



CITY COUNCIL MEETING AGENDA
Council Chambers, 1000 Laurel Street

November 10, 2014
Monday

Special Meeting Agenda
7:00 p.m.

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

Public comment is generally not taken at Study Sessions. However, on some occasions, public comments may be allowed at the discretion of the Chair and Council. The public may also submit written communications, via letters or emails to dperry@cityofmilton.net. Any item received by noon on the day of the meeting will be distributed to Council.

- 5. Public Hearings**
 - A. 2015 Proposed Budget – Required Hearing #2
- 6. Action Items**
 - A. WCIA Cyber Liability Mandatory Requirements
 - B. Updated Fee Schedule
- 7. Discussion Items**
 - A. Proposed 2015 Budget Adoption Process
- 8. 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.

FOR PLANNING PURPOSES ONLY

PENDING COUNCIL AGENDA CALENDAR (Dates are Subject to Change)			
November 2014			
Mon 11/17	7:00 pm	Regular Meeting	A. 2015 Budget – <i>Final Public Hearing</i> B. Marijuana Regulations – <i>Public Hearing</i> C. Executive Remodel Acceptance – <i>Consent</i> D. Sole Source – <i>Consent</i> E. Surplus Vector Truck – <i>Consent</i> F. King County ILA fingerprint capture – <i>Consent</i> G. 2015 Budget – <i>Adoption</i> H. Marijuana Regulations – <i>Adoption</i> I. Planning Commission 2015 Work Plan
December 2014			
Mon 12/01	7:00 pm	Regular Meeting	
Mon 12/08	7:00 pm	Study Session	
Mon 12/15	7:00 pm	Regular Meeting	
January 2015			
Mon 1/5	7:00 pm	Regular Meeting	A. Appointment of Mayor Pro-Tem B. Appointments to Inter-Jurisdictional Boards and Commissions C. Setting Council Retreat Date
Mon 1/12	7:00 pm	Study Session	A. Meet with staff
TUESDAY 1/20	7:00 pm	Regular Meeting	
February 2015			
Mon 2/2	7:00 pm	Regular Meeting	
Mon 2/9	7:00 pm	Study Session	A. Meet with staff
TUESDAY 2/17	7:00 pm	Regular Meeting	
March 2015			
Mon 3/2	7:00 pm	Regular Meeting	



To: Mayor Perry and City Council Members
From: Betty J. Garrison, Interim Finance Director
Date: November 10, 2014
Re: **2015 Budget Second Public Hearing**

ATTACHMENTS: Please bring your budget document

TYPE OF ACTION:

Information Only Discussion Action Public Hearing

Recommendation/Action: Take public testimony on the 2015 Preliminary Budget, conduct a final review and provide direction for preparation of the Budget Ordinance.

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

Discussion:

October 20th the City Council held a Public Hearing for Public testimony on the 2015 Preliminary Budget.

At the October 20th and November 3rd meetings Council reviewed and discussed the Preliminary Budget as presented.

The Final Public Hearing is scheduled on November 17th and adoption of the 2015 Budget can follow that Public Hearing. The 2015 Budget must be adopted prior to December 31, 2014.



To: Mayor Perry and City Councilmembers
From: Interim Finance Director Garrison
Date: November 10, 2014 Special Meeting
Re: Electronic Communication & Technology Policy

ATTACHMENTS: A. **WCIA 2013 Annual Review Mandatory Requirements**
 B. **Draft Electronic Communication & Technology Policy**

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: Approve the attached draft policy.

“I move to approve the attached Electronic communication and technology policy.”

Fiscal Impact/Source of Funds: The current interlocal agreement with the City of Auburn for information technology services contains the necessary provisions for implementing this policy.

Issue: The 2013 audit for the city’s insurance provider WCIA found five mandatory requirements for which the city must comply. All have been satisfied through the work of our contract service provider except the following:

Q9.3 – Has awareness been carefully validated with policies and training?

WCIA’s audit had this to say about Milton: *Any organization that hopes to be ready to find and respond to attacks effectively must find the gaps in its knowledge and provide exercises and training to fill those gaps. A solid security skills assessment program can provide actionable information to decision-makers about where security awareness needs to be improved, and can also help determine proper allocation of limited resources to improve security practices.*

To comply with this mandatory requirement, WCIA Members must have Computer Use and Password policies as well as training for staff on computer security. The city has already drafted a computer use and password policy, so you are well on your way to meeting this requirement.

Background: The draft policies referenced in WCIA’s audit were not brought to Council for adoption. The draft policies confirm practices already in place.



P.O. Box 88030

Tukwila, WA 98138

Phone: 206-575-6046

Fax: 206-575-7426

August 16, 2013

Subir Mukerjee
City Administrator
City of Milton
1000 Laurel Street
Milton, WA 98354

RE: 2013 Annual Review & Audit

Dear Subir:

This letter is a follow-up to the visit I made last week to perform the 2013 Annual Review and Audit. Following the terms of the WCIA Membership COMPACT, I visited to conduct a review of your Cyber Liability practices as well as to provide you with other information as part of the Annual Review. I'd like to thank you, the mayor and the rest of the city staff for setting aside a portion of the day to meet with me.

2013 AUDIT RESULTS

As you know, once again this year's audit focused on Cyber Liability exposures. The Audit resulted in five mandatory requirements being generated, which will be monitored for compliance in 2014. Please be aware that failure to comply with the mandatory requirements may result in a financial penalty.

MANDATORY REQUIREMENTS:

Q5.3 ARE LAPTOPS, WORKSTATIONS AND SERVERS CONFIGURED SO THAT THEY WILL NOT AUTO-RUN CONTENT FROM USB TOKENS (IE THUMB DRIVES), USB HARD DRIVES, CD'S/DVD'S, FIREWIRE DEVICES, EXTERNAL SERIAL ADVANCED TECHNOLOGY ATTACHMENT DEVICES, MOUNTED NETWORK SHARES OR OTHER REMOVABLE MEDIA?

In order to comply with this requirement, the City needs to turn off the auto-run/auto-play feature

Q9.3 HAS AWARENESS BEEN CAREFULLY VALIDATED WITH POLICIES AND TRAINING?

Any organization that hopes to be ready to find and respond to attacks effectively must find the gaps in its knowledge and provide exercises and training to fill those gaps. A solid security skills assessment program can provide actionable information to decision-makers about where security awareness needs to be improved, and can also help determine proper allocation of limited resources to improve security practices.

To comply with this mandatory requirement, WCIA Members must have Computer Use and Password policies as well as training for staff on computer security. The city has already drafted a computer use and password policy, so you are well on your way to meeting this requirement.

Q12.3 ARE ALL ADMINISTRATIVE –LEVEL ACCOUNTS CONFIGURED TO REQUIRE REGULAR PASSWORD CHANGES ON A FREQUENT INTERVAL TIED TO THE COMPLEXITY OF THE PASSWORD?

To comply with this mandatory requirement, administrator passwords need to be changed on a regular basis.

Q16.8 ARE ALL NON-ADMINISTRATOR ACCOUNTS REQUIRED TO HAVE STRONG PASSWORDS THAT CONTAIN LETTERS, NUMBERS AND SPECIAL CHARACTERS?

Q16.8a ARE PASSWORDS REQUIRED TO BE CHANGED AT LEAST EVERY 90 DAYS?

Attackers frequently discover and exploit legitimate but inactive user accounts to impersonate legitimate users, thereby making discovery of attacker behavior difficult for network watchers. Accounts of contractors and employees who have been terminated have often been misused in this way. Additionally, some malicious insiders or former employees have accessed accounts left behind in a system long after contract expiration, maintaining their access to an organization's computing system and sensitive data for unauthorized and sometimes malicious purposes.

To comply with these two mandatory requirements, the City needs to establish a policy and practice requiring all non-administrator accounts to have strong passwords that contain letters, numbers and special characters and are changed every 90 days.

AUTO PHYSICAL DAMAGE AND PROPERTY PROGRAMS

I provided current copies of your auto and property schedules for review. Please let WCIA know if there are changes you wish to make, or the changes can be made “on line” at the WCIA Web Site

COMPACT STATUS & TRAINING REQUIREMENTS

The City attorney still needs to attend a WCIA sponsored training in order to meet the attorney attentiveness training requirement for 2013.

Member Services Coordinator, Maria Orozco will be periodically sending out announcements regarding the various trainings that will be scheduled throughout the year. Please feel free to call her if you have any questions or wish to schedule additional training.

SUMMARY

This completes the summary of my recent visit. It was great to see you again and I encourage you to contact me with any risk management concerns you may have.

Sincerely,

Debbi Sellers

Debbi Sellers, RPLU
Senior Risk Management Representative
Washington Cities Insurance Authority
debbis@wciapool.org

[Back to Agenda Bill](#)



ELECTRONIC COMMUNICATION & TECHNOLOGY POLICY

EFFECTIVE DATE: September 1, 2013	PREPARED BY: Subir Mukerjee, City Administrator
SUPERCEDES: Chapter 9, City of Milton Policies and Procedure Manual, November 16, 1998	APPROVED BY: Debra Perry, Mayor

1. **Purpose**
2. **Policy**
3. **Guidelines & Procedures**

1. PURPOSE

The purpose of this policy is to establish guidelines for the use of the City’s electronic communications, computers, computer network, telephone, cellular phone and other information technology resources.

2. POLICY

- 2.1 The City electronic communications and technology resources are provided for the purpose of conducting City business. City employees are obligated to conserve and protect City electronic communication and technology resources for the benefit of the public interest. Responsibility and accountability for the appropriate use of City electronic communication and technology resources ultimately rest with the individual employee.
- 2.2 City electronic communications and technology resources include computer systems, telecommunications systems, networks, supporting equipment, and services such as e-mail, telephones, cell phones, voice mail, data storage, and Internet use.
- 2.3 The management of electronic records is subject to federal and state laws including the provisions regarding retention and disclosure.
- 2.4 Improper use of the City's electronic communications and technology resources may result in discipline, up to and including termination.

3. GUIDELINES & PROCEDURES

3.1 APPROVAL

The employee must obtain approval for computer, email and internet use from the employee's Department Director. The acquisition of cellular telephones shall be limited to those instances in which there is a need for such equipment to perform essential City business or to improve safety, increase productivity, increase service to the public, or in situations in which necessary communications cannot be provided by any other means. The purchase of cellular telephones shall be subject to approval by the Department.

3.2 RESPONSIBILITY OF DEPARTMENT DIRECTORS

The Department Director or designee shall assign each cellular telephone to one specific individual, and shall ensure appropriate controls are in place for checkout, return, security, and maintenance of the equipment. The Department Director or designee will insure that all individuals have read and signed the Assignment of Cellular Telephone form and will retain a copy of each signed form. It is the responsibility of the Department Director or designee to provide for a routine examination of cellular telephone billing detail to ensure proper use of such equipment.

3.3 OWNERSHIP

All software, programs, applications, templates, data, files, and web pages residing on City computer systems or storage media or developed on City computer systems are the property of the City. The City can access, copy, modify, destroy, and delete this property.

3.4 NO EXPECTATION OF PRIVACY

Employees understand and agree that they have no expectation of any privacy or confidentiality in any information they create, store, or transmit using these resources. This includes, but is not limited to all computer files and information saved, reviewed, or transmitted via all of the City's technology resources, including but not limited to computer files, computer servers, emails, internet usage, telephones, cell phones, voicemail, and text messages, and applies to all information created, stored or transmitted during an employee's incidental personal use. No supervisor or other City employee is authorized to provide assurances that such information is private. Employees' use of the City's technology resources can be monitored, and any information created, stored, or transmitted using City equipment may be inspected by the City at any time. Employees should also understand that email messages and other forms of electronic information, including documents created on City computers, may be considered public records subject to retention requirements and public disclosure, as well as release in the event of litigation involving the City.

3.5 DEFINITIONS

- a. **Authorized User:** Any person who uses the electronic communication resources with proper authority. The term includes employees of the City who have completed the required prerequisites for use and persons who are not employees but have been properly authorized to use the electronic resources.
- b. **Computer System:** Includes individual desktop or laptop computers (PCs), portable computers, handhelds, software, email system, the internet and intranet, hosted

applications, portable storage devices, magnetic tapes, CDs, DVDs, file servers, peripherals, network equipment and all other components of the City's computer network.

- c. **Electronic Communications:** Any communication transmitted electronically via the use of the electronic communications resources. Examples include but are not limited to email, instant messages, social media postings, and speech to text.
- d. **Internet:** A global system of interconnected computer networks that use a standard communication protocol to serve billions of users worldwide.
- e. **Intranet:** Web site containing content and applications for City internal use only.
- f. **Hosted Applications:** Application software that resides on a third party vendor's system and is accessed by users through a web browser using HTML or by special purpose client software provided by the vendor.
- g. **Occasional Use:** Irregular and infrequent usage.
- h. **Public Record:** Any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the agency regardless of physical form or characteristics, or as defined in 42.56 RCW.
- i. **Streaming Audio/Video:** Technology used to "play" audio/video on a PC over a network; can be used for music, voice, lectures and other audio/video material. It generally consists of a continuous stream of data coming from a network.
- j. **Web Browsing:** Use of a browser tool to access web sites on the internet.

3.6 USE OF CITY SYSTEM

a. Acceptable Uses

The City's information and technology resources are to be used for City business. Incidental, de minimus personal use may be permitted where, in the judgment of the employee's supervisor or department director, such use does not interfere with the employee's or the department's productivity. Generally speaking, incidental, de minimus personal use means: (1) occasional and of short duration; (2) done on an employee's personal time, such as during lunch break; (3) does not interfere with job responsibilities; (4) does not result in any expense to the City; (5) does not solicit or promote commercial ventures; (6) does not utilize excessive network resources such as audio or video streaming; and (7) does not constitute a prohibited use, discussed below. Employees should be aware that personal messages and data on the City's system are not private and may be subject to public disclosure.

b. Prohibited Uses

The City's information and technology resources shall not be used to engage in any communication that violates federal, state, or local laws or regulations, or any City policy. In addition, the following

uses of the City's information and technology resources are inappropriate and are prohibited at all times, unless engaged in as part of official City business (such as a criminal investigation) or required by law (such as a public disclosure request):

- Personal commercial use;
- Social networking such as Facebook, Twitter, etc.
- Listening to on-line audio or viewing streaming video and sending bulk mail;
- Installing unauthorized software such as games, internet based services, or other personal software;
- Use for recreational purposes including online games;
- Accessing, receiving or sending pornographic, sexually explicit, or obscene materials;
- Use in connection with any type of prohibited harassment or discrimination, including the transmission of offensive messages derogatory toward any individual or group because of their sex, race, religion, sexual orientation, national origin, age, disability or other protected status;
- Gambling;
- Infringing on the trademark, copyright, or patent rights of others, or violating software licensing agreements;
- Use for political purposes, including partisan campaigning;
- Deliberately propagating any virus, malware, spyware, or other code or file designed to disable or otherwise harm any network or system;
- Disclosing confidential information, including medical or other highly personal information about other employees;
- Using abusive, profane, defamatory, threatening, racist, sexist, or otherwise discourteous language in public or private messages;
- Connecting to the City network using some else's security identification login unless authorized by that person;
- Any personal use, even if incidental, that results in an expense to the City; or
- Use that violates any other City or Department policies, rules, or workplace expectations.

Any questions about whether a use is permitted or not should be directed to the Department Director.

3.7 SECURITY

a. Strong Passwords

All computer users must have a strong password to access their computers. Strong passwords must be at least eight (8) alphanumeric characters long, and must contain both upper and lower case characters (e.g. a-z, A-Z), numbers (0-9), and punctuation marks or special characters (e.g. %\$&*+~). It is recommended that user create passwords using a favorite phrase or song titles without any spaces between words, e.g. "i!0vE2eat!\$ceCream" or "1aMericaThebeaAutiful!" Please do not use these specific examples as passwords! Passwords for user-level accounts must be changed every 90 days.

b. Password Protection Standards

- Passwords are not to be shared with anyone.
- All passwords are to be treated as sensitive, confidential information.

- Passwords should never be written down or stored on-line without encryption.
- Do not reveal a password in email, chat, or other electronic communication.
- Do not speak about a password in front of others.
- Do not hint at the format of a password (e.g., "my family name").
- Do not reveal a password on questionnaires or security forms.
- If someone demands a password, refer them to this document and direct them to the Department Director.
- Always decline the use of the "Remember Password" feature of applications (e.g., Eudora, Outlook, Google, Chrome, etc).

c. Automatic Log-off

Computers & cell phones must be set-up to automatically log off after a certain period of time. Computers must be shut off at the end of the day or when left unattended for an extended period of time.

d. Out-of-Office Security

When using outside the office reasonable precautions should be made to prevent theft and vandalism of computers. Computers must not be left in parked cars where they are visible.

3.7 SOCIAL MEDIA

Social media is the use of blogs, wikis, social networks, virtual worlds, or any other kind of online social interaction. Employees are advised that City rules and policies apply to social media conduct, including policies regarding statements to the media, anti-discrimination and harassment, prohibitions on releasing confidential information. On-duty use of social media is prohibited, unless conducting city business. Off-duty, personal use of social media by employees is not prohibited; however, employees are reminded the City rules and policies apply to social media conduct to the same extent as other off-duty conduct. The following additional rules also apply to employees' use of social media:

- a. Social media content that relates to City business may be considered a public record subject to retention and disclosure under the Public Records Act. Employees are prohibited from using personal social media to conduct City business.
- b. Employees are prohibited from using their City email address, the City's official logo, or the City's name for personal online communication or activities. Employees may not identify themselves in any manner that suggests or implies they are speaking as a representative for the City.
- c. Employees should not recommend or discuss any current or former City employees on professional networking sites such as LinkedIn without approval from the Department Director.
- d. Employees may not post, upload, or create any social media content at work or using employer equipment that is known to be false, misleading, or fraudulent.

3.8 CONFIDENTIAL INFORMATION

Confidential and sensitive information may not be removed from the workplace or disclosed without authorization, unless required by law.

3.9 USE OF CITY OWNED CELLULAR PHONES & COMMUNICATION DEVICES

- a. Use of cellular telephones shall be authorized only when there is a demonstrated need for the use of the equipment for the purposes listed in this policy.
- b. Employees are prohibited from using City issued cell phones while driving with the exception of circumstances that fall under RCW 46.61.667.
- c. Failure of the employee to reimburse the City within 20 days of receipt of invoice may result in the deduction of the amount due from the employee's paycheck, or final check upon termination of employment, or garnishment of wages if employee has received final check upon termination of employment.
- d. Reasonable precautions should be made to prevent theft and vandalism of any cellular telephone. In the event that a cellular telephone is lost, stolen, or vandalized due to an employee's failure to use reasonable precautions, the City may require the employee responsible for such cellular telephone to reimburse the City for the reasonable cost to replace such telephone. Employees with assigned cellular telephones must immediately report the loss or theft of their cell phone to their supervisor or Department Director.
- e. Upon the City's request or upon leaving employment with the City of Milton an employee is responsible for returning the cellular telephone to their supervisor or Department Director.
- f. Cellular phone use in violation of any local, state, or federal law is prohibited. Cell phone use in violation of department work policies or for the purpose of personal financial gain is prohibited. Employees must abide by State law regarding the limitations on use of cellular phones and text messaging while operating a motor vehicle.
- g. Employees are to immediately report the loss of a cellular phone to their Director. This will allow the City to stop the cellular service for that device in an attempt to prevent unauthorized use and cost to the City.
- h. City owned cellular telephones may be used for personal reasons for necessary work-related situations such as unanticipated overtime or a family emergency situation when no other immediate means of communications is available to the employee. These calls are not expected to be reimbursed.
- i. City owned cellular phones may be used for personal purposes if such use is minimal. Employees shall reimburse the City for personal calls made on City owned cellular telephones. Employees are responsible to review their monthly cellular phone bill detail and identify those calls and text messages that are personal in nature. In the event of an emergency necessitating a personal call on a City cellular telephone, the employee making or receiving the call shall keep a record of the date, time and identifying information for the call.
- j. Personal cellular telephone charges will be reimbursed at the "per minute rate" the City pays for minutes billable to the telephone in excess of the "free time". This reimbursement shall apply to

all personal calls within or outside the “free time” range. Reimbursement shall not exceed the monthly costs of the cellular phone which includes any additional costs incurred due to an “over the limit” charge. Long distance and roaming charges will be reimbursed at the rate identified on the billing detail.

3.10 REIMBURSEMENT OF CITY BUSINESS CALLS WITH PERSONAL PHONES

Employees using personal cellular phones may be reimbursed by their City for direct air time for calls to conduct authorized City business if the employee signs a statement stating that the City’s cellular provider does not cover the area of the call. The employee will be required to keep a record of the date, time and identify the purpose/information for the call on the personal cellular telephone. Reimbursement shall be made through the City’s expense claim process with the billing detail. All City business calls must be identified, including name of person/agency calling/called and reason for call.

[Back to Agenda Bill](#)



To: Mayor Perry and City Council Members
From: Leticia Neal, Public Works Director
Date: November 10, 2014 Regular Meeting
Re: Fee Schedule – Changes to Building Permit Fees

ATTACHMENTS: A. Draft Resolution

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: “I move to adopt the attached Resolution updating the fee schedule to increase building permit fees.”

Fiscal Impact/Source of Funds: Adoption of the new fee schedule with higher building permit fees will increase revenue to cover the current cost of providing services.

Previous Council Review: N/A

Issue: Increases to the building permit fees.

Discussion: The fees for building permits have remained unchanged for the past several years. However, as the economy has started rebounding, the numbers of permits being processed and issued by the Building Department has increased – almost back to 2007 numbers.

The proposed Fee Resolution (Attachment A) doubles the fees for most building permits as well as correcting minor housekeeping items to keep numbers and terminology consistent throughout the fee schedule. Two items that are NOT being changed are the State Building Code Council fee which is set by the State and the fees for sign permits. In addition, the valuation table that is the basis for determining the value of new building is not being altered at this time. The building permit fees for those projects less than \$50,000 in valuation (this would apply to some remodels, additions, porches, etc.) are also not being changed.

While keeping fees low and using tax dollars to subsidize development activity during a recession makes sense, fees and charges should be adjusted as soon as possible to full cost recovery. Increasing the building permit fees is the first step to placing the financial burden of development on developers, rather than subsidizing development with general fund money.

Staff will continue to examine the building permit fees, as well as development/planning fees, to ensure that we are covering costs while providing these services in the future.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON, WASHINGTON;
AMENDING SECTION "VIII" BUILDING & FIRE SAFETY, AND OTHER
HOUSEKEEPING ENTRIES, IN RESOLUTION NO. 1793, ADOPTED ON
NOVEMBER 1, 2010.**

TABLE #	SECTION
I	Business Licenses, Administrative & Publications
II	<i>Administrative & Publications</i>
III	Recreation
IV	Public Safety
V	Utility Rates & Fees
VI	Zoning, Land Division & Environmental
VII	<i>Plan Review Fees</i>
VIII	<i>Building & Fire Safety</i>
IX	Transportation, Engineering, Utilities, & Utility Connections

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
I \$5.04.080	Business Licenses		
	*New Business Application Fee (One Time Application Fee)	\$55.00	
	*Home Occupation/Owner only (No employees allowed)	\$33.00	
	*Business Employees/Including Owner		
	0-2	\$33.00	
	3-5	\$66.00	
	6-12	\$132.00	
	13-25	\$330.00	
	26-50	\$660.00	
	51+	\$990.00	
	*Additional Charges for the following areas:		
	Restaurant/Tavern/Cabaret		
	Restaurant and/or Tavern (Class 3)	\$66.00	
	Music/Entertainment (Class 1)	\$132.00	
	Music/Entertainment/Dancing (Class 2)	\$198.00	
	Endorsements		
	Pinball Machines	\$ 44.00 each	
	Video Game Tables	\$ 38.50 each	
	Pool/Billiard Tables	\$27.50 each	
	*Late Fees:		

**City of Milton
Resolution No. 14-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- Attorney	Cost plus 15% overhead fee (not to exceed \$100 per event)	
	- Other outside consultants	Cost plus 15% overhead fee (not to exceed \$100 per event)	
III Rentals	<p>Recreation</p> <p><u>The Mayor is authorized to waive the rental fee and/or deposit for registered non-profit organizations, whose mission provides services to the general Milton community or to groups of persons in need within the City. Most of the services provided by the organization should be of the type that government could provide itself. 'Persons in need' shall include the poor, infirm, elderly and youth.</u></p> <p style="text-align: center;"><u>Community Building Rental</u></p> <p><i>All rentals require a \$250 Refundable Damage/Cleaning and Key Deposit.</i></p> <p>1. Standard Rental Fees (2 – hours Minimum)</p> <ul style="list-style-type: none"> - Local Residents \$25 per hour + \$20 - Non-Local Residents \$35 per hour + \$20 <p>2. Non-Profit Rental Fees \$10 for first 2 hours. Additional hours at Standard Rate above.</p> <p>3. Governmental Agencies No Charge</p> <p style="text-align: center;"><u>Activity Center Rental</u></p> <p><i>All rentals require a \$350 Refundable Damage/Cleaning and Key Deposit.</i></p> <p>1. Standards Rental Fees (2 Hours Minimum)</p> <ul style="list-style-type: none"> - Local Residents \$60 per hour - Non-Local Residents \$80 per hour <p>2. Recurring Rental Fees (Pre-paid, non-refundable, minimum 6 days rentals per calendar year paid in advance. Mondays - Thursdays only; and Friday - Sunday rentals for rental periods ending prior to 10:00a.m., provided that such rentals could be superseded at the sole discretion of the City for Standard Rentals or citywide events.)</p>	<p>\$15 per hour</p>	

**City of Milton
Resolution No. 14-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	Spay/neuter refundable deposit if an unaltered animal is impounded more than once in a 12 month period	\$75.00	
	- Kennel Rate cat/dog	\$ 5.00 per day	<i>\$10.00</i>
	Adoption Rate includes License Fee if adopted to a Metro City. Adoption Rate Multiple	\$ 95.00 includes spay/neuter License and Microchip	
	<i>Adoption Fee - Cat</i>		<i>\$110.00</i>
	<i>Adoption Fee - Dog</i>		<i>\$130.00</i>
	- Spay/Neuter Deposit	\$50.00	
	- Owner Drop Off	\$ 25.00 Dog/Cat \$ 10.00 per kitten No fee if currently Licensed.	<i>\$45.00</i>
	Steering Wheel Locks	\$ 8.00 + tax	
	Records		
	Copies of Police Reports	\$5.00	
	<i>Parking Tax - per vehicle per day</i>		<i>\$1.00</i>
	Reimbursable Security Services (three hour minimum)		
	Hourly Rate	\$45.00	<i>\$45.00/hr - \$70.00/hr</i>
	<i>Overtime Rate</i>		<i>\$65.00/hr - \$105.00/hr</i>
	Social Security	\$3.45	
	Retirement	\$2.46	
	Labor and Industries	\$0.54	
	Administrative Overhead	\$16.00	
	Total Cost per Officer per hour	\$67.45	
§ 9.44	Police Alarm Systems		
	- User Permit required	\$20.00	
	- Changes to the Permit	\$5.00	
	- Failure to obtain Permit within 30 day requirement	\$100.00	
	False Alarms		
	First and Second false alarm/activation per calendar year	- Warning	
	Third and subsequent false alarm/activation	\$ 100.00 per false alarm/activation	
	- Failure to obtain a valid alarm permit will result in a fee for each false alarm/activation	\$ 250.00 per false alarm/activation	
§ 8.04	Fireworks		

**City of Milton
Resolution No. 14-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- Sale License	\$ 75.00 per year	
	Concealed Weapons Permits		
	- Renewal	\$32.00	
	- Late Renewal	\$42.00	
V	Utility Rates and Fees		
	Delinquent Account Disconnections		\$50.00
	Reconnect Outside Normal Working Hours		\$135.00
	Owner/Management Disconnect/Reconnect (each)		\$15.00
	Special Requested Meter Reads		\$15.00
	Final Account Fee		\$15.00
§ 13.28	Water – Monthly Base Rate per meter within the General Service Area:	User Fee	
	<u>Meter Size</u>	<u>Base Rate</u>	
	¾"	\$24.27	
	1"	\$90.02	
	1 ¼"	\$121.89	
	1 ½"	\$149.86	
	2"	\$179.84	
	3"	\$299.83	
	4"	\$449.67	
	6"	\$899.33	
	Sr/Disability 30% Discount on Base Rate Above;		
	Residential Customers Only		
	Fire Protection Line	\$26.27	
§ 13.28	Water Monthly Consumption Rate – Single Family, Duplex Units, within the General Service Area:		
	Per 100 Cubic Feet:		
	- Up to 800 Cubic Feet Consumed	\$2.41	
	- 801 – 1,000 Cubic Feet Consumed	\$2.61	
	- 1,001 + Cubic Feet Consumed	\$2.81	
	Water Monthly Consumption Rate – Commercial, including Multi-Family and irrigation units with the General Service Area:		
	Per 100 Cubic Fee:		

**City of Milton
Resolution No. 14-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- Up to 800 Cubic Feet Consumed	\$2.53	
	- 801 – 1,000 Cubic Feet Consumed	\$2.73	
	- 1,001 – 2,000 Cubic Feet Consumed	\$2.93	
	- 2,001 – 3,000 Cubic Feet Consumed	\$3.13	
	- 3,001 + Cubic Feet Consumed	\$3.33	
Public Works	Electric Monthly Base Rate per meter within the General Service Area:		
	Electric – Residential/Schools/Church		
	A. Residential, Schools, Churches, Apartments, other		
	Accounts not covered by commercial rates		
	<u>1. Base Rate</u>	\$6.60	
	<u>2. Charges for each Kilowatt Hour</u>	\$0.06	\$0.0617
	* Senior/Disability 30% Discount on Base Rate		
	<i>Above;</i> Residential Customers Only		
	<u>B. Commercial rates</u>		
	<u>1. Base rate</u>	\$13.75	
	- Booster Stations Electric	\$20.46	
	- 100 Watt Yard Light Electric	\$9.90	
	- 200 Watt Yard Light	\$10.18	
	- 400 Watt Lights	\$24.00	
	- SR/Disability Yard Light	\$7.21	
	<u>2. Charges for Each Kilowatt Hour</u>	\$0.0683	
Public Works	Storm Drainage Fees – per month per 2800 sf impervious		
	Storm Water Residential Regular	\$15.50	
	Senior/Disabled Storm Level A	\$9.30	
	Senior/Disabled Storm Level B	\$6.20	
	Senior/Disabled Storm Level C	\$3.10	
	Undeveloped Land	\$5.10	
VI Planning	Zoning, Land Division & Environmental Impact Fees		
	School Impact Fee		

**City of Milton
Resolution No. 14-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- Single Family & Duplex (Per Unit)	Per MMC 13.42.060(A)(2)	
	- Multi-Family (Per Unit)	Per MMC 13.42.060(A)(2)	
	Traffic Mitigation Fee		
	- Single Family	\$2,415.00	
	- Duplex	\$4,345.00	
	- Tri-plex	\$5,798.00	
	- Four-plex	\$6,764.00	
	- Multi-family 5 or more units	\$ 2,415.00 per unit	
	- Non-residential	\$ 2415.00 per p.m. peak hour trip	
	Planning and Land Use Fees		
	- Administrative Interpretation/Decision	\$483.00	
	- Appeal of Administrative Interpretation/Decision	\$656.00	
	- Accessory Dwelling Unit	\$88.00	
	- Variance	\$1,393.00	
	- Annexation	\$3,453.00	
	- Binding Site Plan	\$1,209.00	
	- Boundary Line Adjustment	\$458.00	
	- Comprehensive Plan Amendment or Rezone	\$3,765.00	
	- Conditional Use Permit	\$2,142.00	
	- Critical Areas Checklist		
	- Design Standards Review	\$678.00	
	<i>-Deviation From Standards</i>		<i>\$200.00</i>
	- Short Plat	\$1,103.00	
	- Preliminary Subdivision	\$1,888.00	
	- Final Subdivision	\$297.00	
	- Hearing Examiner Decision (due prior to approval of final plat)	varies	
	- Hearing Examiner Appeal	\$1,292.00	
	- Hearing Examiner Reconsideration	\$583.00	
	- Home Occupation	\$129.00	
	- Master Plan	\$5,078.00	
	- Master Plan Amendment	\$3,006.00	
	- Non-Conforming Use Letter	\$338.00	
	- Pre-Application/Construction – Major	\$1,212.00	
	- Pre-Application/Condition – Minor	\$457.00	
	<i>Pre-Application/Construction - Minor - (to be used with existing commercial structures, where there is a change of use or occupancy. The project will have no environmental issues and no design review required.)</i>	\$457.00	
	- Alteration/Amendment of Short Plat (0-4 lots)	\$365.00	

**City of Milton
Resolution No. 14-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- Alteration/Amendment of Subdivision (5+ lots)	\$623.00	
	- Reasonable Use Exception	\$1,299.00	
	- SEPA Major	\$2,308.00	
	- SEPA Minor (Applies to single family residences that exceed the categorical exemptions which pertain to residential filling and grading.)	\$1,383.00	
	*Applies to single family residences that exceed the categorical exemptions which pertain to residential filling and grading.		
	- Shoreline Substantial Development <i>-Shoreline Statement of Exemption</i>	\$1,182.00	<i>\$200.00</i>
	- Site Plan Approval	\$1,209.00	
	- Stormwater Review – Commercial	\$ 481.00 plus consultant fees and 15% overhead cost	
	- Stormwater Review – Residential	\$ 366.00 plus consultant fees and 15% overhead cost	
	Clearing and Grading Permit	to be determined	
	**After 3 reviews – applicant is subject to additional charges at a minimum of \$75 per hour not to exceed \$130 per hour.	**	
VII	Building & Fire Safety		
Planning	General Schedule of Fees and Penalties		
	Plan Review Fees	65% of Building Permit Fee	
	Reroof	Fee based on City of	
	- Residential & Reroof (2-dwelling units maximum) -	Fee based on City of	
	Commercial Reroof	Milton Building Division Valuation Table but no less than \$149.00	
	Stock Plan	60% of original plan review fee	
	Outside Consultant Plan Review	Actual consultant cost plus city plan review fees	<i>Actual consultant cost plus regular City plan review fees.</i>

**City of Milton
Resolution No. 14-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	Fire Sprinkler System Residential (1-2 family dwelling units) – 1 hour minimum plan review	\$ 199.00 for first 10 heads plus \$ 1.03 for each additional head plus plan review fee at \$99.00/hr	\$398.00 for first 10 heads plus \$2.06 for each additional head plus plan review fee at \$99.00/hour
	Commercial – 2 hour minimum plan review		
	Fire Alarm Residential (1-2 family dwelling units)	\$199.00 plus \$1.55 per device	\$398.00 plus \$3.10 per device
	Commercial / Multi Family	\$464.00 plus \$1.55 per device	\$928.00 plus \$3.10 per device
	Tenant Improvement, Alteration, or Remodel	\$386.00 plus \$1.55 per device	\$772.00 plus \$3.10 per device
	Fire Suppression (other than Sprinklers) Includes hood and duct and alternative fire-extinguishing systems	\$199.00 plus plan review fee at \$99.00/hour (2 hr. minimum)	\$398.00 plus plan review fee at \$99.00/hour (2 hr min)
	Energy Code –Residential Energy Code	\$67.00	
	–Non-Residential Energy Code	Outside Review plus 15% overhead costs plus in house administrative time at \$99.00/hr (1 hr. minimum)	
	<i>Energy Code Plan Review</i>		<i>\$99/hr, 1hr minimum</i>
	Demolition or Building Move In addition, buildings moved into jurisdiction will require a building permit and complete plan review. This category requires Assignment of Funds to equal twice the assessed value of the estimated work (i.e. demolition cost or moving costs), but no less than \$10,000.	\$457.00	\$994.00
	Swimming Pool and Spa	Fee based on the City of Milton Building Division Valuation Table but not less than \$ 313.00	
	Signs (fee includes plan review)		
	- Pole	\$484.00	
	- Monument	\$449.00	

**City of Milton
Resolution No. 14-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- Building	\$357.00	
	- Multi-Group	\$631.00	
	- Temporary Banners, A-Boards – Annually	\$103.00	
	Minimum Fee Unless Noted Otherwise	\$ 143.00 per hour	
	Accelerated (Third Party) Plan Review	80% of building permit fee	
	<i>Expedited Plan Review</i>		<i>2 X Plan Review Fee</i>
	<i>Addressing Fee (no active land use permit)</i>		<i>\$150.00</i>
	Violations and Penalties		
	- Work commencing prior to permit issuance	Fee equal to triple the required permit fee plus mitigation fees and legal fees (valued at cost plus 15% overhead fee), investigative fees, and administrative staff costs at \$99.00/hour (4 hr minimum)	
	- Grading, clearing, or land modifications commencing prior to permit issuance	Fee equal to triple the required permit fee plus mitigation fees and legal fees (valued at cost plus 15% overhead fee), investigative fees, and administrative staff costs at \$99.00/hour (5 hr minimum)	
	- Unlawful continuance of work after a stop work order is issued	\$1,000/day plus legal fees (valued at cost plus 15% overhead fee), investigative fees, and administrative staff costs and material charges plus 15% overhead fee.	

**City of Milton
Resolution No. 14-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- Reinspection Fee	\$99.00/hour	
	- Investigation Fee	\$ 410.00 plus staff fees plus attorney and consultant fee plus 15% overhead	
	Building Permit Fees Based on City of Milton Building Division Valuation Table		
	Total Valuation		
	- \$1.00 to \$2,000	\$101.00	
	- \$2,001 to \$25,000	\$ 101.00 for the first \$2,000 plus \$20.00 for each additional \$1,000 or fraction thereof, to and including \$25,000	
	- \$25,001 to \$50,000	\$560.98 for the first \$25,000 plus \$16.00 for each additional \$1,000 or fraction thereof, to and including \$50,000	
	- \$50,001 to \$100,000	\$960.97 for the first \$50,000 plus \$10.00 for each additional \$1,000 or fraction thereof, to and including \$100,000	\$1,921.94 for the first \$50,000 plus \$10.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
	- \$100,001 to \$500,000	\$1,460.96 for the first \$100,000 plus \$8.00 for each additional \$1,000 or fraction thereof, to and including \$500,000	\$2,921.92 for the first \$100,000 plus \$8.00 for each additional \$1,000 or fraction thereof, to and including \$500,000

**City of Milton
Resolution No. 14-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- \$500,001 to \$1,000,000	\$4,660.96 for the first \$500,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	\$9,321.92 for the first \$500,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
	- \$1,000,001 and greater	\$7910.96 for the first \$1,000,000 plus \$6.50 for each additional \$1,000 or fraction thereof	\$15,821.92 for the first \$1,000,000 plus \$6.50 for each additional \$1,000 or fraction thereof
Building	<p>Other Inspections and Fees</p> <ul style="list-style-type: none"> - Inspections outside of normal business hours (2 3 hours minimum) \$ 298.00/hour - Inspection for which no fee is specifically indicated (1 hour minimum) \$ 99.00/hour - Additional plan review required by changes, additions or revisions to plans <i>after 2 reviews</i>. (1 hour minimum) \$ 99.00/hour - Deferred submittals and Substantial Revisions 1.5 times the hourly rate of \$99.00/hour - State Building Code Council Fee \$4.50 plus \$2.00 per additional unit - Single Family Residential Affordable Housing Valuation \$ 103/square foot for residence under 2,000 sq. ft.; \$111/ square foot for residence over 2,000 sq. ft.; \$ 34/square foot for garages 		<p><i>Fee based on City of Milton Building Division Valuation Table.</i></p>

**City of Milton
Resolution No. 14-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- Civil Inspection Fees	- to be billed at outside consultant's rate + 15% administrative fee not to exceed \$100 per invoice	
	- Storm Inspection Fees	-to be determined-	<i>\$150.00 for up to 3 inspections, \$99.00 for each inspection thereafter.</i>
	Plumbing Permit Fees (Except for residential construction regulated under IRS, a plan review fee equal to 65% of the Plumbing Permit fee is also required.)		
	- For issuing each permit	\$143.00	\$286.00
	- For issuing each supplemental permit	\$52.00	\$104.00
	Unit Fee Schedule (in addition to permit fee)		
	- For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage pipe and backflow prevention)	\$10.30	\$20.60
	- For each building sewer and each trailer park sewer	\$10.30	\$20.60
	- Rainwater systems – per drain (inside building)	\$10.30	\$20.60
	- For each private sewage disposal system	\$56.65	\$113.30
	- For each water heater and/or vent	\$10.30	\$20.60
	- For each industrial waste pretreatment interceptor including its trap and vent, and kitchen-type grease interceptors	\$10.30	\$20.60
	- For each installation, alteration or repair of water piping and/or water treating equipment	\$10.30	\$20.60
	- For each installation, alteration or repair of drainage or vent piping, each fixture	\$10.30	\$20.60
	- For each landscape sprinkler system on any one meter including backflow protection devices thereof	\$10.30	\$20.60
	- For each atmospheric-type vacuum breakers not included in item above.	\$10.30	\$20.60
	- For each backflow protective device other than atmospheric-type vacuum breakers:		
	- 2 inches (51 mm) in diameter and smaller	\$10.30	\$20.60

**City of Milton
Resolution No. 14-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- Greater than 2 inches (51 mm) in diameter	\$21.63	\$43.26
	- For each graywater system	\$56.65	\$113.30
	- For each medical gas piping system serving one to five inlets/outlets for a specific gas	\$71.07	\$142.14
	- For each additional medical gas inlet/outlet	\$10.30	\$20.60
	- For other plumbing units not specifically listed	\$10.30	\$20.60
	Mechanical Fees (Except for residential construction regulated under IRS, a plan review fee equal to 65% of the Mechanical Permit fee is also required.)		
	- For issuing each mechanical permit	\$143.00	\$286.00
	- For issuing each supplemental permit	\$52.00	\$104.00
	Unit Fee Schedule (in addition to permit fee)		
	Furnaces		
	- For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliances.	\$23.69	\$47.38
	- For the installation or relocation of each floor furnace, including vent	\$23.69	\$47.38
	- For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	\$23.69	\$47.38
	Appliance Vents		
	- For the installation, relocation, or replacement of each appliance vent installed and not included in an appliance permit.	\$10.30	\$20.60
	Repairs, Additions, and Miscellaneous Equipment		
	- For the repair, alteration or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls, and miscellaneous equipment regulated by the Mechanical Code.	\$19.57	\$39.14
	Boilers, Compressors, and Absorption Systems		

**City of Milton
Resolution No. 14-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- For the installation or relocation of each boiler or compressor to and including 15 horsepower (52.7 kW), or each absorption system to and including 500,000 Btu/h (146.6 kW)	\$28.84	\$57.68
	- For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW), or each absorption system over 500,000 Btu/h (146.6 kW)	\$84.46	\$168.92
	Air Handlers and Evaporative Coolers		
	- For each air-handling unit, including ducts attached thereto	\$19.57	\$39.14
	NOTE: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code		
	Ventilation and Exhaust		
	- For each ventilation fan connected to a single duct	\$10.30	\$20.60
	- For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	\$10.30	\$20.60
	- For the installation of each commercial-type hood which is served by mechanical exhaust, including the ducts for such hood	\$ 77.25 plus Plan Review	\$154.50
	- For other mechanical units not specifically listed	\$10.30	\$20.60
	Fuel Gas, Medical Gas and Process Piping		
	- Fuel Tanks - Permit & Inspection: Propane, Heating Oil	\$177.16	\$354.32
	- For each piping system of one to four outlets	\$10.30	\$20.60
	- For each additional outlet exceeding four, each	\$2.16	\$4.32
	Other Inspections and Fees		
	- Inspections outside normal business hours (minimum charge two 3 hours)	\$ 298.00 /hour	
	- Reinspection fee (1 hour minimum)	\$ 99.00 /hour	
	- Investigation fee (minimum charge include four hours)	\$ 398.00 /hour plus staff fees plus attorney and consultant fees plus 15% overhead	

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- Inspection for which no fee is specifically indicated (1 hour minimum)	\$ 99.00 /hour	
	- Additional plan review required by changes, additions or revisions to plan. (1 hour minimum)	\$ 99.00 /hour	
	- For use of outside plan review, inspection, or other professional services	Actual cost plus 15% overhead cost	
	<u>Actual cost shall include all administrative and overhead cost. Additional plan review fee may be charged in addition to permit fee (½ hour minimum)</u>		
IX	TRANSPORTATION, ENGINEERING, UTILITIES, & UTILITY		
Planning § 13.28	Utility Permit and Connection Fees		
	Water (per meter)		
	- Permit	\$100.00	
	Service Installation Fee (includes connecting meter and meter box)		
	5/8" meters	\$2,090.00	
	Larger meter sizes will be charged actual cost of materials over the 5/8" meter installation plus 15% overhead cost, in addition to 5/8" meter service installation fee.	Additional cost plus 15% overhead cost plus \$2,090.00	
	Drop Meter Fee		
	Standard residential 5/8" meters	\$420.00	
	Larger meters	Actual cost plus 15% overhead cost	
	System Development Charges – per building		
	- 5/8" meter size	\$4,325.00	
	- 1" meter size	\$7,220.00	
	- 1-1/2" meter size	\$14,400.00	
	- 2" meter size	\$23,050.00	
	- greater than 2" meter	Calculated upon request	

**City of Milton
Resolution No. 14-xxxx**

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	Temporary Water Meter attached to fire hydrant		
	- temporary water permit fee	\$35.00	
	- rental rate for duration of project		
	<u>Meter Size</u>		
	5/8"	\$25.00	
	1"	\$35.00	
	2"	\$50.00	
	3" +	\$100.00	
	Deposit		
	<u>Meter Size</u>		
	5/8"	\$50.00	
	1"	\$100.00	
	2"	\$250.00	
	3" +	\$300.00	
	(Refundable balance of deposit less rental, damage to water meter, and cost of water used at current rates)		
	Water Availability Letter		
	- residential (up to four-plex)	\$ 100.00 / unit	
	- non-residential(includes multiple family larger than four-plex and all commercial)	\$ 200 / calculated	
	(In the event that an existing certificate needs to be modified for additional units or ERUs, the cost difference between the existing certificate and the higher demand will be charged.)	ERU	
	Reconnection Fee		
	- during normal working hours	\$50.00	
	- after normal working hours	\$185.00	
§ 13.08	Electric (per unit)		
	- Permit	\$100.00	
	- Connection Fee		
	- Underground	\$600.00	
	- Overhead	\$750.00	
	- Distribution	\$250.00	

City of Milton
Resolution No. 14-xxxx

Primary Dept. /Code Ref.	Title	Rate/Fee/Charge	Proposed
	- Temporary Power (not to exceed 12 months of usage, usage exceeding \$25 in value will be billed to the customer at the current rate)	\$ 25.00 min.	
	Reconnection Fee		
	- during normal working hours	\$50.00	
	- after normal working hours	\$185.00	
Public	Electric and Water		
	- Special requested meter readings	\$15.00	
Public	Equipment Rates (charge per hour)		
	All equipment charges are without operators. Operator charges will be the actual cost of that employee(s) on the job site. All charges shall be subject to a 15 percent overhead charge.		
	- backhoe	\$50.00	
	- dump truck	\$30.00	
	- compactor machine	\$7.50	
	- pickup truck	\$10.00	
	- line truck	\$65.00	
	- derrick digger	\$70.00	
	- sewer flusher	\$60.00	

PASSED AND APPROVED by the City Council of the City of Milton, Washington, at a regularly scheduled meeting on this the 10th day of November, 2014.

Back to Agenda Bill

Debra Perry, Mayor

Attest:

Katie Bolam, City Clerk



To: Mayor Perry and City Councilmembers
From: Interim Finance Director Garrison
Date: November 10, 2014 Special Meeting
Re: 2015 Proposed Budget Adoption Process

ATTACHMENTS: A. None – please bring your budget books

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommended Action: Discuss budget adoption scenarios. Move to suspend December meetings.

“I move to suspend the meetings of December 1, 8, and 15, 2014.”

Issue: The 2015 Proposed Budget is revenue-neutral, and there is confidence in the revenue projections. At this time, we have staff vacancies which will be reexamined after the 2014 actuals are in.

Discussion: Part of the usual budget process includes discussion of items not budgeted but of value to Council. Waiting until 2015, after the 2014 actuals are in, as well as the auditor’s report, will give Council a clear view of our financial status.

It is recommended that Council adopt the 2015 proposed revenue-neutral budget at the regular meeting of November 17, 2014, with the corrections that have been identified to this point. This will allow staff the month of December to complete some financial analysis, plus switch over from Springbrook to Bias.

A budget amendment based on the previous years’ actual numbers is routine in the first quarter, and an accurate discussion of items not budgeted can be included at that time.

Alternative: Continue Council discussion of the 2015 Proposed Budget through December, with a required goal of adoption sometime before December 31, 2015.