director or designee regarding the applicability of the impact fee to a given development activity within the service area shall be final. The hearing examiner shall have the power to hear and decide appeals where it is alleged that there is an error in the public works director or designee's determination of the impact fee imposed upon a development activity pursuant to this chapter.
- C. Appeal to the hearing examiner regarding the amount of the impact fee imposed on any development activity may only be taken by the owner of the property where such development activity shall occur. No appeal shall be permitted unless and until the impact fee at issue has been paid. Such appeals shall be taken within a reasonable time, not exceeding 10 days after the date the impact fee was paid, and in the case of subdivisions or short plats, prior to the recording of the final plat. An appeal shall be commenced on filing with the city clerk or designee a notice of appeal specifying the grounds thereof and depositing an appeal filing fee of \$250.00. The city clerk or designee shall forthwith transfer to the city council all papers constituting the record upon which the amount of the impact fee was determined.
- D. The hearing examiner shall fix a reasonable time for the hearing of the appeal, give public notice thereof as well as due notice to the parties of interest, and decide the same within a reasonable time of the hearing. Any party may appear in person or by agent or through his/her attorney.
- E. In exercising the above-mentioned powers, the hearing examiner may, so long as such action is in conformity with the terms of this chapter, reverse or affirm, wholly or partially, or may modify the determination of the amount of the impact fee appealed from only upon a determination that it is proper to do so based on principle of fairness, and may make such order, requirements, decisions or determination as ought to be made, and to that end shall have the powers with respect to the determination of the impact fees as they are granted to the city pursuant to this chapter.
- F. Any person or persons, or any board, taxpayer or department or division of the city, aggrieved by any decision of the hearing examiner may seek review by a court of record of such decisions, in the manner provided by the laws of the state of Washington. (Ord. 1869 § 1, 2015; Ord. 1521 § 2, 2002. Formerly 16.84.070).

**16.84 13.45.090 Reimbursement agreements authorized.**

- A. In the event public facilities are inadequate to support a proposed development activity, the city may deny approval of such activity. Alternatively, the city is authorized to enter into reimbursement agreements under Chapter 35.72 RCW.
- B. The city is authorized to enter into agreements with owners, consistent with RCW 35.43.184, to provide for LID preformation activity. (Ord. 1869 § 1, 2015; Ord. 1521 § 2, 2002).

**13.47.100 Deferral of impact fees.**

In accordance with ESB 5923(2015), an applicant may request, at any time prior to building permit issuance, and consistent with the requirements of this section, to defer the payment of an impact fee for a residential development unit. The following shall apply to any request to defer payment of an impact fee:

- A. For each single family residence for which any impact fee deferral is applied for, an administrative fee set in this fee ordinance must simultaneously be paid to the city due to the increased burden placed on city staff for processing and monitoring such deferral.
- B. A separate application must be submitted for each single-family residence being constructed. Only the first twenty (20) applications per calendar year by each applicant for impact fee deferral are eligible for impact fee deferral under this chapter.
- C. The period of deferral expires at the earliest of:
  - 1. The time of final inspection by the city; or
  - 2. Eighteen months after the building permit is issued by the city.
- D. Final Inspection approval will not be issued or made until payment in full of the impact fees is made.
- E. The applicant must grant and record in favor of the City of Milton an impact fee lien in the amount of the deferred impact fee. The lien must be in a form signed, dated and approved by the city attorney, and signed by all owners of the property and persons or entities holding any interest in the property, with all signatures acknowledged as required for a deed, and recorded among the appropriate land records of the County. Proof of such recording shall be submitted to the City before a building permit may be issued. The lien must specify that it is binding on all successors in title after the recordation. The lien may specify that it is subordinate to one mortgage for the purpose of construction upon the same real property granted by the applicant. A mortgage, Deed of Trust or other financing mechanism shall be limited to the property upon which construction on one single family residence will occur. A lien not paid when due shall bear interest at the statutory rate. A lien shall become due at the expiration of the deferral date.
- F. If impact fees are not paid in accordance with ESB 5923(2015), the city may institute foreclosure proceedings in accordance with RCW Chapter 61.12.
- G. After full payment of impact fees, and upon written request of the person paying said fees containing the name and address of the requester together with a copy of a proposed lien release form, the City, upon approval by the City Attorney, shall sign a lien release and deliver it to the person paying said fee either in person or by first class mail.

**END OF CODE REVISION**

**Section 3. Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**Section 5. Publication.** This ordinance shall be published by an approved summary consisting of the title.

**Section 5. 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 by the Council and approved by the Mayor of the City of Milton, this 1<sup>st</sup> day of August, 2016.

CITY OF MILTON

---

Mayor Debra Perry

ATTEST/AUTHENTICATED:

---

Katie Bolam, City Clerk

APPROVED AS TO FORM:

---

Greg Rubstello, City Attorney

Published:

Effective Date:



To: Mayor Perry and City Council Members  
From: Mark Howlett, P.E., City Engineer/Interim Public Works Director  
Date: August 1, 2016  
Re: Ordinance 1<sup>st</sup> Read – Updating School Impact Fees

---

**ATTACHMENTS:** Ordinance

---

**TYPE OF ACTION:**

Information Only  Discussion  Action  Expenditure Required:

**Recommendation/Action:** This Ordinance is presented as a first read. This item will come back to the Council for a public hearing and adoption at the next Council Meeting.

---

**Issue:** The Fife School District has updated their Capital Facilities Plan which has resulted in a revision to the School Impact Fees that will be assessed. This action will modify City code to reflect the new Impact Fees and provide for a deferral of collection of those impact fees.

**Discussion:** The City of Milton adopted School Impact Fees in 1996. The fee amounts set by the Fife School District are based on their need for Capital expenditures to accommodate growth. A developer of residential construction pays the fees directly to the School District. The City does not issue a building permit until a receipt of such payment is submitted to the City.

On June 27, 2016 the Fife School District adopted the 2016-2022 Capital Facilities Plan. This plan modifies the Impact Fee amount for single family homes from \$2,640 to \$6,670 and the multi-family from \$5,664 to \$1,772.

In 2015 the Washington State Legislature passed a bill (ESB 5923) which requires counties, cities and towns to adopt a deferral system for the collection of School Impact Fees for new single-family detached and attached residential construction.

Under this bill the impact fee payment will be deferred until the time of either:

1. Final Inspection;
2. Issuance of the certificate of occupancy or equivalent certification; and/or
3. Closing of the first sale of the property.

Staff recommends that the Council selects option 1, which is a deferral until final inspection.

**ORDINANCE NO. \_\_\_\_**

AN ORDINANCE OF THE CITY OF MILTON, WASHINGTON, AMENDING CHAPTER 13.42 OF THE MILTON MUNICIPAL CODE AS IT RELATES TO SCHOOL IMPACT FEES; ADDING SECTION 13.42.100 ALLOWING FOR THE DEFERMENT OF SCHOOL IMPACT FEES; ENTERING LEGISLATIVE FINDINGS; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

---

WHEREAS, the City currently requires payment of School Impact Fees pursuant to Chapter 13.42 of the Milton Municipal Code; and

WHEREAS, the City and the Fife School District have an interlocal agreement for the administration of the School Impact Fee system and accounts; and

WHEREAS, the School District adopted their Capital Facilities Plan ~~2014-2019~~ 2016-2022 on June ~~25, 2014~~ 27<sup>th</sup>, 2016, which identified recommended School Impact Fees other than those currently identified in the Milton Municipal Code; and NOW THEREFORE,

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

**Section 1. Findings.** The recitals set forth above are hereby adopted as the Milton City Council's findings in support this ordinance.

**Section 2.** Subsection A of Section 13.42.040 is hereby amended as follows:

**13.42.040 School District Capital Facilities Plan.**

A. For purposes of this chapter, the Fife School District 417 "Capital Facilities Plan 2016-2022" adopted June 27<sup>th</sup>, 2016, is adopted by reference as though set forth herein in full.

**Section 3.** Subsection A of Section 13.42.060 is hereby amended as follows:

**13.42.060 Determination and collection of Impact Fees.**

A. The department shall determine and collect Impact Fees as follows:

1. School Impact Fees shall be paid directly from the developer to the School District. Upon receipt of Impact Fees, the School District shall issue the developer a receipt identifying the amount of Impact Fees paid and the development project for which the fees are paid. The City of Milton shall not issue any building permit until it receives a receipt from the School District establishing that any required School Impact Fees have been paid to the district. It shall be the responsibility of the developer to ensure that the City receives a copy of the receipt.

2. The current Impact Fee amounts for Fife School District No. 417 are:

Single-Family Resident:        ~~\$2,640~~ **\$6,670**

Multifamily Residential Unit: ~~\$5,664~~ **\$1,772**

**Section 4** Add a new Section 13.42.100

**13.42.100 Deferral of Impact Fees**

In accordance with ESB 5923 (2015), an applicant may request, at any time prior to building permit issuance, and consistent with the requirements of this section, to defer the payment of an impact fee for a residential development unit. The following shall apply to any request to defer payment of an impact fee:

- A. For each single family residence for which any impact fee deferral is applied for, an administrative fee must be paid to the City due to the increased burden placed on city staff for processing and monitoring such deferral.
- B. A separate application must be submitted for each single-family residence being construction. Only the first twenty (20) applications per calendar year by each applicant for impact fee deferral are eligible for impact fee deferral under this chapter.
- C. The period of deferral expires at the earliest of:
  - 1. The time of final inspection by the city; or
  - 2. Eighteen months after the building permit is issued by the city.
- D. Final Inspection approval will not be issued or made until payment in full of the impact fees is made.
- E. The applicant must grant and record in favor of the City of Milton an impact fee lien in the amount of the deferred impact fee. The lien must be in a form signed, dated and approved by the city attorney, and signed by all owners of the property and persons or entities holding any interest in the property, with all signatures acknowledged as required

for a deed, and recorded among the appropriate land records of the County. Proof of such recording shall be submitted to the City before a building permit may be issued. The lien must specify that it is binding on all successors in title after the recordation. The lien may specify that it is subordinate to one mortgage for the purpose of construction upon the same real property granted by the applicant. A mortgage, Deed of Trust or other financing mechanism shall be limited to the property upon which construction on one single family residence will occur. A lien not paid when due shall bear interest at the statutory rate. A lien shall become due at the expiration of the deferral date.

- F. If impact fees are not paid in accordance with ESB 5923(2015), the city may institute foreclosure proceedings in accordance with RCW Chapter 61.12.
- G. After full payment of impact fees, and upon written request of the person paying said fees containing the name and address of the requester together with a copy of a proposed lien release form, the City, upon approval by the City Attorney, shall sign a lien release and deliver it to the person paying said fee either in person or by first class mail.

**Section 5. Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**Section 6. Publication.** This ordinance shall be published by an approved summary consisting of the title.

**Section 7. 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 by the Council and approved by the Mayor of the City of Milton, this 1<sup>st</sup> day of August, 2016.

CITY OF MILTON

---

Mayor Debra Perry

ATTEST/AUTHENTICATED:

---

Katie Bolam, City Clerk

APPROVED AS TO FORM:

---

Greg Rubstello, City Attorney

Published:

Effective Date:



**To:** Mayor Perry and City Council Members  
**From:** Mark Howlett, Interim Public Works Director  
**Date:** August 1, 2016  
**Re:** **Project Acceptance – Parking Area Paving for ADA Compliance Project**

---

**ATTACHMENTS:** None

---

**TYPE OF ACTION:**

Information Only  Discussion  Action  Public Hearing  Expenditure

**Recommended Motion:** I move to accept the ADA Compliance Project as complete and authorize the release of the retainage to the Contractor, pending proper releases from the State of Washington.

---

**Issue:** Construction of the parking areas for the City's ADA Compliance Project was completed in April 2016 and is now ready for Council acceptance.

**Discussion:** This project is a part of the Americans with Disabilities Act (ADA) Compliance Project that the City started several years ago. This project constructed handicapped parking stalls at Milton Community Park, Kemper Playfield and West Milton Park. The project also included the installation of new asphalt and concrete paths, curbs and landscaping.

RG Construction out of Chehalis Washington was awarded the contract for \$61,079 and the final cost of the project was \$60,258.



**To:** Mayor Perry and City Council Members  
**From:** Mark Howlett, Interim Public Works Director  
**Date:** August 1, 2016  
**Re:** Project Acceptance – Police Station Security Improvements

---

**ATTACHMENTS:** None

---

**TYPE OF ACTION:**

Information Only  Discussion  Action  Public Hearing  Expenditure

**Recommended Motion:** I move to accept the Police Station Security Improvements Project as complete and authorize the release of any retainage to the Contractor, subject to proper releases from the State of Washington.

---

**Issue:** Construction of the Police Station Security Improvements Project has been completed and is now ready for Council acceptance.

**Discussion:** The City competed for and was successful in receiving a \$36,860 grant from the Washington State Department of Commerce and a \$12,500 grant from the Washington Cities Insurance Authority for security improvements to the Police station.

Work under this project included the installation of chain link fencing, two walk through gates, a manual gate and an electronic gate with remotes.



**To:** Mayor Perry and City Council Members  
**From:** Ron Tiedeman, Information Technology Director  
**Date:** August 1, 2016  
**Re:** Contract Addendum – Amending ILA with City of Black Diamond for IT Services

---

**ATTACHMENTS:** IT Services Addendum – Amending Level of Service

---

**TYPE OF ACTION: Amended Fee Resolution**

Information Only  Discussion  Action  Expenditure Required

**Recommended Motion:** I move to approve the addendum to the existing IT Services contract with the City of Black Diamond, with an effective start date of August 1, 2016.

**Fiscal Impact/Source of Funds:** IT Service addendum shall begin August 1, 2016 with an increase of \$1,500 per month, plus mileage, annual CPI increases and established IT support rates.

---

**Background:** The City of Milton IT Department has been contractually supporting Black Diamond since July 1, 2015. They are extremely pleased with System Administrator Rob Reed's service under the contract, and he has performed consistently and represents Milton with the highest level of professionalism.

**Issue:** The City of Black Diamond has more needs than can be accommodated under the existing contract. Therefore, we have proposed an additional 7.5 hours of support per week, at an increase of \$1,500 per month, plus mileage and additional negotiated costs. This will increase their total support services to 15 hours per week.

Black Diamond has already signed the attached addendum.

**ADDENDUM NO. ONE**

**ADDENDUM TO THE INTERLOCAL AGREEMENT  
BETWEEN THE CITY OF MILTON AND THE CITY OF BLACK DIAMOND  
FOR INFORMATION TECHNOLOGY SERVICES**

**THIS ADDENDUM** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the **CITY OF MILTON**, a municipal corporation of the State of Washington (hereinafter referred to as “Milton”), and **CITY OF BLACK DIAMOND**, a municipal corporation of the State of Washington (hereinafter referred to as “Black Diamond”), as an addendum to the Interlocal Agreement between the parties for Information Services Technology executed on the 1st day of July 2015, pursuant to the Interlocal Cooperation Act, Chapter 39.34 of the Revised Code of Washington.

W I T N E S S E T H:

WHEREAS, the parties hereto have heretofore contracted for Information Technology Services, and the said Agreement provided for the opportunity to negotiate additional services as needed; and

WHEREAS, each of the parties appreciates that contracting for such services provides a number of mutually beneficial advantages, and in order to provide further advantages for each of the parties, they agree that the Agreement referred to above should be amended to add 1 additional day of services to the agreement to support Black Diamond needs thereof as provided hereinbelow.

NOW THEREFORE in consideration of their mutual covenants, conditions and promises, the PARTIES HERETO HEREBY AGREE as follows:

**ITEM ONE REVISION TO EXHIBIT B COST OF SERVICES: That the following additional services be added to Exhibit B cost of services table to read as follows:**

<b>Additional Service</b>	<b>Operating Hours</b>	<b>Billing Rate</b>	<b>Monthly cost</b>
<b>One (1) additional day (7.5) of Milton IT Services shall be added to the existing annual support services agreement. The term shall be no less than one year (12 months) from execution of addendum, and may be terminated after which term has commenced pursuant to sixty days (60) notice as outlined in section 7 of the original agreement.</b>	<b>M - F, 7 a.m. - 5 p.m. excluding holidays</b>	<b>\$1500.00 / month effective August 1, 2016 and monthly thereafter plus mileage based on IRS standard mileage rate</b>	<b>\$1500.00</b>

**ITEM TWO REMAINING TERMS UNCHANGED:** That all other provisions of the [Interlocal] Agreement between the parties for Information Technology Services executed on the 1st day of July, 2015, pursuant to the Interlocal Cooperation Act, Chapter 39.34 of the Revised Code of Washington, shall remain unchanged, and in full force and effect.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement as of the day and year first above written.

**CITY OF BLACK DIAMOND**

**CITY OF MILTON**

By: Carol Benson  
Its: Carol Benson, Mayor

By: \_\_\_\_\_  
Debra Perry, Mayor

Attest:

Attest:

By: Brenda L Martinez  
Brenda Martinez, Black Diamond City Clerk

By: \_\_\_\_\_  
Katie Bolam, Milton City Clerk

Approved as to form:

Approved as to form:

\_\_\_\_\_  
, Black Diamond City Attorney

\_\_\_\_\_  
, Milton City Attorney



To: Mayor Perry and City Councilmembers  
From: City Clerk Bolam  
Date: August 1, 2016 Regular Meeting  
Re: Updates to Personnel Policies

---

**ATTACHMENTS:** None

---

**TYPE OF ACTION:**

Information Only  Discussion  Action  Expenditure Required

**Recommendation/Action:** "I move to approve the updates to the Personnel Policies and Procedures Manual as presented."

**Fiscal Impact/Source of Funds:** None.

---

**Issue:** The City's Personnel Policies and Procedures Manual 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.

**Discussion:** The following are presented for updating:

**4.1 Wage and Benefits**

- a) Job classifications are listed by City code and each position is assigned a salary range. Employees are paid for regular and overtime within the pay range according to rates established by applicable union contracts. ~~See MMC 2.84 and 2.86~~ (Note – These chapters don't exist in code.)
- b) Employee benefits include the following:
  - 1. Contribution to Social Security program
  - 2. Contribution to State Retirement programs, both PERS & LEOFF. ~~See MMC 2.80.080 and 2.88.180~~
  - 3. Contribution to Workman's Compensation plan. ~~See MMC 2.88.160.~~
  - 4. Medical benefits as specified in applicable Union Contracts. See MMC ~~2.88.170.~~
  - 5. State unemployment insurance.

**6.8 Holidays**

a) All full-time regular employees shall be entitled to compensation for twelve (12) holidays per year as listed below. (Part-time regular employees shall accrue holiday benefits in direct ratio to hours worked).

New Year's Day  
Martin Luther King, Jr.'s Birthday  
President's Day  
Memorial Day  
Fourth of July  
Labor Day

Veteran's Day  
Thanksgiving Day  
The day following Thanksgiving Day  
Christmas Eve Day  
Christmas Day  
Two "floating holidays"

b) Dates of the legal holidays will be so designated as celebrated and proclaimed by the State of Washington. The "floating holidays" shall be chosen by mutual agreement by the employee and the department director and must be used during the calendar year in which the employee is entitled to these "floating holidays"

c) Christmas Eve Day: This is a holiday for non-essential personnel as designated by the Mayor or her designee. Essential personnel shall be granted an additional "Floating Holiday" which shall be used within six (6) months following the Christmas Eve on which the employee is designated to work. (Note – this holiday was added with the newly-ratified IBEW labor contract and included here for consistency.)

ed) New employees of the City shall be eligible for all holidays except the "floating holidays." New employees shall become eligible for "floating holidays" after four (4) months of continuous employment with the City.

de) In order to be eligible for a holiday (including "floating holidays") an employee must be in paid status on the regular workday immediately preceding and immediately following the scheduled holiday. Paid status includes being compensated for sick leave, vacation, bereavement leave, military leave, jury duty, compensatory time, and a regular workday. It also includes being paid for working.

ef) If a full-time or part-time regular City employee is required to work on any holiday, such time worked on the regular holiday shall be paid at one and one-half times the employee's regular straight time hourly rate of pay, in additions to the employee's holiday pay.



To: Mayor Perry and City Councilmembers  
From: Katie Bolam, City Clerk/Human Resources Generalist  
Date: August 1, 2016  
Re: **Amendment to Exempt Employee Policy**

---

**ATTACHMENTS:** Resolution with Exhibit A

---

**TYPE OF ACTION:**

Information Only     Discussion     Action     Expenditure Required

**Recommendation/Action:** I move to adopt the attached Resolution amending the Exempt Employee Compensation Policy for clarification and to update the Severance Pay structure.

**Fiscal Impact Statement:** A savings of one month's salary for any exempt personnel laid off or terminated without just cause would be realized.

---

**Issue:** The current Severance Pay structure allows for exempt employees to be paid between two and four months of salary when terminated without just cause while willing to perform the duties of the job. This amount is excessive and has proven to be burdensome in recent years. A more reasonable structure is proposed.

The vacation section is amended for clarification purposes only; this action matches other labor contracts, and past and current practice.

Currently there are seven funded exempt positions, which include the Police Chief, Community & Economic Development Director (vacant), Public Works Director, Public Works Superintendent/Project Manager (vacant), Finance Director, City Clerk/Human Resources Generalist, and Surface Water Compliance Inspector.



**EXHIBIT "A"**  
**AMENDED**  
**CITY OF MILTON**  
**PERSONNEL POLICY**  
**COMPENSATION FOR EXEMPT EMPLOYEES**  
**~~December 2, 2013~~August 1, 2016**

**Purpose and Scope**

This personnel policy applies to all employees of the City of Milton who are exempt from the Fair Labor and Standards Act and non-represented positions, not covered by collective bargaining agreements. This document provides policies for matters of salary, fringe benefits and other conditions of employment for exempt and non-represented positions. Unless otherwise stipulated, this policy covers all persons and positions noted above.

In the event these policies conflict with any City, State or Federal law, those laws shall prevail. This policy shall not supersede any provisions of an executed employment agreement between the City of Milton and the City Administrator. This policy covers matters of compensation and is not intended to provide the full spectrum of policies, regulations and conditions of employment. These provisions are not a contract, create no vested right, and may be amended at any time.

**Salary Ranges**

The City shall establish a salary range for each position covered by this policy on an annual basis, as recommended by the Mayor and approved by the City Council. A market survey of salaries for similar positions will normally be done every three years in order to attract and retain qualified employees. The range shall have a beginning and ending salary. Upon initial appointment to a position, the Mayor shall set an employee's salary within the range based upon experience and qualifications. An employee's advancement through the range shall be based on performance.

**Merit Pay**

A written performance evaluation shall be conducted for an employee covered by this policy on an annual basis and on a schedule pre-determined by the employee and his/her supervisor. Based upon the performance evaluation, an employee's salary may be adjusted within the established range commensurate with his/her performance. Such merit pay adjustment shall be recommended by an employee's supervisor and approved by the Mayor.

## Incentive Pay

In order to retain qualified employees in City service, an employee may be qualified for incentive pay. To be eligible for incentive pay, an employee must have reached the top of his/her salary range and served more than three (3) years in a position covered by this policy. Incentive pay shall be in the following increments:

3 – 5 years of service	1% of base salary
6 – 8 years of service	1.5% of base salary
8+ years of service	2% of base salary

An employee's eligibility for incentive pay shall be reassessed annually at the time of the evaluation of performance. Continued eligibility for incentive pay shall be based upon performance that achieves the projects and goals established in the prior year's performance evaluation. Incentive pay shall be recommended by an employee's supervisor and approved by the Mayor.

## Cost of Living Adjustment

Upon the recommendation of the Mayor and the approval of the City Council, employees' pay may be adjusted by an annual cost-of-living adjustment. Such adjustment shall also adjust the salary ranges.

## Severance Pay

The City Administrator and Department Directors are "at will" employees and serve at the pleasure of the Mayor. No person, who voluntarily resigns, shall be entitled to severance pay. In the event the City Administrator or a Department Director is asked to resign, is laid off due to lack of work or funding, or is terminated without just cause while willing to perform the duties of the job, the employee shall receive severance pay in the following increments:

13 - 24 months of service	<del>Two (2)</del> <u>One (1)</u> months pay
25 – 36 months of service	<del>Three (3)</del> <u>Two (2)</u> months pay
37+ months of service	<del>Four (4)</del> <u>Three (3)</u> months pay

Note: It is recognized that the City Administrator's employment agreement may include provisions that supersede the severance pay provisions of this policy.

## Uniform Allowance

Uniformed employees will be eligible for uniform allowance of \$750 per year which will be taxable as per IRS regulations, to be paid in equal parts with payroll checks.

## **Benefits**

Certain benefits are required for public employees by Federal and State law. This policy covers only those benefits that are discretionary on the part of the City.

Health Insurance: The City shall pay ninety percent (90%) of the monthly premium necessary to provide coverage under AWC HealthFirst Plan for full-time employees and dependents. The City shall also pay 100% of the monthly premiums necessary to provide AWC Vision Service Plan, Dental Plan "F" and Orthodontia Rider Plan V coverage for full-time employees and dependents. Employee's working less than full time shall pay a prorated share of the insurance premium based on the hours of work.

Opt Out Provision: An employee may elect to opt out of medical insurance coverage for spouse and or dependents, provided that the employee has medical insurance coverage through another provider for them, and this decision is in conjunction with the annual, enrollment period. In the event that the terms of the medical insurance policy limit the number or percentage of employees who may opt out, the employer shall accept elections to opt out on a first come/first served basis. If the employee opts out, then in the month the employer is no longer required to pay the employee's health care insurance premiums, the employer shall pay the employee an amount equal to fifty percent (50%) of the monthly premium as compensation for each month the employer does not have to pay the insurance premium. This payment will not be considered as part of the base wage compensation for calculating overtime, longevity, or any other special pay.

FSA Account: The Employer will set up a Flexible Spending Arrangement (FSA) account to allow employees to pay for qualified healthcare and daycare expenses on a pre-tax basis, as governed by Section 125 of the IRS Tax Code.

Life Insurance: Exempt employees shall be covered by a life insurance policy in the amount of \$100,000. The premium shall be paid in full by the City.

Deferred Compensation Plan: The City shall provide a deferred compensation plan for the voluntary contributions by employees covered by this policy.

## **Leave Accrual**

It is recognized that the City's Personnel Policies and Procedures include provisions for the accrual, use, and cash-out of leave time or other types of leave not covered by this policy. This policy is intended only to provide for the types and amounts of leave for employees covered by this agreement.

Vacation Leave: Employees, working full-time, shall receive vacation leave based upon the following schedule. Vacation leave shall be accrued on a monthly basis.

1 – 5 years	12 days per year
6 – 15 years	18 days per year
16 – <del>20</del> <u>19</u> years	20 days per year
20+ years	22 days per year

Upon hiring in order to attract experienced personnel, the Mayor is authorized to place an individual on the accrual chart at a level commensurate with prior experience. Exempt employees are salaried and therefore, are required to use vacation leave only for absences in excess of four hours per day.

Sick Leave: Sick leave shall be accrued at the rate of one day per month or a total of 12 days per year. Accrual rates for employees working less than 40 hours per week shall be prorated. Exempt employees are salaried and therefore, are required to use sick leave only for absences in excess of four hours per day.

Holiday Leave: Employees, covered by this policy, shall be entitled to holiday pay for all holidays designated by the City Council. In addition, employees shall receive 16 hours per year in holiday leave to be taken at their discretion. This additional holiday leave must be used within a calendar year or it will be forfeited.

Management Leave: It is recognized that employees covered by this policy are required and expected to work beyond the normal work day/week to carry-out the duties of their position. Exempt employees are salaried and are not entitled to overtime or compensatory time for work in excess of 40 hours per week or 8 hours per day. In recognition of the additional work time, exempt employees are entitled to take management leave in an amount agreed upon between the employee and his/her supervisor based upon the amount of extra time worked. Additional work time shall not be recorded and exempt employees are not entitled to an hour-for-hour amount of management leave for additional hours worked.

**CITY OF MILTON  
RESOLUTION 16-xxxx**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON, AMENDING THE PERSONNEL POLICY FOR COMPENSATION FOR EXEMPT EMPLOYEES AND REPEALING RESOLUTION 13-1842.**

**WHEREAS**, the City of Milton has an adopted the Personnel Policy for Compensation of Exempt Employees, and

**WHEREAS**, the policy needs to be amended to reflect a change in benefits, specifically related to the Severance Pay structure;

**NOW, THEREFORE**, the City Council of the City of Milton, Washington, does hereby resolve as follows:

**Section 1.** Resolution 13-1842 is hereby repealed.

**Section 2.** That the Amended Personnel Policy for Compensation for Exempt Employees, August 1, 2016, attached hereto as Exhibit A, is adopted.

PASSED AND APPROVED by the City Council of the City of Milton, Washington, at a regularly scheduled meeting thereof this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Debra Perry, Mayor

Attest/Authenticated:

\_\_\_\_\_  
Katie Bolam, City Clerk

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO. 16-\_\_\_\_\_



**To:** Mayor Perry and City Council Members  
**From:** Mark Howlett, Interim Public Works Director  
Jamie Carter, Stormwater Compliance Inspector  
**Date:** August 1, 2016  
**Re:** Residential Stormwater Billing

---

**ATTACHMENTS:** None

---

**TYPE OF ACTION:**

Information Only  Discussion  Action  Public Hearing  Expenditure

**Recommendation:**

- All single family residences and duplexes be grouped into different tiers as yet to be established. Each tier will represent a higher percentage of impervious area in relation to overall size of the lot or parcel.
- All apartments and condos continue paying their current rate.

**Fiscal Impact:** Projected expenses vary widely between the two scenarios: If the current code is adhered to, the impact of a full-time person over an assumed 10-year time period would require an investment of at least \$600,000. If the code is changed in the manner recommended in this report, this impact would not be realized.

---

**Issue:** Analysis of the stormwater fee audit performed for the City has revealed that the current system of collection is unnecessarily complicated. The fact that Stormwater is not billed based on consumption, like water and power, further complicates the analysis and confuses some customers.

Assessing residential customers according to the current code is problematic in two ways:

- The cost/benefit for someone to analyze almost every residential property in town is a loss for the City. Even though much of the information is provided by the rate audit that has been performed, just the act of implementing all of the changes in billing that the audit exposed would require a full time employee for a period of years.
- It led to increases in billing statements up to 6-fold for several customers.

**Discussion:** A more uniform method of calculation will make the City of Milton more consistent with other municipalities, be more cost-effective to administer, and be simpler for customers to understand. Towards these ends, staff recommends the following:

- Charge a base rate of \$15.50 for the most standard single-family residence.
- Implement a tier system. This would allow accountability for significant impacts from properties with high-percentages of impervious area.



**To:** Mayor Perry and City Council Members  
**From:** Mark Howlett, City Engineer and Interim Public Works Director  
Jamie Carter, Stormwater Compliance Inspector  
**Date:** August 1, 2016  
**Re:** Stormwater rates – undeveloped charge

---

**ATTACHMENTS:** None

---

**TYPE OF ACTION:**

Information Only  Discussion  Action  Public Hearing  Expenditure

**Recommendation:** Two-fold:

- Adopt new code language to collect the \$5.10 monthly rate for an undeveloped parcel on an annual basis.
- Establish a definition of “Undeveloped parcel” that is based on a minimum amount of impervious surface.

**Fiscal Impact:** Currently the City is collecting about \$200 each month from the undeveloped parcel fee. If all revenue from undeveloped parcels was realized, it would equate to about \$1,350 per month.

---

**Issue:** Collecting stormwater rates for undeveloped parcels has proven to be neither cost effective nor successful for three main reasons:

1. The majority of undeveloped parcels have no other utility accounts associated with them. This makes them stand-alone accounts with no consequence for non-payment, such as shutting off service.
2. The low monthly fee of \$5.10 falls barely above the administrative costs to invoice. Any enforcement or collection activities depletes that into an unrecoverable cost to the city.
3. The lack of a clear definition of “undeveloped parcel” leads to inaccurate categorization and billing.

**Discussion:** Items 1 and 2 above can be mitigated through an annual billing process. It is believed that a \$61.20 bill received annually will be met with a higher return of payments than the current monthly billing. Annual billing will significantly lower the administrative costs associated with these accounts.

For Item 3, a clear definition of “undeveloped parcel” will lead to certain categorization of parcels for automatic billing. A threshold of 750 square feet in impervious surface would eliminate any residences from being calculated as undeveloped, while identifying parcels with less than that threshold as undeveloped. In situations where less than 750 square feet of impervious surface exists on a property, such a small amount doesn’t contribute to any significant runoff.