



CITY COUNCIL MEETING AGENDA
Council Chambers, 1000 Laurel Street

October 13, 2014
Monday

Next Ordinance: 1850-14
Next Resolution: 14-1853

Agenda
7:00 p.m.

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

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

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

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

- 5. Consent Agenda**

- A. Tax Levies for 2015

- 6. Public Hearings**

- A. Revenue Estimates
- B. Amendment to Stormwater CIP – Decant Facility

- 7. Regular Agenda**

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.

- A. Budget Review – General Fund by Department
- B. Amending Access Tract Code – Ordinance
- C. Decant Facility Stormwater Grant Application – Ordinance
- D. Council Representation Responsibilities

8. Council Reports

9. Mayor's Report

10. 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.



To: Mayor Perry and City Council Members
From: Lisa Tylor, Finance Director
Date: October 13, 2014
Re: 2015 Property Tax Ordinance

ATTACHMENTS: A. 2015 Regular Tax Levy Ordinance 14-1849

TYPE OF ACTION:

Information Only Discussion Action Public Hearing

Recommendation/Action: To approve the attached ordinance on October 13th at the regularly scheduled Council meeting:

“I move to adopt the attached ordinance of the City of Milton, Pierce and King Counties, Washington, establishing the Regular Tax Levy for properties located in Pierce County and King County for the year 2015.”

Previous Council Review: On September 15, 2014, preliminary 2015 Revenue estimates were provided to Council for review.

Issue: The required ordinance adopting the General Property Tax Levy for the upcoming budget year has been prepared for Council adoption.

Background: RCW 84.55.120 requires the legislative body to hold a public hearing on revenue sources for the coming year’s budget, including any increases or decreases in property tax revenues. Further, the 2015 Property Tax Levy ordinances must be submitted to the Pierce and King County Assessor’s office no later than November 30, 2014.

Discussion: Under State law, general operating tax levies can be increased 1% over the previous year without the vote of the people. In addition, the City of Milton is limited by a total tax rate of \$3.10 per thousand. Of this total tax rate, \$1.50 per thousand goes directly to East Pierce Fire & Rescue. This leaves the City of Milton with a tax rate limit of \$1.60 per thousand for 2015. The maximum allowable levy for 2014 was \$2,081,839; a 1% increase would be \$20,818.39, bringing our maximum allowable levy to \$2,102,657.39 for 2015. Including the value of new construction, \$2,103,225.71 is the maximum levy that could be collected in 2015 without exceeding our tax rate limit. This limit may be a bit misleading, as it is calculated as if the temporary Lid Lift were still in effect. The maximum levy calculated *without* the Lid Lift is \$1,319,665.72. Regardless of what the highest lawful levy is, the city will only collect **\$904,934.10** based on preliminary assessed valuations and our tax rate limit of **\$1.60**. This difference in the amount that we *could* collect versus the amount that we *will* collect in 2015 is considered “banked capacity”. By passing an ordinance which reflects the “highest maximum allowable”, this protects the uncollected amount, and allows this amount to be included in the basis for future years levy limit calculations.

These calculations are based upon preliminary real property tax valuations, and do not yet include tax revenues to be received in 2015 for revaluations and refunds. The figures and estimates will be finalized once the Counties certify the new years' assessment values in December of 2014.

The worksheet below shows the calculation of the city's 2015 total allowable levy:

2015 Levy Limit	<u>Incl Lid Lift</u>	<u>w/o Lid Lift</u>
2014 Highest Lawful Levy	2,081,839.00	1,306,037.03
Limit Factor	1.01	1.01
2015 Highest Lawful Levy	2,102,657.39 A	1,319,097.40 A
New Construction AV	355,200.00	355,200.00
2014 Levy Rate	1.60	1.60
2015 Levy - New Construction	568.32 B	568.32 B
REGULAR Property Tax Limit - 2015	2,103,225.71 C = A+B	1,319,665.72 C = A+B
Levy Limit due to Annexations:		
Regular Property Tax Limit - 2015	2,103,225.71 C	1,319,665.72 C
2014 Assessed Valuation (Preliminary)	565,583,810 D	565,583,810 D
Annexation Levy Rate	3.7186809 E	2.3332806 E
Annexation area - AV	- F	- F
2015 Levy - Annexation	- = (F/1000)*E	- = (F/1000)*E
Total Allowable Levy - 2015	2,103,225.71 (1)	1,319,665.72 (1)
2014 Assessed Valuation (Preliminary)	565,583,810	565,583,810
2015 Rate Limit	1.60	1.60
Allowable Levy under statutory rate limit:	\$ 904,934.10 (2)	\$ 904,934.10 (2)
2015 Allowable Levy	\$ 904,934.10	\$ 904,934.10
<i>*Lesser of (1) or (2)</i>		

**CITY OF MILTON
ORDINANCE 14-1849**

AN ORDINANCE OF THE CITY OF MILTON, PIERCE COUNTY AND KING COUNTY, WASHINGTON; ESTABLISHING THE REGULAR TAX LEVY FOR PROPERTIES LOCATED IN PIERCE AND KING COUNTY FOR THE YEAR 2015; ESTABLISHING AN EFFECTIVE DATE; AND ESTABLISHING SEVERABILITY.

WHEREAS, the City Council of the City of Milton has met and considered its budget for the calendar year 2015 pursuant to RCW 84.55.120; and

WHEREAS, the City's actual levy amount from the previous year was \$985,386.33; and

WHEREAS, the population of the City is less than 10,000; **NOW, THEREFORE**,

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

Section 1. That an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2015 tax year.

Section 2. That the dollar amount of the increase over the actual levy amount from the previous year shall be \$1,117,271.06 which is a percentage increase of 113.384% from the previous year. This increase is exclusive of additional revenue resulting from the addition of new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Section 3. Effective Date. This ordinance shall be in full force and effect five (5) days after proper posting and publication. A summary of this Ordinance may be published in lieu of publishing the ordinance in its entirety.

Section 4 Severability. If any provision of this ordinance, or ordinance modified by it, is determined to be invalid or unenforceable for any reason, the remaining provision of this ordinance and ordinances and/or resolutions modified by it shall remain in force and effect.

PASSED AND APPROVED at the regular meeting of the Council of the City of Milton, this 13th day of October, 2014.

Debra Perry, Mayor

Attest/Authenticated:

Approved As To Form:

Katie Bolam / City Clerk

Bio F. Park, City Attorney

Date of Publication: October 17, 2014

Effective Date: October 22, 2014

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To: Mayor Perry and City Council Members
From: Lisa Tylor, Finance Director
Date: October 13, 2014
Re: **PUBLIC HEARING - Preliminary Revenue Estimates - 2015**

ATTACHMENTS:

- A.** Revenue Forecasting Assumptions
- B.** Property Tax Assessed Values (Preliminary) & Estimated Tax Rates
- C.** General Fund Revenue Summary by Type
- D.** General Fund Revenue Detail Analysis
- E.** Revenue Summaries, Other Funds

TYPE OF ACTION:

Information Only Discussion Action Public Hearing

Issue: Public Hearing on the City's 2015 Preliminary Revenue Estimates.

Discussion: Attached for your information are the above items outlining the *preliminary* projected 2015 revenues. The City Council was provided with these estimates at their regular meeting on September 15, 2014, at which time they had the opportunity for review and discussion. While we would not expect these projections to change significantly prior to the adoption of the 2015 Budget, some figures may be revised as more timely and accurate information becomes available.

Background: Each year the City prepares revenue and expenditure forecasts as a basis for developing the annual budget for the following fiscal year. The forecasts are based on department input, historical budgetary performance, and prevailing general economic conditions at the time of the forecast. The goal is to create a reasonable baseline of forecasted values with which to measure and analyze actual performance in the future. Presented for your review is a detailed revenue forecast for the General Fund, as well as similar forecasts for other key funds of the City.

Revenue Forecast:

Citywide revenues are projected along the lines of the *most likely* scenario. This scenario allows for a dynamic forecast which anticipates changes in revenues triggered by state and local economic conditions, changes in the levels of service of departments and agencies, changes in governmental policies at the state or federal level, and various economic and demographic changes. The purpose of this dynamic forecast is to demonstrate the potential impact of various events and actions (current or future) on the selected revenue sources. Under this scenario, Revenues are projected to grow at rates that are responsive to dynamic forces in the economy.

Any known or anticipated changes in revenues as a result of potential changes in state revenue streams and/or legislation are reflected in the analysis.

The revenue forecast takes into consideration a number of economic factors and trends, including changes in economic growth, income, sales and Consumer Price Index (CPI), among other factors. Additionally, anticipated changes in State or local policy are also considered.

Citizens are encouraged to comment on the 2015 preliminary revenue estimates prior to adoption of the 2015 annual budget later this year. Additional opportunities for public comment will be available at public hearings scheduled for October 20 and November 10 and 17, 2014. At this time, the 2015 annual budget is scheduled for adoption on November 17, 2014.

No Council action is required at this time.

REVENUE FORECASTING ASSUMPTIONS – 2015

General Fund Revenues

Revenue estimates for 2015 have been developed using two separate methods; the results from the two methods were then compared, and the values that best fit current and expected future economic trends are used in our 2015 budget development.

- *The first method calculated actual 12-month revenues from August 2013 through July 2014.*
- *The second method used total revenues received January through July of 2014, and projected the annual collections using a monthly average collection rate.*

The detailed revenue worksheet (attached) clearly reflects the totals derived using the two methods, as well as the figures to be used for 2015 budgeting purposes.

Specific Revenue Assumptions

- **Property Taxes:** Based on current economic indicators, we are anticipating 2014 assessed values to increase compared to 2013 values. Our preliminary calculations assume a **10%** increase in both Pierce and King counties. Estimates will be revised throughout the budget review process as data is received from county assessors.
- **Sales Tax:** Based on collection rates seen in 2013 and through the first half of 2014, we are anticipating an increase of approximately \$29,000 compared to the amount budgeted for 2014. We are estimating 2015 sales tax revenues of \$724,000, an increase of 4% over the amount budgeted for in 2014.
- **State Shared Revenues:** 2015 revenue estimates in this area continue to reflect legislative reductions which went into effect mid-2012. Collections of both Liquor Excise Tax and Liquor Board Profits appear to have “normalized”, with regular quarterly collections of approximately \$2,000 to \$3,000 (tax) and \$15,000 to \$16,000 (profits). Additionally, there are current discussions related to distribution of Streamlined Sales Tax. Any information received in the coming months will be used to update our 2015 revenue projections.
- **Interfund Transfers / Shared Cost Allocations:** The city currently has two funds which require support (interfund transfers) in order to maintain operations. These funds are the Street Fund and the Vehicle Repair & Maintenance Fund. The amount of support required is directly related to level of expenditure activity in each of these three funds. Preliminary budget estimates also include estimated amounts to be transferred from the three utility funds (Electric, Water and Storm) to the General Fund, for these funds' share of general citywide/shared costs.
- **Business Licenses:** Projections are based on prior year collections and economic trends.
- **Permits, Planning Fees:** Projections are based on prior year collections and economic trends.
- **Fines & Forfeitures:** Projections are based on prior year collections and economic trends.

Street Fund Revenue

- **State Shared Revenues/ Fuel Tax:** With fuel prices expected to moderately increase over the next two years, state economists anticipate fuel tax revenue to increase by 1.0 percent in 2015. Cities receive distributions of this tax on a per capita basis.
- **Interfund Transfers:** *See explanation above. The actual amount of interfund support required from the General Fund will be determined as the 2015 Street Fund operating budget is finalized. Preliminary calculations indicate a minimum of \$265,000 will be required to support normal on-going costs, primarily personnel, within this fund.

Utility Fund Revenue

- **Electric Utility Charges**
- **Water Utility Charges**
- **Storm Water Utility Charges**

Revenue projections in these funds are based on projected total collections for 2014, and applying a 0.5% increase for 2015. This minimal increase is not due to increased rates, but a small factor due to increased usage.

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Proposed Tax Rate Breakdown - 2015 **Estimated Rates based on 2014 data*

PIERCE COUNTY RESIDENTS - 2015

PRELIMINARY 2014 Assessed Valuation (AV): 565,583,810 (6.7% increase over 2013 values)

**Incl. newly annexed area*

Regular Levy	8.843	
Excess Levy	4.659	Fife School District
	<u>13.502</u>	

Avg Annual Tax* =	\$2,700.44
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**Based on a \$200,000 home value*

Regular Levy:	Rate		Tax	
State	2.527		\$ 505.42	State
County	1.505		300.93	County
City of Milton	1.600		320.00	City of Milton
East Pierce Fire District	1.500		300.00	East Pierce Fire
Fire Dist. M&O Levy	0.371		74.15	East Pierce Fire
Fire Dist. EMS Levy	0.500		100.00	East Pierce Fire
Port of Tacoma	0.183		36.66	Port of Tacoma
PC Rural Library	0.500		100.00	PC Rural Library
Flood Control Zone	0.101		20.25	Flood Control Zone
Conservation Futures	0.056		11.26	Conservation Futures
	<u>8.843</u>		<u>\$1,768.67</u>	
			931.77	Fife School District
			\$2,700.44	

KING COUNTY RESIDENTS - 2015

PRELIMINARY 2014 Assessed Valuation (AV): 88,250,189 (2.6% increase over 2013 values)

Regular Levy	8.830	
Excess Levy	4.659	Fife School District
	<u>13.489</u>	

Avg Annual Tax* =	\$2,697.72
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**Based on a \$200,000 home value*

Regular Levy:	Rate		Tax	
State	2.470		\$ 494.09	State
County	1.516		303.21	County
City of Milton	1.600		320.00	City of Milton
East Pierce Fire	1.500		300.00	East Pierce Fire
Fire Dist. M&O Levy	0.371		74.15	East Pierce Fire
Fire Dist. EMS Levy	0.500		100.00	East Pierce Fire
Flood	0.154		30.74	Flood
Ferry	0.003		0.70	Ferry
Other	0.500		100.00	Other
Port	0.215		43.07	Conservation Futures
	<u>8.830</u>		<u>\$1,765.95</u>	
			931.77	Fife School District
			\$2,697.72	

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**2015 Preliminary Revenue Projections
GENERAL FUND REVENUES - By Type**

REVENUE TYPE	2011	2012	2013	2014	2014	2015
	Actuals	Actuals	Actuals	Adopted Budget	Projected Actuals	Preliminary Budget
TAXES						
Property Tax						
Pierce County	\$ 1,068,916	\$ 1,038,755	\$ 964,353	\$ 893,670	\$ 875,797	\$ 931,725
<i>Pierce County - Fire/EMS Fund</i>	842,127	811,089	868,034	-	-	-
King County	140,286	160,701	146,185	129,817	127,221	142,375
<i>King County - Fire/EMS Fund</i>	184,631	102,959	131,021	-	-	-
Subtotal	\$ 2,235,959	\$ 2,113,504	\$ 2,109,593	\$ 1,023,487	\$ 1,003,017	\$ 1,074,100
Sales Tax	692,252	703,110	792,770	742,000	742,908	775,000
Utility Tax	940,998	960,803	1,030,205	1,083,271	1,096,171	1,064,381
Parking Tax	-	-	-	-	519	500
Gambling Tax	21,227	17,313	18,427	16,000	19,512	18,500
Total Tax Revenue	\$ 3,890,437	\$ 3,794,730	\$ 3,950,994	\$ 2,864,758	\$ 2,862,127	\$ 2,932,481
LICENSES & PERMITS	\$ 88,807	\$ 253,676	\$ 92,350	\$ 101,700	\$ 99,791	\$ 90,950
INTERGOVERNMENTAL						
Federal Grants	91,918	81,877	90,748	90,590	124,180	1,000
State Grants	19,901	8,580	296	19,000	17,479	3,950
State Shared Revenues	178,865	188,233	163,822	168,000	164,069	168,000
Local Grants	24,183	1,135	-	-	-	-
Subtotal	\$ 314,867	\$ 279,825	\$ 254,866	\$ 277,590	\$ 305,728	\$ 172,950
CHARGES for GOODS & SERVICES	\$ 96,339	\$ 168,630	\$ 73,515	\$ 65,230	\$ 88,476	\$ 75,730
FINES & PENALTIES	\$ 261,557	\$ 265,309	\$ 177,357	\$ 218,700	\$ 243,055	\$ 205,000
MISCELLANEOUS REVENUES	\$ 40,756	\$ 173,189	\$ 54,767	\$ 29,100	\$ 62,748	\$ 42,900
OTHER FINANCING SOURCES						
Transfers-in	375,142	250,500	152,000	172,379	152,000	142,700
Insurance Recoveries	4,900	1,769	-	-	1,714	-
TOTAL REVENUE	\$ 5,072,804	\$ 5,187,628	\$ 4,755,849	\$ 3,729,457	\$ 3,815,640	\$ 3,662,711

% Received Compared to Prior Year: 102.3% 91.7% 80.2% 96.0%

% Received Compared to Prior Year, Net of Lid Lift: 84.2% 72.4% n/a n/a

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REVENUE PROJECTIONS - 2015

GENERAL FUND	12-Month Comparative Period				updated: 9/12/14		2015 vs 2014	
	Aug-Dec 2013	Jan-JULY 2014	12-Month Total	2014 Projected	2015 Proposed	\$ Incr/ (Decrease)	% Incr/ (Decrease)	
	\$	\$	\$	\$	\$	\$	%	
REVENUE								
001-00-311-100-00 PierceCo Prop Tax	431,189	493,338	924,527	875,797	931,725	38,055	104.3%	
002-00-311-102-00 PierceCo Prop Tax-LID LIFT	-	-	-	-	-	-	-	
001-00-311-100-01 KingCo Prop Tax	68,283	56,870	125,153	126,045	141,200	12,583	109.8%	
002-00-311-102-01 KingCo Prop Tax-LID LIFT	-	-	-	-	-	-	-	
001-00-311-100-02 KingCo Park Levy	117	13	130	1,176	1,175	(25)	97.9%	
002-00-311-101-00 PierceCo Prop Tax/FEMS	-	-	-	-	-	-	-	
002-00-311-101-01 KingCo Prop Tax/FEMS	-	-	-	-	-	-	-	
001-00-313-100-00 Retail Sales & Use Taxes	337,130	403,827	740,957	692,274	724,000	29,000	104.2%	
001-00-313-200-00 Zoo/Park Sales Tax	21,489	29,536	51,025	50,633	51,000	4,000	108.5%	
001-00-316-300-00 Parking Tax	-	303	303	519	500	(200)	102.1%	
001-00-316-430-00 Gas Utility Tax	25,634	72,832	98,466	124,854	97,000	(27,854)	112.2%	
001-00-316-460-00 Cable TV Tax	27,382	84,260	111,642	105,000	110,000	5,000	104.8%	
001-00-316-470-00 Telephone Utility Tax	78,178	110,647	188,825	189,680	194,500	5,820	102.6%	
001-00-316-510-00 Electric Utility Tax - 6%	89,447	160,251	249,698	274,715	262,035	(12,680)	98.5%	
001-00-316-520-00 Water Utility Tax - 9% (2013)	90,003	101,007	191,010	173,155	179,896	6,741	104.5%	
001-00-316-540-00 Sewer Utility Tax - 6%	38,316	58,548	96,864	100,368	97,000	(3,368)	102.1%	
001-00-316-580-00 Storm Wtr Utility Tax - 9% (2013)	27,686	39,941	67,627	68,470	67,950	(470)	104.9%	
001-00-316-590-00 Solid Waste Utility Tax	21,008	34,959	55,967	59,929	56,000	(3,929)	127.3%	
001-00-318-500-00 Gambling Excise Tax	7,094	11,382	18,476	19,512	18,500	(1,012)	115.6%	
001-00-321-601-00 Home Occupation Permits	-	258	258	442	500	58	100.0%	
001-00-321-901-00 Master Business License	15,268	28,278	43,546	48,477	40,000	(8,477)	100.0%	
001-00-322-100-00 Building Permits	13,692	14,520	28,212	24,891	30,000	5,109	75.0%	
001-00-322-100-01 Demo Permits	914	2,256	3,170	3,867	1,500	(2,367)	100.0%	
001-00-322-100-02 Sign Permits	484	1,785	2,269	3,060	2,000	(1,060)	250.0%	
001-00-322-100-04 Plumbing, Sewer & Mech Permit	3,788	7,815	11,603	13,398	12,000	(1,398)	80.0%	
001-00-322-100-05 Fire Alarm Permits	-	-	-	-	-	-	-	
001-00-322-120-00 Electrical Permits	1,075	100	1,175	171	1,000	(174)	83.3%	
001-00-322-130-00 Water Permits	-	-	-	-	-	-	0.0%	
001-00-322-300-00 Animal Licenses	469	1,502	1,971	2,575	1,000	(1,575)	200.0%	
001-00-322-400-00 Street Permits	1,435	600	2,035	1,029	2,000	971	200.0%	
001-00-322-900-00 Weapons Permits	171	319	490	547	500	(47)	100.0%	
001-00-322-901-00 Alarm Permits	240	220	460	377	450	73	100.0%	
001-00-322-901-00 Misc. Permits, Other Events	483	558	1,041	957	-	(957)	0.0%	
001-00-331-044-00 Assist to Firefighters/FEMA	-	-	-	-	-	-	0.0%	
001-00-331-166-00 DOJ-Bullet Proof Vest Prgm	-	-	-	-	-	-	0.0%	
001-00-331-167-00 DOJ - COPS Hiring Prgm	23,968	76,212	100,180	124,180	-	(124,180)	0.0%	
001-00-333-206-00 WSTC - Federal Funds	1,000	-	1,000	-	1,000	-	100.0%	
001-00-333-835-00 FEMA Disaster Assistance	-	-	-	-	-	-	0.0%	
001-00-333-970-70 Older Americans Act (OAA)	-	-	-	-	-	-	0.0%	
001-00-334-018-00 FEMA Disaster Assistance	-	-	-	-	-	-	0.0%	
001-00-334-035-00 Traffic Safety Commission	-	1,417	1,417	2,429	1,000	(1,429)	100.0%	
001-00-334-310-00 WA State Dept of Ecology Grant	-	-	-	-	-	-	0.0%	
001-00-334-420-00 WA State Dept of Commerce	-	12,100	12,100	15,050	2,950	(2,950)	16.4%	

REVENUE PROJECTIONS - 2015

	12-Month Comparative Period			updated: 9/12/14		2015 vs 2014		
	Aug-Dec 2013	Jan-JULY 2014	12-Month Total	2014 Projected	2015 Proposed	\$ Incr/ (Decrease)	% Incr/ (Decrease)	
GENERAL FUND								
001-00-336-694-00	Liquor Excise Tax	4,799	9,982	14,781	13,300	13,000	300	104.0%
001-00-336-695-00	Liquor Board Profits	32,195	31,946	64,143	54,769	60,000	800	900.0%
001-00-336-990-00	Streamlined Mitigation-State	46,190	48,087	96,277	96,000	95,000	5,000	105.6%
001-00-337-110-00	King County EMS	-	-	-	-	-	-	0.0%
001-00-337-120-00	Pierce County EMS	-	-	-	-	-	-	0.0%
001-00-337-810-01	PC Activity Center Grant	-	-	-	-	-	-	0.0%
001-00-341-043-00	Finance Administrative Fee	-	-	-	-	-	-	0.0%
001-00-341-320-02	Court Records Svcs	-	-	-	-	-	-	0.0%
001-00-341-330-02	Warrant Costs	3,605	4,604	8,209	7,893	7,800	300	104.0%
001-00-341-330-03	Def. Pros. Admin. CS	66	545	611	934	900	800	900.0%
001-00-341-330-06	IT Time Pay Fee	1,164	2,225	3,389	3,814	3,000	400	115.4%
001-00-341-330-07	Relicensing Program Fee	-	-	-	-	-	-	0.0%
001-00-341-390-00	Other Statutory Cert/Copy Fees	-	-	-	-	-	-	0.0%
001-00-341-620-00	Copies-Muni/Dist Court	18	20	38	34	-	-	0.0%
001-00-341-690-00	Copies	234	237	471	406	400	(50)	88.9%
001-00-341-710-00	Parade/P/Inc Proceeds-Taxable	-	-	-	-	-	-	0.0%
001-00-341-870-01	Reimb Police Emphasis	831	1,235	2,066	2,117	1,200	1,200	100.0%
001-00-341-900-00	Miscellaneous Revenue	-	-	-	-	-	(800)	0.0%
001-00-341-910-00	Election Filing Fees	648	-	648	-	-	-	0.0%
001-00-341-990-00	Legal Services / PD	65	103	168	176	100	-	100.0%
001-00-342-090-00	Public Safety Misc Rev	-	-	-	-	-	-	0.0%
001-00-342-100-00	False Alarm Fees	557	439	996	752	1,000	(1,000)	50.0%
001-00-342-330-05	Adult Probation Svcs	290	510	800	874	800	-	100.0%
001-00-342-330-06	Recrd Check Fee	9,740	20,784	30,524	35,629	35,000	500	100.0%
001-00-342-330-07	Snncc Compl Fee	16,934	22,035	38,969	37,773	40,000	2,227	105.9%
001-00-342-360-00	Hsng/Mnt Prsnr	471	1,137	1,608	1,948	1,600	300	100.0%
001-00-342-370-00	Court Booking Fee	297	624	921	1,070	900	100	112.5%
001-00-342-400-00	Inspection Fees	941	2,100	3,041	3,600	3,000	600	100.0%
001-00-342-500-00	DUI Emerg Resp	1,730	5,971	7,701	10,236	7,500	2,701	83.3%
001-00-342-900-01	Crim Conv Fee Dui	-	-	-	-	-	-	0.0%
001-00-342-900-02	Crim Conv Fee Ct	-	-	-	-	-	-	0.0%
001-00-342-900-03	Crim Conv Fee CN	-	-	-	-	-	-	0.0%
001-00-342-901-00	Fingerprinting Fees	-	-	-	-	-	-	0.0%
001-00-345-810-00	Subdivision Fees	2,206	-	2,206	-	2,000	(206)	66.7%
001-00-345-810-03	Sub-Division, Short Plat	-	-	-	-	-	-	0.0%
001-00-345-810-02	Variances, Conditional Use	-	3,535	3,535	6,060	3,000	(3,060)	50.0%
001-00-345-810-04	Commercial/Indust. Development	2,418	4,836	7,254	8,290	6,000	1,254	100.0%
001-00-345-810-05	Boundary Adjustment	-	458	458	785	500	(258)	50.0%
001-00-345-810-06	Pre-App Meetings	1,212	1,212	2,424	2,078	2,000	78	100.0%
001-00-345-810-08	Annexation App Fee	-	-	-	-	-	-	0.0%
001-00-345-810-09	Stormwater Rev. Residential	1,464	366	1,830	627	1,800	27	100.0%
001-00-345-820-00	Comp plan amendment/Wast Plan	-	-	-	-	-	-	0.0%
001-00-345-831-00	Plan Review	9,259	22,729	31,988	38,963	28,000	10,000	155.6%
001-00-345-840-00	Consultant Fees	-	-	-	-	-	-	0.0%

REVENUE PROJECTIONS - 2015

GENERAL FUND	12-Month Comparative Period				updated: 9/12/14		2015 vs 2014	
	Aug-Dec 2013	Jan-July 2014	12-Month Total	2014 Projected	2015 Proposed	\$ Incr/ (Decrease)	% Incr/ (Decrease)	
001-00-345-860-00	-	2,308	-	-	-	-	-	
SEPA Related Mitigation Fees	-	2,308	-	-	-	-	-	
001-00-345-890-00	2,442	3,690	6,132	6,326	6,000	(10,000)	0.0%	
Other Planning & Dev Fees	2,442	3,690	6,132	6,326	6,000	(10,000)	0.0%	
001-00-345-891-00	-	-	-	-	-	-	0.0%	
SEPA Checklist Review	-	-	-	-	-	-	0.0%	
001-00-345-892-00	-	-	-	-	-	(600)	0.0%	
Shoreline Mgmt. Permit	-	-	-	-	-	(600)	0.0%	
001-00-345-899-00	-	-	-	-	-	-	0.0%	
Reviews Commercial & Envir	-	-	-	-	-	-	0.0%	
001-00-347-300-00	-	-	-	-	-	-	0.0%	
Fun Run Entry Fees	-	-	-	-	-	-	0.0%	
001-00-347-620-00	2,070	3,633	5,903	6,570	6,000	1,000	120.0%	
Activity Center Classes	2,070	3,633	5,903	6,570	6,000	1,000	120.0%	
001-00-347-630-00	-	-	-	-	-	-	0.0%	
Community Events Fees	-	-	-	-	-	-	0.0%	
001-00-347-631-00	-	-	-	-	-	-	0.0%	
P&P-Vendor Space Rental	-	-	-	-	-	-	0.0%	
001-00-347-632-00	-	-	-	-	-	-	0.0%	
Bazaar Booth Rental	-	-	-	-	-	-	0.0%	
001-00-349-001-00	7,363	6,840	14,203	11,726	14,730	-	-	
Interfund Rental	7,363	6,840	14,203	11,726	14,730	-	-	
001-00-352-300-00	769	2,168	2,937	3,716	3,000	1,100	157.9%	
Mandatory Ins. Admin Cost	769	2,168	2,937	3,716	3,000	1,100	157.9%	
001-00-353-100-00	30	49	79	85	-	(1,000)	0.0%	
Traffic Infraction Penalties	30	49	79	85	-	(1,000)	0.0%	
001-00-353-100-01	167	182	349	312	-	-	-	
Tr Infr before 7/03	167	182	349	312	-	-	-	
001-00-353-100-02	3,569	4,112	7,681	7,049	7,000	(2,000)	77.8%	
JIS/TRAUMA	3,569	4,112	7,681	7,049	7,000	(2,000)	77.8%	
001-00-353-100-03	27,552	51,311	78,863	87,962	55,000	10,000	122.2%	
JISTR-4/02-7/03	27,552	51,311	78,863	87,962	55,000	10,000	122.2%	
001-00-353-100-04	2,238	3,891	6,129	6,670	6,000	3,000	200.0%	
Local/JIS - Old	2,238	3,891	6,129	6,670	6,000	3,000	200.0%	
001-00-353-100-21	538	23	561	40	-	-	-	
Tr Infr after 7/03	538	23	561	40	-	-	-	
001-00-353-100-22	-	320	320	549	-	-	0.0%	
Sch Zone Safety	-	320	320	549	-	-	0.0%	
001-00-353-104-01	-	-	-	-	-	-	0.0%	
SPDDBL6-10<=40	-	-	-	-	-	-	0.0%	
001-00-353-110-00	-	-	-	-	-	-	0.0%	
Disabled Parking Penalty	-	-	-	-	-	-	0.0%	
001-00-353-700-01	-	-	-	-	-	-	0.0%	
Litter Control	-	-	-	-	-	-	0.0%	
001-00-353-700-02	17	4	21	7	-	-	0.0%	
Local/JIS	17	4	21	7	-	-	0.0%	
001-00-353-700-04	302	229	531	392	5,000	5,000	-	
Other Infraction	302	229	531	392	5,000	5,000	-	
001-00-353-700-05	-	11	11	18	-	-	0.0%	
Other Infraction Smoking	-	11	11	18	-	-	0.0%	
001-00-354-000-00	60	170	230	291	-	-	0.0%	
Parking Infractions	60	170	230	291	-	-	0.0%	
001-00-354-000-01	28	125	153	214	-	-	0.0%	
Disabid Prkg 6/10	28	125	153	214	-	-	0.0%	
001-00-354-000-03	228	972	1,200	1,666	1,000	650	285.7%	
Pkg Infr Local	228	972	1,200	1,666	1,000	650	285.7%	
001-00-354-000-07	278	375	653	643	-	-	-	
Pkg Infr / Disabled Zone	278	375	653	643	-	-	-	
001-00-355-200-00	1,761	3,982	5,743	6,827	6,000	2,800	187.5%	
DUI Penalties	1,761	3,982	5,743	6,827	6,000	2,800	187.5%	
001-00-355-200-01	417	862	1,279	1,477	1,000	300	142.9%	
DUI-DP Acct	417	862	1,279	1,477	1,000	300	142.9%	
001-00-355-200-03	99	276	375	473	400	-	-	
Conv Fee DUI to 1/13	99	276	375	473	400	-	-	
001-00-355-800-00	25	27	52	46	100	-	100.0%	
Criminal Traffic Penalties	25	27	52	46	100	-	100.0%	
001-00-355-800-01	5,569	6,426	11,995	11,016	10,000	1,700	120.5%	
Crim Traffic after 7/03	5,569	6,426	11,995	11,016	10,000	1,700	120.5%	
001-00-355-800-02	689	898	1,587	1,539	1,500	-	-	
Conv Fee CT to 1/13	689	898	1,587	1,539	1,500	-	-	
001-00-355-900-14	340	349	689	599	600	-	-	
Conv Fee CN to 1/13	340	349	689	599	600	-	-	
001-00-356-500-00	1,668	2,346	4,014	4,021	4,000	-	-	
Investigative Fund Assessments	1,668	2,346	4,014	4,021	4,000	-	-	
001-00-356-900-00	-	-	-	-	-	(350)	0.0%	
Other Non-Traffic Penalties	-	-	-	-	-	(350)	0.0%	
001-00-356-900-04	1,923	1,426	3,349	2,444	3,000	-	100.0%	
Oth CN after 7/03	1,923	1,426	3,349	2,444	3,000	-	100.0%	
001-00-357-330-00	1,015	2,408	3,423	4,129	3,500	(1,500)	70.0%	
Public Def Fees	1,015	2,408	3,423	4,129	3,500	(1,500)	70.0%	
001-00-357-350-00	15	212	227	364	100	-	100.0%	
Court Interpreter Cost	15	212	227	364	100	-	100.0%	
001-00-357-390-00	31	174	205	298	300	(400)	0.0%	
Court Cost Recouped	31	174	205	298	300	(400)	0.0%	
001-00-361-100-00	287	310	597	531	600	(1,400)	30.0%	
Investment Interest	287	310	597	531	600	(1,400)	30.0%	
001-00-361-400-00	-	-	-	-	-	-	0.0%	
Sales Interest	-	-	-	-	-	-	0.0%	

REVENUE PROJECTIONS - 2015

	12-Month Comparative Period			12-Month Total	updated: 9/12/14		2015 vs 2014		
	Aug-Dec 2013	Jan-July 2014	2014 Projected		2015 Proposed	\$ Incr/ (Decrease)	% Incr/ (Decrease)		
GENERAL FUND									
001-00-361-400-01	DM Interest-Current Exp	1,981	3,767	5,748	6,457	6,000	-	100.0%	
001-00-361-400-03	DM Interest-Current Exp/Court	1,981	3,767	5,748	6,457	6,000	(1,000)	85.7%	
001-00-361-900-00	Other Interest-Earnings	108	182	290	312	300	-	100.0%	
001-00-362-400-00	Facility Rental	2,505	3,409	5,914	5,843	10,000	-	0.0%	
001-00-362-400-01	Rental Attendant Fee	-	-	-	-	-	-	0.0%	
001-00-362-910-00	Cert. Wtr Avail In Town	2,200	100	2,300	171	1,000	500	200.0%	
001-00-362-920-00	Cert. Wtr Avail Out Town	3,500	600	4,100	1,029	1,000	500	200.0%	
001-00-362-930-00	In Lieu Front Improv	8,071	-	8,071	-	-	-	0.0%	
001-00-367-007-00	Donations - Police	-	-	-	-	-	-	0.0%	
001-00-367-110-01	Donations - Parks	1,274	150	1,424	257	-	-	0.0%	
001-00-367-110-02	Donations - St. Meal Prgm	-	-	-	-	-	-	0.0%	
001-00-367-110-04	Donations - Parade & Picnic	-	-	-	-	-	-	0.0%	
001-00-367-110-06	Donations - Raffle Tickets	-	-	-	-	-	-	0.0%	
001-00-367-110-09	Donations - Bazaar/Bake Sale	-	-	-	-	-	-	0.0%	
001-00-369-400-00	Sale Of Surplus Equipment	34	14	48	24	-	-	0.0%	
001-00-369-400-00	Judgements & Settlements	135	150	150	257	500	(1,500)	25.0%	
001-00-369-400-01	Court Judgements-Restitution	135	-	135	-	-	-	0.0%	
001-00-369-810-00	Cash Over/Short	(324)	8	(316)	13	-	-	0.0%	
001-00-369-810-01	Cash Over/Short - Court	20	25	45	43	-	-	0.0%	
001-00-369-900-00	Other Misc Revenue	457	108	565	184	-	-	0.0%	
001-00-369-900-03	Court NSF fee	16	20	36	34	-	(30)	0.0%	
001-00-381-100-00	Interfund Loan Proceeds	-	-	-	-	-	-	0.0%	
001-00-386-001-00	State Sales Tax Collected	(32)	26	(6)	45	-	-	0.0%	
001-00-386-830-33	Legis Assessment (LGA)	1	12,925	12,926	22,157	15,000	14,950	30000.0%	
001-00-386-970-05	Local JIS	-	1,940	1,940	3,326	1,500	1,500	100.0%	
001-00-386-990-02	School Safety Spending	308	915	1,223	1,569	1,000	-	0.0%	
001-00-389-000-02	Reimbr/Refunds - Non-Revenue	100	8,188	8,288	14,037	-	-	0.0%	
001-00-395-100-00	Sale of Assets	-	-	-	-	-	-	0.0%	
001-00-397-103-00	Transfer IN - 103	-	-	-	-	-	(20,379)	0.0%	
001-00-397-107-00	Transfer IN - 107	-	-	-	-	-	-	0.0%	
001-00-397-130-00	Transfer IN - 130	-	-	-	-	-	-	0.0%	
001-00-397-131-00	Transfer IN - 131	-	-	-	-	-	(4,500)	0.0%	
001-00-397-401-00	Transfer IN - 401	28,500	28,500	57,000	57,000	63,400	6,400	111.2%	
001-00-397-403-00	Transfer IN - 403	31,500	31,500	63,000	63,000	47,600	(15,400)	75.6%	
001-00-397-406-00	Transfer IN - 406	16,000	16,000	32,000	32,000	31,700	(300)	99.1%	
001-00-398-000-00	Insur Recovery-Non Capital	-	1,000	1,000	1,714	-	-	0.0%	
		\$ 1,625,102	\$ 2,204,973	\$ 3,827,768	\$ 3,815,640	\$ 3,662,711	\$ (83,076)	97.6%	
** Court Revenue									
		88,085	165,141	253,226	283,098	235,000	(880)	#REF!	
	Net Genl Fund Revenue	\$ 1,537,017	\$ 2,039,833	\$ 3,574,542	\$ 3,532,542	\$ 3,427,711	\$ (82,396)	97.4%	
								Reduction from 2014	

Back to Agenda Bill

2015 Budget Preparation
Revenue Analysis - All Funds

Last Update: 10/01/14

	GL ACCT#	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2014 Actual 25-Aug	2014 Projected Actual	2015 Estimated Budget
Street Fund								
FEMA Disaster Assistance	336-870-00	\$ -	\$ 2,292	\$ -	\$ -	\$ -	\$ -	\$ -
Fuel Tax - City Street	336-870-00	144,719	144,437	148,080	143,000	95,432	143,147	147,400
Maps & Publications	341-500-00	100	300	250	300	755	800	1,000
Investment Interest	361-100-00	25	-	-	-	-	-	-
Misc Revenue	369-900-00	-	-	547	-	-	-	-
Transfer In - GF	397-001-00	90,000	128,000	225,000	265,000	160,000	250,000	260,000
Transfer In - Cumulative Rsrv	397-103-00	-	-	-	-	-	-	-
Transfer In - REET	397-130-00	96,269	96,875	96,046	115,529	95,529	95,529	94,780
Insurance Recovery	398-000-00	2,462	-	-	-	-	-	-
		\$ 333,575	\$ 371,904	\$ 469,923	\$ 523,829	\$ 351,715	\$ 489,476	\$ 603,180
Strategic Reserve Fund								
Investment Interest	361-100-00	\$ 9,311	\$ 18,769	\$ (18,295)	\$ 5,000	\$ 2,116	\$ 3,000	\$ 5,000
Transfer In - GF	397-001-00	-	-	-	-	-	-	-
		\$ 9,311	\$ 18,769	\$ (18,295)	\$ 5,000	\$ 2,116	\$ 3,000	\$ 5,000
Drug Seizure Fund								
Investment Interest	361-100-00	\$ -	\$ 1	\$ 12	\$ 15	\$ -	\$ -	\$ -
Private Donations	367-110-00	-	-	-	-	-	-	-
Confiscated and Forfeited Prop	369-300-00	759	7,304	707	15,000	10,332	15,000	15,000
Police Restitution	369-400-00	564	485	-	-	-	-	-
		\$ 1,323	\$ 7,791	\$ 719	\$ 15,015	\$ 10,332	\$ 15,000	\$ 15,000
Criminal Justice Fund								
Local Sales Tax - CJ	313-710-00	\$ 93,115	\$ 97,391	\$ 107,041	\$ 100,000	\$ 74,300	\$ 111,451	\$ 112,000
CJ-Cities/High Crime	336-620-00	7,061	7,043	-	-	-	-	-
CJ-Violent Crimes/Population	336-621-00	1,523	1,592	1,723	2,000	1,398	2,397	2,000
CJ-Special Programs	336-626-00	5,748	5,987	6,412	7,000	5,101	8,744	7,500
CJ-DUI/Cities	336-651-00	1,451	1,320	1,301	1,500	974	1,669	1,500
Investment Interest	361-100-00	256	458	311	300	109	187	200
Private Donations	367-100-00	-	-	4,060	-	-	-	-
Transfer In - GF	397-001-00	272,408	-	-	-	-	-	2,800
		\$ 381,562	\$ 113,791	\$ 120,848	\$ 110,800	\$ 81,883	\$ 124,448	\$ 126,000
Community Events Fund								
Vendor Fees - Milton Days	347-901-00	\$ -	\$ -	\$ 5,655	\$ 7,000	\$ 6,169	\$ 6,200	\$ 7,000
Vendor Fees - Bazaar	347-902-00	-	-	2,040	-	780	1,000	2,000
Donations - Milton Days	367-001-00	-	-	14,787	15,000	10,066	10,070	10,000
Donations - Bazaar	367-002-00	-	-	287	-	-	-	-
Donations - Tree Lighting	367-003-00	-	-	116	-	-	-	-
Other Revenue	317-340-00	-	-	-	-	1,388	2,000	500
Interfund Transfers	397-001-00	-	-	8,807	-	-	5,000	-
		\$ -	\$ -	\$ 31,691	\$ 22,000	\$ 18,403	\$ 24,270	\$ 19,500
Reserve Officer's Fund								
Police Reserve Donations	367-011-00	\$ 3,688	\$ 6,317	\$ 3,866	\$ 7,000	\$ -	\$ -	\$ 2,500
		\$ 3,688	\$ 6,317	\$ 3,866	\$ 7,000	\$ -	\$ -	\$ 2,500
Municipal Cap Improv/REET1								
REET1 - PC	317-100-00	\$ 20,473	\$ 108,247	\$ 50,418	\$ 40,000	\$ 28,092	\$ 42,138	\$ 43,000
REET1 - KC	317-100-01	5,870	-	24,322	30,000	22,764	34,146	35,000
State RE Excise Tax	317-340-00	-	279	1,557	-	-	-	-
Investment Interest	361-100-00	702	149	-	200	-	-	200
		\$ 27,045	\$ 108,674	\$ 76,296	\$ 70,200	\$ 50,856	\$ 76,284	\$ 78,200
Municipal Cap Improv/REET2								
REET2 - PC	317-200-00	\$ 20,473	\$ 108,247	\$ 50,418	\$ 40,000	\$ 28,092	\$ 42,138	\$ 42,000
REET2 - KC	317-200-01	5,870	-	24,321	30,000	22,764	34,146	35,000
Investment Interest	361-100-00	69	24	-	200	-	-	200
		\$ 26,412	\$ 108,270	\$ 74,739	\$ 70,200	\$ 50,856	\$ 76,284	\$ 77,200
Traffic Impact Fee Fund								
Transportation Impact Fees	345-850-00	\$ 7,963	\$ 54,338	\$ 17,794	\$ 6,000	\$ 4,380	\$ 4,500	\$ 6,000
Investment Interest	361-100-00	23	2	92	100	46	68	100
Transfer In - Other Funds	397-000-00	-	-	-	-	-	-	-
		\$ 7,986	\$ 54,339	\$ 17,886	\$ 6,100	\$ 4,426	\$ 4,568	\$ 6,100

2015 Budget Preparation
Revenue Analysis - All Funds

Last Update: 10/01/14

GL ACCT#	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2014 Actual 25-Aug	2014 Projected Actual	2015 Estimated Budget
Electric Utility Fund							
FEMA Disaster Assistance	333-835-00	\$ -	\$ 13,737	\$ -	\$ -	\$ -	\$ -
Electric Sales	343-321-00	4,116,094	4,049,875	3,934,595	4,208,554	2,756,301	4,134,452
Penalties	343-391-00	68,738	66,809	78,113	83,218	70,402	105,604
Investment Interest	361-100-00	16,594	22,206	12,535	18,000	14,526	18,000
Rent	362-100-00	-	-	-	-	-	-
Pole Rental Agreements	362-101-00	13,779	24,658	35,195	19,000	-	24,660
Interfund Loan Interest	366-100-00	-	-	201	157	157	113
Interfund Rental	366-200-00	25,040	25,038	25,038	25,040	12,519	25,040
Connection Charges	367-000-00	2,075	1,275	5,050	3,000	1,950	2,925
Judgments	369-400-00	-	-	-	-	-	-
Misc Revenue	369-900-00	5,373	1,424	14,309	2,000	659	988
Misc Revenue / Rebates	369-901-00	115,198	-	-	-	-	-
Insurance Recovery	372-000-00	-	7,107	-	-	-	-
Interfund Loan Repayment	389-001-00	-	-	24,612	24,656	24,656	24,656
		\$ 4,362,892	\$ 4,212,128	\$ 4,129,647	\$ 4,377,625	\$ 2,881,170	\$ 4,336,481
							\$ 24,700
							\$ 4,463,770
Water Utility Fund							
FEMA Disaster Assistance	333-835-00	\$ -	\$ 6,748	\$ -	\$ -	\$ -	\$ -
Water Permits	322-130-00	-	-	7,356	-	300	600
Water Sales	343-421-00	2,057,537	2,061,441	2,075,687	1,987,730	1,304,411	1,956,617
Sale Of Scrap	343-720-00	1,201	-	-	-	-	-
Penalties	343-910-00	21,935	23,007	31,709	34,179	21,521	32,282
Investment Income	361-100-00	33,355	19,169	(2,465)	13,000	9,310	13,965
Reservoir Rental - Antennas	362-100-00	36,743	64,670	51,075	50,276	10,309	50,636
Connection Charges	367-000-00	5,839	13,422	16,936	16,000	15,367	23,050
Well Constr Reserve Fees	367-200-00	21,753	8,823	5,882	8,500	8,823	13,235
Tank Storage Reserve Fees	367-300-00	8,434	14,446	6,747	10,250	10,121	15,181
Water Miscellaneous	369-100-00	9,178	4,493	840	-	1,111	1,666
Sale Of Surplus	369-200-00	915	46	-	-	-	-
Miscellaneous Water Revenue	369-900-00	350	1,345	4,662	2,500	4,164	5,000
		\$ 2,197,239	\$ 2,217,609	\$ 2,198,429	\$ 2,122,435	\$ 1,385,437	\$ 2,112,230
							\$ 2,099,478
Storm Drainage Fund							
FEMA Disaster Assistance	333-835-00	\$ -	\$ 1,555	\$ -	\$ -	\$ -	\$ -
Dept. of Ecology Grant(s)	334-003-11	47,479	-	197,914	-	-	-
Grant Proceeds-State	334-003-20	-	-	137,288	-	-	-
Storm Drainage Sales	343-830-00	696,636	716,331	723,514	745,000	504,093	756,140
Investment Interest	361-100-00	848	3,166	1,779	2,000	1,788	2,682
Misc Stormwater Revenue	369-900-00	-	-	-	-	189	200
Insurance Recovery	395-200-00	-	-	-	-	-	-
		\$ 744,962	\$ 721,052	\$ 1,060,496	\$ 747,000	\$ 506,070	\$ 759,022
							\$ 757,000
Storm Drainage/Capital Fund							
Dept. of Ecology Grant(s)	334-031-00	\$ -	\$ -	\$ -	\$ 172,000	\$ 16,564	\$ -
Investment Interest	361-100-00	575	1,958	1,159	1,000	736	1,262
Transfer In - Storm Operations	397-406-00	436,197	138,868	140,168	144,530	98,312	147,468
		\$ 436,772	\$ 140,826	\$ 141,327	\$ 317,530	\$ 115,612	\$ 148,730
							\$ 248,500
Vehicle R&M Fund							
Transfer In - GF	397-001-00	\$ 34,854	\$ 18,967	\$ 24,934	\$ 23,900	\$ 23,557	\$ 40,383
Transfer In - Streets	397-101-00	24,932	30,208	34,907	30,000	24,280	41,623
Transfer In - Electric	397-401-00	41,719	63,343	38,143	55,000	8,211	14,076
Transfer In - Water	397-403-00	32,620	30,511	35,697	30,000	27,991	47,985
Transfer In - Storm	397-406-00	6,253	6,547	6,269	8,000	2,402	4,117
		\$ 140,378	\$ 149,576	\$ 139,951	\$ 146,900	\$ 86,441	\$ 148,184
							\$ 163,000

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Agenda Item #: 6B

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To: Mayor Perry and City Councilmembers
From: Public Works Director Neal
Date: October 13, 2014 Special Meeting
Re: Stormwater – Decant Facility grant application – Public Hearing

ATTACHMENTS:

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: Receive public comment.

Issue: See materials provided with Item 7C of this meeting's agenda.



To: Mayor Perry & City Council Members
From: Lisa Tylor, Finance Director
Leticia Neal, Public Works Director
Tony Hernandez, Chief of Police
Date: October 13, 2014, Study Session
Re: **General Fund Budget Review**

ATTACHMENTS: 2015 Preliminary Budget (provided earlier)

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: No action needed at this time

Issue: The Mayor presented her preliminary budget to the Council on October 6th. Tonight is the first of several budget review sessions with the City Council.

The focus this evening is on the **General Fund** budget which is comprised of the following departments:

Legislative/City Council	Executive/Administration
Municipal Court	Finance
Legal Services	Employee Benefit Programs
Facilities	Non-Departmental
Police	Building & Planning Dept's
Engineering	Emergency Management
Activity/Sr. Center	Parks

Budget review of the 2015 budget is scheduled to continue on **October 20th, November 3rd and 10th**. During these review sessions, all other funds including the utilities will be discussed.

Please remember to bring your budget document with you.



To: Mayor Perry and City Councilmembers
From: Chris Larson, Associate Contract Planner
Date: October 13th, 2014
Re: **Access Corridor Clarification**

ATTACHMENTS: **1 – Proposed Ordinance – Planning Commission recommended**
 2 – Option B Ordinance – Alternative regarding access corridors

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required

Recommendation/Action: Discuss proposed amendments and decide in which direction to proceed.

“I move to adopt the ordinance attached as (choose Attachment 1 – or – Attachment 2).”

Fiscal Impact/Source of Funds: This work was part of the Planning Commission 2012 Work Plan. No additional funds will be expended on this item after adoption of the ordinance.

Previous Council Review: May 12, 2014 Study Session and May 19, 2014 regular meeting. At the May 19th Council meeting, the Council received public testimony that the ordinance would increase density within the City and lacked consistency in development regulation. The ordinance was postponed pending further information and analysis.

Background: Currently there is an inconsistency in the Municipal Code as it relates to “access corridors” and how they are addressed in development proposals. The goal of this code amendment is to fix this inconsistency.

Proposed Ordinance – Attachment A: The Planning Commission moved to recommend approval of the ordinance attached as Attachment 1 to Council at their September 2012 meeting, by a vote of 6-1.

Option B Ordinance – Attachment B: This ordinance was created to exclude an access corridor from both the density calculation AND the minimum lot size; this is further discussed below. Option B fixes the inconsistency in the code and maintains consistency across

different types of development. Highlighted areas indicate a change from the ordinance proposed by the Planning Commission.

Question 2 in the discussion section below will help determine if the Option B Ordinance should be adopted.

Discussion: There are two questions that will be explored in determining the appropriate path forward.

- (1) Should a stormwater system be excluded from the density calculation?
- (2) Should an access corridor be excluded from a density calculation?

Before these questions can be answered, an understanding of minimum lot size, maximum density, and how these two regulations interrelate, is needed.

Minimum lot size

Minimum lot size is the minimum area that is needed in order to create a new lot or parcel. The determination that a lot meets the minimum size is usually done when a short plat or subdivision is applied for, to split a parcel into numerous other parcels.

ZONE	MINIMUM LOT SIZE
Single Family (SR) Zone	8,000 square feet
Moderate Density (RMD) Zone	4,000 square feet
Multi-Family (RM) Zone	8,000 square feet

Maximum Density

Maximum density is the maximum number of dwelling units that can be allowed on a particular lot, or parcel of property. Density is calculated as either “net” or “gross” dwelling units per acre of land:

- Net density is the density after a pre-determined area of land is removed from the lot or parcel.
- Gross density, is the density before a pre-determined area of land is removed from the lot or parcel.

Land “included” or “excluded” from the density calculation means identifying if a particular part of the lot gets to be used in determining the number of dwelling units that can be put on the property.

For example, if an access corridor is “excluded” from the density calculation, the area covered by the access corridor is not considered to be part of the lot or parcel in determining the maximum amount dwelling units that can be created.

ZONE	MAXIMUM DENSITY
Single Family (SR) Zone	5.45 dwelling units/net acre
Moderate Density (RMD) Zone	12 dwelling units/net acre
Multi-Family (RM) Zone	12 dwelling units/net acre

Interrelation of minimum lot size and maximum density:

For single family development (one dwelling unit on one parcel) the minimum lot size and the maximum density are inherently tied together. This means the minimum lot size can determine the maximum achievable density for single family development.

In the Single Family zone (RS) and Multi-Family zone (RM), if you build all single family homes on the smallest permissible lots (8,000 square feet), you will have achieved a density 5.45 dwelling units per acre.

- In the Single Family zone (RS) this is **the same as** the maximum allowed density.
- In the Multi-Family zone (RM) this is **less than** the maximum allowed density.

In the Moderate Density zone (RMD), if you build all single family homes on the smallest lot possible, (4,000 square feet) you will have achieved a density of 10.89 dwelling units per acre.

- In the Moderate Density zone (RMD) this is **less than** the maximum allowed density.

Multifamily development is allowed in the Moderate Density zone (RMD) and the Multifamily zone (RM).

Two questions:

(1) Should stormwater systems be included or excluded from the density calculation?

The code is in conflict on this fact. The Planning Commission recommended that storm systems be included in the density calculation.

Staff analysis:

The size, scale, and type of storm water system that is required by code is determined by the size and scale of the development. The extent to which a stormwater system needs to be designed and built is determined based upon the amount of impervious surface (concrete, gravel, and roof tops).

As such, one can only know the size of the storm water system once they have created fairly specific plans for development of a property. However, the determination of how many units can be developed on a lot or parcel is usually done prior to creation of those development plans.

Furthermore, the form of stormwater systems are constantly evolving. It is possible, and has even been constructed in Milton, that a home's stormwater system is completely buried under the back yard.

Choice of Ordinance:

Both the proposed ordinance and the option B ordinance include the area covered by stormwater systems in the density calculation, as recommended by the Planning Commission.

→ If it is desired that stormwater systems be excluded from the density calculation, a motion will need to be made to amend either ordinance to reflect that change.

(2) Should an access corridor be included in density calculations?

The code is currently in conflict on this fact. The Planning Commission recommended that an access corridor be included in the density calculation.

Staff analysis:

As you can see from the above discussion of minimum lot size, maximum density and their relationship, the impact of including an access corridor in the density calculation is different for single family development than it is for multifamily development.

For single family development (one dwelling unit on one parcel), it does not matter if the access corridor is included or excluded from the density calculations, because the access corridor is already excluded from the minimum lot size.

For multifamily development (multiple dwelling units on one parcel), the area contained in an access corridor would be removed from the lot or parcel before determining how many dwelling units can be created on that lot or parcel.

When it relates to multifamily development, should the area covered by an access corridor (usually in the form of a driveway) be included or excluded from the density calculation?

Choice of Ordinance:

- If you feel an access corridor should be included in the density calculation for multifamily development, the Proposed Ordinance (Attachment 1) should be adopted. This ordinance **includes** the access corridor from the density calculation, BUT **excludes** it from the minimum lot size.
- If you feel an access corridor should be excluded from the density calculation for multifamily development, then Option B Ordinance (Attachment 2) should be adopted. This ordinance **excludes** the access corridor from the density calculation AND also **excludes** it from the minimum lot size.

**CITY OF MILTON
ORDINANCE ____-14**

**AN ORDINANCE OF THE CITY OF MILTON,
WASHINGTON; AMENDING SECTIONS 17.08,
16.08.005, 17.15A.010, 16.28.150, 16.12.040; PROVIDING
FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE**

WHEREAS, the City of Milton Planning Commission met in regular session on April 25th, May 23rd, June 27th, August 22nd, September 26th, 2012, to discuss the proposed amendments; and

WHEREAS, the Planning Commission held a public hearing on August 22nd, 2012 to receive public input on the proposed amendments; and

WHEREAS, a Determination of Nonsignificance was issued for the amendments on August 9th, 2012;

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

Section 1. Findings. The above recitals are hereby adopted by reference as legislative findings in support of this ordinance. The City Council further enters the following additional findings:

- A. The code amendments set forth herein bear a substantial relation to the public health, safety and welfare.
- B. The code amendments set forth herein are in the best interest of City of Milton residents.
- C. The code amendments set forth herein satisfy all relevant criteria for approval and adoption.
- D. The zoning code amendments set forth herein have been processed, reviewed, considered and adopted in material compliance with all applicable state and local procedural requirements, including but not limited to the requirements codified in and Chapter 36.70A RCW and Chapter 35A.63 RCW.
- E. All relevant procedural requirements of the State Environmental Policy Act have been satisfied with respect to this ordinance.

Section 2. Section 17.08 of the Milton Municipal Code is hereby amended as follows

17.08.242 Density, gross.

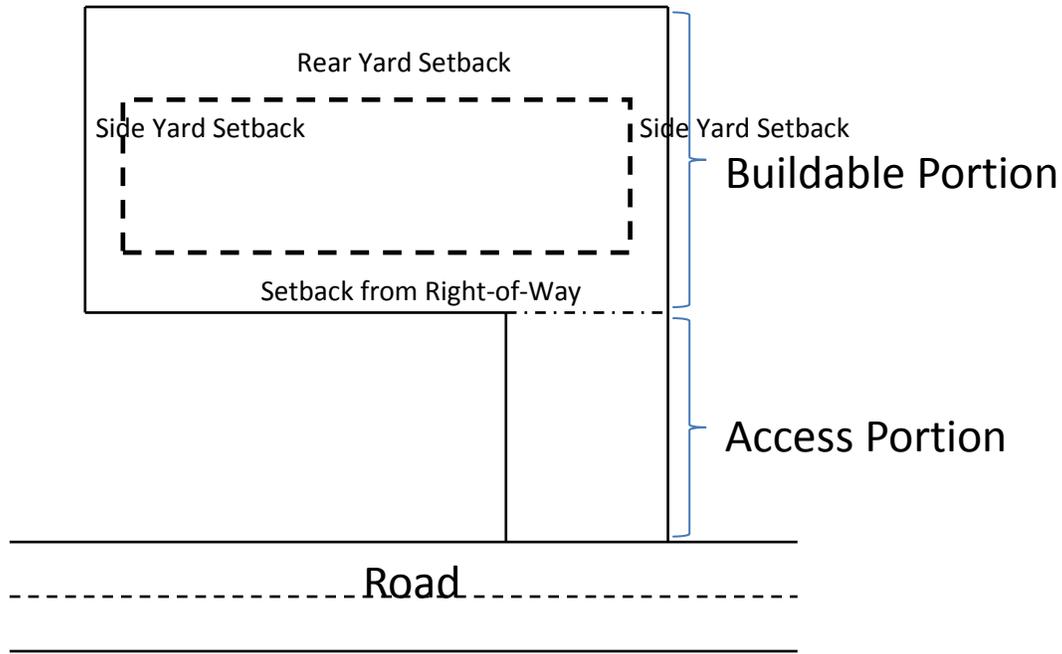
“Gross density” means the number of dwelling units allowed per acre of land, before land required for ~~public or private~~ roadway dedication, or for access corridors or the access portion of a panhandle lot ~~or for easement, or other public purposes wetland~~ or critical area protection or related purposes ~~is considered~~ as required by Chapter 18.16 MMC (Critical Areas), is subtracted from the parcel area.

17.08.244 Density, net.

“Net density” means the number of dwelling units allowed per acre of land, after land required for ~~public or private~~ roadway dedication, or for access corridors or the access portion of a panhandle lot ~~or for easement, or other public purposes~~ or critical area protection, as required by Chapter 18.16 MMC (Critical Areas), is subtracted from the parcel area. (Ord. 1750 § 1, 2010; Ord. 1405 § 2, 1999).

17.08.516 Lot, panhandle

“Panhandle Lot” means a lot which has direct access to a road, via a portion of the same lot, that is smaller than the required minimum lot width. A panhandle lot has two portions, an access portion and a buildable portion as shown below. The buildable portion begins where the lot expands to meet the minimum lot width. The access portion (access corridor) is that portion of the lot that is smaller than the required minimum lot width and extends from the road to the buildable portion. For purposes of determining setbacks, the access portion shall be treated as right-of-way.



Section 3. Section 16.08.005 of the Milton Municipal Code is hereby amended as follows

16.08.005 Access corridor.

“Access corridor” means a portion of one or more lots ~~in a short plat~~ that provides access for one to three other lots via an private easement across the intervening properties. For purposes of determining setbacks, the access corridor shall be treated as right-of-way. All lots served by and adjacent to an access corridor shall be considered corner lots, with the public street to which the access corridor connects treated as one adjacent street and the access corridor as the second adjacent street. (Ord. 1561 § 1, 2003).

Section 4. Section 17.15A.010 of the Milton Municipal Code is hereby amended as follows

17.15A.010 Land development dimensional regulations table.

STANDARDS	RS ⁴	RMD ⁴	RM ⁴	MX ⁴	B	M-1	OS	CF
Minimum Lot Area	8,000 sq. ft.	4,000 sq. ft.	8,000 sq. ft.	3,000 sq. ft.	3,000 sq. ft.	12,000 sq. ft.	0 sq. ft.	3,000 sq. ft.
For an Accessory Apartment	9,600 sq. ft.	8,000 sq. ft.	n/a	n/a	n/a	n/a	n/a	n/a
For a Duplex Unit	12,000 sq. ft.	10,000 sq. ft.	n/a	n/a	n/a	n/a	n/a	n/a
Standard Net Density for Multiple Units	n/a	12 du/ac	12 du/ac	12 du/ac	n/a	n/a	n/a	n/a

Maximum Net Density ¹	5.45 du/ac ¹	18.00 du/ac ²	18.00 du/ac ²	18.00 du/ac ³	n/a	n/a	n/a	n/a
Minimum Lot Width	75 ft.	45 ft.	60 ft.	40 ft.	40 ft.	75 ft.	n/a	20 ft.

1 The net density may not be exceeded.

2 These densities can only be achieved through the development of an adult retirement community, otherwise the standard net density applies.

3 These densities can only be achieved through the development of mixed business and residential developments (in the MX zone) or the development of adult retirement community housing (in the RM or MX zones), otherwise the net standard density applies.

4 In the RS, RMD, RM & MX zones the maximum density and the minimum lot size shall be met.

Example:

~~In the RS zone, if you have a parcel of 24,500 sq. ft., you would be eligible for three lots with the lot size of 8,000 square feet, but if you have a need to put in a road (say, 2,000 sq. ft.) and a detention pond (say, 1,000 sq. ft.), then you would have 21,500 net square feet and a net density of 6.07 du/ac, which is too high (over the 5.45 du/ac), so you can only qualify for two lots.~~

Section 5. Section 16.28.150 of the Milton Municipal Code is hereby amended as follows

16.28.150 Access standards for short plats.

Private streets, access corridors, tracts and panhandles may be approved by the land use administrator, upon concurrence by the city engineer and fire marshal.

A. The minimum width for a panhandle, an access tract or an access corridor serving one or two lots shall be 20 feet with a minimum pavement width of 14 feet unless the access is needed for a fire lane. If the access is needed for a fire lane, a minimum width of 30 feet with a minimum pavement width of 20 feet is required. The minimum width of an access tract or corridor that serves three or four lots shall be 30 feet with a minimum pavement width of 20 feet. No parking shall be permitted within a panhandle, access tract, access corridor or fire lane.

B. Access corridors up to 150 feet in length do not require a turn-around. Access corridors 20 feet wide and more than 150 but less than 500 feet in length shall provide a dedicated turn-around as described in IFC Appendix D Table D103.4. Access corridors more than 500 feet in length up to 750 feet in length shall be 30 feet in width, and shall provide a dedicated turn-around as described in IFC Appendix D Table D103.4. Access corridors more than 750 feet in length shall be subject to approval of the fire marshal. The length of the access corridor shall be

measured along the center line of the access from the edge of the public right-of-way to the nearest lot line of the most distant lot.

C. Greater width may be required at the discretion of the land use administrator, with the concurrence of the city engineer and/or fire marshal, to address the need for such items as parking, drainage, or emergency access. Lesser width may be allowed on 30-foot-wide access corridors at the discretion of the land use administrator, with the concurrence of the city engineer and/or fire marshal, to address constraints such as critical areas or existing parcel boundaries.

D. The access corridor shall be included in the density calculation but shall not be included as part of a lot in determining the applicable bulk and dimensional regulations set forth in Chapters [17.15A](#) and [17.15B](#) MMC.

E. All short plats containing access corridors in private ownership shall record with the short plat such joint access easements, utility easements, emergency access easements, and covenants establishing a means for assessing maintenance costs and an organization for ensuring ongoing maintenance subject to approval of the land use administrator. Such covenants or documents shall obligate any seller to give written notice to any prospective purchaser of the annual cost and method of maintenance of the private access corridor.

F. Access corridors serving more than two lots shall have official city street designations and addresses; provided, that the private nature shall also be indicated by a street sign.

G. Access corridors shall be separated from other access corridors, or the access portion of a panhandle lot, or any combination thereof, by at least one required minimum lot width.

H. Panhandle lots are allowed in a short plat. The access portion of a panhandle lot shall be ~~included in~~ ~~excluded from~~ the density calculation ~~but and~~ shall not be included as part of a lot in determining the minimum lot size.

Section 6. Section 16.12.040 of the Milton Municipal Code is hereby amended as follows

16.12.040 Access standards for subdivisions.

A. Future Street Reservations. The public works director may require the applicant to reserve or dedicate right-of-way up to 60 feet in width for any future transportation system improvements as identified in the most recently adopted version of the city of Milton transportation improvement plan. When land is subdivided into larger parcels than ordinary building lots, the plat shall arrange such parcels to allow for the opening of future streets and further subdivision.

B. Access Required. Each lot in a plat shall have direct access to a public street or shall be served by an access corridor such as a private street, tract, access easement or panhandle having direct access to a public street.

C. Access Requirements.

1. The land use administrator shall review the proposed permit for adequate ingress and egress to all proposed lots. The administrator may require the extension of streets or access rights from the property line to property line of the plat to ensure the feasibility of future extension of streets.
2. The land use administrator may limit the location of direct access to city arterial or other city streets if there is other reasonable access available.
3. The public works director will deny any right-of-way dedication not meeting city standards.
4. The face of the recorded plat shall include a notification of any obligation by an adjoining landowner to construct or maintain a future road.

D. Access Standards. Private streets, access corridors, tracts and panhandles may be approved by the land use administrator, in consultation with the public works director and fire marshal.

1. The minimum width for a panhandle, an access tract or an access corridor serving one or two lots is 20 feet with a minimum pavement width of 14 feet unless the access is needed for a fire lane. If the access is needed for a fire lane, a minimum width of 30 feet with a minimum pavement width of 20 feet is required. The minimum width of an access tract or corridor that serves three or four lots is 30 feet with a minimum pavement width of 20 feet. Parking is prohibited within a panhandle, access tract, access corridor or fire lane.
2. Access corridors up to 150 feet in length do not require a turn-around. Access corridors that are 20 feet wide and greater and less than 500 feet in length shall provide a dedicated turn-around as described in IFC Appendix D Table D103.4. Access corridors that are more than 500 feet in length up to 750 feet in length shall be 30 feet in width, and shall provide a dedicated turn-around as described in IFC Appendix D Table D103.4. Access corridors more than 750 feet in length shall be subject to approval of the fire marshal. The length of the access corridor shall be measured along the center line of the access from the edge of the public right-of-way to the nearest lot line of the most distant lot.
3. The land use administrator may require greater width to address the need for such items as parking, drainage, or emergency access. The administrator may also permit a lesser width for 30-foot-wide access corridors to address constraints such as critical areas or existing parcel boundaries.
4. When determining if the proposed lot meets the applicable bulk and dimensional regulations set forth in Chapters [17.15A](#) and [17.15B](#) MMC, the land use administrator ~~shall include the access corridor in the density calculation but~~ shall not include the corridor as part of a lot.
5. Access corridors serving more than two lots shall have official city street designations and addresses. Signage for private streets must indicate the street is private, for example “25th Avenue Court (Private).” The public works director may prescribe the form and placement of street signs.

6. At least one required minimum lot width must separate two adjacent access corridors or the access portions of two panhandle lots, or any combination of an access corridor and access portion of a panhandle lot.

7. Panhandle Lots are allowed in subdivisions. The access portion of a panhandle lot shall be included in excluded from the density calculation but and shall not be included as part of a lot in determining the minimum lot size.

Section 7. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by State or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 8. Copy to Department of Commerce. Pursuant to RCW 36.70A.106, the City Clerk is hereby authorized and directed to forward a copy of this ordinance to the Department of Community, Trade and Economic Development.

Section 9. Effective Date. This Ordinance shall take effect and be in full force 5 days after its publication.

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PASSED AND APPROVED by the City Council of the City of Milton, Washington, at a regularly scheduled meeting this __ day of _____, 2014.

CITY OF MILTON

Debra Perry, Mayor

ATTEST/AUTHENTICATED:

Katie Bolam, City Clerk

Approved as to form:

Phil Olbrechts, City Attorney

Date of Publication: _____
Effective Date: _____

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**CITY OF MILTON
ORDINANCE ____-14**

**AN ORDINANCE OF THE CITY OF MILTON,
WASHINGTON; AMENDING SECTIONS 17.08,
16.08.005, 17.15A.010, 16.28.150, 16.12.040; PROVIDING
FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE**

WHEREAS, the City of Milton Planning Commission met in regular session on April 25th, May 23rd, June 27th, August 22nd, September 26th, 2012, to discuss the proposed amendments; and

WHEREAS, the Planning Commission held a public hearing on August 22nd, 2012 to receive public input on the proposed amendments; and

WHEREAS, a Determination of Nonsignificance was issued for the amendments on August 9th, 2012;

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

Section 1. Findings. The above recitals are hereby adopted by reference as legislative findings in support of this ordinance. The City Council further enters the following additional findings:

- A. The code amendments set forth herein bear a substantial relation to the public health, safety and welfare.
- B. The code amendments set forth herein are in the best interest of City of Milton residents.
- C. The code amendments set forth herein satisfy all relevant criteria for approval and adoption.
- D. The zoning code amendments set forth herein have been processed, reviewed, considered and adopted in material compliance with all applicable state and local procedural requirements, including but not limited to the requirements codified in and Chapter 36.70A RCW and Chapter 35A.63 RCW.
- E. All relevant procedural requirements of the State Environmental Policy Act have been satisfied with respect to this ordinance.

Section 2. Section 17.08 of the Milton Municipal Code is hereby amended as follows

17.08.242 Density, gross.

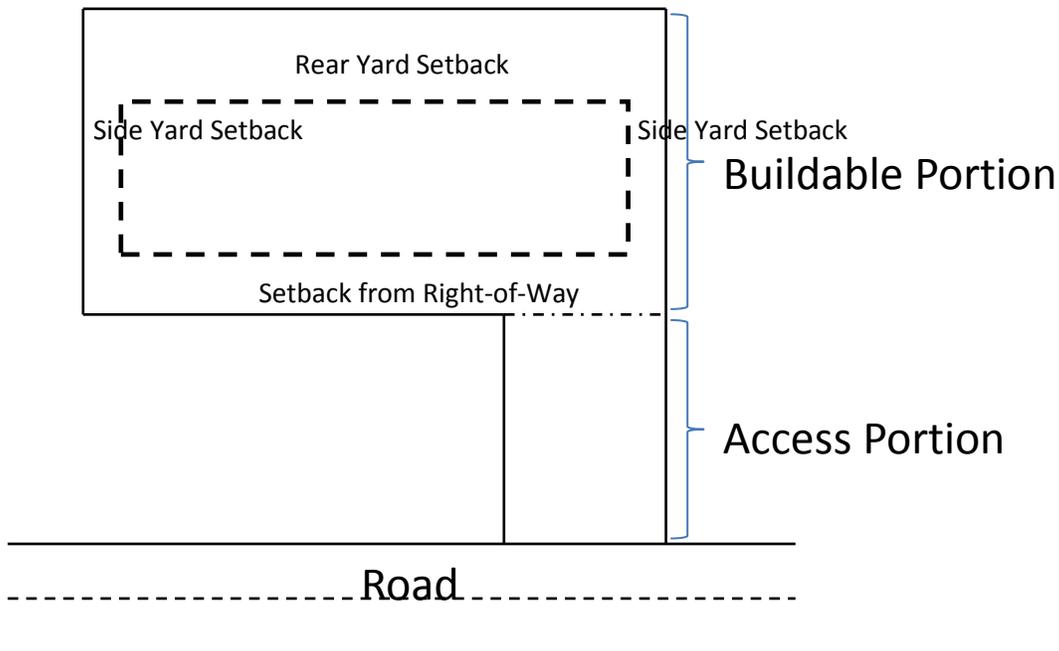
“Gross density” means the number of dwelling units allowed per acre of land, before land required for ~~public or private~~ roadway dedication, ~~or for easement, or other public purposes~~ ~~wetland~~ or critical area protection or related purposes ~~is considered~~ as required by Chapter [18.16](#) MMC (Critical Areas), is subtracted from the parcel area.

17.08.244 Density, net.

“Net density” means the number of dwelling units allowed per acre of land, after land required for ~~public or private~~ roadway dedication ~~or for easement, or other public purposes~~ or critical area protection, as required by Chapter [18.16](#) MMC (Critical Areas), is subtracted from the parcel area. (Ord. 1750 § 1, 2010; Ord. 1405 § 2, 1999).

17.08.516 Lot, panhandle

“Panhandle Lot” means a lot which has direct access to a road, via a portion of the same lot, that is smaller than the required minimum lot width. A panhandle lot has two portions, an access portion and a buildable portion as shown below. The buildable portion begins where the lot expands to meet the minimum lot width. The access portion (access corridor) is that portion of the lot that is smaller than the required minimum lot width and extends from the road to the buildable portion. For purposes of determining setbacks, the access portion shall be treated as right-of-way.



Section 3. Section 16.08.005 of the Milton Municipal Code is hereby amended as follows

16.08.005 Access corridor.

“Access corridor” means a portion of one or more lots ~~in a short plat~~ that provides access for one to three other lots via an private easement across the intervening properties. For purposes of determining setbacks, the access corridor shall be treated as right-of-way. All lots served by and adjacent to an access corridor shall be considered corner lots, with the public street to which the access corridor connects treated as one adjacent street and the access corridor as the second adjacent street. (Ord. 1561 § 1, 2003).

Section 4. Section 17.15A.010 of the Milton Municipal Code is hereby amended as follows

17.15A.010 Land development dimensional regulations table.

STANDARDS	RS ⁴	RMD ⁴	RM ⁴	MX ⁴	B	M-1	OS	CF
Minimum Lot Area	8,000 sq. ft.	4,000 sq. ft.	8,000 sq. ft.	3,000 sq. ft.	3,000 sq. ft.	12,000 sq. ft.	0 sq. ft.	3,000 sq. ft.
For an Accessory Apartment	9,600 sq. ft.	8,000 sq. ft.	n/a	n/a	n/a	n/a	n/a	n/a
For a Duplex Unit	12,000 sq. ft.	10,000 sq. ft.	n/a	n/a	n/a	n/a	n/a	n/a
Standard Net Density for Multiple Units	n/a	12 du/ac	12 du/ac	12 du/ac	n/a	n/a	n/a	n/a
Maximum Net Density ¹	5.45 du/ac ¹	18.00 du/ac ²	18.00 du/ac ²	18.00 du/ac ³	n/a	n/a	n/a	n/a
Minimum Lot Width	75 ft.	45 ft.	60 ft.	40 ft.	40 ft.	75 ft.	n/a	20 ft.

1 The net density may not be exceeded.

2 These densities can only be achieved through the development of an adult retirement community, otherwise the standard net density applies.

3 These densities can only be achieved through the development of mixed business and residential developments (in the MX zone) or the development of adult retirement community housing (in the RM or MX zones), otherwise the net standard density applies.

4 In the RS, RMD, RM & MX zones the maximum density and the minimum lot size shall be met.

Example:

~~In the RS zone, if you have a parcel of 24,500 sq. ft., you would be eligible for three lots with the lot size of 8,000 square feet, but if you have a need to put in a road (say, 2,000 sq. ft.) and a detention pond (say, 1,000 sq. ft.), then you would have 21,500 net square feet and a net density of 6.07 du/ac, which is too high (over the 5.45 du/ac), so you can only qualify for two lots.~~

Section 5. Section 16.28.150 of the Milton Municipal Code is hereby amended as follows

16.28.150 Access standards for short plats.

Private streets, access corridors, tracts and panhandles may be approved by the land use administrator, upon concurrence by the city engineer and fire marshal.

A. The minimum width for a panhandle, an access tract or an access corridor serving one or two lots shall be 20 feet with a minimum pavement width of 14 feet unless the access is needed for a fire lane. If the access is needed for a fire lane, a minimum width of 30 feet with a minimum pavement width of 20 feet is required. The minimum width of an access tract or corridor that serves three or four lots shall be 30 feet with a minimum pavement width of 20 feet. No parking shall be permitted within a panhandle, access tract, access corridor or fire lane.

B. Access corridors up to 150 feet in length do not require a turn-around. Access corridors 20 feet wide and more than 150 but less than 500 feet in length shall provide a dedicated turn-around as described in IFC Appendix D Table D103.4. Access corridors more than 500 feet in length up to 750 feet in length shall be 30 feet in width, and shall provide a dedicated turn-around as described in IFC Appendix D Table D103.4. Access corridors more than 750 feet in length shall be subject to approval of the fire marshal. The length of the access corridor shall be measured along the center line of the access from the edge of the public right-of-way to the nearest lot line of the most distant lot.

C. Greater width may be required at the discretion of the land use administrator, with the concurrence of the city engineer and/or fire marshal, to address the need for such items as parking, drainage, or emergency access. Lesser width may be allowed on 30-foot-wide access corridors at the discretion of the land use administrator, with the concurrence of the city engineer and/or fire marshal, to address constraints such as critical areas or existing parcel boundaries.

D. The access corridor shall be included in the density calculation but shall not be included as part of a lot in determining the applicable bulk and dimensional regulations set forth in Chapters [17.15A](#) and [17.15B](#) MMC.

E. All short plats containing access corridors in private ownership shall record with the short plat such joint access easements, utility easements, emergency access easements, and covenants establishing a means for assessing maintenance costs and an organization for ensuring ongoing maintenance subject to approval of the land use administrator. Such covenants or documents shall obligate any seller to give written notice to any prospective purchaser of the annual cost and method of maintenance of the private access corridor.

F. Access corridors serving more than two lots shall have official city street designations and addresses; provided, that the private nature shall also be indicated by a street sign.

G. Access corridors shall be separated from other access corridors, or the access portion of a panhandle lot, or any combination thereof, by at least one required minimum lot width.

H. Panhandle lots are allowed in a short plat. The access portion of a panhandle lot shall be included in the density calculation but shall not be included as part of a lot in determining the minimum lot size.

Section 6. Section 16.12.040 of the Milton Municipal Code is hereby amended as follows

16.12.040 Access standards for subdivisions.

A. Future Street Reservations. The public works director may require the applicant to reserve or dedicate right-of-way up to 60 feet in width for any future transportation system improvements as identified in the most recently adopted version of the city of Milton transportation improvement plan. When land is subdivided into larger parcels than ordinary building lots, the plat shall arrange such parcels to allow for the opening of future streets and further subdivision.

B. Access Required. Each lot in a plat shall have direct access to a public street or shall be served by an access corridor such as a private street, tract, access easement or panhandle having direct access to a public street.

C. Access Requirements.

1. The land use administrator shall review the proposed permit for adequate ingress and egress to all proposed lots. The administrator may require the extension of streets or access rights from the property line to property line of the plat to ensure the feasibility of future extension of streets.

2. The land use administrator may limit the location of direct access to city arterial or other city streets if there is other reasonable access available.

3. The public works director will deny any right-of-way dedication not meeting city standards.

4. The face of the recorded plat shall include a notification of any obligation by an adjoining landowner to construct or maintain a future road.

D. Access Standards. Private streets, access corridors, tracts and panhandles may be approved by the land use administrator, in consultation with the public works director and fire marshal.

1. The minimum width for a panhandle, an access tract or an access corridor serving one or two lots is 20 feet with a minimum pavement width of 14 feet unless the access is needed for a fire lane. If the access is needed for a fire lane, a minimum width of 30 feet with a minimum pavement width of 20 feet is required. The minimum width of an access tract or corridor that

serves three or four lots is 30 feet with a minimum pavement width of 20 feet. Parking is prohibited within a panhandle, access tract, access corridor or fire lane.

2. Access corridors up to 150 feet in length do not require a turn-around. Access corridors that are 20 feet wide and greater and less than 500 feet in length shall provide a dedicated turn-around as described in IFC Appendix D Table D103.4. Access corridors that are more than 500 feet in length up to 750 feet in length shall be 30 feet in width, and shall provide a dedicated turn-around as described in IFC Appendix D Table D103.4. Access corridors more than 750 feet in length shall be subject to approval of the fire marshal. The length of the access corridor shall be measured along the center line of the access from the edge of the public right-of-way to the nearest lot line of the most distant lot.

3. The land use administrator may require greater width to address the need for such items as parking, drainage, or emergency access. The administrator may also permit a lesser width for 30-foot-wide access corridors to address constraints such as critical areas or existing parcel boundaries.

4. When determining if the proposed lot meets the applicable bulk and dimensional regulations set forth in Chapters [17.15A](#) and [17.15B](#) MMC, the land use administrator shall include the access corridor in the density calculation but shall not include the corridor as part of a lot.

5. Access corridors serving more than two lots shall have official city street designations and addresses. Signage for private streets must indicate the street is private, for example “25th Avenue Court (Private).” The public works director may prescribe the form and placement of street signs.

6. At least one required minimum lot width must separate two adjacent access corridors or the access portions of two panhandle lots, or any combination of an access corridor and access portion of a panhandle lot.

7. Panhandle Lots are allowed in subdivisions. The access portion of a panhandle lot shall be included in the density calculation but shall not be included as part of a lot in determining the minimum lot size.

Section 7. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by State or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 8. Copy to Department of Commerce. Pursuant to RCW 36.70A.106, the City Clerk is hereby authorized and directed to forward a copy of this ordinance to the Department of Community, Trade and Economic Development.

Section 9. Effective Date. This Ordinance shall take effect and be in full force 5 days after its publication.

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PASSED AND APPROVED by the City Council of the City of Milton, Washington, at a regularly scheduled meeting this __ day of _____, 2014.

CITY OF MILTON

Debra Perry, Mayor

ATTEST/AUTHENTICATED:

Katie Bolam, City Clerk

Approved as to form:

Phil Olbrechts, City Attorney

Date of Publication: _____

Effective Date: _____

Back to Agenda Bill



To: Mayor Perry and City Councilmembers
From: Public Works Director Neal
Date: October 13, 2014 Special Meeting
Re: Stormwater – Decant Facility grant application

-
- ATTACHMENTS:**
- A. Annual cost comparison
 - B. Concept plan
 - C. Ordinance
-

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: If Council is in favor of proceeding with constructing a City-owned decant facility, the following motion is recommended:

“I move to approve the attached Ordinance amending the City’s Stormwater CIP to include the decant facility as a priority project, direct the Public Works Department to proceed with the grant application for a decant facility, and authorize construction funding expenditures subject to receiving grant funds for the same.”

Fiscal Impact/Source of Funds: This project is not included in the proposed 2015 budget, but can be added with the approval of the attached ordinance.

Previous Council Review: N/A

Issue: To proceed with a grant funding request for a City-owned decant facility.

Discussion: The City of Milton is responsible for maintaining the City’s stormwater system under the terms of its National Pollution and Discharge Elimination System (NPDES) permit issued by the State of Washington Department of Ecology (DOE). In order to comply with the terms of the permit, the City is obligated to perform regular cleaning of the storm lines, catch basins, and drainage structures.

Regular cleaning of the storm system reduces the chance of flooding during storm events. It also captures sediments, contaminated petroleum products, and heavy metals before they are

discharged into streams and wetlands, where they present a hazard to wildlife and human health. The City took a significant step toward a comprehensive stormwater cleaning process with the purchase of the new vacator truck which arrived earlier this year. The vacator truck is equipped with water tanks to allow pressure “jetting” of debris-laden sewers and a powerful vacuum that draws sediments and wash water into a large on-board tank for disposal.

The next step will be to make long-term provisions for disposal of the potentially contaminated material. The disposal process is called “decanting”, which means separating the water from the solids. Water is discharged to the sanitary sewer and solids are “dewatered” by allowing the material to drain under cover on a sloping concrete floor for several days or weeks (depending on the material). If the material meets DOE standards for maximum levels of contaminants, then it can be used for grading and fill projects – otherwise it must be disposed of at a sanitary landfill.

The Public Works Department has completed a pilot study to characterize the quantity and nature of the sediments in the Milton stormwater system. There are potentially two long-term arrangements for disposing of vacuum truck wastes: discharging the vacator truck at a commercial disposal company or constructing a small decant station at the Kent Street Public Works facility. Over the course of 4 weeks, staff utilized the vacator truck to clean catch basins and tracked all costs associated with utilizing a private commercial facility for disposal of the water and solids: staff time to drive to the facility, cost of disposal, fuel, etc. Based on the pilot study, the City can anticipate an expense in excess of \$22,000 / year if utilizing a private disposal facility.

Preliminary estimates indicate that a City-owned decant facility would cost approximately \$930,000 to design and construct. The State of Washington provides grants to qualifying jurisdictions that will pay 75% of this cost, leaving \$232,100 for the City to fund from the Stormwater Utility. Even after adding in the annual sewer charges and permits to operate a decant facility, a City-owned facility would have an annualized cost over 30 years of \$11,732 / year. (Refer to Attachment A)

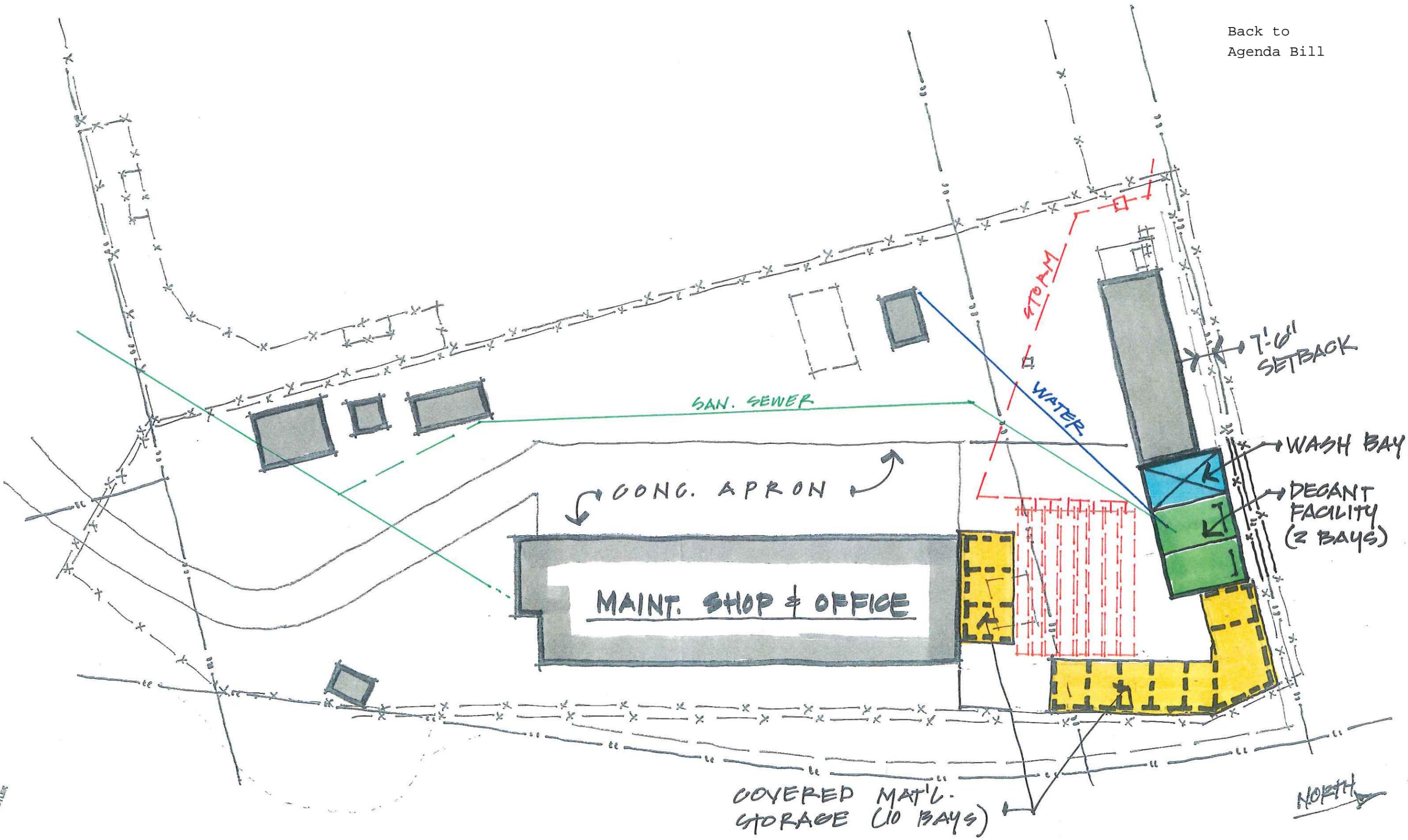
Building this facility also has other benefits, beyond being an integral part in the City’s required stormwater system cleaning. The construction of a decant facility would also include a cover over the material stockpiles and a new wash station, both of which are necessary to comply with our NPDES permit.

The Public Works Department is currently preparing a grant application for State funding of a City of Milton decant station. Grant funding is competitive, with rankings based on point scores in eight categories. One of the ranking considerations is inclusion of the project in a jurisdictional Capital Improvement Plan or equivalent. If Council is in favor of moving forward with this project, staff requests that Council pass an ordinance identifying a City of Milton decant station to be a priority capital improvement in the Stormwater CIP and authorizing construction funding expenditure subject to receiving grant funds from the State of Washington.

NOTE – The attached ordinance references an amended stormwater CIP as attachment A to the ordinance. This attachment will be provided in supplement form in advance of Monday’s meeting.

Cost Comparison (Annual)			
City-Owned Facility			Private Facility (PRS)
Construction Cost (Preliminary Estimate)	\$824,248		Annual Cost for CB Cleaning
Design and Engineering Fees			Add 10% to include SW facility cleaning
(824248.35 - 45000 - 85000) x .15	\$104,137		Add 10% to include culvert and pipe cleaning
Total Design and Construction:	\$928,385		
Milton 25% Match	\$232,096		
Annualized over 25 years:	\$9,284		
Annualized over 30 years:	\$7,737		
Solid Waste Permit:			
\$1740 Application Fee			
\$870 Annual Fee	\$870		
Annual Testing for Metals	\$500		
Solid Waste Disposal Fees:			
\$24.50/ton + 3.6% state refuse tax	\$2,375		
Sewer Permit:			
Application/Permit Fees	\$6,500		
Connection Charges	\$18,731		
Sewer Fees:			
Commercial Class 1 Basic Service Charge			
\$13.22/month	\$158		
Volume Service Charge \$3.68/ccf/month			
983 gal/day x 19 days to clean 300 CBs = 25	\$92		
Total Annual Cost (25 years)	\$13,279		Total Annual Cost
Total Annual Cost (30 years)	\$11,732		\$22,200
(not including sewer permit and connection fees)			

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Agenda
Bill



K:\PROJECTS\MILT

NO.	DATE	BY	APPR.	REVISIONS

Approved By		FILENAME	
ENGINEERING MANAGER	DATE	DESIGNED BY	DATE
PROJECT MANAGER	DATE	DRAWN BY	DATE
PROJECT ENGINEER	DATE	CHECKED BY	DATE

KPG
753 9th Ave N
Seattle, WA 98109
(206) 286-1840
www.kpg.com

2502 Jefferson Ave
Tacoma, WA 98402
(253) 627-0720

DRAFT
SUBMITTAL

**SCHEME
'B'**

**MILTON DECANT
FACILITY**

SK-10	
KPG PROJECT No.	SHT ____ OF ____

ORDINANCE. _____

**AN ORDINANCE OF THE CITY OF MILTON,
WASHINGTON, AMENDING THE SIX-YEAR
STORMWATER CAPITAL IMPROVEMENT PROGRAM,
PROVIDING FOR SEVERABILITY, AND ESTABLISHING
AN EFFECTIVE DATE.**

WHEREAS, the six-year stormwater capital improvement program approved in 2011 needs to be amended; and

WHEREAS, a public hearing thereon was held on October 13, 2014 during a regularly scheduled Milton City Council Meeting; and

WHEREAS, the Milton City Council finds that an amended six-year capital improvement program is needed to guide infrastructure priorities and budgeting decisions for the City's stormwater facilities; and

WHEREAS, the amendments adopted herein have no impact on the City's 2014 budget;

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

Section 1. AMENDED. The City of Milton six-year stormwater capital improvement program is hereby amended as set forth in Exhibit A to this ordinance, which is incorporated herein by this reference.

Section 2. 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 3. EFFECTIVE DATE. This ordinance shall be in full force and effective five (5) days from and after its passage, approval, and publication as provided by law.

PASSED AND APPROVED by a vote of _____ for, _____ against, by the City Council of the City of Milton, Washington, at a special scheduled meeting thereof this _____ day of _____, _____.

Debra Perry, Mayor

Attest/Authenticated:

Katie Bolam, City Clerk

Approved as to form:

Bio F. Park, City Attorney

Published: _____
Effective Date:

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Agenda Item #: 7D

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To: Mayor Perry and City Councilmembers
From: Mayor Pro Tem Taylor
Date: October 13, 2014 Special Meeting
Re: Council Representation Responsibilities

ATTACHMENTS: **A. Operating Principles and Standards of Conduct**
 B. Milton City Council Policies and Procedures

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: None.

Issue: Mayor Pro Tem Taylor will address Council regarding member responsibilities to participate in committees and intergovernmental groups.

CITY OF MILTON
OPERATING PRINCIPLES AND STANDARDS OF CONDUCT
Implemented: September 15, 2008

The following set of operating principles and behaviors, when adhered to by all, will create an open, communicative and productive environment for a unified organizational approach to city policy-making and management.

RULES & RESPONSIBILITIES

- We respect the institution of city government and the respective roles and responsibilities of the City Council, Mayor, City Administrator and staff.
- Surprises to the Council, Mayor or City Administrator will be the exception, not the rule. There should be no surprises at Council meetings
- The Council and Administration agree to avoid words or actions that create a negative impression on an individual, the Council or the City. While debate is encouraged, we will do it with care and respect to avoid an escalation of negative impressions.
- The Council will emphasize planning, policy-making and public relations and not become involved in implementing policy. The Council respects the role of Administration to implement policy.
- The Mayor is the Chief Executive Officer and the City Administrator is the Chief Administrative Officer and they should recommend, propose, and/or suggest additional information/options on matters before the Council.
- Only the Council as a whole has authority. Individual Council members do not have authority. We agree that an individual Council member will not take unilateral action.
- At Council meetings, the Council and Administration will avoid grand-standing with the audience.
- Each Council member agrees to focus discussion to the issues on the agenda with fellow Council members. Information needed by the Council from the Administration will be referred to the Mayor or City Administrator. Follow up of public questions and comments will either be addressed by the Mayor, City Administrator or Department Director, as appropriate and at the earliest time possible.

- Executive sessions will be held only when specific legally allowable needs arise. Council members will be extremely sensitive to the legal ramifications of their meetings and comments.
- Council member requests that will likely require considerable time or have policy implications are to be addressed to the Mayor or City Administrator. Any personnel complaints and criticisms received by Council members will be directed to the City Administrator whose responsibility is to oversee the internal operations of the City.
- While the Council is eager to listen to constituents and staff, the Council is committed to direct inquiries to the staff member who can properly and expeditiously address the issue. The last stop, not the first, will be the Council. Council members have agreed to follow the chain of command and insist that others do likewise.
- The Council will assess its behavior through annual self-evaluation and by addressing itself to any individual problem, such as poor meeting attendance, tardiness, demeanor or leaks of confidential information.

Acknowledged & Agreed to by:

Councilmember Mark Beaudry Date

Councilmember Terry Borek Date

Councilmember Maggie Drotz Date

Councilmember Jim Heddlesten Date

Councilmember Duane Neal Date

Councilmember Leonard Sanderson Date

Councilmember Bob Whalen Date

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Mayor Katrina Asay Date

City Administrator Michael Wilson Date



MILTON CITY COUNCIL POLICIES & PROCEDURES

1. General Rules
 - a. Meetings to be Public: All official meetings of the council shall be open to the public with the exception of executive sessions for certain limited topics (see types of council meetings section for topics defined per Open Public Meetings Act, Chapter 42.30 RCW). A record of proceedings (recorded / minutes) shall be open to public inspection. (except executive sessions)
 - b. Quorum: To transact business, a minimum of four councilmember's must be in attendance to constitute a quorum. If a quorum is not present, the mayor will call roll and then immediately adjourn the meeting to a later time.
 - c. Attendance, Excused Absences: A councilmember shall forfeit his or her office by failing to attend three consecutive regular council meetings without being formally excused by the council. Normal acceptable absences are illness, bereavement, vacation, business travel and the like. If a requested absence is outside those listed the mayor will state the reason for the absence prior to a council vote. Councilmember's may be excused by complying with the following procedure: The councilmember shall contact the mayor, prior to the meeting and state the reason for his or her inability to attend the meeting. If the councilmember is unable to reach the mayor, he or she shall contact the mayor's executive assistant, city clerk, or deputy city clerk who shall convey the message to the mayor. The mayor will inform the council of the member's absence and ask if there is a motion to excuse the councilmember. The results of the vote shall be recorded in the minutes.
 - d. Right of Floor: Any member desiring to speak shall be recognized by the mayor and shall confine his or her remarks to the subject under consideration.
2. Types of Meetings
 - a. Regular Council Meetings: The council shall meet on the first and third Monday of the month at 7:00 p.m. for regular business meetings. When a council meeting falls on a holiday, the meeting shall be held on the

Tuesday following the scheduled Monday meeting or at such date and time as the council approves by motion. As Defined in MMC 2.04.

- b. Special Meetings: The mayor or a majority of the council may call special meetings. The city clerk shall prepare a notice of the special meeting stating the date, time, place, and agenda items. The city clerk shall attempt to notify each member of the council of the special meeting, and give at least 24 hours notice of the meeting to the newspaper of record. At a special meeting, the council may not make final disposition on any matter not mentioned in the notice.

Special Emergency Meetings: May be called by the mayor or a majority of the council in less than 24 hours, and without the notice required in this section, to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage if the notice requirements would be impractical or increase the likelihood of such injury or damage as provided in RCW 42.30.080.

- c. Study Sessions, Workshops and Council Committee Meetings: The council shall meet the second Monday of each month for a study session as defined in MMC 2.04. Special study sessions may be called by the mayor or any four councilmember's, though if this occurs notice must be provided pursuant to RCW 42.30.080. These sessions are to review and discuss pertinent business of the city and to prepare matters for action at a regular council meeting. The council shall not take official action at a study session.

The city council maintains several committees to provide an appropriate forum to more deeply study issues that may come before the full council. The specific areas of purpose and meeting dates are set out by resolution.

- d. Executive Sessions: Executive sessions will be held in accordance with the provisions of the Washington State Open Public Meetings Act (RCW 42.30.110).

The council may hold an executive session during a regular, study / workshop or special meeting. Before convening in executive session, the chair shall publicly announce the purpose for excluding the public from the meeting and shall state the time when the executive session will be concluded. If the council wishes to adjourn at the close of a meeting from executive session, that fact will be announced along with the estimated time for the executive session. Should the executive session require more time, the chair or delegate shall make a public announcement that the session is being extended, along with another estimated time for the executive session to conclude.

Councilmember's shall keep confidential all written materials and verbal information provided to them during executive sessions, to ensure that the

city's position is not compromised. Confidentiality also includes information provided to councilmember's outside of executive sessions when the information is marked confidential or is considered to be exempt from disclosure under the Public Disclosure Act.

If the council, after executive session, has provided direction or consensus to city staff on proposed terms and conditions for any confidential or privileged issue, all contact with any other party shall be made by the designated city staff representative handling the issue. Prior to discussing the information with anyone other than fellow councilmember's, city attorney, mayor, or city staff designated by the mayor, councilmember's should review such potential discussion with the city attorney. Any councilmember having any contact or discussion with any person other than those listed above on any such confidential or privileged issue shall make full disclosure to the mayor, council, and the city attorney or assistant city attorney in a timely manner.

No final action shall be taken during any executive session, except as allowed by RCW 42.30.110.

- e. Location of Meetings: All council meetings will be held in the council chambers at 1000 Laurel Street unless otherwise agreed upon by a majority of councilmember's.
- f. Attendance of Media at Council Meetings: All official meetings of the council and its committees shall be open to the media, freely subject to recording at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.
- g. Mayor and Duties: The mayor, if present, shall preside as mayor at all meetings of the council except committee meetings. In the absence of the mayor, the mayor pro tem shall preside. In the absence of both the mayor and mayor pro tem, the council shall elect a chair. The mayor has the authority to preserve order at all meetings of the council, to cause removal of any person from any meeting for disorderly conduct and to enforce the rules of the council.
- h. Call to Order: The meetings shall be called to order by the mayor. In the absence of both the mayor and mayor pro tem, the meeting shall be called to order by the city clerk or the clerk's designee for the election of a temporary mayor.
- i. Preservation of Order: The mayor shall preserve order and decorum; prevent attacks on personalities or the impugning of members' motives and confine members in debate to the questions under discussion.
- j. Points of Order: The mayor shall determine all points of order, subject to the right of any member to appeal to the council. If any appeal is taken,

the question shall be “Shall the decision of the mayor be sustained?”.

- k. Questions to be Stated: The mayor shall state all questions submitted for a vote and announce the result.
- l. Mayor --- Powers: The mayor may not make or second motions, but may participate in debate to the extent that such debate does not interfere with chairing the meeting. If the mayor wishes to participate vigorously in the debate of an issue, the mayor shall turn the chairing of that portion of the meeting to the mayor – pro tem, or to another councilmember if the mayor pro tem is absent. The mayor’s voting rights and veto powers are specified in RCW 35A.12.100, Duties and Authority of the Mayor.

3. Agenda

- a. Council Agenda: The mayor shall prepare the agenda for council meetings, subject to the Council’s right to amend the agenda. The city council request adequate time to review and research all issues coming before it for consideration and/or action. Subject to the council’s right to amend the agenda, no legislative item which is not on the council agenda and which has not been presented and approved as a forthcoming agenda item by a council committee or council workshop shall be voted upon, except in emergency situations (defined as situations which would jeopardize the public’s health, safety or welfare), or where otherwise deemed important by a majority of the council.

Every reasonable effort shall be made by staff to finalize the council meeting agenda packets for distribution by 3:00 PM the Thursday preceding a Monday council meeting.

- b. Comments and Concerns: Each regular meeting will provide time for mayor and council reports. At the end of the mayor’s report, he or she will provide time for questions from councilmember’s. This is the appropriate time for councilmember’s to ask questions of the mayor, who may at times defer the question to the appropriate staff member or to a later meeting. Conversely, the council reports provide time for councilmember’s to report on council committee meetings, other meetings, and activities in which they have participated.

Comments and Concerns: The agenda shall provide a time (announcements/committee reports) for the mayor or any councilmember to bring before the council any business that he/she feels should be deliberated upon by the council. These matters need not be specifically listed on the agenda, but formal action on such matters may be deferred until a subsequent council meeting, except that immediate action may be taken upon a vote of a majority of all members of the council.

During the council meeting, there shall be no lectures, speeches, or grandstanding, and no grilling, cross-examination, ridicule, or degrading of another councilmember, the mayor, or staff.

4. Consensus and Motions

- a. Consensus Votes: When a formal motion is not required on a council action or opinion, a consensus voice vote will be taken. The mayor will state the action or opinion and each councilmember may vote by saying “aye” (yes) or “nay” (no).
- b. Motions: No motion shall be entertained or debated until duly seconded and announced by the mayor. A motion may be withdrawn at any time before action is taken on the motion.
- c. Table Motions: If a councilmember wishes to make a motion to table an issue, they shall state their intentions to do so and inquire whether any councilmember’s wish to make statements or provide information prior to the motion being made and seconded.
- d. Votes on Motions: Each member present shall vote on all questions put to the council except on matters in which he or she has been disqualified for a conflict of interest or under the appearance of fairness doctrine. Such member shall disqualify himself or herself prior to any discussion of the matter and abstain from voting.

A councilmember must be present at a council meeting to vote on any issue, contract, ordinance or resolution or any other order of business of the council; provided, that in extraordinary circumstances, a councilmember shall be deemed present by appearing via telephone or other similar electronic means in order to establish a quorum for business. No member shall be allowed to vote by proxy.

- e. Any councilmember present who fails to state his or her vote without a valid disqualification shall be declared to have voted in the affirmative on the question, except that an abstaining councilmember still creates a quorum. However, if an action expressly requires a favorable vote by a majority of the whole membership, an abstaining vote shall be counted separately.

In situations where a councilmember may need to abstain from voting because of a possible violation of the appearance of fairness doctrine, RCW 42.36.090 provides that the challenged councilmember can still participate in the event that abstention would cause a lack of a quorum or result in a failure to obtain a majority vote as required by law if he or she publicly discloses the basis for disqualification prior to rendering a decision.

- f. Motions to Reconsider: A motion to reconsider must be made by a person who voted with the majority on the principal question. This motion may be made at the same or a succeeding council business meeting.
5. Public Hearings
- a. Speaker Sign-In: The mayor, at his or her discretion, may require that all persons wishing to be heard sign in with the city clerk, giving their name and whether they wish to speak as a proponent, opponent, or from a neutral position. Any person who does not sign in shall be permitted to speak only after all those who have signed in have finished their testimonies. The mayor may establish time limits and otherwise control presentations, and may change the order of speakers so that testimony is heard in the most logical groupings.
6. Duties and Privileges of Citizens
- a. Meeting Participation: Citizens are welcome at all council meetings (except executive sessions) and are encouraged to attend and participate prior to the deliberations of the council. Recognition of a speaker by the mayor is a prerequisite and necessary for an orderly and effective meeting, be the speaker a citizen, councilmember or staff member. Further, it will be expected that all speakers will deliver their comments in a courteous and efficient manner and will speak only to the specific subject under consideration. Anyone making out-of-order comments or acting in an unruly manner shall be subject to removal from the meeting.
 - b. Subjects on the Current Agenda: The mayor, at his or her discretion, may call for public comment on any agenda topic during the meeting. Otherwise, any member of the public who wishes to address the council on an item on the current agenda shall make such request to the mayor. The mayor shall rule on the appropriateness of public comments as the agenda item is reached, ensuring remarks are in order and are related to the item being considered. The mayor may change the order of speakers so that testimony is heard in the most logical grouping, and may limit the time for remarks at his or her discretion.
 - c. Subjects not on the Current Agenda: Under the agenda item “Committee of the Whole” citizens may address any item they wish to discuss with the mayor and council. They shall first obtain recognition by the mayor, and state their name, address and subject of their comments. The mayor shall then allow the comments, subject to a time limit set by the mayor. Following such comments, if action is required or has been requested, the mayor may place the matter on the current agenda or future agenda if it’s a legislative or policy issue appropriate for council, or refer the item to staff for action or investigation and response.
 - d. Manner of Addressing the Council: All remarks shall be addressed to the

council as a body and not to any member thereof. No person, other than the mayor, members of the council and the person having the floor shall be permitted to enter into any discussion, either directly or through the mayor or members of the council. No questions shall be asked of the councilmember's except through the mayor.

- e. Disorderly Conduct/Removal: Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the council may be requested to leave the meeting and may be barred from further audience before the council during that meeting by the mayor. The mayor, or council by majority vote, may order any person forcibly removed by a police officer if the person is responsible for disturbing the orderly conduct of the meeting.
7. Public Comments:

- a. Council meeting participation on agenda items: Citizens are encouraged to attend and participate at all council meetings. Recognition of a speaker by the chair prior to council's deliberation or vote on the issue is a prerequisite and necessary for an orderly and effective meeting, be the speaker a citizen, councilmember or staff member. Further it will be expected that all speakers will deliver their comments in a courteous and efficient manner and will speak only to the specific subject under consideration.

Each person addressing the council shall go to the podium, give his/her name and address in an audible tone of voice for the record, and shall limit their remarks to 3 minutes, unless limited or extended by the chair or requested by a majority of the councilmember's present. All remarks shall be addressed to the council as a body and not to any member thereof. No person, other than the chair, members of the council and the person having the floor shall be permitted to enter into any discussions, either directly or through the members of the council. No questions shall be asked of the councilmember, except through the chair. The council will determine the disposition of the issue (information only, place on a future agenda, committee, workshop, and assign to staff, or do not consider).

- b. Subjects not on the current agenda: Under agenda item "citizen comments," citizens may address any item they wish to discuss with the mayor and council. They shall first obtain recognition by the chair, state their name, address and subject of their comments. The chair shall then allow the comments, subject to a 3 minute limitation per speaker, unless limited or extended by the chair or a majority of the councilmember's present. Groups who have a designated speaker may have a total of 3 minutes to speak. Following such comments, if action is required or has been requested, the chair shall refer the matter to staff or the appropriate council committee for review or investigation and report at a future meeting. Sign up is not required for this portion of the council meeting.

Each citizen will be allowed to speak only once on a particular topic in each council meeting.

- c. **Written communication:** Interested parties, or their authorized representatives, may address the council by written communication in regard to any matter concerning the city's business. The written communication may be submitted by direct mail or by addressing the communications to the city clerk who shall distribute copies to the councilmember's. The communication will be entered into the record as an exhibit, and the city clerk or deputy city clerk shall distribute copies to the council, mayor and appropriate staff members and the city or assistant attorney.

Written communications may be distributed as part of the council agenda if it is received within agenda processing timelines.

All material presented at council meetings, except confidential material not subject to disclosure under law, shall also be presented to the city clerk to be entered as an exhibit

- d. **Public hearing procedures: Speaker Sign-In:** Prior to the start of a public hearing, all persons wishing to be heard are required to sign in with the city clerk or deputy city clerk, giving their name and address and whether they wish to speak as a proponent, opponent or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. Each speaker shall be given 3 minutes or when presenting the official position of any organization or group 3 minutes shall be allowed. Anyone who has signed in to speak at a public hearing may relinquish his or her allotted time to any person who is also signed in to speak. If there are numerous items for public hearings on any council agenda, there will be a separate public hearing on each item. The public shall be given 3 minutes on each individual item that they have signed in to testify on and/or may chose to relinquish their allotted time to any person who is also signed in to speak. The chair may change the order of speakers so that testimony is heard in the most logical groupings (i.e., proponents, opponents, etc.). Public hearing testimony sign-up forms shall be available on the table outside of the council chambers prior to the meeting for use by those wishing to address the council.
- e. **Public hearing process.**
The chair introduces the agenda item, opens the public hearing and shall announce the following rules of order:

Council shall set public hearing dates to receive public testimony on all issues required by law or as the council may direct.

All comments by proponents, opponents or other members of the public shall be made from the podium; any individuals making comments shall state their name and address for the official record of the transcript of the public hearing.

No comments shall be made from any other location. . (Covered in 6(d))
If you are disabled and require accommodation, please advise the nearest staff member.

These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his/her right of free speech.

The chair calls upon staff to present a brief staff report on the matter under consideration.

The chair calls upon proponents, opponents and all other individuals who have signed in to speak regarding the matter under consideration. After everyone that has signed in to speak has had his or her opportunity to do so, the chair shall ask if there is anyone else wishing to speak on this matter.

The chair inquires as to whether any councilmember has questions for the proponents, opponents, speakers or staff. If any councilmember has questions, the appropriate individual will be recalled to the podium.

The chair continues the public hearing to a specific date and time, or closes the public hearing. The council may choose to keep the public record open to a date and time set by the council to receive written testimony if they so desire.

f. Quasi-judicial public hearings:

1. The appearance of fairness doctrine applies to quasi-judicial hearings, not to legislative hearings. Council's decision on a quasi-judicial matter must be based on and supported by the "record" in that matter. The "record" consists of all testimony or comments presented at the hearing and all documents or exhibits that have been submitted in connection with the matter being considered. All documents, including maps, drawings, and staff reports, should be admitted as numbered exhibits during the public hearing. All quasi-judicial hearings shall be tape-recorded. Quasi-judicial hearings will be conducted in conformance to procedures outlined in other ordinances, such as the hearing examiner ordinance. Deliberations on a quasi-judicial matter can occur following the public hearing or at some other time. Deliberations and eventual decision shall fall within any applicable statutory timelines. Comments from the audience are not permitted during open meeting deliberations.

2. Appearance of Fairness: Prior to the start of a quasi-judicial public hearing the chair will ask if any councilmember has an appearance of fairness doctrine concern, which could prohibit the councilmember from participating in the public hearing process. (A councilmember who refuses to step down after challenge, upon the advice of the city attorney and after a ruling by the majority of the remaining members of the council that the member in question should step down, is subject to censure.) A councilmember who has stepped down shall not participate in the council decision or vote on the matter. The councilmember shall leave the council chambers while the matter is under consideration.

3. Comments in violation of the appearance of fairness doctrine: The chair may rule out of order any comment made with respect to a quasi-judicial matter pending before the council or its boards or agency or commissions. Such comments should be made only at the hearing on a subject matter. If a hearing has been set, persons whose comments are ruled out of order will be notified of the time and place when they can appear at the public hearing on the matter and present their comments. (this should be added as a third paragraph to 7(f) as part of the rules on quasi-judicial hearings)

8. Council Relations with Mayor and Staff

- a. Acknowledging Roles: There will be mutual respect and acknowledgment from the Mayor, staff and councilmember's of their respective roles and responsibilities. City staff shall acknowledge the council as policy makers and councilmember's shall acknowledge staff as administering the council's policies.
- b. Informational Material: All written informational material requested by individual councilmember's shall be submitted by staff to the mayor, who, after his or her review, will provide response to all councilmember's with a notation indicating which councilmember requested the information.
- c. Inappropriate Influence: Councilmember's shall not attempt to influence the mayor or staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of city licenses or permits. The council shall not attempt to change or interfere with the operating rules and practices of any city department. If councilmember's have suggestions on administration issues, they shall contact the mayor directly.
- d. Informational Requests: Individual requests for information by councilmember's may be made directly to the department director unless otherwise determined by the mayor. No councilmember shall request staff to initiate any action or prepare any report, or initiate any project or study without the consent of the mayor.

- e. The Mayor and all members of the council shall be subject to removal from council meetings for disorderly conduct to the same extent as the public as outlined in Rule 6(d).

All cases not provided for in these policies shall be governed by Robert's Rules of Order, Newly Revised.

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